



POLICY DOCUMENT



MAR THOMA COLLEGE FOR WOMEN PERUMBAVOOR

Affiliated to Mahatma Gandhi University, Kottayam, Kerala
& Re-accredited with "B+" by NAAC



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PREFACE

The policy document of Mar Thoma College for Women, Perumbavoor provides the details of the institution's policy commitments in relation to what need to be done through the utilization and development of various resources in the institution. It is actually a set of guidelines which serve as a guiding principle in its operation of transforming the youth through holistic education. The policy document of the college is based on the review and analysis of the institution's vision, mission, core values, outcomes and strategies.

The policies of the institution are formulated so that the people of the institution can have a framework for action that help them perform their work as required.

The policy documents are intended for quality improvement and it is anticipated that the policy documents will enable the institution to effectively attain the vision and objectives of the institution.




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I. Administration Policy

Educational administration is a process through which the administrators arrange and coordinate the resources available to education, for the purpose of achieving the goals of the educational system. The main aim of educational administration is the enhancement of teaching and learning. To hasten the progress of the institution towards excellence, Mar Thoma College for Women has set the following as the quality policies:

A. Governing Body

1. There shall be a governing body of the institution with the College Manager as the Chairman.
2. The Principal and the General Secretary shall be the ex-officio members.
3. There can be 14 other members to the Governing body.
4. The Governing body shall supervise the entire functioning of the College.
5. The Principal shall be responsible for all academic, financial (other than management) and general functioning of the college.
6. The Treasurer shall be accountable for all the accounts relating to the management.
7. The Bursar shall assist the Principal in the affairs of the college.
8. All policies pertaining to the institution shall be framed and ratified by the governing body.
9. There shall be four meetings of the Governing body every academic year.
10. The Principal will be in charge to schedule meetings, inform members, keep minutes and periodic reports, responsible for monitoring the adherence to policies by the staff and students.

11. All submissions of any kind to the Manager shall be through the Principal.
12. There shall be subcommittees of the Governing body namely Construction Committee, Management Appointment Committee and Hostel Committee for monitoring the progress of the institution.

B. Appointment

The college has an appointment policy which caters to the regulations notified by UGC for the appointment of teachers and other non-teaching staff. These Regulations are issued for minimum qualifications for appointment and other service conditions of College Teachers, Librarians, Directors of Physical Education and Sports for the maintenance of standards in higher education and revision of pay scales.

1. The Manager shall be the sole authority to appoint the Teaching and Non- Teaching staff members.
2. The appointment of the teaching staff shall be done in adherence to the service rules and instructions of UGC, Affiliated University and Government.
3. The appointment of non-teaching staff shall be done in accordance with the statutes of the University and service rules of the government.
4. The appointment of temporary/contract-based staff shall abide by the norms set forth by the Management.

C. Admission Policy

1. Student Admission Policy and Procedures are fully based on Centralized Allotment Processes of Mahatma Gandhi University policies, Kottayam.

2. The policy and procedures provide equal opportunities to students and fulfill the educational needs of the differently abled, backward community, economically weaker sections, and students under Marthoma community.
3. Students are given unbiased guidance or advice.
4. Students have the right to appeal about any aspect of the way in which their application or admission was managed.
5. Processes for admission of students shall be governed by the overarching principles of fairness, consistency, transparency, and timeliness.

Implementation of Policy and Procedures:

1. The students applying individually should be made aware of the terms of student admissions policy and procedures by the Admission Committee (AC) of the college.
2. AC monitors the student application and admission process through CAP
3. All the applications are processed by the AC in accordance with Students Admissions Policy
4. The entry requirements like student age, academic qualification, caste/community etc. are overviewed by AC
5. Merit for admission to various programmes of the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co- curricular and extracurricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the Universities offering similar programmes, or any agency of the State
6. Staff involved in the admission process must not divulge to any unauthorized person any information related to an individual student's application or admission.

7. Upon admission it is the student's responsibility to make themselves aware of and comply with the College's policies and procedures

Admission Process:

1. The applications are received via CAP
2. As per the latest instructions and guidelines, the college undergoes the process of making admissions through CAP
3. The Admission Officer maintains the records of all student applications and admissions.
4. The eligible students are given scholarships as per the Government norms and procedures laid by Government of Kerala.
5. In case of cancellation of admission, the college will not be responsible for the refund of government fees.
6. In case of cancellation of admission, the college will refund the Department Development Fund and Caution Deposit.

D. Student Orientation Policy

The Student Orientation programme plays an important role in a student's transition to a college life. Orientation programmes are aimed at familiarizing the students to an unknown campus environment, its facilities and infrastructure.

1. The newly admitted students shall be given an orientation on rules and regulations, code of conduct, curricular , extracurricular activities etc. to help them adapt to the unknown campus environment

2. The Principal shall be in charge of the initial orientation programme for the newly admitted students and the orientations on the clubs operating in the campus will be undertaken by the faculty in-charges and student coordinators of respective clubs
3. Seminars, webinars, workshops and training programmes shall be organized for the students on topics related to life skills, skill development etc., along with motivational and counseling classes to make them capable of overcoming the situations that they confront.

E. Resource Mobilization and Utilization Policy

The resource mobilization policy intends to identify the resources available for various programmes for efficient management of funds and to widen the resource base for the attainment of the set of goals of the institution.

