



# POLICY DOCUMENTS



**ST.XAVIER'S COLLEGE FOR WOMEN, ALUVA**

Nationally Re-Accredited (IVth cycle), A Grade, CGPA 3.33  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

## Contents

I.	Administration Policy .....	04
a.	Governing Body.....	04
b.	Appointment .....	05
c.	Admission .....	05
d.	Student Orientation .....	05
e.	Staff Orientation .....	06
f.	Teaching Faculty- Quality Enhancement .....	06
g.	Planning .....	07
h.	Resource Mobilisation .....	07
i.	Purchase .....	08
j.	Maintenance .....	08
k.	e-governance .....	08
II.	Academic Policy	
a.	Teaching and Learning .....	10
b.	Examination .....	10
c.	Outcome Based Education .....	11
d.	Innovative Teaching and Learning .....	11
e.	Learner-Centric Programmes .....	11
f.	Mentoring .....	12
g.	Department/HoD Requirements .....	12
h.	Survey and Feedback .....	12

III. Student Enterprises and Support Services Policy	
a. Scholarships and Freeships .....	14
b. Extension and Outreach .....	14
c. Library .....	15
d. Laboratory .....	16
e. Counselling .....	16
f. Placement .....	17
g. Students' Council .....	17
h. Clubs and Cells .....	17
i. Sports .....	18
IV. Policy on Ethics .....	19
V. Research policy .....	21
VI. IT policy .....	23
VII. Waste Management policy .....	24
VIII. Differently Abled Friendly Policy .....	25
IX. Anti-Ragging Policy .....	26
X. Grievance Redressal Policy .....	28
XI. Environment and Sustainability Policy .....	30
XII. Gender Sensitisation Policy .....	32
XIII. Alumnae Policy .....	33
XIV. New Media Communication Policy .....	34
XV. Institution Innovation Policy .....	35

### **Preface**

With a rich legacy of intellectual pursuit, aesthetic ventures and spiritual engagement as envisaged by the Congregation of Teresian Carmelites (C.T.C.), St. Xavier's College for Women, affiliated to M.G. University was established in the year 1964, affiliated to Mahatma Gandhi University. Pursuing the nation's trajectory towards self-reliance and development, the college has flourished into an esteemed institution in the last 56 years with its focus on quality education and holistic development of the womenfolk. Socially committed, our institution offers need-based academic and non-academic scaffolding to students who hail from diverse socio-economic backgrounds.

Fixed on the vision and mission propounded by the visionary founders, the institution travails with quality policies as enunciated in its policy document. The policy document specifies the rules, guidelines and regulations of the institution for faculty and students. These policies reflect the values and ethics that uphold the quality of the Institution.

Policies, procedures, and practices are meant to guide members of the college community in their affairs per deim. Students, faculty and others can refer to these documents for guidance as a requirement to follow. To ensure that the course of action at all realms of activity are adhering to the quality policy of the institution, monitoring mechanisms are functional.



## **I. Administration Policy**

Educational Administration is a process of systematically arranging and coordinating the human and material resources available in the institution for the main purpose of achieving stipulated goals. The basic aim of administration is getting things done for accomplishing defined objectives. To expedite the journey of the institution towards excellence and glory, St. Xavier's 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 College Manager as the Chairman
2. The Principal, Vice Principal and Superintendent 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, Financial (other than Management) and general functioning of the college
6. The Manager/Bursar 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 three meetings of the Governing body every academic year
9. The Vice Principal will be in charge to schedule the meetings, to inform members, to keep the minutes of the meetings and periodic reports. He/she shall also monitor the adherence to policies by the staff and students
10. All submissions of any kind to the Manager shall be through the Principal, the Proper Channel.
11. The Governing body shall visit all the departments and the office at least once in an academic year
12. There shall be a subcommittee of the Governing body for monitoring the Academic progress of the Institution.

