

**MOUNT CARMEL COLLEGE OF TEACHER
EDUCATION FOR WOMEN
KOTTAYAM**

POLICY DOCUMENT

This Policy document delineates the norms, guidelines and regulations of the institution that are expected to be followed by staff members and student. Policies also reflect the values and ethics that would represent the quality of the Institution.

Policies, procedures, and practices are meant to guide members of the institution in their academic and co-curricular activities. The students, faculty, stakeholders and others can refer to these documents for reference. The norms and regulations mentioned herewith are to be followed with due importance.

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I. Administration Policy

The purpose of the Administration Policy is to attain the goals related to the administrative aspects of the institution. As part of the objective of attaining quality within the institution, Mount Carmel College of Teacher Education has listed the following as quality policies:

A. Governing Body

1. There shall be a Governing body of the institution with College Manager as the Chairperson.
2. The Principal and any Senior Faculty who is authorized by the Management shall be ex-officio members.
3. There can be eight other members to be appointed by the Manager.

4. The Governing body shall supervise the entire functioning of the college.
5. The Principal shall be responsible for all Academic, Administrative, Financial (other than Management) and general functioning of the college.
6. The Administrative Manager shall be accountable for all the accounts relating to Management.
7. All policies pertaining to the institution shall be framed/ratified by the Governing body.
8. There shall be at least one meeting of the Governing body every academic year.
9. The Secretary will be in charge to schedule the meetings, to inform members, to keep the minutes of the meetings and periodic reports. She shall also monitor the adherence of all policies by the staff and students.
10. All submissions of any kind to the Manager should be through the Principal i.e., through the proper channel.
11. The Governing body should visit all the departments and the office at least once in an academic year.

B. Appointments of Staff Members

1. The appointments of teaching staff and non-teaching staff members by the Manager shall be done in adherence to the service rules and

instructions of UGC, State Government and Affiliating University.

2. The appointment of temporary/contract-based staff shall be according to the norms of the Management.

C. Admission Procedure

1. The Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating University.
2. An admission committee may be constituted by the Principal to execute, supervise and oversee the admission procedure.
3. The Committee shall abide by the norms and policies of the State Government, UGC and the Affiliating University with regard to admission and reservation of students.
4. The list of eligible students to be admitted under the Management Quota shall be finalized by the Manager.

D. Student Orientation Programmes

1. The newly admitted students shall be given an orientation on the structure of the B.Ed. and M.Ed. Programmes, the rules and regulations, code of conduct, curricular, co-curricular and

extracurricular activities, NAAC imperatives etc. to help them become part of the institutional system.

2. The Programme Coordinator shall be in charge of the orientation programme with a well-defined schedule and necessary guidelines.
3. Periodic workshops, seminars, webinars and training programmes shall be organized for the students on various topics related to skill enhancement, innovation, life skills, in addition to motivational and counselling classes.

E. Staff Orientation Programmes

1. A one-day orientation programme on various aspects of professional requirements and ethics shall be organized in the campus for all teaching and non-teaching staff members to ensure professional competency.
2. The programme shall be organized by the Management with a well-charted schedule.
3. The teaching and non-teaching staff shall be given training and orientation on Code of Ethics of the Institution to define and delineate their rights, duties and obligations.
4. The permanent/regular teaching and non-teaching faculty shall be encouraged to adhere to the rules and statutes of the State Government, UGC and University regarding financial and administrative aspects.
5. The temporary/contract-based staff members shall be encouraged to abide by the norms of

the Management regarding the appointment and financial aspects.

F. Faculty Improvement Activities

1. All Teaching faculty members shall attend at least one International/National/State Level /Seminar/Workshop/Conference every year.
2. All Teaching faculty members shall publish at least one research paper every year according to UGC guidelines.
3. All teachers may attend at least one FDP/training programme every year.
4. All teachers, apart from their assigned academic work, shall take up other administrative duties every year.
5. Every teaching staff member shall be involved in at least one extension activity every academic year.
6. Under the discretion of the Manager and recommendations from the Principal, financial assistance may be given to the staff members for professional development purposes.
7. All teachers are to be given training on selected topics like mentoring, tutorials, publication guidelines, extension activities and e-content development.

