



# KURIAKOSE GREGORIOS COLLEGE PAMPADY



**POLICY DOCUMENT**

## MOTTO

*“We change lives by making dreams come true”*

## VISION

*“To become a centre of academic excellence by imparting quality education”*

## MISSION

*“To develop the physical, spiritual, intellectual, moral, and aesthetic power of the students so that they may transform themselves into intellectually trained, morally upright, socially committed and spiritually inspired men and women”.*

## CONTENTS

1. QUALITY.....	4
2. INFRASTRUCTURE AND PHYSICAL FACILITIES.....	4
3. ADMINISTRATION.....	5
4. FINANCE MANAGEMENT & RESOURCE MOBILIZATION.....	5
5. STRATEGIC PLAN.....	6
6. POLICY REFORMS.....	6
7. E-GOVERNANCE.....	7
8. EDUCATION & CURRICULUM.....	8
9. INTERNAL EVALUATION.....	9
10.MENTORING.....	10
11.STUDENT PARTICIPATION & ACTIVITIES.....	10
12.EXTENSION ACTIVITIES.....	11
13.STUDY TOURS.....	12
14.ANTI-RAGGING.....	12
15.GRIEVANCE REDRESSAL.....	13
16.SCHOLARSHIPS & FREESHIPS.....	13
17.CODE OF CONDUCT.....	14
18.ALUMNI ACTIVITIES.....	18
19.FACULTY EMPOWERMENT.....	19
20.RESEARCH.....	20
21.PERFORMANCE APPRAISAL.....	20
22.HUMAN VALUES & PROFESSIONAL ETHICS.....	21
23.ENVIRONMENT SUSTAINABILITY AND WASTE MANAGEMENT.....	21
24.DIVYANGJAN POLICY.....	22
25.GENDER EQUALITY AND INCLUSION POLICY.....	23
26.SOCIAL MEDIA POLICY.....	24
27.INNOVATION POLICY.....	25
28.IT POLICY.....	26
29.NEW EDUCATION POLICY (NEP).....	26

## 1. Quality

Our college has a well-designed quality policy. It serves as a guide for all of the activities of our college. We are committed to impart quality education to the students, enabling them to develop the right attitude, professional and academic competence and inculcation of ethical values. Being a minority institution, the management has a decisive role in design and implementation of quality policy and plans. The educational agency and the manager ensure well-functioning of the college.

- 1.1 Our quality policy is enshrined in our mission and vision statements. It is embodied in every activity and plan undertaken by the institution. The college has provisions for continuous monitoring and evaluation of the quality of these programmes.
- 1.2 The IQAC of the college also plays an important role in sustaining the quality of enrichment programmes. IQAC discuss in detail about the policy changes required or the need for new policies considering the suggestions of all stakeholders
- 1.3 Feedback from students, teachers, employers, parents and alumni serve as a valuable source for evaluating the quality of programmes. Such feedback is discussed at the IQAC meetings and measures for improvement or rectification are taken.

## 2. Infrastructure & Physical Facilities

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching- learning environment. The management and college authorities ensure that the college has adequate and effective infrastructure for effective learning, teaching, research, arts, sports, games and other extracurricular activities.

- 2.1 The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilization of the resources for the nation building effort.
- 2.2 The college provides venue for conducting examinations such as recruitment drives of banks, UPSC and PSC examinations etc.
- 2.3 The auditorium and premises have been used as a venue for the University exams.



- 2.4 The services of electricians, mechanics, plumber and gardener are available in the college to ensure proper maintenance of the instruments, equipment and premises of the college.
- 2.5 Electrically sensitive equipment are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
- 2.6 The Advanced and Expensive Equipment are maintained by Annual Maintenance Contract (AMC).
- 2.7 Maintenance funds obtained from State/Central Governments and the UGC and the college management are utilized for the maintenance and upkeep of infrastructure and supporting facilities.
- 2.8 The College is pleased to share its infrastructure facility for the local community where the college is situated.

### **3. Administration**

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. In an institution like ours administration and academics cannot operate as separate water tight compartments. Hence there is a sound framework for assuring quality assurance in administration along with academics

- 3.1 Complete transparency is ensured
- 3.2 Policy of decentralization is strictly adhered in effecting high quality administration.
- 3.3 Pro- student administrative mechanism is implemented
- 3.4 Inclusive approach is elegantly followed in all administrative matters.