1. The Governing body monitors the optimal utilization of the funds for the smooth functioning of the institution.
2. The College treasurer in consultation with the Governing council is responsible for the management of funds thereby ensuring transparency in the process.
3. Timely proposals shall be prepared and submitted to obtain funds from government agencies like UGC and RUSA.
4. The Financial resources of the institution includes tuition fee, hostel fee, Government Funds, grants from government, management fund, and fund from benefactors and it shall be ensured that such resources are effectively utilized for infrastructure, academic

purposes and for the purpose for which funds are sanctioned from government or any authorized institutions.

5. Explore all the avenues of fund supply from the Higher Education Department for the purpose of student support.
6. Fund for the activities of the National Service Scheme shall be received from the Government of Kerala.
7. All possible support from the stakeholders like PTA, Alumnae, Students shall be resorted to for the development of the institution.
8. The Principal shall arrange to conduct the internal and external financial audits for both Government\UGC and Management accounts.

F. Maintenance Policy

1. All requirements for maintenance of infrastructures and other facilities shall be forwarded to the Principal.
2. Cleanliness of the classrooms\ laboratories and other departmental facilities are to be monitored and maintained by the concerned departments.

G. E-governance Policy

E-governance shall be implemented in maximum areas of operation of the institution in order to provide a transparent and efficient system of governance within the institution. It is made available in the following areas:

1. **Administration:** The administrators shall resort to e-administration through ICT for processing of information and decision making. The institution uses E-College Solutions – a software developed by G J Infotech for the effective management of students’ details like home address, marks, phone number, and attendance. The college thus has the complete course details of the students in its database. It also uses E- College Salary-a software developed by G J Infotech for the effective management of teaching and non-teaching staff’s salary and leave details.
2. **Finance and accounts:** An Accounting software shall be installed for the transparent and effective functioning. The institution uses Tally software installed by Manvish Info Solutions Private Limited for all its account purposes.
3. **Student Admission and Support:** The admission process shall be done using the Centralized Admission Portal of the Affiliating University. The Admission Coordinator will overview the transparent functioning of the admission process.
4. **Examination:** As per the mandates of the University, Examination related formalities shall be done via University portal for the smooth conduct of external examination.
5. **Library:** Library services shall be made digital to utilize the library resources effectively for which library is fully automated with LIBSOFT Software and is subscribed to NLIST-INFLIBNET. Web-OPAC remote access is also provided to users. Using LIBSOFT DIGITAL software, students and teachers have access to e-journals, e books and other study materials.

II. Academic Policy

Academic integrity is fundamental to learning, teaching and research. Academic policies reflect the academic objectives of the institution and the strategies envisaged to achieve them. It ensures quality education with responsibility as it allows the faculties and students to clearly understand their rights and responsibilities.

A. Teaching and learning

1. The college faculties have to strictly adhere to the academic calendar formulated by the University
2. Before commencement of actual teaching, time tables are to be formulated by the respective departments
3. Each department to conduct faculty meeting for subject distribution
4. Proper records shall be maintained by each teacher for tutorials, remedial classes, bridge courses and continuous evaluation.
5. Delivery of course contents adopting appropriate ICT based technologies.
6. Departments are directed to have periodic meetings for monitoring and evaluating all academic and co- academic activities within the department and maintain records accordingly
7. Notices of all events to be circulated among students
8. The college shall create a system for an unbiased evaluation process in the continuous evaluation through the internal tests
9. Head of the departments shall ensure proper subject allocation among the faculty, course completion, preparation of lecture plans and lecture notes, teaching -learning progress etc. in the respective departments.

10. All teachers should keep record of all the activities given to them like teaching plan, remedial class, internal marks etc., and submit it to IQAC whenever required.

B. Examinations

1. There shall be an Examination Coordinating cell with a Coordinator for internal exams and University exams.
2. Exam coordinators shall coordinate all University examinations in accordance with the MG University examination norms
3. University examinations shall be supervised by the Principal
4. Coordinators of exams shall coordinate all internal examinations in accordance with the academic calendar.

C. Outcome Based Education

1. The institution is committed to Outcome Based Education to ensure student centric teaching practice
2. Programme outcomes, Programme Specific Outcomes and Course outcomes shall be made clear to the students prior to the academic rendering such that they know what they would achieve on the completion of a course or programme and the same shall be published in the college website
3. Outcome attainment analysis shall be done at department and college level each academic year and remedial measures shall be taken as the situation demands.

D. Innovative Teaching and Learning

1. Course material and content delivery shall be done using appropriate ICT tools to improve effectiveness of teaching learning and make it more student centric
2. Virtual learning environment and Learning Management System shall be developed to provide staff and students with access to electronic teaching and learning materials.

E. Mentoring

1. Mentor-mentee system shall be applicable in the institute by assigning duty as a mentor to a faculty over 15-20 students
2. A coordinator for mentoring shall be delegated by the Principal.
3. A mentor shall provide academic as well as personal support to the mentee to promote self-actualization.
4. A confidential report on mentoring for each student shall be maintained by the mentor.
5. The HODs shall periodically have a check on the mentoring system being followed in each department.