G. Planning Committee

1. The Planning Committee that constitutes the Principal, IQAC Coordinator and other faculty members shall categorize all requirements as day to day/yearly requirements.
2. The Committee shall convene a meeting at the beginning as well as the end of the year to assess the infrastructural facilities and requirements for the next academic year.
3. The Committee shall convene a discussion based on the requirements of the departments and convey the same to the Principal for approval.
4. The Committee shall have consultations with the Teacher-in-Charge of each Department for the timely reporting on the requirements which may be submitted to the Principal's office.

H. Resource Mobilization

1. The Principal shall ensure a transparent and well-planned financial management system

whereby the funds/grants received from Government, UGC, NGOs, Alumni, Management and benefactors are mobilized effectively for the developmental, maintenance, curricular and co-curricular activities in the college.

2. The Committee should convey information regarding funding agencies/resources and other related announcements to the Management and other concerned staff members.
3. The Principal shall make arrangements to conduct internal and external financial audits for both Government/UGC and Management accounts.

I. Purchase

1. There should be a Purchase committee with the Principal as the Coordinator.
2. The official purchases should be carried out by the Purchase committee following all the stipulated regulations.
3. Regular meetings should be convened to decide and record the disbursement of funds for varied purchases.
4. A Register should be maintained to preserve the transparency with regard to receipt and expenditure of funds.

J. Maintenance

1. All requirements for maintenance of infrastructure and equipment are to be forwarded to the Principal.
2. A register should be maintained to record the maintenance requirements.
3. Cleanliness of the classrooms/method labs/laboratories and other departmental facilities are to be monitored and maintained by the staff in the concerned Departments.

II. Academic Policy

Academic policies and procedures allow faculty and students to clearly understand their rights and responsibilities with regard to academic matters. The faculty and students are expected to familiarize themselves with all academic policies formulated within the institution.

A. Teaching and Learning

1. All Teachers should strictly adhere to the Academic Calendar prepared every year.
2. Proper records are to be maintained by each teacher for tutorials, internal evaluation and remedial courses.
3. Use of ICT as a support to regular curriculum transaction is mandatory.

B. Examination System

There should be an Examination Coordinating Cell with a Controller of Examinations for both Internal Exams and University Exams.

1. The Controller of Examinations shall help in the conduct of all University examinations in accordance with the Mahatma Gandhi University examination norms.
2. University examinations shall be supervised by the Principal.
3. The Controller of Examinations shall also coordinate all Internal examinations in accordance with the Academic Calendar.
4. The Controller of Examinations should prepare an Examination schedule in accordance with the Academic calendar for the conduct of internal exams.

C. Learner-oriented Programmes

1. The Principal shall promote learner-centric Government initiatives like scholarships and e-grants.
2. The staff in charge should maintain proper registers and documents of the same.

D. Mentoring

1. A Coordinator for Mentoring shall be delegated by the Principal.
2. All teachers should be given a proper training regarding Mentoring.
3. Each student has to be allocated with a faculty member as mentor.
4. Mentor-mentee ratio should not exceed 1:10.
5. Mentor should render academic and personal support to the mentee and should promote confidence and self-esteem.
6. A confidential report on mentoring should be kept by the mentor.
7. The Principal should periodically monitor the mentoring system in the departments.

E. Departmental Requirements

1. Each department should organize a minimum of one departmental sensitization / extension activity.
2. Each department should organize a minimum of one student-centered learning activity annually.
3. Each department should collect feedback from stakeholders based on curriculum annually.
4. Feedback formats should be made available by IQAC.

5. The Teachers-in-Charge should supervise and ensure that all departmental files are updated.

F. Survey and Feedback

1. The IQAC should initiate Student Satisfaction Survey annually.
2. The faculty should collect feedback from the students on the effectiveness of the pedagogical practices.
3. Each department should collect feedback from students on the general functioning of the department.
4. Efforts should be taken to collect, codify and assess the feedback collected from all stakeholders on various parameters through IQAC and undertake measures to make necessary amendments and improvements if needed.
5. The faculty should collect suggestions for improvements in curriculum, based on stakeholders' feedback. This should be conveyed to the Board of Studies of the University through any one of the faculty of the institution.