### **4. Finance Management & Resource Mobilization**

The College has an institutional mechanism for effective and efficient deployment of financial resources. The management of the institution has its own mechanism to monitor the allocation and utilization of funds sanctioned by various funding agencies.

- 4.1 The management has appointed a local governing board to monitor the financial affairs of the institution.

- 4.2 The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus.
- 4.3 The faculty members are encouraged to avail themselves of different research incentives/ funds/ aids by various agencies.
- 4.4 In order to ensure complete transparency in the utilization of financial resources major purchases and expenditures are made only after inviting requisite number of quotations.

## **5. Strategic plan**

The College has a strategic plan for development. Our plan for development evolves out of the academic and administrative requirements of the college and the society it serves.

- 5.1 The plans for development are largely influenced by the requirements of the student community, university and perceived needs of the society at large.
- 5.2 The top management of the college consisting of the central governing body, Manager, Principal and the IQAC are very actively involved in ensure that the strategic plans are capable of achieving the mission of the institution.

## **6. Policy Reforms**

College has a well-designed quality policy. In pursuance of this objective, college has established an 'Internal Quality Assurance Cell' which is entrusted with the design, implementation, evaluation, assessment and upgradation of quality policy.

- 6.1 The founding fathers of the institution have designed some long run policies regarding the conduct of the institution and delivery of its services to the community. Since an educational institution is passing through different issues, new policies are to be designed. The views of the students, their parents and alumni are given due care.
- 6.2 The IQAC of the college discusses in detail about the policy changes required or the need for new policies considering the suggestions of all stakeholders. The decision regarding this is forwarded to the staff council which in turn will discuss the issue

seriously and make suggestions to the governing council which is the top authority to decide upon policy matters.

- 6.3 When there are some new issues or some of the policies are found to be ineffective new policies are framed.
- 6.4 Principal is required to make presentation about the performance of the college, which provides periodical review of policies.

## 7. E- governance

KG College's governance framework intertwines participative management and decentralized systems, harmonizing with cutting-edge technology to cultivate a dynamic educational and professional milieu. This strategy strives to instill responsibility, potency, exactness, and openness E-governance is implemented at various levels in order to provide simpler and efficient system of governance within the institution. The objectives are

*Transparency:* Ensure openness and accessibility in all processes and information within the e-governance system, fostering trust and clarity among stakeholders.

*Engagement:* Promote active participation and involvement of all stakeholders, encouraging collaboration and input in the decision-making process within the e-governance framework.

*Accuracy:* Strive for precision and correctness in data, processes, and outcomes, ensuring reliable and trustworthy information within the e-governance initiatives.

*Mobilization:* Encourage the active engagement and readiness of stakeholders, fostering a cohesive and proactive approach to achieve e-governance objectives.

- 7.1 The website of the college is functioning full-fledged. Admission process is made hassle-free with the help of the college website. The students can download application from the website.
- 7.2 The accounts of the college are maintained with help of the accounting software Tally. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.

7.3 The Library is computerized. Students can search the books in the computers in the lobby. E-learning facilities like N-List, e-journals and periodicals are made available in the library.

## **8. Education & Curriculum**

Being an affiliated college, we follow the curriculum designed by Mahatma Gandhi University. Following the introduction of CBCS and curriculum reforms by MG University, the institution has taken appropriate measures for the benefit of the stakeholders. The institution is very particular in offering skill oriented programmes and value added courses that add colour to the lives of the stakeholders and transform them into worthy citizens.

8.1 The College has organized workshops and seminars to familiarize with reforms initiated by the University. Curriculum enrichment programmes like, invited talks, workshops, seminars and panel discussions are the organized frequently by the college.

8.2 Members of the teaching staff prepare teaching plans for each course he/she is dealing and submit it to the head of the department. They are encouraged at the outset to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, and computer education apart from regular traditional teaching methods like chalk and talk.

8.3 Since the college is highly student centric; teaching and learning, feedbacks from the students are collected to understand opinion of the students regarding the curriculum, teaching and development.

8.4 Students of all the departments are given the freedom to invite experts from industry, government, academics and non- government organizations to speak about recent developments as part of department level association. Thus curriculum enrichment happens according to the requirements of students.