F. Feedback

Feedback is central to the development of effective learning which forms the basis for analyzing the performance of an educational institution. A well-organized feedback mechanism is essential to know the degree of effectiveness with which the institution is imparting quality education. Accordingly, the institution made a policy for gathering feedback from different stakeholders to analyze the institutional performance under various aspects. Its main objective is to review and

enhance the aspects of student's learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment; and providing space for continuous enhancement of programs of study through active participation of students and other stakeholders, by collecting feedback on a timely basis.

1. The Internal Quality Assurance Cell has evolved the Feedback Mechanism and the structure for its analysis.
2. The IQAC Coordinator and other faculty members from all departments will be jointly responsible for the collection, analysis and reporting of student and Stakeholder feedback relating to the programs of study and other aspects of the institution.

Feedback Mechanism

- ❖ IQAC shall prepare the structured feedback for respective stakeholders. The feedback shall be collected through offline and online modes. Filled feedback forms shall be analyzed by the IQAC. Feedbacks are to be collected according to the following basis-

Feedback from students - End of Semester

Feedback from staffs (Teaching and Non-teaching) - Annually

Feedback from Parents - Annually

Feedback from alumni - Once in a year

- ❖ Confidential feedback shall be made on teaching and non-teaching staff by Principal at institutional level and feedback on teaching faculties shall be made by the HOD's at department level.

- ❖ Feedback on existing curriculum shall be taken from all the stakeholders to gather valuable suggestions for improvement. Based on the feedback analysis, an action taken report shall be generated and necessary remedial measures shall be taken on a timely basis.

III. Student Enterprises and Support Services Policy

An Educational institution is operating primarily for benefitting the students by enhancing their academic and non-academic skills by providing necessary support services to the students. In order to mold a vibrant student community, our institution has devised policies for the following support services.

A. Scholarships and Freeships

1. All necessary measures shall be taken to help the students in availing scholarships and grants offered by state and central governments to the students of socially and economically backward communities. Necessary guidance and assistance shall be given to the students right from informing about the various scholarships through circulars and filing of applications.

Following are the scholarship schemes for which the institutional assistance is being provided to the students. Eligibility criterion or the scholarship amounts are subject to changes on the duly update made by the concerned authority on the concerned website.

1. Post Matric Scholarship Scheme

Applicants must belong to a minority community as notified by the Government of India. The students doing graduation, post graduation, technical or vocational courses, M.Phil or PhD are

eligible to apply for this scholarship. Students applying for this scholarship should have scored a minimum of 50% marks or equivalent grades in the previous final examination.

The annual family income of the candidate's parents/guardian should not exceed INR 2 lakh.

This annual income comprises total income from all the sources.

Website : <https://scholarships.gov.in/>

2. Snehapoorvam Scholarship Of Kerala Social Security Mission

Eligibility : Students whose father or mother is deceased or is living with their relatives, friends or with the support of the community.

Scholarship amount: For UG and PG students, Rs. 10,000/- per annum for 3 years and 2 years respectively.

Procedure to apply: Eligible candidates should fill up the application form in the prescribed format as given on the website. Then submit the application form along with necessary documents to the College office for further processing.

Documents required: Application form(mention the date of joining the course), Aadhar Card, parent death certificate, BPL certificate, Income proof, educational certificates and bank details (joint account of student and guardian)

Website : <https://socialsecuritymission.gov.in/>

3. E-Grantz

Eligibility: Students pursuing post-matric courses approved by the university / board. Students admitted under merit and reservation quota. Students who belong to the categories of Scheduled castes, other eligible communities, OBCs and other communities who are socially and

economically backward including forward castes. Students whose attendance is not below 75% at the end of each month.

Income limit: SC/ST no income limit, OBC(H), OEC income limit: Rs. 6,00,000/- and OBC & general income limit : Rs. 1,00,000/-

-For degree courses -Reimbursement of tuition fee, special fee and exam fee subject to income limit.

-For PG and Professional courses: Lumpsum grant, monthly stipend, reimbursement of tuition fee, special fee and exam fee subject to income limit.

- Fee is sanctioned once in an academic year and is paid to Institution's account.

4. Vidya samunnathi scholarship

Eligibility: Applicant should be a native of Kerala State. Applicants should be from the non-reservation forward community. The annual income of the student's family should be less than Rs 2 lakhs from all sources.

Website : [://schemes.kswcfc.org/](http://schemes.kswcfc.org/)

5. Central Sector Scholarship

Eligibility: Applicant should have passed the Senior School Certificate Examination conducted by CBSE and have secured the total aggregate marks (in first five subjects) equal or above the minimum marks as per the stream opted by the applicant. Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 Lakhs.

Scholarship amount: For UG Rs.1,000/- per month. For PG Rs. 2,000/- per month.

Website : <https://scholarships.gov.in/>

6. PG Indira Gandhi Single Girl Child Scholarship

Eligibility: Any single child, being the only child of her parents, is eligible to apply for the PG scholarship scheme. The scheme is applicable to such a single girl child who has taken admission to the first year master's degree programmes. The age of the girl student should not exceed 30 years at the time of admission. Scholarship amount: Rs. 2,000/- per month for a period of two years only i.e. full duration of a PG course.

Website: <https://scholarships.gov.in/>

7. C H Muhammed Koya Scholarship

Eligibility: Should belong to Muslim, Latin or Converted Christian Community and should be a native of Kerala studying for first year graduation or higher courses. Should have scored 50% or above in the qualifying examinations. Annual income of the parent/ guardian should not exceed Rs.8 lakhs. Scholarship Amount: For UG: Rs. 5,000 per annum for 3 years. For PG : Rs. 6,000 per annum for 2 years.

