

**ST. ALOYSIUS COLLEGE,
EDATHUA**

POLICY DOCUMENTS

CONTENTS

1. EDUCATION AND CURRICULUM
2. INTERNAL EVALUATION
3. DISCIPLINE
4. QUALITY
5. HEALTH AND HYGIENE
6. ANTI-RAGGING
7. ANTI-HARASSMENT
8. GRIEVANCE REDRESSAL
9. FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION
10. ECOLOGICAL POLICY
11. WASTE MANAGEMENT
12. RESEARCH
13. MENTORING
14. GENDER POLICY
15. EXTENSION ACTIVITIES
16. PHYSICAL FACILITIES- SHARING AND MAINTENANCE
17. FLOOD RELIEF ACTIVITIES
18. STUDENTS' ACTIVITIES
19. ALUMNI ACTIVITIES
20. ADMINISTRATION
21. PROFESSIONAL DEVELOPMENT PROGRAMMES
22. E-GOVERNANCE
23. CONSULTANCY AND COLLABORATION

- 24. HUMAN VALUES AND PROFESSIONAL ETHICS
- 25. PERFORMANCE APPRAISAL
- 26. POLICY ON STUDY TOURS
- 27. STRATEGIC PLANS
- 28. POLICY REFORMS

1. EDUCATION AND CURRICULUM

The Education and Curriculum policy of the institution consists of designing, promoting and offering various programs related to the effective implementation of the syllabi provided by the University. The regular course is supplemented by certificate or diploma courses to professionally equip the students.

1. The curriculum is designed in such a way as to impart knowledge, understanding, capabilities and values. Its core vision is to make the students responsible and exemplary citizens of the nation.
2. Measures are taken to ensure the safety of classrooms and classroom activities.
3. The curriculum includes innovative teaching and learning techniques suitable for the higher education sector.
4. Special attention is given to evaluate the certificate courses and add-on courses.
5. Periodical conduct of supplementary programmes for slow and advanced learners.
6. The feedback system ensures parental support for the consistent track record of the learner's performance.
7. Compulsory conformity to the proposed academic calendar of the college is maintained.
8. The contents of the academic calendar are revised, evaluated and modified every year with the help of heads of the departments, class tutors and mentors.
9. The proposed outcomes of different programmes are constantly monitored.

2. INTERNAL EVALUATION

Apart from the university examinations, an effective system of internal evaluation is in operation. It consists of various assessment and practices that track, measure and assess the quality of the learners.

1. The policy that the internal evaluation should be fair, consistent, unbiased, transparent, reliable and accessible to all students is ensured by following the guidelines of the affiliated university.
2. Assessment helps to measure the abilities, achievements and progress of students.
3. Appropriate assessment methods are used to provide valid and reliable results.
4. The institution conducts two types of preparatory exams before the University exams. They are internal exams and model exams.

5. After the exams, valued answer sheets are returned to the students accompanied by face-to-face interaction with them by the teachers concerned.
6. Supplementary tests, class tests, surprise tests, assignments, seminars etc. are conducted to ensure continuous evaluation.
7. Along with the above-mentioned strategies work-based assessment, formative and summative assessments, assessment of functional skills etc. are also conducted.
8. A systematic review of the process of internal assessment is maintained.

3. GENERAL DISCIPLINE

St. Aloysius College, Edathua aims to provide an environment where there are no barriers to student success and progression. If a student's behaviour prevents others from feeling safe, secure, respected and able to learn effectively then this may result in disciplinary action. The purpose of this policy is to ensure that all instances of student misconduct are dealt fairly and consistently and provide a clear procedure to guide both staff and students. This policy applies to all enrolled students and covers misconduct alleged to have occurred on the college premises or other activity carried out as part of the student's course.

The following guidelines are issued to inspire the students towards a more orderly and polite behaviour, and to set standards for their character and conduct:

1. All students are responsible to the Principal for their conduct both in and out of the college.
2. They shall respect all the teachers and greet them when they meet first either on campus or outside.
3. When a teacher or a visitor enters the classroom, the students should stand and remain so until they are permitted to sit.
4. Students should not enter or leave the classroom without permission. They shall not enter other classes without permission.
5. During free hours students are expected to make use of the library. No one should be found loitering on the veranda disturbing other classes.
6. They shall not deface the college walls and furniture by writing, engraving, stamping, pasting etc. Every one shall consider and handle the college property and library books as his/her own.