**B. Appointment**

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

**C. Admission**

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 shall be constituted by the Principal to execute, supervise and oversee the admission procedure
3. The Committee shall abide by the norms and policies of 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**

1. The newly admitted students shall be given an orientation on Rules and regulations, code of conduct, Curricular, Co-Curricular and extracurricular activities, NAAC imperatives etc. to help them assimilate into the institutional system
2. The Vice Principal shall be in charge of the Orientation Programme with a well-defined orientation charter and schedule
3. Periodic workshops, seminars, webinars and training programmes shall be organised for the students on various topics related to skill enhancement, innovation, entrepreneurship, life skills, along with motivational and counselling classes to bolster them to grow in dynamism

**E. Staff Orientation**

1. A one-day orientation programme on various aspects of professional requirements and ethics shall be organised in the campus for all Teaching and Non-Teaching staff members to ensure professional competence
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 college 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 Government, UGC and University regarding the salary and compensation
5. The temporary/contract-based staff shall be encouraged to abide by the norms of the Management regarding the appointment and salary component

**F. Teaching Faculty - Quality Enhancement**

1. All Teaching faculty members shall attend at least one National/International Seminar/Workshop/Conference every academic year
2. All Teaching faculty members shall publish at least one Research Paper every year according to UGC regulations
3. All teachers shall attend one FDP/training every year.
4. All teachers, apart from their assigned academic work, shall take up at least two other administrative duties every year. The Principal shall issue a certificate at the end of every academic year to this effect.
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 shall be given to the staff members for professional development purposes. The amount may be decided by the Manager
7. All teachers shall be given training on select topics like Mentoring, Tutorials, Extension activities and e-content development

**G. Planning**

1. The Planning Committee that constitutes the Principal, Vice Principal, IQAC Coordinator and 5 faculty members shall decide an annual budget for maintenance of all Infrastructure facilities at the beginning of the year.
2. The committee shall plan and categorize day to day and yearly requirements
3. The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year
4. The Committee shall prepare the budget as per the requirements of the departments, library, laboratories and other support services and shall submit the same to the Principal and the Bursar for approval.
5. The committee shall require the Head of the Departments for the day-to-day reporting on requirements of repairs and maintenance which may be submitted to the Principal's office. The bursar shall process the requirements in 4- 5 working days so as to keep things ready as soon as possible
6. The Bursar shall ensure adequate monitoring and maintenance of civil and electrical work

**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, Management and benefactors are effectively mobilized for the infrastructure development, maintenance, academic and other various supportive activities in the college.
2. A Fund mobilization committee shall be constituted with a coordinator delegated by the Principal
3. The committee shall convey information regarding funding agencies/resources and other related announcements to the Management, Departments and the staff
4. The Principal shall monitor effective resource utilization under the supervision of the Committee constituted for the same
5. The Principal shall arrange to conduct internal and external financial audits for both Government/UGC and Management accounts



**I. Purchase**

1. There shall be a Purchase Committee with Vice Principal as the Coordinator
2. The official purchases shall be carried out by the Purchase Committee following all the stipulated regulations
3. Regular meetings shall be convened to decide and record the disbursement of funds for varied purchases
4. A minutes book shall be maintained to document the discussions and decisions
5. A Register shall be maintained to preserve transparency with regard to Receipt and Expenditure of funds

**J. Maintenance**

1. All requirements for maintenance of infrastructure and instruments shall be forwarded to the Vice Principal
2. A register shall be maintained in the Vice Principal's office to record the maintenance requirements
3. Maintenance work sanctioned for the departments are to be supervised by the respective HODs
4. Cleanliness of the class rooms/laboratories and other department facilities are to be monitored and maintained by the concerned departments

**K. E- governance**

1. 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,
2. E-governance shall be made available in the following areas:
  - i. Administration: The administrators shall resort to e-administration through ICT for Information process and decision making.
  - ii. Finance and Accounts: An accounting software shall be installed for the transparent and efficient functioning.
  - iii. Student Admission and Support: The admission process shall be done using the Centralised Admission Portal of the affiliating university. The institution shall

also develop an appropriate software to carry out the admission of Management and Community quota.