Website: <http://www.minoritywelfare.kerala.gov.in/>

8. Suvarna Jubilee Scholarship

Eligibility: An applicant must be a first-year student of undergraduate or postgraduate course environment aided college or University Department. An applicant must belong to the BPL family. Students must have secured 50% or above in the last qualifying examination.

Website : <https://www.dcescholarship.kerala.gov.in/>

9. Inspire Scholarship

Eligibility : Students pursuing bachelor's and master's courses in Natural and Basic Sciences.

Selected candidates receive an annual scholarship of INR 80,000.

Website : <https://online-inspire.gov.in/>

10. Kerala State Higher Education Scholarship

Eligibility: First year degree students of Science, Social Science, Humanities or Business Studies.

Qualifying marks in previous examination:

- ST- All subjects :Pass
- SC- Science, Humanities and Social Science : 55%; Business studies : 60%
- Physically challenged- All subjects : 45%
- BPL, OBC - Science : 60%; Humanities and social science : 55%; Business studies : 65%
- General Category- Science and business studies : 75%; Humanities and social science : 60%

Scholarship amount:

- For UG- First year : Rs.12,000 ; Second year : Rs.18,000 (1st renewal) and Third year : Rs.24,000 (2nd renewal)
- For PG -First year : Rs.40,000 (3rd renewal) and Second year : Rs.60,000(4th renewal)

Website: <https://www.scholarship.kshec.kerala.gov.in/>

Besides the above-mentioned scholarships, students also receive benefits in cash or other forms from local authorities and other institutions and in order to claim such benefits a course certificate is issued to the concerned student by the institution. Such scholarships include:

- Student Aid Scholarship from Govt. of Kerala (SAF)
- Summer Research Fellowship Programme : <https://www.ias.ac.in/>
- Vijayabheri Meritorious Scholarship : <https://scdd.kerala.gov.in/>
- Indira Gandhi National Disability Scholarship Pension : <https://dhenkanal.nic.in/>
- Melpadom Attumalil Georgekutty Merit Scholarship
- Perambil Sri.P.K. Mathai memorial scholarship
- Chief Ministers Students Excellence Award
- Scholarship for SC from panchayat
- Scholarship from panchayat -Laptop scheme
- NCC Kerala Battalion- Free uniform for NCC students

Institutional Scholarships

Following are the scholarships provided at the institutional level to the students who excel in studies, actively participate in SCM activities and student's union activities.

- Merit Cum Means Scholarship by the institution
- Scholarship for Scripture/SCM students in the institution
- Scholarship for Union and Arts members in the institution

2. The college provides fee concessions/ freeships for the needy students requiring financial assistance. The college has thus made provisions regarding financial aid for the needy students.

The procedure is as follows:

- a. To avail this provision, a student must submit an application along with the supporting documents to the college office.
- b. The application thus submitted is being scrutinized based on the applicant's economic background as is evident from the supporting documents, at the office level and is then presented before the Principal.
- c. The Principal presents the same in the governance body meeting and the final approval/ rejection of the same happens.
- d. Application for freeship is usually to be made at the beginning of the academic session but is applicable throughout the academic period.
- e. The freeship is limited to the tuition fees. All other fees except tuition fees shall have to be paid by the beneficiary.

3. The College also arranges endowment prizes at the institutional level to motivate students and to strengthen academic growth. Following are the various Endowment prizes offered at the institution:

- Thomas Mar Athanasius Suffragan Metropolitan Memorial Prize- General Proficiency Prize for one student of each degree class.
- Proficiency prize in English- A student of IInd year based on highest percentage of marks in Part I English in Ist and IInd year University exams.
- Mrs. & Mr. C.I. John Memorial Endowment- Best outgoing student of BA History class.

- General Proficiency Prize- Student securing highest marks in the final degree Exam from any groups.
- Cherukkattu Easow Thomas Endowment- Students who secure the 1st and 2nd place in scripture exam, from any of the classes.
- Local Prayer Group of Friends of College Endowment- Student who stands first in the scripture exam conducted at the end of the year.
- Dr. C.J. Roy Prof. Of Malayalam, Kottayam, Endowment Prize- Prize to student securing the highest mark Ist DC Malayalam Exam.
- Very Rev. K.E.Oommen Kalamannil Memorial Prize- Student who stands 1st in the Scripture exam.
- Rengaswami Pillai Memorial Endowment Prize- Student who secure the highest marks in subsidiary chemistry
- Thankamma Abraham Memorial Scholarship- To a student who joins B.Sc. Mathematics securing the highest aggregate in the plus two/ equivalent exam .
- Rev. P.M. Stephen Pulikakudiyil Memorial Endowment- Needy student on merit cum means basis.
- Kurian Thykkadavil Memorial Endowment- Prize to the student securing aggregate mark in the plus two / equivalent exam and joining B.Sc. Zoology.
- Mr. K.A. Varkey Memorial Endowment- Helping needy students on merit cum means basis.
- Prof. K.I. Jacob - Needy student on merit cum means basis instituted by outgoing student of the year 1996-97