## 9. Internal Evaluation

In addition to regular test papers, the college conducts two series of internal examinations in each semester. The following rules are applicable:

- 9.1 Exemption from attendance at examinations and test papers are granted only by the Principal.
- 9.2 Request for such exemption must be made in person at least two days before the commencement of the examination and shall be forwarded through the teacher concerned / the class teacher.
- 9.3 In case of illness, the Principal may insist on the production of a Medical Certificate from a duly qualified doctor or arrange the applicant to be examined by a competent medical officer. The expenses of such examination will have to be borne by the applicant himself.
- 9.4 Absence from examination and test papers without leave will render the students concerned liable to serious punishment.
- 9.5 Re-examination is not offered as a matter of course. But when a re-examination is offered, absence from such re-examination, for any reason whatsoever will be regarded as equivalent to failure. A suitable fee may be collected from students for whom re-examination is offered.
- 9.6 Malpractice of any sort in test papers and examinations will render students liable to severe punishment which may amount to suspension / expulsion from the college.
- 9.7 Defaulters of payment of fees are not exempted from examination and test papers.
- 9.8 Both the UG and PG programmes envisage a mandatory continuous evaluation of students by the teachers. The University has laid down certain norms by which the teachers can assess the students internally and award marks. Students' attendance, their score in the frequently conducted test papers, their performance in assignments/seminars, practical etc count together to one's internal assessment score. Those who fail to score the prescribed minimum for internal evaluation at

degree level shall do those papers next year and shall not be considered successful until he has cleared his internals.

9.9 Students who absent themselves from the test papers/examinations shall lose the proportionate marks for internal assessment.

## **10. Mentoring**

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral. The whole student community is divided into different mentee groups and they are assigned to the faculty.

10.1 The mentors have to act on behalf of the college to support learners who are enrolled on a course of study

10.2 The mentor will act within an agreed range of confidentiality and will ensure that they have the best interests of the young learner in mind at all times.

10.3 The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality. They should have regular meetings with their mentees and keep records.

10.4 The college is responsible for providing training, advice and on-going guidance to the mentors.

## **11. Student Participation & Activities**

The institution encourages students to participate in competitions at International, National, State, University and College levels. The college has got a pretty good legacy in nurturing the artistic talents of students for which several initiatives are undertaken under the umbrella of *K G College Arts Club*.

11.1 Achievements of the College teams and the conduct of intercollegiate tournaments by the Department of Physical Education brought laurels to the college in the field of sports and games.

- 11.2 The Department of Physical Education provides special coaching in the evenings to interested and talented students in football, handball, badminton, tennis etc. They are also motivated to take part in outdoor and indoor games. Our teams participate in the University championship regularly.
- 11.3 A sports Meet is conducted for the student community of the college with the active support of the Faculties and Administrative staff.
- 11.4 Commendable performance and outstanding achievements of our students are appreciated and they are honored on the College Merit Day.
- 11.5 The different clubs functioning in the college strive to discover the inherent talents of the students and organize various programmes to nurture the same.
- 11.6 Participation in the NCC and NSS helped the students to achieve laurels at various levels.

## **12. Extension Activities**

The College organizes its extension programmes with the aim to offer its facilities, expertise and experience to the community.

- 12.1 For the effective conduct of extension and outreach programmes the principal with the active involvement of college council and IQAC entrust the faculty with different clubs and cells at the beginning of each academic year.
- 12.2 All the extension activities organized by the College through NSS, NCC and departments are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.
- 12.3 All the departments undertake extension programmes either independently or jointly with other disciplines or in collaboration with government or non- government organizations.
- 12.4 The faculty in charge of clubs and cells are given complete freedom to plan and implement extension and outreach programmes. The teachers in charge of the outreach programmes consult with social workers, social activists and leaders of the local bodies to identify demand for services offered by the institution.

12.5 The various outreach and extension activities provide hands-on experience in specific areas to the students of the college. It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.

### **13. Study Tour**

Study tours including Industrial visits conducted by the college are part of the academic programme. The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students.

13.1 The study tour must be conducted in accordance with government rules and policies.

13.2 The purposes and specific educational objectives of the study tours should be carefully developed.

13.3 The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.

13.4 All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively

### **14. Anti-Ragging**

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

14.1 Ragging / teasing / intimidating/ harassing / using words of abuse etc on junior students especially female students is a punishable crime under Police Act. Such matters will be immediately reported to the police as such acts are considered criminal offences; students involved in such acts will be given adequate punishment, which includes expulsion.