7. Students are forbidden to organize or attend any meeting on campus without the prior permission of the Principal. They are not allowed to address the college authorities in a group; such action is subversive. Written sanction of the principal is necessary to collect any fund or to circulate notice or petition of any kind by any student either on campus or outside.
8. All the students must wear ID Badges on campus.
9. Any student who is persistently insubordinate, wilfully mischievous and who is likely to have an unwholesome influence on fellow students may be removed from the rolls.
10. The educational concessions extended and the scholarships awarded are liable to be forfeited for any misconduct. Such concessions and scholarships may be withdrawn from students who resort to any misconduct.
11. The students are free to consult the Principal on any matter of college discipline, academic performance, co-curricular activities etc. On any matter of dispute, the decision of the Principal shall be final.
12. Political activism and students' strike are strictly banned inside on campus. Students are forbidden to organize or attend meetings other than the official ones.
13. Silence is expected during official programmes of the college.
14. The following instructions should be followed by the students concerning study tours:
 - a. Only final year students are allowed to organize study tours.
 - b. Study tours should be conducted only with the prior permission of the Principal and the class teacher.
 - c. Booking of vehicles and arrangements for the stay while on tour should be made only after consultation with the class teacher concerned.
 - d. Class Teachers or other teachers deputed by the respective Heads of departments should accompany the students.
 - e. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on campus and will attract punitive action.
 - f. The use of alcohol, drugs and smoking is strictly prohibited while on tour.
 - g. Every member of the party should try to see that their conduct while on tour, upholds the prestige and reputation of the college.
15. Students are required to reach the college in time.
16. Attend every class with genuine interest and wholehearted co-operation.

17. Keep the campus clean. Don't throw any waste materials on the floor or ground but shall drop them in the dustbins kept for the purpose.
18. After the second bell in the morning, every student must be in the classroom. Standing on the Veranda is not allowed. Observe silence during the prayer song. Keep silence in the library. Learn to give respect and take respect.
19. Keep modesty in dressing. Boys are not allowed to wear collarless shirts on Campus. Students wearing *dhoti* should not fold it on campus.
20. Girls are earnestly advised to avoid wearing mini-skirts, sleeveless and deep necklines, flimsy clothes, short tops and leggings of transparent materials. They are also advised to wear a shawl/dupatta.
21. Smoking is strictly prohibited on campus. The use of intoxicants like drugs, liquor, pan masala etc. is strictly banned. Anybody violating this rule has to face serious consequences.
22. Decent behaviour is expected in bus and boat. Any complaint of misbehaviour will be seriously dealt with. Vulgar comments on the opposite sex will invite serious actions. Wandering on campus is prohibited.
23. Use English for communication. Utilize the library during lunch break and free hours. Actively participate in extracurricular activities like NSS, NCC, Clubs and Associations etc.
24. The government had banned the use of mobile phones on college campus Vide G.O. No. RT/No.34605. Higher Education dated 1/3/2005. The College Council, the PTA General Body & the PTA Executive have discussed the matter seriously and decided to enforce it strictly for the good of the student community. The Ethics Committee worked out the details of the enforcement and the following decisions were taken:
 - a. Students are not allowed to bring or use mobile phones on campus.
 - b. If any student is found with a mobile phone in hand or using it, it shall be reported to the department concerned. All the teachers are authorised to report the same to the department concerned.
 - c. A fine of Rs. 100/- will be charged as a penalty and the parents can claim the phone equipment from the Principal.
 - d. If repeated by the same student, the equipment will be withheld by the Principal. He/she can claim it only at the end of the course.