- Prof. K.I. Jacob - Needy student on merit cum means basis instituted by Rt. Rev.Dr. Joseph Mar Irenaeus Episcopa.
- Prof. K.I. Jacob - Needy student on merit cum means basis instituted by Management of Mar Thoma College for Women, Perumbavoor.
- Best outgoing student of IIIrd DC Maths instituted by Dept. Of Mathematics.
- Best outgoing student of IIIrd DC Zoology instituted by Dept. Of Zoology
- Best outgoing student of IIIrd DC B.Com Finance and Taxation instituted by Dept. Of Commerce.
- Best outgoing student of IIIrd DC History instituted by Dept. Of History.
- Dr. M.O. Koshy Endowment- Student based on studies and arts club activities instituted by College Union 1999-2000
- Dr. Rajani Varughese Endowment- Student who scores the highest points in individual items of the Arts Festival.
- Smt. & Sri. E. Govindan Nair Endowment- Best student of IIIrd B.A. History Model II
- Dr. T.K.Govindan Memorial Endowment- Best outgoing student in terms of performance in curricular & extra-curricular activities in the Ist & IInd year degree classes
- K.A.Thomas Endowment- Noon meals to needy students.
- Mrs. Elizabeth John Endowment- Proficiency Prize to student securing highest mark in the Final B.Com Exams
- Smt. & Sri.P. Ramachandran Nair Endowment- Student in BA History classes on merit cum means basis, to be given at the beginning of the academic year.
- Dr. Rajan Varghese Endowment- Best outgoing student of IIIrd DC Maths

- Mrs. Elizabeth John Endowment- Award to a needy second year B.Com student on merit cum means basis.
- Sunu Thomas Memorial Endowment- Award to the students securing the highest aggregate in second B.Sc Zoology Exam
- Sunu Thomas Memorial Endowment- Award to the top scorer of Ist DC Zoology.
- Mrs. Leelamma K.K. Endowment- Student of History Department on the basis of merit cum means
- Sri.C. J. Philip Memorial Endowment- Student of IIIrd DC for securing highest marks in chemistry in the final year exam.
- Dr. V. T. Lisie Endowment- Awarded to top scorer in Hindi of Ist DC
- Dr. Mariam Kuruvilla Joseph Endowment- Students of BA English Model II for all round excellence in academic achievements, sports, arts club and association activities based on three years' work
- Dr. Mariam Kuruvilla Joseph Endowment-Two best student's event managers of College Union /Arts club activities.
- Dr. John George M. Endowment- For providing noon meals to deserving students.
- Dr. Aleyamma Saji Varghese Endowment- Best outgoing student securing highest mark in any degree course.
- College Union Endowment- For providing noon meals to needy students.
- Best all- rounder of IIIrd B.Sc. Zoology
- Dr. Aleyamma Saji Varghese Endowment- Top mark scorer in IIIrd B.Sc. Zoology
- Smt. Mollykutty K.C. Endowment- For providing noon meals to needy students.

- Mrs. Kanakammal Martin, Mrs.Ambikamma and Mr. M.John Bright Memorial Endowment- Three students of classes Ist,IInd and IIIrd BA English for scoring the highest aggregate in the offstage and onstage performance during the Arts Festival.
- Mrs. Geeth Kumari K.M. Endowment- Award to an all- rounder outgoing Commerce student.
- Dr. Leelamma M Endowment- Top scorer of B.Com Finance and Taxation
- Dr. Salim Varghese Endowment- For organizing Inter Collegiate Basketball Tournament for Women every year.
- Mrs. &Mr. C.C. Thomas Endowment- Students securing the highest marks in malayalam from Model I B.A. /B.Sc course(4 semesters)
- Mrs. M.J. Jayasree- Top scorer of additional language Hindi from Model 1 B.A./B.Sc course.
- Dr. Annie Kurien K. Endowment- Top scorer from B.Sc. Mathematics who joins M.Sc. Mathematics in our college.

B. Extension and outreach activities

Extension activities of the college help in developing a social consciousness among students. In the journey of building a strong women community, the institution also strives for the welfare and development of the society through its extension activities.

1. The Principal shall delegate a coordinator for monitoring the institution's extension activities

2. The institution appreciates the services provided by students and faculty by considering their work for such activities as on duty.
3. The engagement with the community is to be developed through NSS, NCC, clubs, cells, MOUs and other social initiatives.
4. The institution shall provide within its capacity quality facilities to enable students to effectively perform their extension activities.
5. The coordinator shall schedule extension activities for the students to create awareness among them about their rights, prevailing social issues, opportunities for growth, discrimination, exploitations, etc.
6. Under the supervision of the coordinator various departments shall engage in outreach activities.
7. The Coordinator shall prepare the annual report on all the extension activities undertaken by the institution as a whole.

C. Library

1. The College continues to maintain its academic excellence through maintaining a well-stocked library.
2. An advisory committee shall be constituted for the effective functioning of the library which comprises of The Principal, librarian and HODs of all departments
3. The institution shall add more and more e-learning resources for the benefit of the students.
4. The library is fully automated with LIBSOFT Software and is subscribed to NLIST-INFLIBNET.

5. Web-OPAC remote access is also provided to users. Using LIBSOFT DIGITAL software, students have access to e-journals, e books and other study materials.
6. The working hours of the library shall be decided by the Principal and the Librarian
7. The library personnel shall ensure easy access of library resources to the students and faculty
8. Students and staff shall abide by the norms for library for availing and return laid down by the institution.
9. Students and staff shall conform to the norms with regard to the delayed returning of books or other material resources.