14.2 As per the directions from the Hon'ble Supreme Court of India and relevant instructions from the university & UGC authorities, an anti-ragging committee and a squad is working in this college.

- 14.3 The College strictly observes the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
- 14.4 Counseling facility is provided in the college, and if necessary any time professional counselors are made available in the campus.
- 14.5 The prospectus and other admission related documents of the college contain the details of anti-ragging policy. Display boards on anti-ragging has been installed in different locations in college.

## **15. Grievance Redressal**

The management is keen on implementing various measures for the proper handling of the grievance redressal. The College closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

- 15.1 If a student or a group of students or the entire students have any grievance of any kind whatsoever, it is to be brought to the attention of the Grievance Redressal Cell in writing. The students can reach out at student grievances portal <http://www.kgcollege.ac.in/student-grievances/> for communicating their grievances.
- 15.2 The cell on its own or in consultation with the principal may take necessary steps to resolve such grievances. The principal may call for the recommendations from the Discipline Committee /College Council, if the situation so demands.
- 15.3 The institution takes special care in addressing the students who comes under the titles OBC, SC/ST, Minority and PD by running separate cells for each.
- 15.4 The College had constituted a Complaint Committee (ICC SHW) for considering complaints of sexual harassment of woman employees of the college. Complaints regarding sexual harassment can be intimated in writing to the committee.

## **16. Scholarships and Freeships**

Besides government-instated scholarships, underprivileged students are also supported in their academic pursuits through the awarding of scholarships and freeships based on their



individual needs and circumstances. All students, regardless of their caste or religion, are eligible for these scholarships and freeships.

16.1 The college provides Merit Scholarships and endowments for academically excellent students from all the batches and Programmes.

16.2 College also encourages students to apply for various scholarships and freeships provided by the government and other agencies. A staff is given the charge of Scholarships and freeships provided by the government and other agencies. He/She will give more details about the scholarships and collect necessary information from the students.

16.3 Under the management-instituted Snehanidhi Scheme, financially disadvantaged UG students are chosen by the departments and awarded freeships. Assistance under Snehanidhi is given to not more than 10 per cent of the sanctioned strength of a class.

16.4 In addition, 20% of the students approved for self-financing classes are eligible for scholarships through the Snehanidhi scheme.

## 17. Code of Conduct

### *Students*

The Student Code of Conduct **sets out the standards of conduct expected of students**. It holds them responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

17.1 It shall be the duty of every student to follow the rules and regulations of the college, and to conduct himself with discipline and decorum.

17.2 Students are expected to be punctual and regular in attending classes, practical, exams etc. If classes are free during any period, students should go to library or engage themselves in meaningful co-curricular activities.

17.3 Students shall be clean and decorous in dress, language and behavior. They should adhere to the cultural values and ethos of the College.

- 17.4 None are permitted to enter the campus intoxicated. Alcohol and abusive substances are banned within the college premises.
- 17.5 Students should treat all fellow learners and teachers with respect and fairness. Every student should consider their fellow learner equally regardless of gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- 17.6 Any kind of indecent behavior or derogatory remarks from the students outraging the modesty of any women will not be tolerated and is punishable.
- 17.7 Students will be given permission to leave the campus during class hours only in case of emergency or for any other valid reasons with the gate pass from the department concerned.
- 17.8 Students should strictly maintain hygiene in classrooms, campus and in toilets/washrooms.
- 17.9 Political activism is banned in the campus. Demonstrations/ campaigning etc of a political nature is strictly prohibited inside the campus.
- 17.10 Students should observe silence during the morning prayer & national anthem in the evening.
- 17.11 Students should take great care in handling the properties of the college. All breakages, losses and damages must be reported at once to the authority.
- 17.12 Students shall not involve in any form of ragging inside or outside the College campus. Ragging in any form is a serious offense and those found indulging in it will be summarily expelled from the College as per the directions of the Government
- 17.13 Mobile phones can be used only for academic purposes with the permission of teachers. Cell phones would be confiscated if students are found misusing them.
- 17.14 Loitering on verandahs, corridors, staircase and other passages during class hours is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, hostel blocks, playgrounds and other such places inside the college campus.