III. Student Support Services Policy

The institution has to ensure the inclusive and comprehensive transformation of the student community, who are the main stakeholders. Mount Carmel College of Teacher Education for Women incorporates both campus-based and community-centered policies for the betterment of the students.

A. Extension and Outreach Activities

The extension activities of the college provide a link between the institution and the community. The extension activities conducted by the institution are intended to create the need among students to help each other and the community at large. The policies regarding extension and outreach include:

1. The Principal shall delegate a Coordinator to monitor extension and outreach activities.
2. The Coordinator shall plan and arrange extension and outreach events to create awareness among the members of the community especially the marginalized – regarding the importance of education, basic human rights, ways to access information, details of employment opportunities and the like.

3. The Coordinator has to ensure that all the students take part in the extension activity as prescribed by the curricular framework.
4. All students are required to participate in the Community camp comprising of five days, which is a residential programme.
5. The teacher trainees are expected to prepare a Community Camp report as part of their Practical work.

B. Laboratory Facility

1. The students shall avail laboratory facilities as per the norms of the college.
2. The faculty members shall facilitate the learning experience of the students in the respective method laboratories.
3. The Planning Committee shall ensure optimum working condition of equipment on the campus through annual maintenance contracts (AMC).
4. The Computer Instructor shall maintain the efficiency of the college computers and accessories.
5. Every department shall maintain a stock register for the available equipment.
6. The Planning Committee shall conduct proper inspection and verification of stock at the end of every year.

C. Placement Services

1. A Placement Cell shall be constituted with a Coordinator delegated by the Principal.
2. The Placement Cell shall provide pre-placement updates and may also arrange campus interviews.
3. The Placement Cell shall maintain the minutes of all its meetings and the records of student placement.

D. Students' Council

1. A Student Council shall be formed every academic year in adherence to the university norms.
2. The election of the students to the designated posts of the Student Council should comply with the norms of the affiliating university.
3. The members of the Students Council should work in compliance with the mandates of the Principal and the Student Advisor.
4. The Student Council should represent the student community and should identify and offer proactive solutions to their issues.
5. The Student Council should convene regular meetings and maintain a record of the same.

6. There should be ample opportunities for the student community to draw out their innate talents.
7. There should be opportunities for the students, within and outside the campus, to amplify their unique skills and capabilities.
8. Proper scaffolding should be given to the students to facilitate their personal growth, both academic and non-academic.

E. Clubs and Cells

1. A Coordinator shall be delegated by the Principal to supervise and monitor the activities of the Registered and Non-Registered Clubs.
2. Each Club and Cell should have staff advisors to coordinate the activities.
3. Each Club and Cell should work in accordance with the action plan prepared at the beginning of the academic year.
4. Each Club/Cell should organize a minimum of one activity for each month.
5. Each Club/Cell should select leaders who will initiate the activities.
6. The Student Advisors should maintain records of each activity.

F. Sports, Arts and Cultural Activities

1. The Physical Education Director (PED) shall organize inter-departmental competitions and a schedule may be formed for this purpose.
2. PED should select and train students for Intercollegiate and University sports events.
3. PED should appraise the Principal on events for which they are participating.
4. PED should submit reports to the Principal.
5. There shall be a Coordinator for Arts and Cultural activities.
6. The Coordinator for Arts and Cultural activities will be in charge for the conduct of College and University Youth festival along with the Student Arts Club Secretary.
7. The Planning Committee shall upgrade the Sports and Games facilities periodically.

IV. Research Policy

The College aims to serve the community by the dissemination of knowledge through teaching and the discovery of knowledge through research. The institution is committed to excellence in research and to promote actively the important role of research in the teaching-learning scenario. To systematize research

culture among faculty and students, the institution advocates comprehensive guidelines to encourage significant and meticulous research endeavors across disciplines.