D. Laboratory

1. Students shall abide by the norms of the institution in availing lab facilities.
2. The teaching faculty and the lab assistants shall facilitate the learning experience of students in labs
3. The lab assistants shall maintain the efficiency of the equipment through proper supervision.
4. Every department shall maintain a stock register for all the available equipments in their respective laboratories
5. Optimum working conditions of the equipment are ensured by undertaking repairs and maintenance on a regular interval basis.

E. Counseling

The institution provides independent and confidential counseling so as to help students in recognizing the causes for their problems while helping them to come up with solutions through psychological and behavioral changes thereby enhancing student well-being and academic progress.

1. The service of a professional counselor shall be made available to the students
2. The counselor shall undertake a flexible approach in dealing with individual students by empowering them to bring about self-improvements.
3. The counselor will liaise with relevant academic staff concerning the students of respective departments in providing support to the concerned student.
4. The counselor and the concerned staff shall maintain confidentiality with respect to the information provided by the students.
5. The counselor shall maintain records of each session.

F. Placement and Career Guidance cell

1. The institute has constituted a separate placement cell which is actively engaged in organizing placement drives for the students.
2. A Coordinator shall be delegated by the Principal.
3. The Placement cell shall maintain the records of the activities organized under it.
4. The Placement cell shall organize pre placement training and campus interviews.

G. Clubs and cells

1. A coordinator shall be delegated by the Principal to supervise and monitor the activities of the clubs\cell operating in the institution.
2. Each club\cell shall have a staff advisor to coordinate the activities.
3. Each club\ cell shall operate in accordance with the action plan prepared at the beginning of each academic year.

H. Sports Policy

1. The Physical education faculty shall identify students talented in sports
2. The physical education department shall aim at promoting and providing required training to the students in the sports events in which they are good at.
3. The faculty shall formulate a programme calendar for students participation in sport events for each academic year
4. The newly admitted students shall be given orientation at the beginning of each academic year
5. Upholding the moto -Fitness for all, the physical education department aims at promoting competitive sports and ensuring students involvement while giving equal significance for physical and mental health for which activities like yoga, cycling, aerobics etc. shall be arranged for the students.

IV. IT Policy

IT policy is to establish appropriate use of IT infrastructure for the benefits of students, teachers, supporting staff and other stakeholders.

1. The purchase of IT resources should be done only after getting the consent from the Principal.
2. Keep all the electronic device's password secured and protected.
3. Provide access to the campus network to all staff and students.
4. Encourage students to make maximum use of their computer labs.
5. Motivate students and staff to make maximum use of the Infilibnet facility.
6. Orient the students to use the MOODLE platform effectively.
7. Restrict the use of pirated, unauthorized softwares in the institution's software.
8. Ensure the update of the operating system on a timely basis.
9. All computers and accessories should be properly labeled
10. College website is handled by website coordinator and IT administrator
11. Video surveillance cameras will be installed at strategic points which include entrance and exit to buildings and examination halls. Only the Principal will have access to the recorded footage.
12. Installation and updation of Antivirus\ Anti malware software at specific intervals
13. The use of pen drives,CDs, etc for file transfer is discouraged and will be entertained only in special circumstances.

V. Financial Aid policy

Our institution is committed to quality enhancement in its journey towards excellence and glory. To attain this objective, financial assistance shall be provided to both teaching and non-teaching staff for attending workshops, seminars, conferences, faculty development programmes etc. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking.

1. Financial assistance shall be provided to faculty in the form of reimbursement of registration fee on duly submission of voucher validating fee payment and participation certificate issued by the concerned authority.
2. All the faculty members should obtain pre approval from the Principal to attend any of the events by submitting details on the prescribed format duly recommended by the authority.
3. Each faculty member is eligible for only two national level programmes in an academic year in which at least one should be a paper presentation.
4. The international participation should be essentially a paper presentation.
5. Financial assistance shall be provided subject to the availability of funds.
6. The non-teaching staff would be eligible for one national level participation in an academic year.

VI. Policy on Ethics

Mar Thoma College for Women, established in 1982, has, since its inception, been an institution striving towards excellence in all spheres of higher education, catering to the educational requirements of women from various parts of the state. The college has played an instrumental role in the progress of the locality, contributing proactively to its growth and development. It has been particularly successful in molding generations of women into progressive thinkers and leaders contributing to the nation in multifarious ways. The College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate these values into its education & research practices. All members of the College Community are responsible for sustaining the high ethical standards of this institution, and of the broader community where the College functions. In that spirit, this Code is a shared statement of our commitment to uphold the ethical & professional standards we use as the basis for our daily and long-term decisions and actions.

Code for faculty members:

1. The teaching faculty should be the role models to the students.
2. Adhere to a responsible pattern of conduct expected of them by the community
3. Seek to make professional growth continuous through study & research
4. Must arrive at the college on time.
5. Must cooperate & support in carrying out the functions relating to the educational responsibilities of the college and the university
6. Leave taken should be reported to the Head of the Department & to the principal

7. Be impartial with students regardless of their socio-economic & political backgrounds,
8. Inculcate scientific temper & rational approach among students.
9. Treat other teaching & non-teaching staff members with due respect and care.
10. Must ensure avoidance of plagiarism in the research works conducted by the faculty members.
11. Must take initiatives to organize co-curricular & extra-curricular activities to nurture the talents and skills of the students.
12. Must not behave in a revengeful manner towards any of the students for any reason.
13. Must not tarnish the image of the college in public.
14. Must take attendance and ensure students attend the classes regularly.