17.15 A grievance redressal mechanism exists in the Institution. Students are advised to approach the faculty-in-charge of Grievance Redressal Cell (as mentioned in the Hand Book) for getting their grievances addressed.

### ***Teaching Staff***

The Code of Professional Conduct for Teachers applies to all permanent and temporary faculty. Besides the code set by the UGC and the parent university the college has also framed a set of rules to be followed by the teaching staff. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honor and dignity of the teaching profession.

17.16 Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.

17.17 Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.

17.18 Every teacher shall devote himself diligently to his work and utilize his time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

17.19 Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence.

17.20 Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extracurricular work related to the College/University as may be assigned to him by the authorities.

17.21 No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. They shall also discourage such tendencies among his colleagues and students. Harassment against women will be seriously addressed.

17.22 Every teacher shall help the college authorities in enforcing and maintaining discipline among students.

17.23 Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses etc. They should not indulge in over-making, under making or other attempts at victimization on any ground.

17.24 No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.

17.25 No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the college with the intention of interfering with the performance of his duties.

### ***Non-Teaching Staff***

The supporting staff is an essential part of the college administration. They are also supposed to follow a code of conduct in their profession.

17.26 All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.

17.27 It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the management from time to time.

17.28 The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the institution.

17.29 The supporting staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments /equipments.

17.30 The supporting staff shall not discriminate against any student and colleague based on the gender, caste, creed, language, and place of origin, social and cultural background.

17.31 The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.

17.32 The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.

- 17.33 The supporting staff shall discharge all the professional activities through proper channel.
- 17.34 The supporting staff should not be absent from the duties without the prior permission of the authorities.
- 17.35 The staff shall not involve in any unethical activities that cause hindrance to the harmony of the institution.

### ***Principal***

An institution's principal should always be sincere, impartial, supportive, guardianship-oriented, and law-abiding. In addition, the Principal is expected to possess the following qualities:

- 17.36 To guarantee compliance with acts, statutes, ordinances, rules, regulations, and other directives that are periodically issued by the Management, other regulatory organisations, and university authorities.
- 17.37 To ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- 17.38 To be fair in disciplinary actions towards the members of faculty, non-teaching staff and student.
- 17.39 To empower the staff and students to reach their maximum potential.
- 17.40 It is the principal's duty to provide coordination, leadership, and guidance for the College.
- 17.41 To carry out additional quantitative and qualitative tasks for the benefit of the students and the organisation.

### **18. Alumni Activities**

The college has a registered alumni association. The general body meeting of the alumni association is held every year on the third Sunday of January. Every department has its own alumni associations that organize get-togethers on dates of their convenience.



- 18.1 Alumni personally and as an association offer financial support for the developmental and academic needs of the college. They have also contributed to department-level initiatives.
- 18.2. Present students and alumni have very good relations with each other, and hence the programmes organised by the present students are informed to them, who in turn support the same with their suggestions and presence, if possible.

### **19. Faculty empowerment**

The Institution has introduced effective strategies to train, retrain and motivate the employees for performing various roles and responsibilities.

- 19.1 The teachers are encouraged to attend Orientation Programmes with leave-on-duty sanctioned by the college.
- 19.2 All the teaching and non-teaching staff satisfies the mandatory requirement of participating in the annual conferences organized by the management for the enrichment of teaching and non -teaching staff.
- 19.3 The management organizes a mandatory orientation programme for all the newly appointed faculty members which helps them to get involved and trained in the working of the college.
- 19.4 The faculties with leadership traits are given the opportunity to head committees and projects. The Institution has full-fledged NCC and NSS units. The Institution encourages the Programme Officers of NSS and NCC to undergo orientation training with leave-on-duty sanctioned by the college.
- 19.5 The College provides infrastructural facilities for independent learning through the well-stocked central library.
- 19.6 The Institution provides the opportunity for staff members to participate in exchange programmes that help them to manage their work-life balance. The teachers are given the opportunity to interact with government officials, NGO representatives, and professionals from other fields.

19.7 The institution covers 75% of the expenses (registration fees, travel allowance, and accommodation) or Rs. 6,000, whichever is less, of the teachers attending faculty development courses, seminars, and workshops.

## **20. Research**

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conduct and publication of the research work.

