POLICY DOCUMENT

**St. Joseph's College
(Autonomous), Irinjalakuda**

Policy Documents
St. Joseph's College (Autonomous), Irinjalakuda

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Revision drafted by : Management, Staff and Students
St. Joseph's College (Autonomous), Irinjalakuda

Coordinated by : Dr. Sr. Anis K V, Principal

Pre-evaluation : Internal Quality Assurance Cell (IQAC)

Feedback/Suggestions : Education Board
College Council
Staff Council

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Cover Design: Ms. Sneha Gopinath, Lab Assistant, St. Joseph's College (Autonomous), Irinjalakuda.

CONTENT

PREFACE

Involved in an educational scenario that demands success to be spelled through the academic realms as well as the holistic development of the individuality of a student, every institution faces showers of challenges that blurs its vision towards its destined mission. St. Joseph's College (Autonomous), Irinjalakuda aspires to walk down the pages of history for attempting to be a colossal figure that renders holistic quality education for women from all strata of the society. Estimating the obstacles enroute to this aim, an established framework based on the relevant guidelines and regulations from the University of Calicut and the Government of Kerala shall lay as its foundational stone for building upon this vision of our founders.

This policy document is formulated under the joint collaboration of all the decision-making committees of the institution working for the upliftment and progress of the academy and combined under the guideship of the IQAC. The major aims behind generating such combined policy document were:

- To serve as a reference guide for comprehending the institutional framework and mechanism.
- To minimise friction and maximise productivity
- To provide route maps for the stakeholders for actively and freely engaging with the institutional activities.
- To bring orderliness and uniformity in action for attainment of short term and long-term goals.

The policy document is a result of several brainstorming sessions and discussions that revolved around the welfare of the institution and its stakeholders. The college believes that in order to attain a unique quality mark, the institution requires feasible ground rules that are to be developed under the best intentions, acceptable and applicable to all impartially. Therefore, great care has been directed towards ensuring that every aspect of the institutional functioning is being addressed in this policy document. Facilities are made available to make amendments after thorough studies whenever and wherever necessary as per the requirements of time.

It is important to accept that the developed policy document is subject to constant revisions as it may contain occurrences of overlap or areas unnoticed by the authorities. The institution shall oblige in sensitising the concerned stakeholders with immediate effect of the alterations brought in any of the policy documents.

PRINCIPAL
ST. JOSEPH'S COLLEGE
(AUTONOMOUS)
IRINJALAKUDA - 680 121
THRISSUR DIST., KERALA

1. SJCPD01   SAFETY AND MAINTENANCE POLICY

Introduction

Regular maintenance is essential to keep any machinery in good working condition. An educational institution can be considered no less than a strong machinery that requires smooth coordination and implementation of safety measures to perform impeccably and produce the desired results. Being a women's only college, maintenance and safety becomes the prime concern for St. Joseph's College. Every step and every action initiated by the college demands careful planning, dutiful organising, strict implementation, protective environment and a pliable maintenance procedure and thus with wide foresight and deep thoughts, the college has established a safety and maintenance policy for the institution and its beneficiaries with the intention of not only safeguarding the utilities but also instilling the values of preserving and protection among our students, faculty and staff.

Maintenance Policy

The infrastructure of St. Joseph's College plays a vital role in the development of the institution. It represents the capacity of an institution to hold the expectations of a competing society and ambitious aspirants. Therefore, purchasing and maintenance of infrastructural facilities is an undeniable factor in continuing the quality of the services offered from the institution.

The management acts with due diligence in addressing institutional priorities pertaining to infrastructure and related services. The college management is responsible for maintenance activities required to be conducted on base building, such as architectural, structural, mechanical and electrical systems, and to ensure that the college abides by appropriate building rules and safety codes. As part of planning for on-going maintenance activities, and for problems that arise from the unplanned breakdowns with building systems and components, the management shall be responsible. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. The College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

Scope and Significance

Maintenance is done through repair, partial replacement and total replacement. Following is the significance of the maintenance policy:

- Maintenance policy ensures that equipments are always in ready and reliable condition. This ensures that the college is able to respond to any sudden change in demand.
- Maintenance policy ensures that equipments are always calibrated to provide good-quality products and competitive advantage. This ensures that there are no sudden and frequent breakdowns and reduce production of defective products.
- Maintenance policy ensures that there are no major breakdowns

- Maintenance policy ensures that costs are always controlled.
- Maintenance policy is particularly important in capital-investment.

If organizations are not able to implement an effective maintenance policy than it can result in the following results:

- Full capacity utilization may not be achieved.
- Increase in production cost as fixed labor cost cannot be reduced.
- Increase in maintenance cost as more spare parts are required.
- Reduction in product quality and increase in wastage.
- Safety of workers and operators in jeopardy.