- e. If parents want to contact their wards on urgency during college time, they can contact on Phone No. 0477-221-2264 and 0477-221-5164 at the office.
 - f. Those students who resort to two-wheelers for daily commuting should strictly observe all the safety rules issued by the motor vehicle department on and off the campus. They have to wear a helmet and are not allowed to carry more than one person on the pillion. They should obtain a parking permit from the college authorities to park their bikes in the parking shed.
25. Two-wheelers with parking stickers pasted on only will be permitted to the campus. Bikes and parking permits are not transferable.
 26. Near the gate, the pillion should be emptied and the bike should be driven to the parking shed very slowly, carefully and without making any unwanted noise.
 27. Attendance will be marked at the beginning of each period. If a student is absent for one hour in a session it will be treated as absence for half-a-day.
 28. Late-comers are refused attendance for the period or marked late at the discretion of the teacher concerned. The college will not be responsible for any accident or untoward incident happening outside the campus during class hours.
 29. Attendance is part of the internal assessment. Hence, students are cautioned to maintain full attendance. If the student is absent, a leave application should be submitted to the class teacher the next day.
 30. Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal after payment of the re-admission fee and the first instalment fees/semester fees.
 31. Students shall make benefit from the services of mentors. The student information system including attendance is automated.
 32. The College Library normally remains open from 9.00 am to 5.00 pm on all working days.
 33. Members of the staff and students of the college are members of the library.
 34. Students should submit their identity cards at the counter before entering the library.
 35. Strict silence must be maintained in the library. No books or periodicals shall be removed from the library unless it is registered at the issuing counter.

36. Borrowed books must be returned within a fortnight and they can be re-issued for a further period of 15 days, if no one else has applied for the book. A book may be recalled at any time even before the expiry of the period.
37. Members are expected to use books with care. If a book is lost or damaged, it should be replaced at once together with fine. If the book is not replaced, the defaulter shall pay two times the cost of the book together with a fine. Students are not allowed to pass on the books from one another or to lend them to anyone in or out of the college.
38. Books lost, damaged or defaced must be paid for by the student in whose name they were issued.
39. All books must be returned by the due date. An overdue fine (Rs. 7 per week) will be imposed on all books not returned on time. Students are liable to forfeit their membership of the library for disregard of the library rules, indiscipline or misbehaviour.

4. QUALITY

The college is committed to meeting the ever-growing demand for higher quality education and training in the region. The college envisions the formation of global citizens with academic excellence and integrity of character who can champion the cause of a just society.

1. The students are provided with ample opportunities to realize their full potential and enable them to achieve the highest standards in their interested areas.
2. The college provides a safe environment for the students and ensures quality communication.
3. All students are treated fairly without any racial, caste or linguistic discrimination.
4. The curriculum is designed in such a way that the students are mended to become effective employees and good citizens.
5. The college constantly sets a new benchmark for the quality assurance and enhancement process.
6. Regular evaluation of the strengths and weaknesses of students is conducted to make necessary improvements.
7. Research centres in the college are active and produce consistent outcomes along with lectures and other planned academic activities.
8. Timely renovation and maintenance of infrastructural facilities are ensured.

9. A periodic review of academic standards is conducted to ensure that they are on a par with the higher education standards set by the governing body.

5. HEALTH AND HYGIENE

Our college aims to promote and protect the health, safety and wellbeing of all the students, staff and families using procedures and policies to maintain high standards of cleanliness, hygiene and safety.

1. On campus, a gymnasium is set up for the whole community of the college to maintain and sustain their fitness.
2. Counselling service is also provided to resolve the psychological problems of students.
3. All students are encouraged to participate in various games and sports events.
4. Swachh Bharat Abhiyan project is successfully being implemented with the support of NCC, NSS and Bhoomithrasena.
5. Labourers are appointed for cleaning the premises of the college.
6. Orientation seminars and activities will be organised frequently for the whole community of the college.

Owing to the recent covid19 pandemic, the college has restricted its existing health and hygiene policies.

1. The use of masks and sanitisers are made mandatory.
2. Social distancing in and around the college.
3. To promote better hygiene, the college continuously encourages proper cleaning habits.

6. ANTI- RAGGING

In consonance with the UGC regulations of 2009 regarding ragging the college maintains the policy of keeping the campus ragging free.

1. All the requirements as per the regulations of the Central and State governments, UGC and court orders including an anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.
2. The college strictly observes the provisions of the acts of the Central Government and the State Government, being in force, considering ragging as a cognizable offence.