20.1 The research facilitation committee is constituted to sustain the research tempo of the institution consistently. Any difficulty regarding the research programme should be reported to the Principal through the committee.

20.2 The committee inspires the faculty to avail Faculty Development Program of the UGC and to acquire M Phil and PhD Degrees. The teachers are also encouraged to promote Research activities by undertaking research projects with financial assistance of UGC and other Central and State funding agencies.

20.3 Students are also motivated to take up collaborative and socially relevant projects at PG and UG level.

20.4. The Institution acknowledges the achievement of its faculty in different disciplines. The College should provide essential infrastructure support for the research work.

## **21. Performance Appraisal**

Performance Appraisal is based on meticulously designed modules.

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

21.2 The methodology is linked to the UGC and University guidelines.

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

21.4 It is done periodically in a transparent manner.

21.5 Academic audit is conducted every year to assess the academic performance of the individual faculty and the whole department.

## **22. Human Values & Professional Ethics**

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

- 22.1 The teachers are role models to the student by showing concern for students and motivating them.
- 22.2 Teachers respect the right and dignity of the students in expressing his/her opinion. Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- 22.3. Human values are transmitted through value-based activities such as Blood Donor's Forum, *fast a day Feast a friend programme* etc. and clubs like NCC and NSS which helps the students to inculcate values of social commitment, generosity and sacrifice.
- 22.4 The College provides Divyaangan students equal opportunities for accessing all the facilities available in the campus.
- 22.5 The College provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- 22.6 Ramps are provided for easy access to all the buildings of the campus. Special toilet is set apart for the disabled.

## **23. Environment Sustainability & Waste Management**

The College has made many efforts to stabilize the upgradation of nature not only in the campus but the selected areas where its extension activities are going on.

- 23.1 We promote a plastic waste free campus through awareness.
- 23.2 Inspection and maintenance of electronic wires and appliances in time, helps to avoid power wastage.

- 23.3 The College is moving towards the concept of green architecture. Efforts are being made to make the campus plastic free. We preserve the existing trees and plant new saplings. The available land has been utilized to the fullest extent in a nature friendly way.
- 23.4 Students are made aware of the disposal of different categories of waste generated in the lab. They are given clear instructions to dispose the broken glass waste and chemical waste in the respective waste receptacles.
- 23.5 Vermi-Compost is maintained by the Department of Zoology. The biodegradable waste is converted into fertilizers.
- 23.6 An MoU is signed with a scrap unit to dispose off the paper and plastic wastes.
- 23.7 The green audit aims to analyze environmental practices within the campus, which will have an impact on the eco-friendly atmosphere.
- 23.8 The college has implemented the environment management system to improve environmental performance and ensure compliance with environmental legislations.
- 23.9 A well defined environmental policy is framed to provide an overview of the College's vision to minimize the environmental impacts of its activities and operation and sustainable management of the available resources.

#### **24. Divyangjan Policy**

Right of Persons with Disabilities Act, of 2016 prohibits discrimination against individuals with physical and mental disabilities. Our College is against all kinds of discrimination on any grounds including disability. The College shall provide special facilities for the divyangjan students and shall create an environment to provide them with opportunities to acquire quality education and to bring them into the mainstream of the society.

- 24.1 Our College intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavorably.

- 24.2 A PD cell exists in the college to resolve the difficulties faced by Divyangjan students.
- 24.3 The Office staff shall be responsible for providing all the college services to the students with disability on a preferential basis without any queue.
- 24.4 A Wheelchair shall be made available on the College campus for needy students.
- 24.5 A separate toilet shall be provided with requisite facilities for the use of such students.
- 24.6 For students with disabilities who are unable to enter the main office, there is a support desk on the first floor.

## **25. Gender Equality and Inclusion Policy**

At Kuriakose Gregorios College, we are committed to fostering a culture of equality, inclusivity, and respect for all individuals, irrespective of gender. Our Gender Equality and Inclusion Policy is designed to ensure a supportive and discrimination-free environment for everyone associated with our institution. By adhering to this Policy, we affirm our commitment to creating an environment where diversity is celebrated, and all individuals are empowered to reach their full potential, regardless of gender.