Procedure

The following are the responsible officers for maintenance and safety of the institution:
1. Principal
2. Vice-Principal
3. Bursar
4. Heads of the Departments
5. Work Supervisor

The College Bursar is responsible for providing and maintaining the infrastructure, jointly shared by the Vice Principal and HODs of the institution under the overall leadership of the College Principal. The College Bursar is empowered to deal with all matters pertaining to the acquisition, up-keeping and disposal of campus infrastructure. The maintenance activities are overseen by a full time Supervisor under the Bursar and assisted by support staff. The HODs are required to seek the advice and consent of the Principal/Bursar on matters involving infrastructure. Complaints regarding infrastructure are recorded in a register maintained in the College office by the Senior Superintendent. Out-pass issued by the Bursar is essential for moving the physical assets out of the campus. She also looks after the day-to-day maintenance of the entire college campus. The staff under her performs classroom maintenance, campus cleaning, gardening, plumbing, repairs and maintenance of electrical appliances and hall upkeep. Periodical activities such as painting, carpentry, etc. are outsourced. The Heads of Departments upkeep the systems, instruments and equipment available in the various departments with the assistance of the supporting staff. They maintain a stock register for the equipment used in the Department and submit the same to the Bursar for scrutiny as and when asked for.

Objectives

The following are the objectives of the maintenance department in establishing a maintenance policy:

- To direct and coordinate the operations and activities of the physical facilities maintenance, including but not limited to: facilities in administration, layout, design, and construction; equipment maintenance; utilities operations and maintenance;

building and grounds maintenance; facilities protection and security; departmental safety; and environmental compliance.

- To provide services, surveys, and recommendations to all Departments; to outside academic institutions performing services for the facility; and to public utilities.
- To ensure compliance with applicable state, and local laws, regulations, statutes, and codes; securing required permits; and coordinating with appropriate local authorities.
- To engage in contract with and oversee the activities of various stakeholders for the fulfilment of their academic aspirations.

Functions

The functions are sub divided into three: Management, organization and administration. The category wise responsibilities of each of them are as listed below:

Management
- The management should set goals, plan, organize, and control the activities under his jurisdiction.
- All goals should be specific, well defined, and quantifiable, with an estimated time of achievement given for each goal.
- Each goal should be communicated freely and clearly to all those involved.
- Goals should be reviewed regularly by the Management team responsible for maintenance.

Organization
- The Principal and Bursar shall share responsibility in a coordinated effort to optimize facility performance.
- Principal and Bursar, have responsibility for safe, efficient, and technically sound execution of maintenance work.
- Principal and Bursar shall give guidance, and support to operations and maintenance as part of the team effort.

Administration
- Program coordination for the Department and liaison with all other departments for the procurement and maintenance of all real property, production equipment, utility services, and communication services.
- The principal shall coordinate with departments in the preparation of their maintenance budgets.
- Maintenance of records of all academic and other activities
- Installing, and maintaining all fire protection and security systems.
- Assuring compliance with all applicable life safety and regulations.
- Maintaining liaison with local community.

Classroom Maintenance
A classroom is a space that creates an environment of learning, a platform where ideas are shared and created, where opportunities are explored and where strong individuals are made that can discover realms of undreamt possibilities. In order to accommodate this definition of

a classroom, the college has developed a classroom maintenance policy that expand to assimilate the responsibility and cooperation of the students, teachers and staff utilising the potential of this space. The maintenance of the two types of classrooms is as detailed below:

- General purpose classroom maintenance: classrooms scheduled by the Office of the bursar are considered as general purpose classrooms. Inventory provides limited resources to maintain these classrooms. Resources are limited to replacement of tablet arm chairs, tables, chairs, lecterns, and portable chalkboards. If additional chairs or tables are needed at the start of a semester, departments should contact college office
- Departmental Classroom Maintenance: Those classrooms which are controlled and scheduled by departments are considered to be departmental classrooms. Inventory will provide as much support as possible to departmental classrooms based on available resources. However, if items are not in stock, it may be necessary for the using department to purchase the items.

Providing a space that can promise the students with the IT competency through smart class environment is an added benefit for their aspiring careers. Equipment purchased by IT wing is under that unit's authority for maintenance, repair, and replacement. Individual units are responsible for equipment purchased for their exclusive use or for instructional space which has been assigned to that unit for its sole use. This policy addresses equipment in a space that is potentially used by more than one department, with some priority-use designation. The maintenance of these equipments fall collaboratively on all the users of its services. The following are the established guidelines in regard to shared devices:

- Check on a regular basis to see if equipment is working.
- Run virus checks on computers on a regular schedule.
- Clean equipment routinely.
- Coordinate the addition or deletion of any specialized software on the machines and re-image the computers at the beginning of each semester.
- Requests for repairs of computers, network problems, or problems related to viruses should be referred to IT wing.