3. The principal of the college directly supervises the Anti-ragging Cell.
4. Any student who is found guilty of ragging is seriously dealt with as per the university regulations. The case should also be reported to the law-and-order department of the state immediately at the reception of the complaint at the college office.
5. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches at the beginning of the academic year.
6. A counselling facility is provided once a week in the college, and if necessary, any time professional counsellors are made available on campus.
7. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the principal.
8. The class tutors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary, takes steps to have those sessions with professional counsellors.
9. Regular updating of the instructions from the Central, State, UGC, and court orders are maintained well.
10. Special sessions are arranged for the newcomers in the first weeks of the academic year to prepare them for the socio-academic life on campus.
11. The college keenly identifies all vulnerable locations, and ensure a constant vigil and watch over such locations.
12. Hostels/accommodations, where freshers are admitted, are carefully guarded.
13. The institution ensures the participation of all students during the cultural festivals and celebrations to erase the senior-junior distinctions.
14. The prospectus and other admission related documents of the college should contain the anti-ragging policy. There is a display of anti-ragging slogans with the help of electronic and print media on campus.
15. The anti-ragging policy of the college ensures the presence of teacher squads that take turns to maintain the customary discipline of the campus.
16. Special sessions are conducted to sensitize the parents of the students about the rights and safety of the students.

7. ANTI-HARASSMENT

The college is committed to maintaining an environment that encourages and fosters appropriate

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

1. The college prohibits discrimination, harassment (including sexual/gender harassment), sexual assault and retaliation against employees, interns, contractors and other third parties conducting business with the college.
2. The college specifically expects management level personnel to be models of appropriate conduct.
3. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013.
4. Legal aid classes are regularly provided to the students to conscientise them about sexual and gender-based violence.
5. To ensure gender equality, female students are adequately represented in various faculties of the college.
6. In handling claims made under this policy, the college may incorporate behavioural standards that are established by related policies.
7. Any student/employee who believes that they have been subjected to harassment (including sexual/gender harassment) prohibited by this policy or any employee or student who has witnessed such harassment, retaliation or sexual assault, should immediately report the circumstances to the principal who is the head of the Anti-Harassment Committee or to the immediate superior authorities as fast as possible.

8. GRIEVANCE REDRESSAL

The institution is keen on implementing various measures for the proper handling of grievance redressal. Grievance Redressal Committees are constituted and maintained both at the college level and department level. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise

their grievances in the open house meetings.

2. To resolve any confusion and grievance related to admission to various academic programmes, special helpdesk is arranged. Any breach in the reservation policy in admission is directly informed to the principal.
3. Grievance related to fee payment, caution deposit, etc. is managed by the respective heads of the department and is reported to the principal according to the seriousness of the issues.
4. Complaints related to various offices of the college including the principal can be informed directly to the manager of the college.
5. Responsible authorities such as the Principal, Vice-principal, Bursar, IQAC Coordinator and respective heads of the departments are obliged to make their presence in the open forums conducted for all the departments.
6. Adequate measures are taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
7. Prospectus of the college is published in print form and online.
8. Grievance Redress Cell convenes frequent meetings to monitor the grievance redress activities of the institution.

9. FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

1. The institution has a transparent and frequently audited system of managing and mobilizing its financial resources for the betterment of its academic performance.
2. As there exists a monitoring committee, all the programs and extension activities planned by various departments are requested to submit the proposal to the monitoring committee.
3. The college encourages each department to find sponsors while conducting seminars, fests and conferences.
4. The judicial involvement of the alumni association and PTA is ensured in all the developmental activities on campus.
5. Apart from government assistance, the financial and monitoring committee tries to find various ways to channelize the funds for the development of the Institution.
6. All the construction and maintenance works are undertaken by the management after conducting discussions with the financial and monitoring committee.
7. The faculty members are encouraged to channelize different research incentives, funds and

aids by various agencies.

8. Contribution from the public is also channelized to meet financial challenges that may adversely affect higher education.

10. ECOLOGICAL POLICY

The college is well aware of the present issues of global warming and other environmental issues. To spread this awareness among students and the general public, the college has a well-drafted environmental and ecological policy.

1. The college aims at environmental protection against different kinds of pollution and to tackle these, a special Green army comprising of students and faculty members is formed.
2. Special bins are placed in and around the campus for a smooth waste management process. Moreover, biodegradable waste is separated from others for agricultural purposes.
3. Special measures are taken to protect the biodiversity of the campus.
4. Use of plastics is restricted in the college premises and use of cloth materials instead of plastics is promoted.
5. Special types of equipment are installed on campus to harness various natural resources.
6. The institution should encourage the student community to keep the surroundings clean and waste-free by organizing monthly campus cleaning programs.