- iv. Examination: As per the mandates of the University, Examination related formalities shall be done via university portal for the smooth conduct of external examination. The internal examinations shall be managed through college portal ensuring transparency with provisions to generate internal exam reports as per university format and progress reports.
- v. Library: Library services shall be made digital to utilize the library resources effectively for which library automated services such as RFID, INFLIBNET etc. shall be launched. For the benefit of the stakeholders more e-learning resources shall be added to the library.
- vi. Accreditation: The institution shall develop or purchase an accreditation software to systematize annual appraisal and regular accreditation process.
- vii. Attendance: An online mechanism shall be launched to take the attendance and provisions shall be made to generate monthly reports. Mobile friendly software shall be installed for convenient usage.

## **II. Academic Policy**

Academic integrity is given pivotal importance and the college abides by the quality policies on academic integrity. Academic policies and procedures allow faculty and students to clearly understand their rights and responsibilities. They protect the esteem of the college and provide fair and transparent guidelines for activities related to teaching and learning across campus. The faculty and students are expected to familiarize themselves with all academic policies.

### **A. Teaching and Learning**

1. All Teachers shall strictly adhere to the Academic Plan every year
2. Proper records shall be maintained by each teacher for Tutorials, Continuous evaluation, Remedial and Bridge courses
3. All teachers shall be encouraged to prepare e-contents pertaining to the subject allotted and the same has to be deposited in the library repository.
4. ICT shall be used as a support to traditional lecture system
5. Each teacher shall keep records of any two student-centric academic or non-academic activities organised

### **B. Examination**

There shall be an Examination Coordinating cell with a Coordinator for Internal Exams and a Senior Assistant for University Exams

1. Senior Assistant shall coordinate all University examinations in accordance with the MG University examination norms
2. University examinations shall be supervised by the Principal
3. Coordinator of Internal Exams shall coordinate all Internal examinations in accordance with the academic calendar

4. Coordinator shall prepare a schedule in accordance with the Academic calendar for the conduct of internal exams
5. Appropriate provisions shall be offered to collect Examination related grievances from the students via website and printed forms

### **C. Outcome Based Education**

1. The college shall institutionalise Outcome Based Education to ensure student centric instructional practice
2. Programme Outcomes, Programme Specific Outcomes and Course Outcomes shall be deliberated and specified by each department prior to academic rendering and the same shall be published in the college website
3. Outcome attainment analysis shall be done at the department and college level each academic year and necessary remedial measures be taken if incongruities are found

### **D. Innovative Teaching and Learning**

1. The teachers shall use digital platforms and multimedia for knowledge dissemination to the possible extent
2. The teachers shall develop and distribute e-contents for the students to have better grasp on the subjects
3. The students shall be encouraged to make maximum use of technology centered strategies in their assignment and project submissions
4. Virtual Learning Environments and Learning Management Systems shall be developed to provide staff and students with access to electronic teaching and learning materials
5. Conducive teaching learning environment like smart rooms and interactive whiteboards shall be installed

### **E. Learner-Specific Programmes**

1. The Principal shall implement learner-centric Government initiatives like SSP, WWS, ASAP and support systems like Scholarships and e-grants
2. A coordinator shall be delegated for each programme
3. The Coordinators shall monitor and supervise the functioning of the programmes

4. The teachers in charge shall maintain proper documents

#### **F. Mentoring**

1. A coordinator for mentoring shall be delegated by the Principal
2. All teachers shall be given a proper training on Mentoring
3. Each student shall be assigned a mentor from the faculty
4. Mentor-mentee ratio shall not exceed 1:20
5. Mentor shall render academic and personal support to the mentee to promote self-realization
6. Confidential report on mentoring shall be kept by the mentor
7. The HODs shall periodically monitor the mentoring system in the department

#### **G. Department / HOD Requisites**

1. Each Department shall conduct a minimum of one seminar/workshop/conference (online/ face to face) every six months
2. Each Department shall organize a minimum of one sensitization/ extension activity in the department
3. Each Department shall organize a minimum of one certificate course annually
4. Each Department shall organize a minimum of one skill-oriented activity annually
5. Each Department shall initiate a minimum of one collaborative linkage and one MOU every year
6. Each Department shall organize a minimum of two student-centered learning activities annually
7. Each Department shall collect Feedback from stake holders on curriculum annually
8. The HODs shall monitor the preparation of PBAS by each faculty member every year
9. The HODs shall ensure that all departmental files are systematically updated and validated

