

**ST. XAVIER'S COLLEGE FOR WOMEN  
(AUTONOMOUS), ALUVA**

**POLICY DOCUMENTS**

**Version: SXCA/2024/PCY/01**

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## **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 (Autonomous), Aluva, 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 60 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 diem. 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.

# **1. Policy for Statutory Bodies & IQAC**

The statutory bodies in an Autonomous College are Governing Body, Academic Council, Board of Studies and Finance Committee

## **1.1 Governing Body**

- 1.1.1 There shall be a Governing body of the institution with College Manager as the Chairman
- 1.1.2 The Governing Body shall function subject to the existing provisions in the college's bye-laws and the rules established by the state government or parent university
- 1.1.3 The Principal of the college shall be the ex-officio member.
- 1.1.4 There shall be three members - one of whom will serve as the Chairperson - who have a proven academic interest and at least a postgraduate level qualification, nominated by the State Government. These members can be educationists, industrialists, or professionals.
- 1.1.5 The Principal shall nominate two teachers from the college based on seniority and rotation and one educationist or industrialist for a term of two years to the governing body.
- 1.1.6 There shall be one nominee from the University Grants Commission (UGC), appointed by the UGC.
- 1.1.7 There shall be one nominee from the State Government, appointed by the State Government and one university professor, nominated by the University.
- 1.1.8 The Governing Body shall be reconstituted every three years, except for the UGC nominee, who shall serve a term of five years.
- 1.1.9 The Governing Body shall meet at least twice a year
- 1.1.10 The Governing Body shall guide the college in fulfilling the objectives for which it has been granted autonomous status.
- 1.1.11 Based on the recommendations of the Academic Council, the Governing Body shall approve new programs of study leading to degrees and/or diplomas, establish scholarships, fellowships, studentships, medals, prizes, and certificates.

- 1.1.12 The Governing Body shall oversee the recruitment of teaching faculty and the Principal, in accordance with the policies set by the UGC and State Government, as applicable.
- 1.1.13 The Governing Body shall approve the annual budget of the college before submission to the UGC.
- 1.1.14 The Governing Body shall perform additional functions and establish committees as necessary for the proper development of the college.

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## **1.2 Academic Council**

- 1.2.1 There shall be an Academic Council of the college with the Principal as the Chairperson
- 1.2.2 All the Heads of Departments in the college shall be members in the Academic Council
- 1.2.3 Four teachers of the college representing different categories of teaching staff by rotation based on seniority of service in the college shall be selected to the Academic Council
- 1.2.4 At least four experts or academicians from outside the college, representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., nominated by the Governing Body shall be members of the Academic Council
- 1.2.5 There shall be three university nominees in the Academic Council who are at least Professors
- 1.2.6 The Principal shall nominate a faculty member as the Member Secretary
- 1.2.7 The term of the nominated members shall be three years.
- 1.2.8 The Academic Council shall meet at least twice a year.
- 1.2.9 The Academic Council shall scrutinize and approve proposals from the Boards of Studies regarding courses of study, academic regulations, curricula, syllabi, and related instructional and evaluation arrangements.
- 1.2.10 In case of disagreement with any proposal, the Academic Council may return the matter for reconsideration to the Board of Studies concerned or reject it, providing reasons for the decision.
- 1.2.11 The Academic Council shall establish regulations for the admission of students to various programs, in accordance with government policies, formulate regulations for

sports, extra-curricular activities, and the maintenance and operation of playgrounds and hostels.

- 1.2.12 The Academic Council shall recommend new programs of study to the Governing Body, propose the institution of scholarships, studentships, fellowships, prizes, and medals to the Governing Body, and draft regulations for their award.
- 1.2.13 The Academic Council shall advise the Governing Body on academic matters as suggested by it.
- 1.2.14 The Academic Council shall perform any other functions assigned by the Governing Body.

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### **1.3 Board of Studies**

- 1.3.1 There shall be a Board of Studies (BoS) to each Department chaired by the Head of the Department concerned.
- 1.3.2 The entire faculty of each specialization shall be members of the BoS concerned
- 1.3.3 Two subject experts from outside the Parent University nominated by the Academic Council, one expert nominated by the Vice-Chancellor from a panel of six recommended by the college Principal, one representative from industry/corporate sector/allied area related to placement and one postgraduate meritorious alumnus, nominated by the Principal shall be members of each BoS.
- 1.3.4 The Chairman of the BoS, with the Principal's approval, may co-opt experts from outside the college whenever special courses of study are to be formulated or other members of the same faculty
- 1.3.5 The term of the nominated members shall be three years.
- 1.3.6 The BoS shall meet at least twice a year.
- 1.3.7 The BoS of a department in the college shall prepare syllabi for various courses, considering the objectives of the college, stakeholder interests, and national requirements, for approval by the Academic Council
- 1.3.8 Each BoS shall suggest methodologies for innovative teaching & evaluation techniques
- 1.3.9 Each BoS shall propose a panel of names to the Academic Council for the appointment of examiners
- 1.3.10 The BoS of a Department shall coordinate research, teaching, extension, and other academic activities within the department/college



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## **1.4 Finance Committee**

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.

- 1.4.1 A Finance committee shall be constituted chaired by the Principal
- 1.4.2 One person nominated by the Governing Body of the college shall be a member of the finance committee for a period of two years.
- 1.4.3 Finance Officer of the affiliating University shall be a member of the Finance committee
- 1.4.4 One senior-most teacher of the college shall be nominated to the Finance Committee in rotation by the principal for two years.
- 1.4.5 The term of the Finance Committee shall be three years.
- 1.4.6 The Finance Committee shall meet at least twice a year
- 1.4.7 The Finance Committee shall act as an advisory body to the Governing Body, to consider budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and maintain an audited accounts for the above.
- 1.4.8 The committee shall convey information regarding funding agencies/resources and other related announcements to the Management, Departments and the staff
- 1.4.9 The Principal shall monitor effective resource utilization under the supervision of the Committee constituted for the same
- 1.4.10 The Principal shall arrange to conduct internal and external financial audits for both Government/UGC and Management accounts

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## **1.5 Internal Quality Assurance Cell**

The prime task of the Internal Quality Assurance Cell (IQAC) is to act as a catalyst and develop a system for conscious and consistent improvement in the overall performance of the institution.

- 1.5.1 There shall be an IQAC, chaired by the Principal, functioning in the institution as a quality sustenance measure
- 1.5.2 There shall be 3 to 8 teachers to represent all levels and one senior administrative staff as members in the IQAC
- 1.5.3 One member from the Management, one nominee each from the Local Society/Trust, Students and Alumni and one nominee each from Employers/Industrialists/Stakeholders shall be members of the IQAC
- 1.5.4 One of the senior teachers shall be the coordinator of the IQAC.
- 1.5.5 The membership of the nominated members shall be for a period of two years.
- 1.5.6 The IQAC shall meet at least once in every quarter.
- 1.5.7 The Agenda, Minutes and Action Taken Reports shall be documented and maintained electronically in a retrievable format.
- 1.5.8 The IQAC shall ensure timely, efficient and progressive performance of academic, administrative and financial units
- 1.5.9 The IQAC shall adopt relevant and quality academic and research programmes
- 1.5.10 The IQAC shall ensure equitable access to and affordability of academic programmes for various sections of the society
- 1.5.11 The IQAC shall ensure the optimization and integration of modern methods of teaching and learning and credible assessment and evaluation processes
- 1.5.12 The IQAC shall ensure the proper allocation, adequacy and maintenance of support structure and services
- 1.5.13 The IQAC shall develop and apply quality benchmarks and set parameters for various academic and administrative activities of the institution
- 1.5.14 The IQAC shall facilitate the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
- 1.5.15 The IQAC shall collect and analyse feedback from all the stakeholders on quality-related institutional processes
- 1.5.16 The IQAC shall ensure the dissemination of information on various quality parameters to all the stakeholders
- 1.5.17 The IQAC shall organize intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles
- 1.5.18 The IQAC shall document various programmes/activities leading to quality improvement

- 1.5.19 The IQAC shall act as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices
- 1.5.20 The IQAC shall develop and maintain institutional database through MIS for the purpose of maintaining and enhancing institutional quality
- 1.5.21 The IQAC shall conduct periodical Academic and Administrative Audits along with their followup activities
- 1.5.22 The IQAC shall prepare and submit of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