11. WASTE MANAGEMENT

The waste management system of the college is strictly based on the principle of the green protocol. This facilitates the campus to maintain, an eco-friendly one.

1. The college has a clear-cut vision about its environmental responsibilities and takes ample measures to reduce its environmental impact.
2. All the stakeholders are strictly instructed to follow the Moto “Reduce, Reuse and Recycle”.
3. All the waste management principle ultimately suggests minimum use of plastic and the lowest waste generation.
4. The institution carefully adopts and implements all the innovative and practical measures introduced by various departments of the Government and scientific agencies.
5. The waste management policy is communicated to the staff, students and other agencies

on campus to ensure that all are aware of the strategy followed by the college in this regard.

6. Measures are taken to identify the possibility of recycling and reusing waste items- Onsite treatment methods like composting bio-manure etc. are used on campus.

12. RESEARCH

Research and related activities occupy a seminal position in the academic policy of the institution. It provides guidelines for the conductance and publication of the research work.

1. The research advisory or monitoring cell should make, sustain and support all the research activities critical to the institution.
2. The institution progressively expands its research facility.
3. Regular research-related programs like seminars, workshops, conferences, etc. are organized.
4. The institution duly acknowledges the achievements of its faculty in different disciplines.
5. The research department makes it sure that the research initiatives are contemporary and relevant to the institution.
6. The college provides essential infrastructure support for the research work.
7. An objective, transparent, and merit-based decision-making system is established by the institution to provide and monitor financial and other support for research.
8. Research done by faculty members can be incorporated into the teaching-learning process.
9. Any difficulty regarding the research programme is reported to the principal through the advisory/ monitoring cell.

Book publishing

1. The college arranges a Book releasing ceremony in the college to honour the author.
2. The author is given a memento on College Day to recognize his efforts.
3. The books published by the faculty of our college are exhibited in the college library.
4. The college specially mentions the contribution of the faculty in its annual report.
5. The faculty members are given five days' academic leave to complete such works to promote research and publication culture among the faculty.

Paper presentation/publishing

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

Participation in Conference/Seminar

1. Those faculties who attend conferences are given academic leave for those days.
2. The college shall offer an incentive to meet the registration fee of such conferences
3. A member of the faculty is instructed to attend at least one conference/ seminar a year in his/her relevant subject.
4. The college facilitates the reimbursement of TA and Registration fee paid towards the same from Govt. Schemes.

13. MENTORING

The mentoring aspect of the teaching-learning process aims to provide healthy guidelines to students in matters related to their personal, academic, and social life.

1. The mentors act on behalf of the institution to support learners.
2. Each department takes care of the mentoring sessions of its students.
3. The HOD divides the entire students into different groups and allots a teacher as mentor.
4. The HOD ensures that the teachers do the mentoring seriously at the allotted time.
5. The HOD periodically verifies whether the teachers keep a record of their meetings in the files.
6. The teachers take up mentoring as a serious mission to help the students reach their full potential.

7. The Mentoring sessions shall act as a mechanism to improve the bond between the students and teachers.
8. The mentor keeps certain confidentiality and work for the best interests of the learners.
9. The mentors are instructed to be cordial, sympathetic, and trustworthy. They are supposed to be good communicators and patient listeners.
10. They arrange regular meetings with their mentee and maintain records.
11. The college is responsible for providing training, advice, and on-going guidance to the mentors.
12. Monthly group meetings of the department heads, tutors, and mentors are conducted without fail.
13. Any complaint regarding mentors from students can be submitted to the principal directly. The principal can take due measures to provide the student with other suitable mentors.

14. GENDER POLICY

Gender policy aims at ensuring the gender equality in social relations. Education enriches one's individuality to achieve gender equality.

1. Boys and girls are assured with a cordial, safe, and secure learning environment.
2. The college and staff are supposed to ensure that the campus is free of violence and discrimination.
3. The institution provides gender-sensitive good quality education.
4. Faculty members and other staff are directed to follow professional norms regarding gender issues and appropriate disciplinary practices and provide unbiased instruction.
5. Students are uncompromisingly instructed to behave in a non-violent, inclusive way.
6. A good interpersonal communication culture and a strong monitoring framework are maintained to redress the tensions between the sexes.
7. Students are made aware of the importance of human rights and responsibilities for ensuring that their behaviour does not violate others' rights and dignity.