#### **H. Survey and Feedback**

1. Student Satisfaction Survey shall be conducted under the auspices of IQAC every year



2. Each faculty shall collect feedback from the students on the effectiveness of teaching methodology
3. Each Department shall collect feedback from students on the general functioning of the department
4. The IQAC shall collect, codify and assess the feedback collected from all stakeholders on various parameters and shall undertake effective remedial measures to make necessary amendments and improvements
5. Based on the stakeholders' feedback, suggestions for improvements in curriculum shall be communicated to the Board of Studies of the University

### **III. Student Enterprises and Support Services Policy**

Students are the prime beneficiaries and stakeholders of any educational institution. Hence, the inclusive and comprehensive transformation of the student community is the responsibility of the institution. St. Xavier's College for Women incorporates both campus-based and community-centered divergent policies to mould and devise a dynamic student community.

#### **A. Scholarships and Freeships**

1. As the Central and the State Governments are offering scholarships and e-grants to the students of socially and economically backward communities, adequate measures shall be taken to help the students avail them without fail
2. Scholarships and freeships from non-governmental agencies shall also be made available to the deserving students
3. The college shall also arrange endowment prizes and freeships at the institutional level to motivate the students and to buttress their academic growth

#### **B. Extension and Outreach**

Extension activities of the college provide a link between the institution and the community. Continuously working with the aim of extension and community welfare through its various curricular/co-curricular /extra curricular works, the institution employs different techniques such as dialogues, folk media, recreational activities, interactive and participatory programmes, group work & group discussion. Our Education/ Research/Extension are based on the basic human values to help individuals/families and community as a whole and to transform our neighbourhood society which is the strength of our institution. The quality policies regarding Extension and Outreach include:

1. The Principal shall delegate a coordinator to monitor extension and outreach activities
2. The coordinator shall design and schedule extension and outreach events to create awareness among public about their rights, access to information, exploitation, discrimination, employment opportunities

3. Spearheaded by the Coordinator, all departments shall carry out a minimum of one social sensitization programme and an extension activity per year
4. All students shall participate in at least five days of extension work annually
5. The coordinator shall prepare an annual report of extension and social outreach activities

### **C. Library**

1. The Library shall work under the guidance of the Advisory Committee constituted as per GO. Ms No 169/94/H. Edn. dated 22/11/1994.
2. The Advisory Committee and its Student Wing shall facilitate effective functioning of the Library
3. The complete automated system, RFID shall be implemented to ensure felicitous operating mechanism
4. INFLIBNET service shall be availed to help staff and students acquire the digital knowledge pool with ease
5. The working hours of the library shall be decided by the Principal and the Librarian and ratified by the advisory committee
6. The Library Personnel shall ensure easy access to the students and faculty to the well-stocked and automated library facilities
7. Currently enrolled students, research scholars and faculty shall use the library facilities
8. Students and staff shall avail and return library books as per the norms laid down by the Advisory Committee
9. Students and staff shall abide by the norms regarding materials for reference purpose alone and not for circulation
10. Students and staff shall conform to the rules with respect to overdue materials
11. NVDA computer facility shall be made available for visually challenged students
12. The Coordinator of the library committee shall collect a list of library requirements from the departments at the beginning of the academic year which has to be forwarded to the Governing Body through the Principal
13. Regular updating shall be done with regard to books, journals, other subscriptions and digital sources

**D. Laboratory**

1. Students shall avail lab facilities as per the norms of the college
2. The teaching faculty and lab assistants shall facilitate the learning experience of the students in labs
3. The Planning Committee shall ensure optimum working condition of equipments through annual maintenance contracts (AMC).
4. The Management shall appoint a trained in-house mechanic in the college apart from contract workers.
5. Lab assistants under the supervision of the System administrator shall maintain the efficiency of the college computers and accessories
6. Every department shall maintain a stock register for the available equipments
7. The Planning Committee shall conduct proper inspection and verification of stock at the end of every year.

**E. Counselling**

The institution aims to provide access to independent and confidential counselling to students. Counselling is intended to provide support and/or intervention (practical or therapeutic) in order to enhance student well-being and/or academic progress.