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## **2. 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 (Autonomous) has set the following as the quality policies:

### **2.1 Appointment**

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

### **2.2 Admission**

- 2.2.1 The Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating university.
- 2.2.2 An admission committee shall be constituted by the Principal to execute, supervise and oversee the admission procedure

2.2.3 The Committee shall abide by the norms and policies of Government, UGC and the affiliating University with regard to admission and reservation of students

2.2.4 The list of eligible students to be admitted under the Management Quota shall be finalized by the Manager

### **2.3 Student Orientation**

2.3.1 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

2.3.2 The Vice Principal shall be in charge of the Orientation Programme with a well-defined orientation charter and schedule

2.3.3 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

### **2.4 Staff Orientation**

2.4.1 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

2.4.2 The Programme shall be organized by the Management with a well charted schedule

2.4.3 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, which shall be organised by the college ethics committee

2.4.4 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

2.4.5 The temporary/contract-based staff shall be encouraged to abide by the norms of the Management regarding the appointment and salary component

### **2.5 Teaching Faculty - Quality Enhancement**

2.5.1 All Teaching faculty members shall attend at least one National/International Seminar/Workshop/Conference every academic year

2.5.2 All Teaching faculty members shall publish at least two Research Paper every year according to UGC regulations

2.5.3 All teachers shall attend one FDP/training organised by the IQAC every year.

- 2.5.4 All teachers, apart from their assigned academic work, shall take up other administrative duties every year. The Principal shall issue a certificate at the end of every academic year to this effect.
- 2.5.5 Every teaching staff member shall be involved in at least one extension activity every academic year.
- 2.5.6 All teachers shall submit the PBAS to the IQAC at the end of every academic year and understand the gaps and attain the career advancement in due time.
- 2.5.7 All teachers shall be aware of the quality bench marks set by the IQAC on various academic matters and strive to attain & enhance the quality standards in teaching, research, consultancy, extension and others
- 2.5.8 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
- 2.5.9 All teachers shall attend training on select topics like Mentoring, Tutorials, Extension activities and e-content development

## **2.6. College Council**

- 2.6.1 There shall be a college council presided by the Principal of the college
- 2.6.2 The Principal, Vice Principal, Heads of the Departments, the IQAC coordinator, college librarian and Office superintendent shall be the ex-officio members of the College Council
- 2.6.3 A senior teacher shall be nominated by the Principal as the Council Secretary.
- 2.6.4 The agenda, minutes and action taken report shall be documented and maintained by the council secretary.
- 2.6.5 The Principal shall be the custodian of the minutes of the meeting
- 2.6.6 The Principal shall nominate two members to the college council.
- 2.6.7 The college council shall decide on academic and general matters of the college.
- 2.6.8 The meeting shall be convened as and when required.

## **2.7 Planning**

- 2.7.1 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.
- 2.7.2 The committee shall plan and categorize day to day and yearly requirements
- 2.7.3 The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year
- 2.7.4 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.
- 2.7.5 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
- 2.7.6 The Bursar shall ensure adequate monitoring and maintenance of civil and electrical work

## **2.8Purchase**

- 2.8.1 There shall be a Purchase Committee with Vice Principal as the Coordinator
- 2.8.2 The official purchases shall be carried out by the Purchase Committee following all the stipulated regulations
- 2.8.3 Regular meetings shall be convened to decide and record the disbursement of funds for varied purchases
- 2.8.4 A minutes book shall be maintained to document the discussions and decisions
- 2.8.5 A Register shall be maintained to preserve transparency with regard to Receipt and Expenditure of funds

## **2.9 Infrastructure Maintenance**

- 2.9.1 All requirements for maintenance of infrastructure and instruments shall be forwarded to the Manager
- 2.9.2 A register shall be maintained in the Bursar's office to record the maintenance requirements
- 2.9.3 Maintenance work sanctioned for the departments are to be supervised by the respective HODs
- 2.9.4 Cleanliness of the class rooms/laboratories and other department facilities are to be monitored and maintained by the concerned departments

## **2.10 e- governance**

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. E-governance shall be made available in the following areas:

2.10.1 Administration: The administrators shall resort to e-administration through ICT for Information process and decision making

2.20.2 Finance and Accounts:

2.10.3 Student Admission and Support: The admission process shall be done using the software developed / purchased by the institution.

2.10.4 Examination: Examination related formalities shall be done and question papers generated from question banks via software for the smooth conduct of examinations. The internal examinations shall also be managed through college portal ensuring transparency.

2.10.5 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.

2.10.6 Accreditation: The institution shall develop or purchase an accreditation software to systematize annual appraisal and regular accreditation process.

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## **3. 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.

### **3.1 Teaching and Learning**

3.1.1 All Teachers shall strictly adhere to the Academic Plan every year.

- 3.1.2 All teachers shall prepare lesson plan for each course at the beginning of each academic year
- 3.1.3 Proper records shall be maintained by each teacher for Tutorials, Continuous evaluation, Remedial and Bridge courses
- 3.1.4 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.
- 3.1.5 ICT shall be used as a support to traditional lecture system
- 3.1.6 Faculty members shall employ learner-centric teaching methods that promote active engagement, critical thinking, problem-solving skills, and practical application of knowledge.
- 3.1.7 Each teacher shall keep records of student-centric methods employed and other academic or non-academic activities organised.
- 3.1.8 Teachers should prioritize formative evaluation and dedicate focused attention to students who require additional support.
- 3.1.9 Faculty should prioritize fostering interdisciplinary collaborations, engaging in research projects, and cultivating industry partnerships to innovate knowledge creation, tackle societal challenges, and improve educational outcomes.
- 3.1.10 The teachers shall incorporate Indian Knowledge System and importance of Sustainable Development Goals in their teaching content to mould proud citizens and responsible minds sensitive to global issues

### **3.2 Outcome Based Education**

- 3.2.1 The college shall continue Outcome Based Education approach to ensure student centric instructional practice
- 3.2.2 Programme Outcomes and Course Outcomes of Mahatma Gandhi University shall be adopted by each department and the same shall be published in the college website
- 3.2.3 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. The same shall be documented and maintained.
- 3.2.4 Teaching strategies shall be aligned with specified outcomes to facilitate student mastery and achievement.

### **3.3 Innovative Teaching and Learning**



- 3.3.1 The teachers shall use digital platforms and multimedia for knowledge dissemination to the possible extent
- 3.3.2 The teachers shall develop and distribute e-contents for the students to have better grasp on the subjects
- 3.3.3 The students shall be encouraged to make maximum use of technology centered strategies in their assignment and project submissions
- 3.3.4 Virtual Learning Environments and Learning Management Systems shall be developed to provide staff and students with access to electronic teaching and learning materials
- 3.3.5 Conducive teaching learning environment like smart rooms and interactive whiteboards shall be installed.
- 3.3.6 Faculty members shall adopt innovative teaching methods, including flipped classrooms, project-based learning, experiential learning, and educational technology, to foster heightened student engagement, critical thinking, and practical application of knowledge.

### **3.4 Learner-Specific Programmes**

- 3.4.1 The Principal shall implement learner-centric Government initiatives like SSP, WWS, ASAP and support systems like Scholarships and e-grants as per the regulations initiated by the Government.
- 3.4.2 A coordinator shall be delegated for each programme.
- 3.4.3 The Coordinators shall monitor and supervise the functioning of the programmes
- 3.4.4 The teachers in charge shall maintain proper documents
- 3.4.5 All departments shall conduct entry level assessment and employ differentiated learning strategies accordingly.