The research policy of the institution focuses on the following:

1. Constituting a Research Cell spearheaded by the Principal and assisted by a Coordinator with faculty representatives to monitor the research proposals and projects.
2. Ensuring and promoting the highest standards of scholarly practice and ethical conduct in research endeavors.
3. Ensuring quality and ethics in research through routine and systematic monitoring by the Research Cell.
4. Organizing Seminars/Symposia/Conferences on recent trends in various fields of research at State/National/International levels to foster the right attitude and orientation among faculty and students towards undertaking quality research.
5. Encouraging the teachers and students to pursue research with the view of contributing to nation building and regional development.
6. Extending support such as infrastructural and library facilities to faculty and students for fruitful engagement in research pursuits.
7. Communicating promptly any information on provisions for availing research grants to aspiring research scholars, both faculty and students.
8. Encouraging participation and presentation of research papers by faculty and students in national/international seminars/webinars/workshops/conferences.
9. Promoting publication of research findings in reputed refereed National/International journals for a greater public cause.
10. Encouraging faculty members to pursue doctoral/post-doctoral degrees and to take up guideship.
11. Providing financial assistance to the faculty to participate in national / international seminars/conferences, and for presenting and publishing research papers.
12. Facilitating the effective functioning of research collaborations with other institutions/industries, realized through MoUs /Linkages.
13. Fortifying all eligible departments to be recognized as a Research Centre in future.

V. Information Technology Policy

The College strives to ensure the consistent, high-quality implementation and management of its IT

resources, processes and practices. The college maintains certain policies with regard to the use and security of its computer systems, networks, and information resources. The Information Technology policies include:

1. Provide access to wi-fi connectivity to all students and staff members.
2. Encourage Students to make maximum use of Computer Lab.
3. Motivate all staff members and students to convey information through an individual e-mail ID.
4. Inspire faculty and students to avail MOODLE Platform.
5. Encourage students and staff to make maximum use of INFLIBNET facility.
6. Refrain the Staff members or students to share the contact number or e-mail ID of students/staff to any source without the consent of the Principal.
7. Discourage the misuse of social media against the Management, Staff or students
8. Provide sufficient number of computers with adequate facilities maintained by Computer Maintenance Service Provider.
9. Install and update Anti-virus /Anti Malware software at specific intervals.
10. The Principal shall be the final authority to initiate any action on the misuse of IT facilities provided.

VI. Waste Management Policy

The Waste Management Policy has been formulated to affirm the institution's commitment to safe and efficient waste management, to reduce waste produced. The Waste Management Policy is as follows:

1. Follow efficient waste management and recycling procedures throughout the college premises and use recyclable and recycled materials whenever appropriate.
2. Promote a purchasing policy that will give preference, where practicable, to those products and services which cause least harm to the environment.
3. Ensure that use of plastic materials is strictly prohibited in the campus.
4. The staff and students are responsible for keeping the campus clean and must help the supporting staff in the process.
5. Dispose used sanitary napkins in the incinerator.
6. Use digital mediums like Whatsapp and Telegram to communicate with the staff and students.
7. Promote awareness among the students and public about waste management.

8. Abide by the decisions and suggestions of the Principal who will be in charge of coordinating and supervising waste disposal.

VII. Energy Policy

The objective of the policy is to ensure the optimization of energy use for the best possible outcomes and taking steps for its conservation. It also includes the planning related to the production of energy and its storage for future usage. The Energy Policy stated by the institution is as follows:

- Procure equipment with higher energy efficiency (4-5 star rated equipment)
- Use of LED bulbs in the institution
- Use computers and electronic equipment in power-saving mode
- Regular maintenance of equipment and power back systems
- Undertaking efforts to install solar panels for energy
- Provide awareness to the students and the public on the need for energy conservation.

VIII. Water Management Policy

The main purpose of the policy is to adopt water-saving practices and technologies, so that the consumption of

water can be significantly reduced, promoting the sustainable use of water resources. It is meant to ensure the efficient use of water in the institutional environment, so that the amount of water used can be optimized. The Water Management Policy delineated by the institution is as follows:

- To maintain an open well in the campus to meet water requirements
- Ensuring that taps are turned off after use and leakages are informed to the concerned authorities
- Promoting water conservation through rain water harvesting
- Organizing awareness programmes among the students and public to disseminate the importance of water conservation

IX. Inclusion Policy

The purpose of the policy is to ensure that students and staff members of the College with disabilities or health issues have access to a conducive learning environment. The Differentially Abled Policy states the following:

- Constitute a Committee to safeguard the interests and exigencies of the staff and students with disabilities.
- Ensure that anticipatory action is taken to provide inclusive working, learning and teaching environment to staff and students with disabilities.
- Assure facilities and services that cater to the needs of the differently abled in the campus and ensure access of the needy to these facilities and services.
- Provide equality of opportunity for differently abled staff and students to facilitate their recruitment, development and progression.
- Promote a positive learning environment for differently abled students by making appropriate alternative exam arrangements, furnishing of scribes, provision of lectures, power points and notes in advance and to help them for accessing learning resources.
- Rectify any complaints through the Grievance Redressal Cell or the Committee for Differently Abled.
- Confirm that the Committee arranges regular meetings for supporting the differently abled in the institution.

X. Anti-Ragging Policy

The anti-ragging policy adopted by the institution focusses on preventive measures against ragging based on the guidelines provided by the University Grants Commission and Mahatma Gandhi University. As per the policy, the institution shall:

- Constitute an Anti-Ragging Cell with a Coordinator and representatives to monitor the various aspects related to the menace of ragging.
- Ensure the nurturing of a conducive and favourable environment within the student community.
- Generate and maintain a high level of confidence and acceptance among the new entrants and their parents/guardians rather than being harassed and intimidated.
- Organize orientation programs for the student community, both freshers and seniors, to raise awareness on the constitutional and institutional laws and regulations concerning ragging.
- Encourage the new entrants to report any act of misconduct that they are subjected to or

have witnessed, by the senior students, to the authority concerned.

- Prescribe deterrent measures for any violation of the Anti-Ragging Policy by way of disciplinary measures.

XI. Grievance Redressal Policy

The college has a mechanism that gives freedom for the staff and students to express their grievances. In order to redress individual as well as collective grievances of the students and staff of the college, a grievance redressal policy has been devised which is as follows:

- Constitute a Grievance Redressal Cell to monitor any grievances and to offer feasible solutions and remediation.
- Furnish Grievance boxes at different locations of the College and in the hostel for the staff and students to submit their personal or collective grievances.
- Ensure verification and review of grievances, if any, by the Grievance Redressal Cell on a regular basis.
- Entrust the Teachers-in-Charge/Mentors to collect and promptly address any grievances that may come within the purview of her

competency or authority and to report the same to the Cell.

- Encourage the Teachers-in-Charge/ Mentors to forward the complaints, if not addressed, in written format signed by the respective complainants to the Grievance Redressal Cell.
- Ensure availability of helpline/telephone numbers in the College Handbook and website.
- Encourage both teaching and non-teaching to report their grievances to the Principal or to submit as a written petition to the Grievance Redressal Cell.
- Ensure timely and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell.
- Arrange regular meetings of the Grievance Redressal Cell to monitor and evaluate the number and nature of complaints and to implement remedial measures.

XII. Environment and Sustainability Policy

The College makes every effort to conserve and enhance natural resources to create a sustainable environment in the campus. The

quality policy of environment and sustainability of the college ensures that the institution shall:

- Arrange to undertake Green Audit, Energy Audit and Environment Audit
- Improve awareness and understanding of environmental issues and sustainable development by providing information and training opportunities on energy saving measures.
- Encourage all staff and students to be active participants in environmental protection initiatives.
- Improve the way the College manages its own environment by assimilating green initiatives and green protocol.
- Improve energy performance and reduce the carbon footprint of the college by replacing filament bulbs with LED bulbs.

- Install and maintain Solar plants, bio-gas plants and other energy efficient equipment to reduce the energy consumption in the college.
- Monitor and reduce water usage to the minimum possible extent.
- Encourage availing College bus/public transport facility, environment-friendly

vehicles and carpooling among faculty and students to reduce carbon emission and air pollution.