15. EXTENSION ACTIVITIES

The extension programmes are for making the students aware of the social issues and thereby

inculcating a sense of social responsibility in them.

1. Various programmes are organized by the departments in collaboration with the government or non-government organizations exclusively meant for the holistic development of the students.
2. Various activities are organized by the college through NSS, NCC, blood donors' forum and departments are intended to break the cocoons of self-centredness among students and thereby uplift the feeling of social consciousness and community welfare notions.
3. Different genres including arts and science are given primary importance concerning the enrichment of community development activities, especially among the school children.
4. Activities are programmed to discover the intrinsic talents of students thereby providing immense opportunities for them to excel.
5. The college provides the students with the best platforms to develop their personalities by enhancing their knowledge and skill to bring about social change.
6. The college functions along with the co-operation of government agencies and local bodies for communal harmony.
7. The students are trained to come up with their innovations in various areas of enrichment including interpersonal skills, drama productions, public speaking, sports, entrepreneurship, and other socially relevant spheres.

16. PHYSICAL FACILITIES - SHARING AND MAINTENANCE

The college gives particular attention to constructing, updating, and maintaining its infrastructure. It enhances the quality of our teaching-learning environment.

1. Being an Art and Science College, the institution maintains good laboratory facilities for the effective conduct of teaching, learning, and research.
2. Common facilities like ground, auditorium, badminton, basketball and volleyball courts, etc are provided to the public and the neighbouring institution on prior request.
3. The college has the largest swimming pool in the Alappuzha district which primarily aims to train students for swimming championships.
4. The college has well equipped and maintained fitness centre for students who are engaged in athletics and games.

5. The institution ensures separate parking facilities for teachers and students. Moreover, students are provided with unique identity stickers to enter the college premises.
6. The college has a special museum to introduce students to the rich cultural heritage of Kuttanadu.
7. The college has installed a rain harvesting unit to store rainwater.
8. The college premises are beautified with the presence of gardens which include a butterfly garden maintained by the department of Zoology.
9. The college provides its premises for conducting NCC camps, flood relief camps and also for election purpose.
10. The institution is a regular venue for conducting examinations such as bank recruitments, PSC, and UPSC examinations.
11. The services of electricians, mechanics, and plumber are available on campus for ensuring proper maintainance of the premises, instruments, and types of equipment.
12. Necessary backup measures are installed to solve issues related to voltage fluctuations.
13. The college library is a fully digitalized one that connects all the departments in a common thread.
14. Maintenance funds obtained from state or central governments, the UGC, and the college management are utilized for the effective maintenance of infrastructure and support facilities.

17. FLOOD RELIEF ACTIVITIES

The institution is situated in a geographically vulnerable and unforgiving landscape that is annually affected by rain, flood, and subsequent loss of life and property. Since its inception, the institution plays an active and constructive role in the educational, social, and cultural spheres of the region.

1. Every year, during rain and flood, the college building and its premises and facilities are offered to the people who are badly affected by these natural calamities. It acts as a shelter and camp during such a crisis.
2. As every flood brings epidemics and health issues, it is necessary to undertake massive cleaning activities. The college actively participates in this by offering its human resource and other facilities.

3. NCC, NSS, and volunteers from different clubs and associations are always committed to the post-flood reconstructive activities.
4. During every crisis period, the institution takes effective initiatives to raise funds to help those who are economically weak.
5. One of the prime concerns of the institution is to rebuild the shattered infrastructure.
6. The college takes special care of the students and their families who are hit by calamities.
7. It is the policies of the institution to make, collect, organize and distribute basic goods and services to the needy.

18. STUDENTS' ACTIVITIES

Apart from academics, students are trained to become good human beings by ensuring their overall development. This is enforced by the policy of the college which is given below.