### **3.5 Mentoring**

- 3.5.1 A coordinator for mentoring shall be delegated by the Principal
- 3.5.2 All teachers shall be given a proper training on Mentoring
- 3.5.3 Each student shall be assigned a mentor from the faculty
- 3.5.4 Mentor-mentee ratio shall not exceed 1:20
- 3.5.5 Mentor shall render academic and personal support to the mentee to promote self-realization
- 3.5.6 Confidential report on mentoring shall be kept by the mentor

3.5.7 The HODs shall periodically monitor the mentoring system in the department

### **3.6 Department / HOD Requisites**

- 3.6.1 Each Department shall conduct a minimum of one seminar/workshop/conference (online/ face to face) every six months
- 3.6.2 Each Department shall organize a minimum of one sensitization/ extension activity in the department
- 3.6.3 Each Department shall organize a minimum of one certificate course annually
- 3.6.4 Each Department shall organize a minimum of one skill-oriented activity annually
- 3.6.5 Each Department shall initiate a minimum of one collaborative linkage and one MOU every year
- 3.6.6 Each Department shall initiate consultancy services generating incomes
- 3.6.7 Each Department shall organize a minimum of two student-centered learning activities annually
- 3.6.8 Each Department shall collect Feedback from stake holders on curriculum annually
- 3.6.9 The HoDs shall encourage the faculty members to enhance research outputs through research projects, research publications & patents
- 3.6.10 The HODs shall monitor the preparation of PBAS by each faculty member every year
- 3.6.11 The HoDs shall ensure the involvement of teachers in all academic & non academic activities of the college
- 3.6.12 The HODs shall ensure that all departmental files are systematically updated and validated

### **3.7 Survey and Feedback**

- 3.7.1 Student Satisfaction Survey shall be conducted under the auspices of IQAC every year
- 3.7.2 Each faculty shall collect feedback from the students on the effectiveness of teaching methodology
- 3.7.3 Each Department shall collect feedback from students on the general functioning of the department

3.7.4 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

3.7.5 Based on the stakeholders' feedback, suggestions for improvements in curriculum shall be communicated to the Board of Studies of the University

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## **4 Examination Policy**

4.1 There shall be an Examination Cell headed by the Controller of Examination (CoE) appointed by the Principal.

4.2 The Controller of Examinations shall be assisted by the Deputy Controller of Examinations, teachers nominated to the examination cell and other office staff.

4.3 The examinations shall be planned in accordance with the regulations formulated by the Academic Council and approved by Governing Body

4.4 The examination calendar shall be published by the CoE at the beginning of every academic year.

4.5 The mode of examination, schedule of valuation, revaluation and scrutiny and the procedure and criteria for the pass board meeting shall be conducted in accordance with the suggestions from the Academic Council and examination cell.

4.6 The Examination Calendar shall have all details regarding examinations like time schedules, fees, probable dates of publication of results etc

4.7 The CoE shall be responsible for the conduct of all Examinations and it shall be her duty to arrange for the preparation, scheduling, marking and reporting of all examinations

4.8 The CoE shall be responsible for the safe custody of all papers, documents, certificates and other confidential files and records connected with the conduct of all Examinations

4.9 The CoE shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct the official correspondence thereof

4.10 The CoE shall keep the Minutes of the Board of Examiners and all Committees appointed by the said Board.

4.11 The CoE shall ensure that secrecy and confidentiality are strictly maintained in relation to examinations.

4.10 The University examinations shall be supervised by the Principal

- 4.12 There shall be a Senior Assistant for conduct of University Examinations
- 4.13 The Senior Assistant shall coordinate all University examinations in accordance with the MG University examination norms
- 4.14 The Principal shall appoint a teacher as Coordinator of Internal Examinations
- 4.15 The Internal exam coordinator shall coordinate all Internal examinations as per the guidelines issued by the Examination Cell, in accordance with the academic calendar and norms of the university.
- 4.16 Retests, if necessary, will be conducted under specific conditions determined by the Examination Cell to ensure fairness and academic integrity.
- 4.17 The Guidelines for eligibility and scheduling of retests will be clearly defined and communicated to all stakeholders.
- 4.18 All internal examination marks will be published promptly to allow for the redressal of student grievances.
- 4.19 Appropriate provisions shall be offered to collect Examination related grievances from the students via website and printed forms.
- 4.20 Grievance redressal mechanism will be in place at three levels. (i) at course level (ii) at department level (iii) At college level
- 4.21 A mechanism shall be established for collecting feedback from students and faculty to continuously improve examination administration.
- 4.22 Faculty and staff involved in examination administration shall be trained regularly.
- 4.23 Examination schedules, including retests, will be clearly communicated to students and faculty well in advance.
- 4.24 There will be a predefined time limit for the valuation of examination papers to be adhered to strictly by all faculty involved in the process and monitored by the Controller of Examinations
- 4.25 Valuation timelines will be designed to ensure timely release of results to students, facilitating academic progress.
- 4.26 Any malpractice by candidates will be strictly dealt with as per the provisions prescribed in the Examination Manual.

**Version: SXCA/2024/PCY/EXM/01**

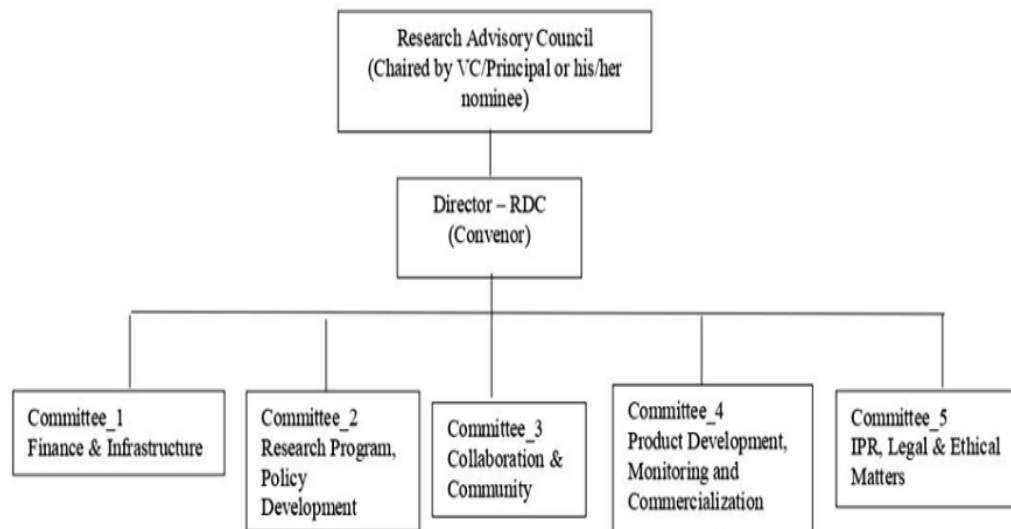
## 5. Research Policy

St. Xavier's College for Women (Autonomous) 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 endeavours across disciplines.

The institution's research policy is oriented towards:

- ✓ Constituting a Research Advisory Committee spearheaded by the Principal and synchronized by a Research Development Cell with faculty representatives from Arts, Science and Commerce streams of the institution, who are research guides, to monitor and actualize viable research proposals and projects
- ✓ Ensuring and promoting the highest standards of scholarly practice and ethical conduct in research endeavours
- ✓ Ensuring quality and ethics in research through routine and systematic monitoring by the research cell
- ✓ 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
- ✓ Encouraging the teachers and students to pursue research for contributing to nation building and regional development
- ✓ Extending financial and other auxiliary support such as infrastructural, library and laboratory facilities to faculty and students for fruitful engagement in research pursuits
- ✓ Communicating promptly any information on provisions for availing research grants to aspiring research scholars, among faculty and students
- ✓ Encouraging participation and presentation of research papers by faculty and students in national/international seminars/conferences
- ✓ Promoting publication of research findings in reputed refereed National/International journals for a greater public cause

- ✓ Encouraging faculty members to pursue doctoral/post-doctoral degrees and to take up guideship
- ✓ Providing financial assistance to the faculty to participate, present and publish research papers innational/international seminars/conferences
- ✓ Extending financial aid to departments for organizingseminars/workshops of regional/state/national/international levels
- ✓ Facilitating the effective functioning of research collaborations with other institutions/industries, realized through MoUs/Linkages
- ✓ Promoting all eligible departments to be recognised as Research centers



## The Constitution

### ❖ Research Advisory Council (RAC)

- ✓ Principal as the Chairman
- ✓ Dean of Academics
- ✓ Dean of Research
- ✓ IQAC Coordinator
- ✓ Heads of the Research Departments
- ✓ Approved Research Guides

### ❖ **Research Development Council (RDC)**

- ✓ The Principal–Chairman of the council
- ✓ The Bursar- representative of the management
- ✓ Dean of Academics
- ✓ RDC Director
- ✓ A staff member from the college council
- ✓ Head/representative of each research center of the college
- ✓ One expert from the Research Advisory Council (RAC)

### ❖ **Committees Under RDC**

- ✓ Finance and Infrastructure
- ✓ Research Program, Policy development
- ✓ Collaboration and Community
- ✓ Product development, monitoring and commercialization
- ✓ IPR, Legal and Ethical Matters

## **5.1 RESEARCH PROMOTION POLICY**

### **Introduction**

- The college fosters a vibrant research culture by equipping researchers with resources and recognizing impactful contributions from faculty and students.
- This research policy aims to cultivate a thriving research environment by strengthening research capital and infrastructure, facilitating collaborations, disseminating research findings to the public, and ensuring ethical research practices.