1. Students shall have access to independent and confidential counselling from a dedicated, professional Counsellor
2. The Counsellor will provide support and therapeutic intervention
3. The Counsellor's approach will be flexible, using a variety of professionally recognised interventions with the aim of empowering the student to bring about self-improvement and to enhance personal and/or academic outcomes
4. The Counsellor will liaise with relevant academic staff in responding to requests for assistance and in providing support to students who are deemed to be at an academic risk.
5. The counsellor and the concerned staff shall keep the information provided by the students as confidential
6. The counsellor and the related staff shall maintain records of the Counselling sessions of each student

**F. Placement**

1. A Placement Cell shall be constituted with a coordinator delegated by the Principal
2. The Placement Cell shall conduct pre-placement trainings and campus interviews
3. Placement cell shall maintain the minutes of all its meetings and the records of student placement

**G. The Students' Council**

1. The Students' 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 Students' Council shall comply with the norms of the affiliating university
3. The members of the Students' Council shall work in compliance with the guidelines of the Principal and the Staff Advisors
4. The Students' Council shall represent the student community and shall identify and offer proactive solutions to their issues
5. The Students' Council shall convene regular meetings and maintain a record of the same
6. Ample opportunities shall be made available for the student community to discover and fine tune their innate talents
7. Wide platforms shall be provided to the students, within and outside the campus, to amplify their unique skill sets and capabilities
8. Proper scaffolding shall be given to the students to facilitate their personal growth, both academic and non-academic

**H. 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/cell shall have two staff advisors to coordinate the activities
3. Each club/cell shall work in accordance with the action plan prepared at the beginning of the academic year



4. Each club/cell shall organize a minimum of one activity for each month
5. Each club/cell shall select two student secretaries who will lead the activities
6. The staff advisors shall maintain records of each activity in the prescribed activity format
7. Formation of any particular club will be the sole discretion of the Principal

### **I. Sports**

1. The Physical Education Faculty shall identify the students with talent in sports
2. The faculty shall promote and provide requisite training in the sports events that the students are good at
3. The faculty shall chart a Programme calendar for student participation in sports and games
4. The faculty with the consent of the Principal shall conduct Student Coaching Camps as per requirements
5. The Planning Committee shall upgrade the sports and games facilities periodically
6. The Management shall provide access to the play grounds and stadium of the college to nearby schools and other institutions for practice and for conducting matches and other sports meets.

#### IV. POLICY ON ETHICS

St. Xavier's College for women, Aluva always upholds integrity, honesty and transparency. The College believes that all members of its community have the right to study or work in an environment that is safe, secure and supportive. It confirms the right of every member to have a learning and working environment that is free from discrimination and harassment. To ensure the ethical conduct, a policy on Ethics is constituted by the institution. The purpose of this policy is to clarify the standards of behaviour that are expected of all students, teaching and non-teaching staff, Governing Body and the officials, employed by or contracted to the college in performing their duties. It envisages that every community member contributes to the development of a respectful environment by behaving in acceptable ways and by discouraging offensive behaviour of others. The Policy ensures fairness and consistency in all matters relating to conduct.

The Policy states that the institution shall:

- Ensure the proper deportment of the officials, employees and students by constituting a Code of Conduct
- Entrust the Manager, the Principal and the Vice Principal to monitor and analyse the actualization of the Code of Conduct
- Constitute a Monitoring Cell to track and evaluate the comportment of the students in tune with the Code of Conduct
- Publish the Code of Conduct in the College premises and in the College Website
- Arrange to organize Orientation Programmes, Training Sessions and Invited Talks to inspire the college community to comply with the stated code.
- Offer guidance to the College Community on standards of integrity and conduct.
- Foster an environment that reflects the institution's commitment to enhance every experience for the greater good, as well as the value of Excellence to drive quality through accountability.
- Inspire officials and faculty to promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.
- Instigate officials and faculty to act with transparency and impartiality to make sound unbiased, decisions in order to avoid any conflict of interest.