Code for Students:

1. All candidates who take admission to college must acquaint themselves with the rules and regulations of the college. They will be bound by these, if admitted.
2. Students are expected to carry their identity cards while they are on the campus. The identity cards must be produced whenever demanded by the Principal or other competent authority.
3. College working hours begins at 9:30 a.m. and end at 4:30 p.m. on all working days. Working hours for online classes are from 8:30am. to 1:30 p.m. Students are expected to participate in the extra and co-curricular activities held in the college.

4. Attendance will be taken on all working days. Every student shall attend classes regularly and punctually, any student absent from classes for two days or more consecutively shall report the same to the staff member in charge of attendance.

5. Students should wear full uniform on all working days. Exception from wearing uniform is granted on the following days: -

- ❖ Wednesdays (Exception- Examination days)
- ❖ Onam Celebration Day, Christmas Celebration Day
- ❖ College Union Inauguration & College Day
- ❖ Days chosen for freshers, farewell and social in the concerned departments.

6. The conduct of students in the college campus and hostel should conform to the highest standards of courtesy, decency and dignity. Students are expected to maintain the noble traditions of the college in discipline and to respect the staff as well as visitors. Absolute silence should be observed at the third bell in the morning.

7. Students should occupy their seats in their respective classrooms immediately after the second bell.

8. Students are not allowed to loiter on the premises during class hours.

9. Students should keep silence during class hours and special functions

10. Students are expected to co-operate in keeping the college building and the campus neat and tidy. Writing or marking marks on the wall or furniture is strictly prohibited.

11. Permission of the Principal is necessary for:-

- a) Organizing or attending special meetings, entertainments or social functions in the college or in the hostel or in its premises.
- b) Using loudspeakers, mega phones etc. in the college or in its premises.
- c) Inviting persons other than the members of the teaching staff of the college for any function in the college or in the hostel.
- d) Collection or subscription of any kind from the students or members of the staff.
- e) Putting up any notice on the notice board in the College or elsewhere in its premises.
- f) Placing or circulating any paper, book or periodical in the reading room of the college in any manner.

12. Notices signed or countersigned by the principal and published on the college notice board shall be considered as having been brought to the attention of the students and the staff.

13. The use of alcohol, drugs or tobacco in any form is forbidden in the college premises.

14. Any student suspended from the college shall not come to the college or its premises during the period of suspension except with the permission of the principal.

15. Students are forbidden from engaging in any activity which would interfere with the working of the college.

16. The authority of the principal in matters of discipline extends to the conduct of students outside the college.

17. Whenever a medical certificate has to be produced by a student, it should be from a doctor approved by the Principal.

Code of Conduct & Ethics Committee:

The members of the committee will comprise of:

1. Principal
2. IQAC Coordinator
3. Staff council members
4. Governing Council members

Responsibilities of the code of Conduct & Ethics Committee:

1. Identifying the code of Conduct for students, teachers, administrators, other staff
2. Reviewing the codes at specific intervals and making necessary changes when required.
3. Monitor adherence to the Code of Conduct.
4. Assist Disciplinary Committee in undertaking appropriate disciplinary actions.

VII. Grievance Redressal Policy

Mar Thoma College for Women, Perumbavoor is committed to providing a safe and congenial learning atmosphere for the students. The Grievance Redressal Cell facilitates the resolution of grievances in a fair and unbiased manner, maintaining necessary confidentiality as the case may be. Any student with a genuine grievance can submit her grievance in writing or fill up the online grievance submission form available on the college website.

Objectives of the Grievance Redressal Cell

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the students
- To promote cordial and harmonious relationships between the different stakeholders
- To encourage students to express their concerns freely and openly without the fear of being victimized
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.

Grievance Redressal Mechanism at the Institution Level

In accordance with the provisions of UCG, a Student Grievance Redressal Cell is constituted at the commencement of every academic year. The Student Grievance Redressal Cell probes into student grievances and tries to resolve the issues in a time bound and confidential manner. It aims to redress grievances at individual and class level and also grievances of common interest

A complaint/ suggestion box has been set up outside the college office where students can deposit their complaint or grievance letters offline. The Cell Convenor checks the complaint box regularly so as to ensure that any grievances brought forward are redressed as early as possible.

Students can also address or raise their concerns online through the link provided in the college website for submitting their grievances. The Cell Convenor periodically checks if any grievances are submitted.

As soon as grievances are received through online or offline channels, a meeting of the Cell are convened, grievances discussed and remedial actions taken in a time bound manner.

VIII. Anti-Ragging Policy

As per the **UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**, Ragging constitutes “ any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student”.

What constitutes Ragging.-

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

- a.) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b.) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c.) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d.) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e.) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f.) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g.) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h.) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i). any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

In accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and the Kerala Ragging Prohibition Act, 1998, the college strives to keep the campus ragging free and safe for the students. The Anti- Ragging Policy has been formulated to ensure the enforcement of the anti-ragging mechanism in the college and to prevent incidents of ragging in the campus.