### **Policy Statements**

#### **5.1.1 Strengthening research capital and infrastructure**

- Actively pursue funding from Central and State agencies to continuously modernize our research facilities, ensuring cutting-edge equipment and resources for faculty and scholars.
- Both faculty and scholars of the institution benefit from access to the college's diverse research laboratories, fostering innovation.

- Faculty members and students are encouraged to pursue research projects. The college provides financial and expert assistance to facilitate successful applications and project completion.

### **5.1.2 Facilitating collaborations**

- Encourage faculty to attract and mentor talented research scholars, fostering a vibrant research environment.
- Facilitate connections with potential research consultancy projects, allowing faculty to apply their expertise and generate additional income.

### **5.1.3 Disseminating research findings to the public**

- To promote socially relevant research by keeping human needs and human values at the core of knowledge creation and dissemination.
- Workshops, trainings, and courses are available for faculty to strengthen their research expertise and stay current in their fields.
- Faculty will be supported in publishing impactful research, presenting findings at conferences, and securing patents.
- Contribute to the peer-review process of journals by undertaking editorial/review duties
- Facilitate faculty participation as resource person/faculty exchange opportunities

### **5.1.4 Ensuring ethical research practices**

- Research carried out in the college should be free from plagiarism and fraudulence. Any misconduct/allegation of research will be addressed by the RDC.
- All research guides/scholars must follow the anti-plagiarism guidelines published by Mahatma Gandhi or the University in which they are registered.
- The process and outcome of the research should not conflict with the interests of the college or the well-being of society.
- Any researcher involved in collaborative research with external agencies should ensure that there is no conflict of interest between the college and the agencies.
- The regulations of UGC, the affiliating University, and the Academic Council of the college have to be followed in all research activities.



- The authors of a publication shall be responsible for the contents of the article and the college will in no way be made a party to the dispute, which may arise.
- Permission must be sought from authorities and RDC before applying for a patent/license related to research outputs.
- The thesis or research outputs generated or published by a research scholar shall be a document of the institution and the same can be published in the institute portal or media without any prior permission.
- All types of experiments on animals must be performed only after attaining the approval of the Institutional Ethics Committee. Compliance with all regulatory requirements, rules, guidelines, and laws related to animal experiments must be ensured.
- The research shall not be on children or disabled persons without prior permission of their parents/guardians and shall not hurt the emotions or societal dignity of the groups concerned.
- Any conflicts of interest between researchers and research groups will be dealt with by the Research Advisory Council.

### **5.1.5 Incentives to faculty and student research achievements**

#### **Recognition Awards:**

- The College acknowledges outstanding research achievements through awards for Ph.D completion by scholars, Faculty designation as research guides
- Publications in UGC-CARE listed journals (with cash incentive)
- Best Researcher (faculty, research scholar, and student categories)

#### **Criteria for Best Researcher Awards**

- Scholarly Publications: Publications in high-impact, peer-reviewed, indexed journals (SCOPUS/Web of Science/PubMed), authored or co-authored books and book chapters with ISBNs.
- Innovation and Intellectual Property: Patents granted for original research findings

- **Research Dissemination:** Presentations of research papers at international and national conferences/events
- **Community Engagement:** Participation in extension and outreach activities with demonstrable impact
- **Research Funding:** Securing external funding for research projects
- **Recognition and Expertise:** Invitations to serve as a resource person, editor/reviewer of a journal, subject expert, or faculty exchange program participant
- **Additional relevant research outputs or achievements that demonstrate exceptional research impact**

#### 5.1.6 Procedures

- **Funding Acquisition:** Work with faculty to develop strong research proposals for specific external grant programs. The Research Development Council (RDC) evaluates proposals submitted by the faculty. This internal review can help strengthen proposals and improve their chances of success for external funding. The council can encourage collaboration between teachers on research projects, fostering interdisciplinary approaches that might be more attractive to funding agencies.
- **Equipment Access:** Faculty and scholars can access the college's research laboratories with the permission of the head/laboratory in charge of the respective departments.
- **Collaboration Facilitation:** The consultancy policy of the college outlines the principles and procedures governing faculty consultancy engagements.
- **Research Dissemination:** Incentives will be provided to faculty to attend workshops and training and for publishing research findings in UGC-CARE list journals.
- **Ethical Research Practices:** The ethics policy of the college outlines the principles and procedures governing research misconduct allegations

#### 5.1.7 Roles and Responsibilities

- **College Administration:** College administration is responsible for raising funds for infrastructure development, and policy implementation.
- **Research Development Council (RDC):** RDC should oversee the research activities, promote collaboration, and address misconduct allegations.
- **Faculty:** Faculty should adhere to ethical guidelines, and seek permission from Research Advisory Council (RAC) for patenting/licensing research outputs.

- **Research Scholars:** Research scholars should follow the plagiarism guidelines by the university, obtain ethical clearances from the ethics committee, and respect participant rights.

### **5.1.8 Consequences**

- Any research misconduct, sanctions (fine, limited/permanent expulsion) may be imposed on the scholar, supervising teacher, or both, depending on the severity. RAC will prepare a report based on this and submit it to the principal/manager.

### **5.1.9 Policy governance structure**

- Principal as the Chairperson
- Manager
- IQAC Coordinator
- Dean of Research
- Heads of Research departments
- Research guides

**Version : SXCA/2024/PCY/RPP/01**

## **5.2 PLAGIARISM CHECK POLICY**

### **Introduction**

St. Xavier's College for Women (Autonomous), Aluva, is committed to academic integrity and upholding the values of truth and intellectual freedom. Plagiarism, the act of claiming another's work as your own, undermines these values and damages the reputation of the institution and its scholars. Therefore, a robust plagiarism check policy is essential to ensure the quality and originality of all research endeavours.

### **Objective**

This policy aims to promote ethical research practices and plagiarism-free communication in all college research activities.

#### **5.2.1 Policy Statements**

- To comply with university guidelines and ensure academic integrity, all Ph.D. scholars must submit a signed plagiarism check certificate for their thesis.

- The certificate must be endorsed by the Doctoral Committee, in the prescribed format, and submitted alongside the thesis.
- The college adheres to university guidelines for plagiarism checking using approved software.
- The college library provides assistance and access to plagiarism checker software(s).

### 5.2.2 Procedures

1. **Fee Payment:** Pay the plagiarism checking fee using MGU's epay facility and obtain a receipt.
2. **Application Submission:** Submit the following documents via email to mguilds19@gmail.com:
  - Ph.D. thesis manuscript in PDF/DOC/DOCX format.
  - Fee payment receipt.
3. **University Library Service:** (**Note:** This information may not be directly applicable under the college policy.)
  - Service hours: 10.30 am to 4.30 pm.
  - Service availability: Library members only (non-members require temporary membership).
  - Application format: Specified format with supervisor/guide's signature and university office seal (mandatory).

### 5.2.3 Roles and Responsibilities

- **Ph.D. Scholars:** Responsible for submitting the plagiarism check application, manuscript, and fee receipt.
- **Doctoral Committee:** Endorses the plagiarism check certificate in the prescribed format.
- **College Library:** Provides assistance and access to plagiarism checker software(s).
- **M.G. University Library:** Offer plagiarism checking services as per their guidelines (applicable to those opting for this service).

### 5.2.4 Consequences

For any research misconduct, sanctions (fine, limited/permanent expulsion) may be imposed on the scholar, supervising teacher, or both, depending on the severity. Plagiarism check committee will prepare a report based on this and submit it to the principal/manager.

### **5.2.5 Policy governance structure**

- Principal as the Chairperson
- Manager
- Vice Principal
- IQAC Coordinator
- Dean of Research
- Heads of Research departments
- Research guides

**Version :SXCA/2024/PCY/PCP/01**

## **5.3 CONSULTANCY POLICY**

### **Introduction**

St. Xavier's College for Women (Autonomous), Aluva, recognizes the value of faculty expertise and its potential to benefit the wider community. This policy outlines the principles and procedures governing faculty consultancy engagements. We believe consultancy serves as a bridge, allowing our faculty (consultants) to share their knowledge and expertise with external entities such as individuals, NGOs, and government agencies. Consultancy projects can encompass research, service contracts, and more, with compensation provided. The college actively encourages faculty participation in consultancy, as long as such activities align with the college's mission and vision.