- 25.1 There shall not be any form of discrimination based on gender, including but not limited to recruitment, promotion, training, and any other aspect of employment or participation.
- 25.2 Kuriakose Gregorios College is dedicated to providing equal opportunities for all genders in every aspect of academic, professional, and extracurricular activities.
- 25.3 Every individual, regardless of gender, is entitled to express their opinions freely and fairly without fear of retribution. Open dialogue and diverse perspectives are encouraged and valued.
- 25.4 An accessible, active, unbiased, and confidential grievance redressal cell will be established to address any complaints related to gender-based discrimination or harassment. The institution is committed to prompt and fair resolution of such grievances.



- 25.5 The College is dedicated to implementing effective measures to ensure the safety and security of all genders within our premises. This includes but is not limited to the provision of well-lit and secure spaces, awareness campaigns, and the availability of support services.
- 25.6 Regular awareness programs and training sessions will be conducted to educate the community about gender equality, sensitivity, and the prevention of gender-based discrimination and harassment.
- 25.7 Policies and practices will be regularly reviewed and updated to ensure inclusivity and address any emerging issues related to gender equality.
- 25.8 A transparent and user-friendly reporting mechanism will be established to facilitate the reporting of incidents related to gender discrimination or harassment. Whistleblower protection will be ensured for those reporting in good faith.
- 25.9 Kuriakose Gregorios College is committed to taking affirmative action to address any existing gender disparities and to promote the representation of all genders in leadership positions.
- 25.10 This policy will be periodically reviewed and updated to align with evolving societal norms and legal requirements.

## **26. Social Media Policy**

The College is dedicated to utilizing innovation and all available technology to its fullest potential. This involves enhancing communication and involvement with the people and communities we serve by any acceptable and economical ways possible. The college urges faculties and students to use social media platforms as convenient spaces for improving and expediting interaction and dialogue. The policy endorses that the institution shall:

- 26.1 Constitute a cell to monitor Social media and to update College website
- 26.2 Ensure announcements of upcoming events and publishing of daily activities through college website.

- 26.3 Provide guidelines and orientation to students and staff regarding the use of social media platforms and college website.
- 26.4 Promote maximal engagement of staff and students in social media to improve and heighten the perception of the college.

## **27. Innovation Policy**

KG College strives to systematically develop an innovative culture among its staff and students, realizing the potential role that academia can play in the field of innovation. The college guides its staff and students towards being capable of doing cutting-edge research and innovation as well as deep-tech entrepreneurship to develop into an organization capable of creating high-quality technical human resources. The college has created a quality policy in compliance with the National Innovation and Start-Up Policy's preamble to fix a framework for the Innovation Endeavours. The policy states that the institution shall:

- 27.1 To establish the Institution Innovation Council in collaboration with MHRD to advance a curriculum focused on entrepreneurship and start-ups for both instructors and students.
- 27.2 Encourage and support the Council in creating its own rules, policies, and tactics to make sure it moves forward at the right pace.
- 27.3 To arrange a wide range of innovation and entrepreneurship-related activities such as ideation, problem-solving, proof of concept development, design thinking, IPR, project handling and management at the pre-incubation and incubator stages, etc., with the participation of students and staff members, to help the college's innovation and entrepreneurship ecosystem become established and stable.
- 27.4 Highlight the advantages of a college education that is centered on entrepreneurship, giving students the self-assurance to transform their ideas into reality.

- 27.5 Encourage the holding of regular workshops, seminars, and webinars with interaction from professionals, investors, and entrepreneurs; also, establish a mentor pool for innovators who are students or faculty members.
- 27.6 Encourage staff and students to visit different labs, businesses, organisations, etc. to join in challenges and contests, contribute to the pool of information, and share their success stories.

## **28. IT Policy**

The College works to guarantee that IT resources, procedures, and practices are implemented and managed in a consistent, high-quality manner. A thorough structure of precisely defined policies, procedures, and standards are needed to enable and guarantee this. Regarding the use and security of its networks, computer systems, and information resources, the college upholds several policies.

- 28.1 To grant all staff and students access to the campus network.
- 28.2 Urge students to utilize the computer lab to its fullest potential.
- 28.3 Encourage every employee and student to set up an email address.
- 28.4 Encourage employees and students to utilize the Inlibnet resource to its fullest.
- 28.5 Provide enough computers in suitable spaces that are kept up to date by the computer maintenance service provider.
- 28.6 Install and update anti-virus and anti-malware programs regularly.
- 28.7 When it comes to taking action over the improper use of the provided IT facilities, the principal will have the last say.