1. Following the guidelines put forward by the UGC, central and state governments, Mahatma Gandhi University, Kottayam, and adhering to the principles of Catholic Church, the college policy safeguard the rights of students and make them aware of their responsibilities.
2. The policy is subjected to scrutiny and revised if needed to comply with legislation and to function at the best possible level.
3. Every student, irrespective of caste, creed, and religion is catered and enthused to transform into responsible citizens.
4. Students with special needs like those who have physical disabilities are provided with all the services essential for their comfort at the campus.
5. Processes of admission, examination, evaluation, recruitment are conducted in the most transparent manner giving ample opportunities to all stakeholders to access information regarding the same.
6. While the interests of students are always upheld, it is obligatory on their part to stick to the rules and regulations given in the college handbook.
7. Every attempt is made to bring the best out of the student by insisting on their values and morals and all by securing their mental health through counselling sessions.
8. Orientation, career guidance, and monetary aids are provided to eligible and needy students.

19. ALUMNI ACTIVITIES

The Alumni Association of the college serves as conduct of goodwill among all those who have completed at least one part of their learning here.

1. Every member of the alumni association is an ambassador of his/her Alma mater and it is through his/her professional and social contributions, that the college takes part in the nation-building.
2. Though the association is an integral part of the institution, it can independently initiate programmes aimed at human resource development.
3. Achievements and accomplishments of the alumni are matters of pride and joy. The college acknowledges and celebrates the same by instituting various awards.
4. The annual alumni meet is an opportunity to renew old acquaintances and relationships, providing channels of corporation and growth for the individuals in particular and the college in general.
5. Any funds raised in connection with these programmes are utilized with utmost care and transparency.
6. All details regarding the students who pass out are stored systematically and are not disclosed to any third party.
7. The conduct of activities of the alumni association is in strict compliance with the guidelines provided by the UGC.

20. ADMINISTRATION

The administrative policies and procedures are tuned in line with the existing laws and regulations which thereby envisages the vision and mission of the institution.

1. Esprit De Corps is a policy concern which nurtures positive work environment.
2. Division of work at different levels enhances managerial efficiency and operational flexibility.
3. Delegation of authority and decentralization in administration enhances transparency at one end and effective communication at the other end.
4. The democratic style of leadership encourages a participative culture in the administrative decision-making process which encourages initiative at the participatory level.

21. PROFESSIONAL DEVELOPMENT PROGRAMMES

The participative style of administration fosters initiative among the teaching faculty in the planning and implementation of the policies and procedures of the institution. Moreover, the delegation of authority enhances autonomy in the effective implementation of the decisions.

The empowerment programmes-initiated aim at motivating and enhancing the quality of teaching faculty at different stages of professional development. Faculty empowerment programmes are initiated based on performance appraisal.

Teaching Faculty

1. For imparting quality education, the institution organizes Faculty Development Programmes, national and international seminars, conferences, and workshops.
2. Policy measures including reimbursement of fee amount and duty leave provisions are formulated for encouraging faculties to attend seminars, conferences, workshops etc organized by other institutions.
3. Encouragement is provided to take up minor and major research projects by honouring the works done.
4. Encouragement is given to faculty members to take up membership in professional bodies by making the community informed about its procedural formalities.
5. Quality enhancement is ensured by motivating faculties to participate in research paper presentations and publications by honouring the eminent works done.
6. Young faculty members are encouraged to register for PhD and the library offers latest books and articles in different disciplines for the smooth conduct of research. Both hard copy and soft copy of the materials are made readily available.
7. Preparation of ICT enabled teaching methods to foster the development of students through creative thinking.
8. Enhancing competence in imparting knowledge through effective communication strategies. Orientation programmes are offered to the faculties to enhance their communication skills.
9. The college arranges professional development programmes including participation in professional development organizations, job assignments, skill based training and developmental relationships for the teachers.

Non-Teaching Staff

1. The Non-teaching staff is provided training in leadership skills and Team work.
2. Professional training in file keeping and computer skills is arranged once a year to make their service effective.
3. Newly recruited staff are given special orientations for nurturing their skill development.

22. E-GOVERNANCE

Institutional administration is effectively managed through the system of e-governance.

1. Full-fledged functioning of the college website is ensured.
2. Departmental level activities and college-level programmes are updated through the college website.
3. Attendance of students is systematically recorded through e-college solutions software.
4. Recording of internal marks, assignment submission, and conduct of examinations are made through online platforms including google classrooms.
5. Centralized library system is ensured at all times without any delay.
6. Encourages faculty members and students to pursue online courses in Swayam platforms.
7. Accessibility of journals in N-list for enhancing quality education and research activities.