### **5.3.1 Policy Statements**

- The college supports faculty consultancy that fosters knowledge transfer, professional development, and innovative solutions.
- Consultancy projects must be formalized through written contracts and comply with the college's intellectual property guidelines.
- Financial resources generated through consultancy should benefit the college and its faculty.

### **5.3.2 Procedures**

- **Proposal and Approval:** All consultancy proposals require a written contract reviewed and approved by a designated regulatory body (Principal, Dean of Research, Heads of Departments).
- **Project Duration:** Consultancy projects are limited to three years, with potential renewals subject to client request and contract renegotiation.
- **Student and Staff Involvement:** Students may participate in consultancy projects with compensation, following college appointment rules for temporary staff recruitment and other project-related expenses.
- **Intellectual Property:** Ownership of intellectual property (IP) developed during consultancy projects is determined upfront in the initial consultancy request.
- **Client Use of College Name/Logo:** Clients must obtain written permission from the principal before using the college's name or logo.
- **Conflict of Interest:** Consultants must promptly disclose any potential conflicts of interest to the principal.
- **Dispute Resolution:** Disputes arising from consultancy agreements will be addressed through amicable discussion. If unresolved, disputes will be settled according to applicable law.

### 5.3.3 Roles and Responsibilities

- **Faculty (Consultants):** Responsible for proposing, executing, and reporting on consultancy projects while adhering to this policy.
- **Regulatory Body (Principal, Dean of Research, Heads of concerned departments):** Reviews and approves consultancy proposals, ensuring alignment with college policies.
- **Clients:** Enter into formal contracts, obtain necessary permissions, and fulfil financial obligations as per the agreement.
- **College Administration:** Facilitates the processing of consultancy-related transactions and ensures compliance with financial regulations.

### 5.3.4 Consequences

- In cases of misconduct, the Research Advisory Council (RAC) will investigate and determine appropriate sanctions, which may include fines or limitations/permanent

expulsion, for the consultant depending on the severity. The RAC will then submit a report with its findings and recommendations to the principal/manager.

### **5.3.5 Policy governance structure**

- Principal as the Chairperson
- Manager
- Vice Principal
- IQAC coordinator
- Dean of Academics
- Dean of Research
- Heads of Departments

**Version: SXCA/2024/PCY/CTP/01**

## **5.4 Research Ethics Policy**

### **Introduction**

St. Xavier's College for Women (Autonomous), Aluva, is committed to promoting ethical research practices. This policy outlines the core principles and expectations for researchers to ensure the responsible conduct of research activities within the college.

### **5.4.1 Policy Statements**

- The college upholds universally accepted ethical protocols and complies with national laws in all research endeavours.
- Clear guidelines are provided to manage conflicts of interest and foster transparency in collaborative research.
- The rights and well-being of research subjects (animals, humans, or communities) are protected through strict ethical protocols.
- Well-defined roles and responsibilities for both mentors (guides) and mentees (scholars) are established to promote a productive and supportive research environment.

### **Procedures**

#### **5.4.2 Ethical Research Conduct:**

- The process and outcome of research should not conflict with the college's interests or societal well-being.
- Research must be free from plagiarism and fraud.
- All researchers must follow anti-plagiarism guidelines set by Mahatma Gandhi University.
- Research activities must comply with regulations established by UGC, the affiliating university, and the college's Academic Council.
- Researchers are responsible for the content of their publications, and the college will not be involved in publication disputes.
- The Research Advisory Council (RDC) addresses research misconduct allegations.

#### **5.4.3 Managing Conflicts of Interest:**

- Researchers involved in collaborative research with external agencies must ensure no conflict of interest exists.
- Collaborators' contributions should be acknowledged.
- Permission from authorities and the RAC is required before applying for patents/licenses related to research outputs.
- The college may publish research outputs generated by scholars on its portal or media without prior permission.
- The RAC addresses any conflicts of interest between researchers and research groups.

#### **5.4.4 Protecting Research Subjects:**

- All animal experiments require prior approval from the Ethics Committee. Researchers must comply with all relevant regulations, rules, and laws.
- Research involving children or disabled persons requires prior permission from parents/guardians and must not violate their emotional or societal well-being.

#### **5.4.5 Mentor-Mentee Roles and Responsibilities**



**Mentor Responsibilities:** Maintain expertise through continuous learning to provide up-to-date guidance, offer constructive criticism and positive reinforcement to encourage mentee growth, provide clear and defined roles for focused research efforts, and ensure mentee workloads prioritize activities that maximize learning and research progress.

**Mentee/Scholar Responsibilities:** Demonstrate a strong work ethic, strive for excellence and knowledge advancement, maintain integrity in all research aspects, foster a positive and collaborative environment, and ensure compliance with ethical and legal guidelines.

#### **5.4.6 Consequences**

Penalties may include written warnings or dismissal in severe cases. Additionally, plagiarism will be penalized according to the College and M.G. University's Plagiarism Policy.

#### **5.4.7 Policy governance structure**

- Principal as the Chairperson
- Manager
- Vice Principal
- The IQAC coordinator
- The Dean of Research
- Research Ethics Committee
- Research Guides

**Version: SXCA/2024/PCY/REP/01**

### **5.5 Sr. Redempta Research Seed Money Grant Policy**

#### **Introduction**

St. Xavier's College for Women (Autonomous), Aluva, recognizes the importance of research and is committed to fostering a vibrant research culture. This policy outlines the College's Research Seed Money Grant program, designed to support faculty in pursuing innovative research projects and ultimately securing external funding.

### 5.5.1 Policy Statements

- The college offers seed money of Rs. 25,000/- per project to support the development of new research projects.
- These grants empower faculty to explore groundbreaking ideas, collaborate across departments, and engage students in pioneering research practices.
- Seed money grants ultimately aim to lead to externally funded research that benefits both faculty and the College.
- Research project proposals shall be invited every academic year.

### Procedures

#### 5.5.2 Eligibility Criteria

- Full-time faculty members of St. Xavier's College for Women(Autonomous), Aluva, are eligible to apply.
- Preference may be given to applicants with a demonstrated track record of research and publications.
- Interdepartmental collaborative proposals are encouraged.

#### 5.5.3 Application Materials

Application should include

- **Cover Letter:** Briefly summarize the proposed research project and the anticipated outcomes (250 words).
- **Project Proposal:**
  - Clearly outlining the research question, methodology, timeline, and budget.
  - Describing the project's potential for securing future external funding.
  - Demonstrating how the project will contribute to a vibrant research culture and potentially involve students.
- **Curriculum Vitae (CV) of Principal Investigator (PI) and Co-Investigators (if applicable):** Highlighting relevant research experience and publications.
- **Letters of Support (optional):** From collaborators endorsing the project's significance.

#### **5.5.4 Review Procedures**

- The Research Development Council (RDC) will oversee the application review process.
- Reviewers may include internal faculty expertise and potentially external experts depending on the proposal's specific field.
- Applications will be evaluated based on criteria such as:
  - Research merit and originality of the proposed project.
  - Feasibility of the research plan and methodology within the proposed timeframe and budget.
  - Potential for the project to lead to future external funding and contribute to the college's research objectives.
  - Qualifications and experience of the PI and co-investigators (if applicable).
  - Clarity and comprehensiveness of the proposal.

#### **5.5.5 Award Notification**

- Applicants will be notified of the RDC's decision (approval/rejection) within a designated timeframe after the application deadline.
- Awarded faculty will receive a notification outlining the grant amount, disbursement procedures, and any reporting requirements associated with the funding.

#### **5.5.6 Additional Notes**

- The specific application process, including deadlines and required forms, may be subject to change. It's advisable to consult the college's research office or the RDC for the latest information and application materials.
- This outline provides a general framework, and the college may have additional eligibility requirements, application materials, or specific details regarding the review process.

#### **5.5.7 Roles and Responsibilities**

- **Research Development Council (RDC):** Oversees all aspects of the Seed Money Grant program and research incentive awards.
- **Faculty:** Eligible to apply for Seed Money Grants, pursue research endeavours, and qualify for research incentive awards based on established criteria.

- **College Administration:** Provides financial support for the Seed Money Grant program and research incentive awards.