The Institution has constituted an Anti-Ragging Committee with an aim to:

- Prevent the menace of ragging and to foster healthy interpersonal relations among students in the campus.
- Keep a continuous watch and vigil over ragging so that its occurrence is prevented.
- Suitably and stringently deal with the incidents of ragging brought to the notice of the college.
- Offer counseling services and create awareness among students.

Anti- Ragging Mechanism at the Institution level

1. An Anti- Ragging Committee is formed at the beginning of every academic year to monitor and prevent incidents of ragging in the campus.
2. An online undertaking is submitted by each student and every parent in every academic year in accordance with the UGC regulations.
3. Installation of CCTV cameras at vital points

4. Regular interaction and counseling with the students to detect early signs of ragging and identification of trouble-triggers.
5. Display of anti-ragging posters in prominent and strategic places in the campus like corridors, notice boards, hostel etc.
6. Regular conduct of anti-ragging workshops and seminars
7. Installation of Complaint/ suggestion boxes
8. Periodic supervision and monitoring by hostel warden and staff to check ragging in the hostel premises.

Dealing with Incidents of Ragging

Any student who has been subjected to, or wishes to express their concerns regarding ragging can file a complaint to the Anti-Ragging Committee. The students can also report to their respective Heads of Department/ Faculty Mentor or drop their complaints in the complaint box. The Anti-Ragging Committee will investigate the matter thoroughly.

Depending upon the nature and gravity of the offense as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Fines or penalties depending on the gravity of the issue

IX. Anti- Sexual Harassment Policy

The College has committed itself to provide a conducive environment in which the students, teachers and non- teaching staff can work together in an environment free of violence, harassment and exploitation. It has framed its policy in accordance with the Union Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institutions) Regulations 2015.

What is Sexual Harassment?

Sexual harassment” means-

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

The College has constituted the Anti-Sexual Harassment Committee to keep a watch on sexual harassment cases in the campus. The Committee meets at regular intervals to monitor and ensure that no cases of sexual harassment are reported in the campus. The responsibilities of the cell include:

- To ensure provision of a safe educational and work environment that is free from sexual harassment.
- To take active steps against prevention of sexual harassment
- To ensure the creation of a mechanism of complaint creation that is safe, accessible and sensitive
- To adopt stringent measures against cases reported in the institution
- To provide emotional and psychological support to students in need.

Anti- Sexual Harassment Mechanism at the Institution level

1. An Anti- Sexual Harassment Committee is constituted at the commencement of every academic year to prevent and keep a watch on sexual harassment cases.
2. Installation of CCTV cameras at vital points
3. Regular conduct of training programmes on gender sensitization and women rights to sensitize students and staff regarding the same.
4. Service of Student counselor who offers emotional and psychological support to students in need.

Dealing with Incidents of Sexual Harassment

Any student who wishes to complaint against an incident of sexual harassment can report to the members of the Anti-Sexual Harassment Cell, whose names are published in the College Handbook and Website. Friends, relatives, co-students or any other associate of the victim may file the complaint where the aggrieved person is unable to make a complaint on account of physical or mental incapacity. The Cell will investigate the matter thoroughly and complete an inquiry within a period of ninety days from the receipt of the complaint. The identities of the

aggrieved party or the witness or offender shall not be made public especially during the process of inquiry.

X. Equal Opportunity Cell

The college has instituted an equal opportunity cell to ascertain there is no caste based or capacity based or discrimination on any other basis and ensure equal opportunities to all students and staff. The cell is constituted with Principal, IQAC coordinator, 3 teaching faculties, an office staff, PTA Vice President and a student representative.

1. Assure facilities and services that cater to the needs of differently abled in the campus.
2. Promote a positive working environment for differently abled students by making appropriate alternative arrangements for exams, provision of lecture notes and materials, furnishing of scribes etc.
3. Ramps and disabled friendly toilets shall be provided
4. Assistance shall be provided to students from backward and deprived communities at the time of admission process, availing grants, examination etc.
5. Motivation, encouragement and opportunities are provided to all students to enhance their potential and equip them for a bright future.

XI. Waste Management Policy

This policy underlines our commitment with regard to sustainable waste management.

1. Measures shall be taken for minimal or optimal use of papers i.e by keeping information in digital format as far as possible.
2. Color coded dustbin system is employed for segregation of solid wastes
3. Food wastes are properly disposed-off in pits intended for disposal
4. Cleaning or emptying of dustbins is ensured at regular intervals daily
5. Sanitary napkins are disposed of in incinerators installed in the campus.

XII. Environment Sustainability Policy\ Green Campus Policy

‘The Green Campus’ initiative is a deliberate intervention on our part to create ‘a cultural edifice’ emphasizing the relevance and the need for environmental consciousness among students and faculty members. Under this policy the institution aims at conserving the ecological diversity and resources within our campus: and promoting a minimalist culture among students & faculty members.

1. To ensure the proper planning & implementation of Green campus initiatives a two – tier structure is established in our organization namely the planning level and the execution level.
2. Conduct Energy audits and take essential steps to reduce the overall carbon footprints.
3. Organize environmental awareness programmes for students and to equip them to place due importance to environmental aspects while taking decisions in their day to day activities.
4. Appreciate & Encourage efforts taken by students to promote Green Campus initiatives.

5. Systematic implementation of various afforestation schemes and beautification of the college campus.
6. To enhance participatory approach, suggestions are sought from students to improvise and to take adequate measures to correct the systemic errors if any.