## **29. National Education Policy (NEP) Implementation Policy**

Kuriakose Gregorios College recognizes the transformative potential of the National Education Policy (NEP) 2020 and is committed to its successful implementation within the framework of its affiliation with Mahatma Gandhi University Kottayam. This policy outlines the strategic initiatives undertaken by KGC to align its educational offerings with the NEP's vision of a holistic, multidisciplinary, and skill-based learning experience.

### 29.1. *Multidisciplinary and Interdisciplinary Education*

- All undergraduate programs will include a mandatory open course in the fifth semester, allowing students to choose a multidisciplinary subject from another department.
- The college will offer student-driven, multidisciplinary add-on courses catering to diverse interests.
- Workshops and seminars will be conducted to equip faculty with the necessary skills to develop and deliver multidisciplinary and interdisciplinary programs.

### 29.2. *Continuous Learning and Skill Development*

- Mandatory skill development workshops and courses will be offered across all departments, encompassing soft skills, life skills, ICT skills, language skills, competitive training, and entrepreneurship.
- The Career and Placement Cell will design and deliver programs to integrate life skills like communication, cooperation, teamwork, and resilience into the curriculum.
- The ED Club, Institution Innovation Council (IIC), and IEDC will collaborate to promote self-employment opportunities through workshops on LED Bulb assembly, mushroom culture, cloth bag making, and other income-generating skills.
- Workshops on creating nature-friendly products will be conducted by NSS, NCC units and departments to promote environmental consciousness and practical skills.
- The college will continuously develop and offer new skill development programs to keep pace with evolving industry demands.

### 29.3. *Integration of Indian Knowledge Systems (IKS)*

- The college will continue to offer certificate courses in Yoga for all undergraduate students, promoting it as a vital part of India's traditional knowledge system.

- The study of Hindi or Malayalam will be offered as an optional Common Course in all undergraduate programs. Events promoting these languages like 'Hindi Divas' and 'Malayala Bhasha Dhinacharanam' will be organized annually.
- Intercollegiate and interdepartmental competitions will be held to promote Hindi among students. Kerala Piravi celebrations and local festival observances will provide platforms to explore and appreciate Kerala's rich cultural heritage.
- Study tours and programs organized by the Madathilasaan Centre for Human Empowerment under the IKS banner will be continued and expanded.

#### 29.4. *Outcome-Based Education (OBE)*

- Within the limitations of affiliated college status, KGC has implemented OBE with training programs to familiarize faculty with course and program outcome mapping.
- A college-level OBE committee will monitor and evaluate the effectiveness of OBE implementation.
- Program outcomes (POs) and course outcomes (COs) will be displayed in various locations and published on the college website.

#### 29.5. *Technology Integration and Online Learning*

- The college encourages faculty to adopt ICT tools and modern pedagogical techniques for enhanced teaching-learning experiences.
- KGC utilizes various digital platforms like Google Classroom, Zoom, Moodle, and SWAYAM for online lectures, classes, assessments, and resource sharing.
- Faculty are encouraged to participate in MOOCs, ARPIT courses, webinars, and online Faculty Development Programs to continuously improve their digital teaching skills.

#### 29.6. *Collaboration and Capacity Building*

- The College will actively seek collaboration with Mahatma Gandhi University Kottayam to leverage its NEP implementation strategies and explore possibilities for adopting the Academic Bank of Credit (ABC) system when university regulations permit.



- Regular workshops and seminars will be conducted to educate students and staff about NEP 2020 and its implications.

#### 29.7. *FYUGP (Four Year Undergraduate Programme)*

- New curriculum structures for FYUGP programs will be developed in accordance with MGU guidelines.
- To ensure a smooth transition to the FYUGP framework the college will provide training programs to equip faculty with the necessary skills and knowledge to deliver effective FYUGP curriculum.
- The college will ensure effective communication with all stakeholders, including students, faculty, parents, and the university, regarding the FYUGP implementation process.

#### 29.8. *Policy Review and Update*

This policy will be reviewed and updated periodically to reflect evolving NEP guidelines, university regulations, and best practices in multidisciplinary, skill-based, and technology-integrated education.