### **5.5.8 Consequences**

Misuse of seed money can result in consequences like repayment demands and restrictions on future funding for the researcher or department.

### **5.5.9 Policy Governance Structure**

- Principal
- Manager
- Vice Principal
- IQAC coordinator
- Dean of Research

**Version: SXCA/2024/PCY/SMP/01**

## **5.6 Innovation Promotion Policy**

### **Introduction**

St. Xavier's College for Women (Autonomous), is committed to fostering an environment that encourages innovation and entrepreneurship among students, faculty, and staff. This policy outlines the college's approach to promoting and supporting innovative ideas, projects, and activities. By adopting this Innovation Promotion Policy, St. Xavier's College aims to create a vibrant ecosystem that nurtures creativity, fosters innovation, and prepares students for successful careers as innovators and entrepreneurs.

### **Objectives**

- To create a conducive environment for innovation and creativity.
- To encourage students and faculty to engage in research and development.
- To support the transformation of innovative ideas into viable products or services.
- To collaborate with industry, government, and other educational institutions for promoting innovation.

## **Scope**

This policy applies to all students, faculty, and staff of St. Xavier's College. It encompasses all academic disciplines and areas of study.

## **Strategic Initiatives**

### **5.6.1 Innovation Hub**

Establish an Innovation Hub equipped with state-of-the-art facilities such as laboratories, maker spaces, and computer resources. This hub will serve as the central point for all innovation-related activities on campus.

### **5.6.2 Incubation Centre**

Set up an Incubation Centre to provide support for start-ups and entrepreneurial ventures. This center will offer mentorship, funding opportunities, networking, and workspace for budding entrepreneurs.

### **5.6.3 Interdisciplinary Collaboration**

Promote interdisciplinary collaboration by organizing workshops, seminars, and projects that bring together students and faculty from different disciplines to work on innovative solutions.

### **5.6.4 Research and Development Grants**

Introduce grants and funding opportunities for innovative research projects. Faculty and students can apply for these grants to support their research and development activities.

### **5.6.5 Industry Partnerships**

Forge partnerships with industry leaders and organizations to provide students and faculty with real-world insights, internships, and collaborative projects. These partnerships can also lead to funding opportunities and commercialization of innovations.

### **5.6.6 Intellectual Property Support**

Provide support for protecting intellectual property (IP). This includes offering workshops on IP rights, assistance with patent filing, and access to legal advice.

### **5.6.7 Innovation Competitions and Awards**

Organize regular innovation competitions and hackathons to stimulate creative thinking and problem-solving skills. Recognize and reward the best innovative ideas and projects through awards and scholarships.

#### **5.6.8 Entrepreneurship Education**

Integrate entrepreneurship education into the curriculum. Offer courses, workshops, and seminars on entrepreneurship, business planning, and startup management.

#### **5.6.9 Innovation Ambassador Program**

Establish an Innovation Ambassador Program where selected students and faculty act as ambassadors to promote innovation culture within the college. They will organize events, mentor peers, and act as liaisons with external innovation bodies.

#### **5.6.10 Continuous Learning and Development**

Encourage continuous learning and development by providing access to online courses, webinars, and other educational resources focused on innovation and entrepreneurship.

### **Governance**

#### **5.6.11 Innovation Council**

Form an Innovation Council comprising faculty, students, and industry representatives to oversee the implementation of this policy. The council will be responsible for setting goals, monitoring progress, and ensuring that the initiatives are aligned with the college's mission.

#### **5.6.12 Feedback Mechanism**

Implement a feedback mechanism to gather input from students, faculty, and staff on the innovation initiatives. Use this feedback to make continuous improvements to the policy and its implementation.

#### **5.6.13 Monitoring and Evaluation**

Regularly monitor and evaluate the effectiveness of the innovation promotion initiatives. Set measurable goals and use key performance indicators (KPIs) to assess progress. Prepare an annual report on the outcomes and impact of the innovation activities.

#### **5.6.14 Brief mention of key functionaries at the IIC Institute**

1. President – Performed the role as Head of Council. Initiate, identify and form the council and assign the role and responsibility to members. Coordinates with other functionaries, including the Vice President, Convenor, and Coordinators, to ensure seamless execution of programs and projects.
2. Vice President-The Vice President assists the President in their duties and may act as a deputy in their absence.
3. Convenor – Immediate point of contact and coordination.
4. Innovation activity and idea club coordinator – Primary responsible for organising and coordinating Innovation promotion activities and extending support to other activities.
5. Start-up activity coordinator - Primary responsible for organising and coordinating Start-up promotion activities and extending support to other activities.
6. Internship coordinator - Primary responsible for organising and coordinating Internship opportunity and engage students in Start-ups, innovation labs, and incubation centre etc. to promote innovation activities and extend support to other activities.
7. IPR activity coordinator - Primary responsible for organising and coordinating IPR mentoring, awareness opportunity to promote innovation activities and extend support to other activities.
8. Social Media Coordinator - Primary responsible for organising and coordinating social media promotion and public relations and effectively communicating regarding various activities undertaken to promote innovation activities and extend support to other activities.
9. NIRF coordinator - Primary responsible for creating repository and advising on more innovation and Research activities in campus to increase the ranking in NIRF and also extend support to other activities.
- 10 NISP co Ordinator-Coordinate the implementation of the NISP, ensuring that the policy's objectives, strategies, and action plans are carried out effectively. Engage with various stakeholders, including government agencies, industry associations, academic institutions, startups, and entrepreneurs, to build support for the NISP and foster collaboration.
11. Members – council has one-member representative from each department

12. Expert Representation: Council has three member representations from external source - From Start-up / Alumni entrepreneur, Expert from nearby Industry/ Industry association/ Ecosystem Enablers & FI/ Bank/ Investor/ Angel Investor/VC.

**Version: SXCA/2024/PCY/IPP/01**

## **5.7 Innovation, Start-Up & IPR Policy**

### **Preamble**

A committee was constituted by Ministry of Human Resource Development to formulate detailed guidelines for various aspects related to innovation, Startup and entrepreneurship management. This committee deliberated on various facets for nurturing the innovation and Startup culture in HEIs, which covered Intellectual Property ownership, revenue sharing mechanisms, norms for technology transfer and commercialization, equity sharing, etc. After multiple rounds of meetings, National Innovation and Startup Policy 2019 for students and faculties of HEIs were prepared to be carried forward and adopted by HEIs.

St. Xavier's College for Women established with the broad objective of empowering young women has evolved into an institution of repute, serving national, regional and local needs. Tracking the nation's trajectory towards selfhood and development, the college has focussed on imparting quality education and all round development of the womenfolk. In line with the policy of the government of India in nurturing the innovation and Startup culture in HEIs, the college established the Institution Innovation Council registered with MHRD in the academic year 2019-20. The IIC within one year of its operation has been successful in initiating an innovation and start-up ecosystem in the institution and has received a five star certificate from MHRD in recognition of its activities in the year 2019-20.

### **Vision**

India aspires to become 5 trillion-dollar economy by 2024. The NISP envisions that to reach the mark, it needs to evolve systems and mechanisms to convert the present demographic dividend into high quality technical human resource capable of doing cutting edge research and innovation and deep-tech entrepreneurship. The 'St. Xavier's Innovation and Startup policy 2020 (SISP 2020)' will act as a guiding framework to evolve an educational system oriented towards start-ups and entrepreneurship for student and faculty members. The policy



will act as a framework for developing entrepreneurial agenda, managing Intellectual Property Rights (IPR) ownership, technology licensing and equity sharing in Start-ups or enterprises established by faculty and students.

The policy seeks to achieve a cultural and attitudinal shift in the institution essential for the growth of an innovation and Start-up ecosystem. These guidelines will enable the institution to actively support the faculty, staff, researchers and students to participate in innovation and entrepreneurship (I&E) related activities, thus encouraging students and faculty to consider start-ups and entrepreneurship as a career option. Since the SISP is rooted in the NISP 2019, these guidelines will help the institution to work in line with the guidelines as laid down by Ministry of Human Resource Development for bringing uniformity across HEIs in terms of IPR ownership management, technology licensing and institutional start-ups policy.