- Harvest rainwater effectively for storage and recharging of land and water bodies on the campus.
- Promote tree plantations inside and outside the college premises.
- Ensure measures for minimizing and managing the proper disposal of all forms of wastes - solid, liquid, biomedical and E-wastes
- Encourage paperless drive through substitution of electronic and other means in academic and administrative activities.
- Foster to work in line with the Central Government Project, Swacch Bharat Abhiyan.
- Encourage different Cells and Clubs to work with the local community, public and private sector organizations to improve the local environment and promote sustainable development.
- Avoid the use of disposables and flex banners adhering to the Green Protocol promoted by the Government of Kerala.

- Monitor and respond to emerging environmental and energy issues through projects and action research.

XIII. Gender Sensitization Policy

The Gender Sensitization Policy of the College has been drafted in order to develop a sustainable and inclusive environment by empowering the women and girls so that they can contribute to the development of the community. The policy states that the institution shall:

- Establish a Women Cell in association with Women Development Corporation, Kerala to provide conducive atmosphere for the personal and professional growth of young women.
- Constitute an Anti- Sexual Harassment Cell to monitor and trace any incidents of sexual harassment among students and to strengthen their confidence.
- Raise awareness towards women's role in socio-economic development of the society and country as a whole.
- Implement measures to ensure a safe and conducive learning environment and workplace for staff and students.
- Organize informative seminars, webinars/conferences, workshops, interactive/motivational talks that can promote cognizance of various dimensions of gender.
- Create awareness on women related issues through extension services
- Engage various stakeholders from school, college and society, and women groups in arranging women empowerment activities.
- Provide counselling, guidance, life skill education and Yoga to girl students to promote their mental and physical fitness.
- Provide opportunities for the students to report and redress their complaints regarding sexual harassment via Women Cell and Sexual Harassment Cell.
- Open avenues to organize debates, discussions, surveys, paper presentations and competitions on topics related to gender, basic rights to dignity and respect and gender justice.
- Creating consciousness and motivation towards gender equality in different sections of the society by organizing

seminars/webinars/ workshops and special talks.

XIV. Alumnae Policy

The institution has devised quality policies to integrate the alumni engagement and to ensure its assimilation into the regular operating system. Under the policy, the institution shall:

- Constitute an Alumni Association to nurture continuous support of the students the college.
- Propose and initiate alumni networks that can nurture long-term relationship between the college and its students.
- Ensure alumni participation in academic and non-academic endeavors of the college.
- Promote Alumni Reunions every year.
- Endorse live testimonies of alumni of repute to inspire the students to plan out and pursue their ambitions.
- Promote donations from Alumni Association directed towards a specific activity or to support a range of activities in the college.

XV. Documentation and Media Policy

The college encourages the faculty and students to embrace social media sites for streamlining and enriching engagement and communication. The institution has formed certain guidelines and policies related to social media use. The policy endorses that the institution shall:

- Constitute a cell to monitor social media and to update the College website.
- Ensure announcements of upcoming events and publishing of daily activities through College website.
- Provide guidelines and orientation to students and staff regarding the use of social media platforms and college website.
- Furnish guidelines and instructions to staff and students regarding the mode of sharing social media and website requirements to the Documentation and Media Facilitation Cell.
- Furnish guidelines and instructions to staff and students regarding the mode of uploading contents in college website and in social media like YouTube, Facebook, Twitter and Instagram.

- Promote maximum involvement of staff and students in social media to propagate the details of the college.
- Encourage optimum use of social media to reinforce student support services.
- Publish students' achievements and accomplishments of the college through social media and college website to disseminate information about the college among the public.

XVI. Institution Innovation Policy

Recognizing the importance of the potential role of the academic community in the area of innovation, Mount Carmel College of Teacher Education for Women aims at systematically fostering the culture of Innovation among staff and students. The policy states that the institution shall:

- Establish an Innovation Centre with the purpose of evolving an educational system oriented towards innovative ideas for students and faculty members.
- Emphasize on the benefits of innovation-focused education in the college, instilling confidence in students to turn ideas into reality.

- Providing encouragement to organize periodic workshop, seminars, webinars including interactions with entrepreneur, investors, professionals etc. and create a mentor pool for student/ faculty innovators.
- Encourage to connect and network with neighboring consortium, alumni and national entrepreneur development organizations.
- Develop institutional policy on career development of staff with constant upskilling to achieve better engagement of staff in entrepreneurial activities.
- Facilitate entrepreneurship training programmed and Entrepreneurship/Innovation based fairs and fests to implant and cultivate entrepreneurial and innovative skills of students and staff.