23. CONSULTANCY AND COLLABORATION

1. The institution motivates its teachers to take up funded research projects with national and international institutions by honouring the eminent works done.
2. Offering career orientation programmes and tie-up with industries to enhance the employability of the student community through the active involvement of the career development cell of the college.
3. Industrial Visits are arranged for commerce students in every academic year.
4. Outreach programmes to the poor and deprived are arranged for student community to enhance values in younger generation.
5. Income tax consultancy services are offered to the community under the initiative of department of commerce.

6. NSS, NCC, and Aloysian neighbourhood forum initiate to extend its activities to the local community as part of their policy concern which includes blood donation camps and a plastic-free environment.
7. Sports facilities in the college are extended to the local community including the facility of swimming pool.
8. Every department in the college initiates to offer community development programmes and consultancy services to the society apart from their academic agenda. The programmes include computer training, e-commerce applications, tax consultancy, fish farming, skill development programmes etc. Women empowerment programmes are also initiated as a policy concern.

24. HUMAN VALUES AND PROFESSIONAL ETHICS

1. Equal opportunity for all is the primary policy concern for the teachers in the college.
2. Accessibility to e-resources, library, sports club, swimming pool, computer lab, math lab, and other laboratories are provided impartially to the student community.
3. Awarding of marks in internal examination, assignment, seminars, and labs are worked out in a systematic manner assuring justice and enhancing quality.
4. A teacher's diary is required to be maintained by all teaching faculties to maintain a record of the initiatives made in the teaching-learning process.
5. Genuine involvement in enhancing the existing body of knowledge through research initiatives is encouraged and rewarded.
6. Ensuring the active involvement of the student community in curricular and extracurricular activities at intra-collegiate and intercollegiate levels through the mentoring system.
7. Value education classes are initiated once a month to inculcate moral values and enhance ethical conduct in a younger community.
8. NSS and Aloysian neighbourhood forum brings forth a great move in this direction. The forum teaches the learners to apply the knowledge gained not only for personal welfare but also for public welfare through active involvement in various community development programmes.
9. Inculcating human values to a younger community generates globally competent citizens upholding the value of self-transcendence.

25. PERFORMANCE APPRAISAL

1. Performance appraisal provides the basis for professional development and career planning. A 360-degree appraisal is initiated at the institutional level.
2. Evaluation by students is recorded in an electronic form and the feedback is communicated to the teachers by the college principal.
3. Management level evaluation is made by the college principal based on departmental and college-level activities, extension activities, and research initiatives.
4. Peer group evaluation is made under the supervision of the respective head of the departments based on teaching practices and departmental initiatives.
5. A feedback system in the form of performance appraisal opens up a platform for self-evaluation wherein faculties get to know their strengths and weaknesses.
6. Genuine efforts are initiated by the teachers to overcome the weakness identified through active involvement in faculty empowerment programmes.

26. POLICY ON STUDY TOURS

1. The conduct of study tours enables students to enhance their personal and social life through social learning process by learning the customs and traditions of different places and through their interactions with different personalities. Study tours thus give ample opportunities for the student community to enrich their academic quality/profile.
2. Academic objectives behind study tours including social learning, financial planning etc are charted out successfully.
3. Arrangements for the tour including food, accommodation, transportation, and other support services are planned and executed effectively.
4. Faculty including at least one lady faculty is ensured for the smooth conduct of the tour programme.
5. Government policies and rules related to study tours are adhered to.

27. STRATEGIC PLANS

1. Strategic plans with a specific mission including infrastructure development, enhancement in academic quality etc are effectively planned on consultation with the stakeholders.

2. The committee so constituted comprises key management leaders and faculty representatives.
3. Governing body of the college finalizes the drafted framework of strategic plans.
4. Academic growth, extension of research activities and community development are the different dimensions looked upon while moulding the specific mission in the long-term plans generated.
5. Producing globally competent citizens upholding values and integrity is of policy concern in developing strategic plans.

28. POLICY REFORMS

1. Policy reforms are worked on by the governing body of the college based on the requirements of UGC, University, NAAC, Government, and the changing world.
2. Feedback from faculties, students, non-teaching staff and other stakeholders ensures the smooth conduct of policy appraisal.