#### **5.7.1. Strategies and Governance**

- a. Entrepreneurship promotion and development would be one of the major dimensions of the institutions strategy.
- b. Implementation of entrepreneurial vision will be led by the Institution Innovation Council. Promoting entrepreneurship requires a different type of mindset as compared to other academic activities and therefore the council members should consist of members with diverse skills.
- c. Resource mobilisation plan should be worked out at the institute for supporting entrepreneurial and start-up activities.
  - i. Investment in the entrepreneurial activities would be a part of the institutional financial strategy.
  - ii. The strategy would also involve raising funds from diverse sources to reduce dependency on the public funding. Bringing in external funding through government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources would be encouraged.
  - iii. To support technology incubators, the institution would approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.

- iv. The institute also seeks to raise funding through sponsorships and donations. Steps would be taken to actively engage alumni network for promoting Innovation & Entrepreneurship (I&E).
- d. For expediting the decision making, hierarchical barriers will be minimized and individual autonomy and ownership of initiatives will be promoted.
- e. Importance of innovation and entrepreneurial agenda would be made known across the institute and would be promoted and highlighted at institutional programs such as conferences, convocations, workshops, etc.
- f. Micro action plan would be developed by the institute to accomplish the policy objectives.
- g. The I & E strategy and policy would be implemented for the entire institute in order to integrate the entrepreneurial activities across various departments within the institute.
- h. Development of entrepreneurship culture would not be limited within the boundaries of the institution. The college will strive to be the driving force in developing entrepreneurship culture in its vicinity (regional, social and community level). This shall include extending help for regional start-ups, provision to extend facilities for outsiders and active involvement of the institute in defining strategic direction for local development.

#### **5.7.2. Start-ups Enabling Institutional Infrastructure**

Creation of pre-incubation and incubation facilities for nurturing innovations and startups in the institution would be the long term goal of the institute.

- a. The institution will work towards setting up a pre-incubation/incubation facility. Until such a facility is established the IIC and IEDC will collaborate with other organisations having similar facilities, the modalities of which will be decided by the two parties on case by case basis.
- b. The IIC or IEDC will take up the role of making arrangements for mentorship to develop the idea submitted by students or faculty into a proof of concept, prepare them for understanding the technical feasibility of the idea proposed and product development.
- b. This Pre-Incubation/Incubation facility would be accessible to all students, staff and faculty of all disciplines and departments in the institution.
- c. The institution will offer mentoring on zero payment basis.

### **5.7.3. Nurturing Innovations and Start ups**

a. The college will work towards establishing a processes and mechanisms for easy creation and nurturing of Start ups/enterprises by students (UG, PG, Ph.D.), staff (including temporary or project staff), faculty, alumni.

b. While defining their processes, institutions will ensure to achieve following:

i. Incubation support: Connect with nearest incubation facilities in other HEIs in order to facilitate access to students, staff and faculty.

ii. Will allow licensing of IPR from institute to start up: Ideally students and faculty members intending to initiate a start up based on the technology developed or co-developed by them or the technology owned by the institute, will be allowed to take a license on the said technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.

c. Students who are under incubation, but are pursuing some entrepreneurial ventures while studying will be allowed to use their address in the institute to register their company with due permission from the institution.

d. Institute will facilitate the startup activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, in the following manners:

i Entrepreneurship training.

ii Mentorship support on regular basis.

iii Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fund raising, financial management, cash-flow management, new venture planning, business development, product development, social entrepreneurship, product costing, marketing, brand-development, human resource management as well as law and regulations impacting a business.

iv Link the startups to other seed-fund providers/ angel funds/ venture funds.

j. In return of the services and facilities, institute may take 2% to 9.5% equity/ stake in the startup/ company, based on brand used, faculty contribution, support provided and use of institute's IPR (a limit of 9.5% is suggested so that institute has no legal liability arising out of startup. The institute should normally take much lower equity share, unless its full-time

faculty/ staff have substantial shares). Other factors for consideration would be space, infrastructure, mentorship support, seed funds, support for accounts, legal, patents etc.

- For staff and faculty, institute can take no-more than 20% of shares that staff / faculty takes while drawing full salary from the institution; however, this share will be within the 9.5% cap of company shares, listed above.

- No restriction on shares that faculty / staff can take, as long as they do not spend more than 20% of office time on the startup in advisory or consultative role and do not compromise with their existing academic and administrative work / duties.

- In case of compulsory equity model, Startup may be given a cooling period of 3 months to use incubation services on rental basis to take a final decision based on satisfaction of services offered by the institute/incubator. In that case, during the cooling period, institute cannot force startup to issue equity on the first day of granting incubation support.

k. The institute should also provide services based on mixture of equity, fee-based and/ or zero payment model. So, a startup may choose to avail only the support, not seed funding, by the institute on rental basis.

l. Institute will extend this startup facility to alumni of the institute as well as outsiders.

p. Institute shall not take up any liability accrue to it because of any activity of any startup.

#### **5.7.4. Product Ownership Rights for Technologies Developed at Institute**

a. When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly owned by inventors and the institute.

i. Inventors and institute could together license the product / IPR to any commercial organisation, with inventors having the primary say. License fees could be either / or a mix of

1. Upfront fees or one-time technology transfer fees

2. Royalty as a percentage of sale-price

3. Shares in the company licensing the product

ii. If institute is not allowed to hold the equity as per the current statute, a SPV may be requested to hold equity on behalf of institute.

iii. If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably 1 to 2%, unless it is pure software product. If it is shares in the company, shares will again be 1% to 4%. For a pure software product licensing, there may be a revenue sharing to be mutually decided between the institute and the incubated company.

b. On the other hand, if product/ IPR is developed by innovators not using any institute facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.

c. If there is a dispute in ownership, a minimum five membered committee consisting of two faculty members, two of the institute's alumni/ industry experts (having experience in technology commercialisation) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction. Institute will use alumni/ faculty of other institutes as members, if institute cannot find sufficiently experienced alumni / faculty from within.

d. Institute IPR cell or incubation center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed. If institute is to pay for patent filing, they can have a committee which can examine whether the IPR is worth patenting. The committee should consist of faculty who have experience and excelled in technology translation. If inventors are using their own funds or non-institute funds, then they alone should have a say in patenting.

e. The institute's decision-making body with respect to incubation / IPR / technology-licensing will consist of faculty and experts who have excelled in technology translation. Other faculty in the department / institute will have no say, including heads of department, heads of institutes, deans or registrars.

f. Interdisciplinary research and publication on startup and entrepreneurship will be promoted by the institution.

#### **5.7.5. Organizational Capacity, Human Resources and Incentives**

a. Institute would work for fostering the I&E culture.

- i. Some of the relevant faculty members with prior exposure and interest will be deputed for training to promote I&E.
- ii. To achieve better engagement of staff in entrepreneurial activities, institutional policy on career development of staff should be developed with constant upskilling.
- b. Faculty and departments of the institutes have to work in coherence and cross-departmental linkages will be encouraged through shared faculty, cross-faculty teaching and research wherever possible in order to gain maximum utilization of internal resources and knowledge.
- c. Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bringing in skills which are not available internally.
- d. Faculty and staff will be encouraged to do courses on innovation, entrepreneurship management and venture development.

#### **5.7.6. Creating Innovation Pipeline and Pathways for Entrepreneurs**

- a. To ensure exposure of maximum students to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market, mechanisms would be devised at institution level.
  - i. Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability will be a part of the institutional entrepreneurial agenda.
  - ii. Students will be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, bootcamps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition would be routinely organized.
  - iii. To prepare the students for creating the start up through the education, integration of education activities with enterprise-related activities would be done.
- b. The institute will link start ups and companies with wider entrepreneurial ecosystem and by providing support to students who show potential, in pre-startup phase. Programmes may be conducted for connecting student entrepreneurs with real life entrepreneurs to help the

students in understanding real challenges which may be faced by them while going through the innovation funnel so as to increase the probability of success.

c. Institute's website will provide information about the facilities available at the institute.

#### **5.7.7. Learning Interventions for Entrepreneurship Development**

a. Diversified approach would be adopted to produce desirable learning outcomes, which would include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.

i. Student clubs/ bodies/ departments must be created for organizing competitions, bootcamps, workshops, etc. These bodies should be involved in institutional strategy planning to ensure enhancement of the student's thinking and responding ability.

ii. Tolerating and encouraging failures and elaborate discussions and debate on them to imbibe that failure is a part of life, would be a part of institute's philosophy and culture.

iii. Innovation champions will be nominated from within the students/ faculty/ staff for each department/ stream of study.

iv. In the beginning of every academic session, institute would conduct an induction program about the importance of I&E for the First year students.

v. Industry linkages may be leveraged for conducting research and survey on trends in technology, research, innovation, and market intelligence.