- Enforce strict rules regarding students who will be subject to disciplinary action up to and including suspension or expulsion from the college if they engage in serious misconduct.
- Encourage faculty to be aware of and comply with the legislation and regulations related to their ways of carrying out their duties and to conduct themselves in a manner consistent with those policies
- Impose that the breaches of college policies, including the Code of Conduct, may result in disciplinary action up to and including termination.

## V. Research Policy

St. Xavier's College for Women 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 based on the highest national and international standards, and to actively promote the important role of research in 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 institution's research policy is oriented towards:

1. Constituting a Research Cell spearheaded by the Principal and synchronized by a Coordinator with three faculty representatives from Arts, Science and Commerce streams of the institution to monitor and actualize viable research proposals and projects
2. Ensuring and promoting the highest standards of scholarly practice and ethical conduct in research endeavours
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 in faculty and students towards undertaking quality research
5. Encouraging the teachers and students to pursue research for contributing to nation building and regional development
6. Extending financial and other auxiliary support such as infrastructural, library and laboratory 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, among faculty and students
8. Encouraging participation and presentation of research papers by faculty and students in national/international seminars/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, present and publish research papers in national/international seminars/conferences
12. Extending financial aid to departments for organizing seminars/workshops of regional/state/national/international levels
13. Facilitating the effective functioning of research collaborations with other institutions/industries, realized through MoUs/Linkages
14. Promoting all eligible departments to be recognised as Research centers



## **VI. IT policy**

The college endeavours to ensure consistent, high-quality implementation and management of its IT resources, processes and practices. A comprehensive framework of well-defined policies, procedures and standards are required to facilitate and ensure this. The college maintains certain policies with regard to the use and security of its computer systems, networks, and information resources. The IT Policy shall:

1. Provide access to campus network to all students and staff
2. Encourage Students to make maximum use of Computer Lab
3. Motivate all staff members and students to create an e-mail ID
4. Orient the students to use MOODLE Platform effectively
5. Motivate students and staff to make maximum use of Inflibnet facility
6. Dissuade the staff members or students from sharing the contact number or e-mail ID of students/staff to any source without the consent of the Principal
7. Prevent 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

## **VII. Waste Management Policy**

The Waste Management Policy has been produced to affirm the institution's commitment to safe and efficient waste management, to reduce and recycle waste produced and to ensure compliance with all legal requirements relating to waste management. It also promotes environmental and recycling initiatives as an integral element of its activities and demonstrates its commitment to upgrade in the environmental practices. The Waste Management Policy shall inspire the staff and students to:

1. Follow efficient waste management and recycling procedures in the college premises and use recyclable and recycled materials whenever appropriate
2. Promote a purchasing policy that will give preference to those products and services which cause least harm to the environment, whenever it is practicable
3. Undertake Waste disposal in line with the ISO quality manual of the Institution
4. Dispose all Biodegradable or Non degradable wastes through stated norms of the Government
5. Follow Green Protocol on a strict basis at all occasions, academic or non-academic
6. Abide by the decisions and suggestions of the Vice Principal who will be in charge of coordinating and supervising waste disposal

### **VIII. Differently-Abled Friendly Policy**

St. Xavier's College for Women envisions a vibrant, enthusiastic and futuristic community, rich in diversity and calibre. We are committed to creating a friendly and cordial campus where staff and students work hand in hand within a supportive environment which enables them to enjoy an active and fruitful life in the campus. The institution provides a haven to all deserving and aspiring persons irrespective of their varied disabilities and challenges.

The objective of the policy is to ensure that students and staff members of the College with disabilities or long-term health needs have access to learning environment and facilities along with their non-disabled peers. This policy recognises that disabled staff and students are an integral part of the Institution. The Policy maintains that the institution shall:

- Constitute a committee to safeguard the interests and exigencies of the staff and students with disability
- 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 promote their recruitment, development and progression
- Promote a positive working environment for differently abled students by making appropriate alternative exam arrangements, furnishing of scribes, provision of lectures, notes and external resources.
- Rectify any complaints through the Grievance Redressal Cell or the Committee for Differently Abled
- Confirm that the Committee schedules regular meetings for the cause of equality for the differently abled in the Institution