XVII. Ethics Policy

The Ethics Committee which has been constituted within the institution ensures the existing ethical standard and practices. According to the policy, the institution shall:

- Establish and uphold ethical standards by developing, implementing and practicing a code of ethics.

- Promote ethical awareness by arranging training programmes on ethics and compliance in order to educate the staff members and students about ethical standards.
- Review complaints and conduct investigations into ethical breaches and recommend actions.
- Promote transparency and accountability in the decision-making of the Committee.
- Make initiatives for resolution of conflicts arising from ethical issues.
- Foster a culture based on integrity and ethical behaviour within the institution.

XVIII. Welfare Policy

The Welfare Committee of the institution focusses on the wholesome well-being and holistic development of the students and staff members. As per the policy, the institution shall:

- Promote student well-being by developing programmes and activities to support the mental, academic and emotional aspects.

- Organize activities and events that will foster a positive and inclusive campus environment.
- Provide importance to staff welfare by addressing their needs and concerns.
- Address issues related to discrimination, harassment and inequality.
- Monitor and assess the welfare concerns of the college community regularly.
- Facilitate communication and collaboration between students, staff and Management on welfare related issues.
- Provide awareness among staff and students on welfare related topics such as mental health, stress management, life skills and healthy lifestyle.
- Collect feedback and make necessary improvements to address the needs of the college community.

XIX. Financial Policy

The purpose of the Financial Policy and procedures is to underpin the financial management system in a place with integrity action and to ensure that the financial statement conform to generally accepted accounting principles, assets are

safeguarded and guidelines are compiled for managing the financial aspects with accuracy, efficiency, completeness and transparency. This policy provides the basic guiding principles behind the financial transaction with the intention that all the activities of the institution is completely covered in a trustworthy and orderly manner that leads to the growth and development of the institution. These policies will be reviewed by the Manager, Finance Administrator and approved by the Audit Committee periodically. Three committees viz. Finance Committee, Purchase Committee and Internal Audit Committee will work with mutual coordination under the supervision and guidance of the Principal of the college in order to achieve the stipulated objectives.

The financial policy of the institution intends to achieve the following objectives:

1. Prudent and effective management of financial resources.

2. Honesty and transparency in all aspects of financial management and financial reporting.

3. To comply with the legal requirements of various Acts.

4. To document income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.

5. To present financial reports to the statutory bodies.

6. To execute a project according to the terms of conditions of the donor and to achieve the goal of the project.

7. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.

8. To deliver maximum benefits at minimal cost.

XX. Library Policy

The Library Policy is aimed at establishing an institutional frame work to assist an effective and dynamic library and information service that meet the information needs of all the stakeholders namely faculty, research scholars and the teacher trainees of this institution. It acts as a guiding manual for both the library staff and the library users to be the responsible users in dealing with the faculties and services offered by the library. The policy provides guidelines as well as procedures for acquiring library documents, their technical processing and organizing them for their optimum utilization. The Library Advisory Committee facilitates the functioning of the library services and take major decisions regarding the improvement of the library.

The Library Policy of the institution focuses on the following:

1. To serve students, faculty members of our institute with required information resources to meet their academic needs.
2. To acquire, maintain and disseminate relevant information among the library users.
3. To provide accurate and latest knowledge to members for study and teaching purpose.
4. To enhance the academic activities of the institution by

providing a comfortable reading environment for learning and study.

5. The library shall work under the guidance of the Library Committee, which will facilitate the effective functioning of the library.

6. The complete automated system, RFID shall be implemented to ensure a systematic operating mechanism.

7. The library personnel shall ensure easy access of the students and faculty to the well-stocked and automated library facilities.

9. The students and staff shall avail and return library books as per the norms constituted by the Library Committee.

10. Students and staff shall abide by the norms regarding non- circulating materials.

11. Students and staff shall accede to the rules with respect to overdue materials.

12. Regular updating should be done with regard to books, journals, other subscriptions and digital sources.

This Policy document is approved for implementation by the Governing Body.

Date

Chairman

Governing Body