#### **5.7.8. Collaboration and Knowledge Exchange**

a. IIC may find potential partners, resource organizations, micro, small and mediumsized enterprises (MSMEs), social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design the programs. Institute may organize networking events for better engagement of collaborators and should open up the opportunities for staff, faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration, lectures, etc.

c. Knowledge exchange through collaboration and partnership would be made a part of institutional policy and institutes must provide support mechanisms and guidance for creating, managing and coordinating these relationships.

i. Through formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., faculty, staff and students of the institutes should be given the opportunities to connect with their external environment.

iii. The IIC convenor will act as Single Point of Contact (SPOC) for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.

#### **5.7.9. Entrepreneurial Impact Assessment**

Impact assessment of institute's innovation and entrepreneurial initiatives will be performed regularly using relevant evaluation parameters.

**Version: SXCA/2024/PCY/ISP/01**

### **6. 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:

- 6.1 Provide access to campus network to all students and staff
- 6.2 Encourage Students to make maximum use of Computer Lab
- 6.3 Motivate all staff members and students to explore various IT resources
- 6.4 Orient the students to use LMS Platform effectively
- 6.5 Motivate students and staff to make maximum use of Infilbnet facility
- 6.6 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
- 6.7 Prevent the misuse of social media against the Management, Staff or students
- 6.8 Provide sufficient number of computers with adequate facilities maintained by Computer Maintenance Service Provider
- 6.9 Install and update Anti-virus /Anti Malware software at specific intervals

**Version: SXCA/2024/PCY/ITP/01**

### **7. 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:

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

**Version: SXCA/2024/PCY/WMP/01**

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

St. Xavier's College for Women (Autonomous) 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

**Version: SXCA/2024/PCY/DFP/01**

## **9. 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

**Version: SXCA/2024/PCY/ARP/01**

## **10. 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

**Version: SXCA/2024/PCY/GRP/01**

## **11. 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.

## **11.1 Scholarships and Freeships**

- 11.1.1 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
- 11.1.2 Scholarships and freeships from non-governmental agencies shall also be made available to the deserving students
- 11.1.3 The college shall also arrange endowment prizes and freeships at the institutional level to motivate the students and to buttress their academic growth

## **11.2 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:

- 11.2.1 The Principal shall delegate a coordinator to monitor extension and outreach activities
- 11.2.2 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
- 11.2.3 Spearheaded by the Coordinator, all departments shall carry out a minimum of one social sensitization programme and an extension activity per year
- 11.2.4 All students shall participate in at least five days of extension work annually
- 11.2.5 The coordinator shall prepare an annual report of extension and social outreach activities

## **11.3 Library**

- 11.3.1 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.

- 11.3.2 The Advisory Committee and its Student Wing shall facilitate effective functioning of the Library
- 11.3.3 Currently enrolled students, research scholars and faculty shall use the library facilities
- 11.3.4 The students and staff shall uphold discipline and silence to maintain the academic environment inside the library.
- 11.3.5 The library shall continue to maintain and update disable friendly facilities
- 11.3.6 The library's services are designed to offer equal and fair treatment to all users, without any form of discrimination.
- 11.3.7 The working hours of the library shall be decided by the Principal and the Librarian and ratified by the advisory committee
- 11.3.8 The complete automated system, RFID shall be maintained to ensure felicitous operating mechanism
- 11.3.9 Library shall facilitate plagiarism checking through licensed software
- 11.3.10 INFLIBNET service shall be availed to help staff and students acquire the digital knowledge pool with ease
- 11.3.11 The Library Personnel shall ensure easy access to the students and faculty to the well-stocked and automated library facilities
- 11.3.12 Students and staff shall avail and return library books as per the norms laid down by the Advisory Committee
- 11.3.13 Students and staff must adhere to the guidelines for using reference materials, which are not available for circulation..
- 11.3.14 Students and staff shall conform to the rules with respect to overdue materials
- 11.3.15 NVDA computer facility shall be made available for visually challenged students
- 11.3.16 The Head of the Departments shall submit a list of library requirements at the beginning of the academic year to the librarian which has to be forwarded to the Finance committee and purchase committee through the Principal
- 11.3.17 Books, journals, other subscriptions, and digital sources shall be regularly updated.

#### **11.4 Laboratory**

- 11.4.1 Students shall avail lab facilities as per the norms of the college
- 11.4.2 The teaching faculty and lab assistants shall facilitate the learning experience of the students in labs

- 11.4.3 The Planning Committee shall ensure optimum working condition of equipments through annual maintenance contracts (AMC).
- 11.4.4 Timely calibration of equipments shall be done as required
- 11.4.5 The Management shall appoint a trained in-house mechanic in the college apart from contract workers.
- 11.4.6 Lab assistants under the supervision of the System administrator shall maintain the efficiency of the college computers and accessories
- 11.4.7 Every department shall maintain a stock register for the available equipments
- 11.4.8 Every department shall also maintain a breakage register
- 11.4.9 The fine for breakage shall be deducted from the caution deposit of the students
- 11.4.10 The disposal of instruments shall be done through tenders inviting quotations.
- 11.4.11 The Planning Committee shall conduct proper inspection and verification of stock at the end of every year.

### **11.5 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.

- 11.5.1 Students shall have access to independent and confidential counselling from a dedicated, professional Counsellor
- 11.5.2 The Counsellor will provide support and therapeutic intervention
- 11.5.3 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
- 11.5.4 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.
- 11.5.5 The counsellor and the concerned staff shall keep the information provided by the students as confidential
- 11.5.6 The counsellor shall maintain records of the Counselling sessions of each student

### **11.6 Placement**

- 11.6.1 A Placement Cell shall be constituted with a coordinator delegated by the Principal

- 11.6.2 The Placement Cell shall conduct pre-placement trainings and campus recruitment
- 11.6.3 Placement cell shall maintain the minutes of all its meetings and the records of student placement
- 11.6.4 The placement cell shall ensure equal opportunity to all interested students, without any kind of discrimination

### **11.7 The Students' Council**

- 11.7.1 The Students' Council shall be formed every academic year in adherence to the university norms
- 11.7.2 The election of the students to the designated posts of the Students' Council shall comply with the norms of the affiliating university
- 11.7.3 The members of the Students' Council shall work in compliance with the guidelines of the Principal and the Staff Advisors
- 11.7.4 The Students' Council shall represent the student community and shall identify and offer proactive solutions to their issues
- 11.7.5 The Students' Council shall convene regular meetings and maintain a record of the same
- 11.7.6 Ample opportunities shall be made available for the student community to discover and fine tune their innate talents
- 11.7.7 Wide platforms shall be provided to the students, within and outside the campus, to amplify their unique skill sets and capabilities
- 11.7.8 Proper scaffolding shall be given to the students to facilitate their personal growth, both academic and non-academic

### **11.8 Clubs and Cells**

- 11.8.1 A Coordinator shall be delegated by the Principal to supervise and monitor the activities of the Registered and Non-Registered Clubs
- 11.8.2 Each club/cell shall have two staff advisors to coordinate the activities
- 11.8.3 Each club/cell shall work in accordance with the action plan prepared at the beginning of the academic year
- 11.8.4 Each club/cell shall organize a minimum of one activity for each month
- 11.8.5 Each club/cell shall select two student secretaries who will lead the activities



11.8.6 The staff advisors shall maintain records of each activity in the prescribed activity format

11.8.7 Formation of any particular club will be the sole discretion of the Principal

### **11.9.Sports**

11.9.1 The Physical Education Faculty shall identify the students with talent in sports

11.9.2 The faculty shall promote and provide requisite training in the sports events that the students are good at

11.9.3 The faculty shall chart a Programme calendar for student participation in sports and games

11.9.4 The faculty with the consent of the Principal shall conduct Student Coaching Camps as per requirements

11.9.5 The Planning Committee shall upgrade the sports and games facilities periodically

11.9.6 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.

**Version: SXCA/2024/PCY/SES/01**

## **12. 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 department 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.

**Version: SXCA/2024/PCY/ETP/01**

### **13. 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

**Version: SXCA/2024/PCY/ESP/01**

## **14. 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

**Version: SXCA/2024/GSP/ETP/01**

## **15. 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

**Version: SXCA/2024/PCY/ALP/01**

## **16. 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

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