## IX. Anti-Ragging Policy

‘Merit’ and ‘Ethics’ being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments; social integration of students coming from different parts of the country with diverse cultural and social backgrounds, becomes a matter of prime importance. Ragging is a social menace which has to be avoided in an academic environment and concerted efforts are required to prevent its occurrence. Hence the institution has adopted a sound anti-ragging policy. The anti-ragging policy adopted by the Institution takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by the University Grants Commission and the Mahatma Gandhi University. As per the policy, the institution shall:

- Constitute an Anti-Ragging Cell with a faculty coordinator and representatives from all stakeholders to monitor the various aspects related to the menace of ragging
- Ensure creation, development and nurturing a conducive, socio-academic environment within the student community
- Generate and maintain a high level of confidence among the freshers and their parents/guardians by providing a perception that the new comers are provided support and cordial environment rather than being harassed and intimidated
- Advocate zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical/psychological humiliation, extortion, assault, wrongful restraints/confinement, violation of decency and morals and other acts recognized as forms of ragging
- Keep in place an integrated system to discourage and prevent any negative acts by the seniors, which disrupts socio-academic integration of new entrants
- 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, to the authority concerned

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



## **X. Grievance Redressal Policy**

The institution prioritises the psychological and subjective contentment of its staff and students. To safeguard the well-being of the staff and students, 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.

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the college that a student or staff thinks, or even feels, is unfair, unjust or inequitable. While this platform allows all students and staff members to voice their concerns in an open manner it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of the authority.

The grievance policy reiterates that the institution shall:

- Constitute a Grievance Redressal Cell to monitor any grievances and to offer feasible solutions and rectifications
- Furnish Grievance boxes at the three buildings of the college and in the hostel for the 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 HODs/Class teachers/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 HODs/ Class teachers/ 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, website, and enquiry wing
- 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 responsive and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell
- Confirm regular meetings of the Grievance Redressal Cell to monitor and evaluate the number and nature of complaints and to implement remedial measures

## **XI. Environment and Sustainability Policy**

The college envisages a holistic development of the society and the world at large through initiatives that are environment friendly. The College is committed to ensuring that its impact on the environment both locally and globally is minimised. This is achieved via sensible use of resources, energy, and in its purchasing and waste management policies. The College makes every effort to conserve and enhance natural resources to create a sustainable environment both in its current and future estates. The College acknowledges that climate change is now a major and urgent sustainability issue and seeks to responsibly use resources and to strive to continually improve its environmental performance. 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 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
- Integrate environmental and sustainable principles into the operational procedures and promote best practice at every level
- Install and maintain solar plants, bio-gas plants and other energy efficient equipments to minimise the energy consumption in the college
- Monitor and reduce water usage to the possible limit
- Actualize all measures to recycle wastewater, conserve water bodies, and protect wetlands within the campus
- Construct and maintain tanks and bunds, as needed, for ecological enrichment of the college campus
- Restrict entry of vehicles in the college campus to reduce carbon footprint

- Encourage availing college bus/public transport facility, environment-friendly vehicles like electric cars, two-wheelers and bicycles 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 in the campus
- Promote tree plantation drives inside and outside the college premises
- Ensure measures for minimizing and managing 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, Swach Bharat Abhiyan
- Encourage different cells and clubs to work with the local community, public and private sector organisations 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
- Promote recycling at the student level and college level through Entrepreneurship Development Cell
- Engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in areas of environment, energy efficiency and sustainable development
- Monitor and respond to emerging environmental and energy issues

## **XII. Gender Sensitisation Policy**

The institution deems the need of the hour is to bring women into the mainstream for the development of the society as a whole. St. Xavier's College for Women recognizes the importance of women empowerment and caters to the endorsement of success stories of women. The Women Empowerment Policy of the college has been drafted aiming to develop a sustainable and inclusive environment by empowering women and girls so that they can contribute to the development of the community. The policy states that the institution shall:

- Establish Women Cell in association with Women Development Corporation, Kerala to provide conducive atmosphere for the personal and professional growth of young women
- Constitute Anti- Sexual Harassment Cell to monitor and trace any incidents of sexual harassment among students and to strengthen their self 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 dignified learning environment for staff and students
- Organize insightful seminars, 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 schools, colleges, civil society organizations, and women groups in gender mainstreaming activities
- Provide counselling, guidance, life skill education and Yoga to girl students to ensure 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 seminar/ workshops and special lectures

### **XIII. Alumnae Policy**

Alumni are integral to the academic and non-academic endeavours of the institution as they enhance the eminence and prestige of the alma mater. The college envisages positive engagement of alumni in its exemplary functioning as alumni stand as a testimony to indicate the institutional dynamism. 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 long-term progress in students' relationship with college
- Propose and initiate alumni networks that can maintain long-term relationship between the college and its students
- Propose and initiate alumni chapters at their place of residence/work outside the college premises
- Establish positive alumni relationships to leverage mutually beneficial engagement between the alumni and the college
- Ensure alumni participation in academic and non-academic endeavours of the college
- Promote Alumni lectures as part of the Academic Week every year
- Endorse live testimonies of alumni of repute to inspire the students to scheme and pursue glorious ambitions
- Promote donations from Alumni Association directed towards a specific activity or to support a range of activities in the college



#### **XIV. New Media Communication Policy**

St. Xavier's College for Women is committed to making the best use of all available technology and innovation. This includes using all reasonable and cost-effective means to improve communication and interaction with the individuals and communities we serve. The college encourages Students and faculty to embrace social media sites as easy-access venues for streamlining and enriching engagement and communication. To avoid major mistakes which could result in reputational, legal, and ethical issues, and misuse/abuse of well-functioning social media, the institution has formed certain guidelines and policies related to Social Media use. The policy endorses that the institution shall:

- Constitute social media cell to undertake the actions and activities related to social media
- Constitute a cell to monitor and update 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 strict guidelines and instructions to staff and students regarding the mode of sharing the social media and website requirements to the cell
- Furnish strict 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 maximal engagement of staff and students in social media to improve and heighten the perception of the college
- Encourage optimum use of social media to bolster student activities and to reinforce student support services
- Publish students' achievements and accomplishments of the college via social media and college website to ensure far reaching acknowledgement of the college among the public

## **XV. Institution Innovation Policy**

Recognizing the importance of the potential role of the academic community in the area of innovation, St. Xavier's College for Women aims at systematically fostering the culture of Innovation among staff and students. With the motive of carving out as an institution competent of producing high quality technical human resource, the college steers the staff and students to be capable of undertaking quality research and innovation and deep-tech entrepreneurship. To fix a framework for the Innovation Endeavours, the college has designed a quality policy in line with the preamble of National Innovation and Start-Up Policy. The policy states that the institution shall :

- Establish an Institution Innovation Council in association with MHRD with the purpose of evolving an educational system oriented towards start-ups and entrepreneurship for students and faculty members
- Promote and foster the Council to design its own policy, guidelines and strategies to ensure its progress in the correct momentum
- Engage a large number of students and staff in various innovation and entrepreneurship related activities such as ideation, problem solving, proof of concept development, design thinking, IPR, project handling and management at pre-incubation/incubation stage, etc., so that innovation and entrepreneurship ecosystem gets established and stabilized in the college
- Emphasizes on the benefits of entrepreneurship-focused education in the college, instilling confidence in students to turn ideas into reality
- Encourage to organize periodic workshop, seminars, webinars including interactions with entrepreneurs, investors, professionals etc. and create a mentor pool for student/ faculty innovators
- Promote visits of students and staff to various laboratories, industries, companies, institutions etc. to update the knowledge pool, to share their success stories and to participate in competitions and challenges
- Encourage to connect and network with neighbouring consortiums, alumni and national entrepreneur development organizations
- Encourage to organize various events like Hackathons, Idea Competitions, challenges etc. with the involvement of Industry Partners

staff with constant upskilling to achieve better engagement of staff in entrepreneurial activities

- Facilitate entrepreneurship training programmes and Entrepreneurship/Innovation based fairs and fests to implant and cultivate entrepreneurial and innovative skills of students and staff

*Si. Clodet*

**MANAGER**  
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