Along with the aforesaid guidelines, it is recommended that the respective teachers/assigned responsible students ensure that the classrooms and electronic devices (lights, fans, smart educational electronic devices) are closed and shut down in a safe mode after the class hours/ after use. The same is to be ensured during unfavourable climatic conditions.

Safety Policy
Safety measures as part of student orientation and training

- All students will be briefed about the safety measures on the campus and would be asked to abide by them during initial phase of their entry.
- Together with Anti ragging orientation to senior students at the beginning of the year, safety orientation will be given.
- Staff also will be oriented regarding safety measures on the campus on their induction.

- Mock safety drills shall be held periodically with the help of Physical Education Department.
- Physical education department/NCC/NSS shall organize periodic sessions in safety and self-defense.

Safety measures on the campus

There are the following committees to look into the safety and security of the staff and students on the campus.

1. ICC - safety of women on the campus

Internal Complaints Committee ICC (Anti Sexual Harassment Committee) It is constituted as per the laws of the land (Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013) to ensure gender justice and that no harassment on basis of sexual difference takes place on the campus. It looks into any complaints regarding sexual harassment.

2. Grievance Redressal committee

Grievance Redressal committee Functions to address the grievances of the student and staff of the college. There is a specific mechanism for grievances regarding exam related matters.

3. Grievance reporting - College Website

College website provides provision for on line reporting of grievances, complaints or suggestion for improvement.

4. Grievance reporting

Suggestion boxes are provided at the library, IQAC, Principal office and corridors where in suggestion chits could be deposited. They are examined by grievance committee.

5. Discipline Committee - safe environment for staff and students

Discipline Committee helps the principal to maintain discipline in the campus. It formulates strategies for improving discipline, meets when required, conducts enquiries and prepares report regarding the action to be taken. It also coordinates activities linked to discipline during the major events on the campus.

6. Anti-Ragging Committee

Safe environment for all students, especially the freshers Anti-Ragging foresees the possibilities of Ragging and organises awareness programmes to create a friendly campus. It also documents activities done to prevent ragging and sends report to the principal as required. In the event of any complaints or instance, other than its regular meetings, it instantly meets to make enquiries and suggests disciplinary action.

7. College Library

The general library of the college is a fully automated computerized resource centre with a collection of over 66,000 books and subscribes to 220 journals and magazines. The library has a spacious reference section with a seating capacity of around 300 and has a collection of over I 0,000 books for reference. The library is also equipped with advanced facilities such as RFID entry and CCTV monitoring OPAC facility.

8. Vehicle Entry

For safety of campus users Vehicular Traffic on the Campus is restricted to speed limit of 10 Km/hr through the campus between 9.30 am and 4.30 pm. On working days, entry and exit of vehicles are allowed only through the main gate of the college. Vehicles are expected to be

parked only in the space provided for the purpose. Parking on the campus is at the owner's risk. Students are encouraged to use public transport or non-motorised vehicles (bicycles). Helmet, Noise related norms and other traffic regulations have to be strictly adhered. Exit of student vehicles during the working hours can be done only with permission of authorities concerned. Violation of norms shall lead to disciplinary action. Any parking violation within on the public road adjacent to college campus hall be treated as a breach of discipline

9. Mobile Phone & Camera on Campus

Use of mobile phone & camera on campus is not allowed on the campus as per Kerala State Government Regulations. Students can use the pay phones installed in the campus. As a norm, bag check is not done in this regard. students, if in possession of a mobile phone should ensure that their phones are in switched off mode, while being on the campus. If a student has an emergency, she may seek permission and use a mobile phone

10. Identity Card

For preventing unauthorized entry Students and staff should wear authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration. Student should wear the identification cards provided by the college. If a student leaves the college during class hours, she should register their passage using the same at the security. If ID-Card is lost, the student should report the same immediately to the college office, and get a duplicate without delay paying the fees due for a duplicate card.

11. Visitors

All guests visiting college have to report at the gate and make an entry in the register there.

12. 24x7 Camera surveillance and security personnel

College has a CCTV system that functions 24/7 and security personnel guarding the campus round the clock, complete with a security room.

13. Fire extinguishers

Fire extinguishers are placed in every nook and corner of the college and instructions to use the fire extinguishers are provided.

14. LAB

Security measures are in placed in every lab and clear instructions are given to the laboratory personnel.

15. College rules and policies

Code of conduct for students enrolled in the college is displayed in the website, college calendar as college rules and other important policies like Environment policy, Equity policy Gender policy, Research and Consultancy policy. A handbook and calendar are given to all students at the beginning of an academic year. Important rules, acts and regulations like helpline numbers against ragging and sexual harassment are displayed in the website, digital display board, notice board etc. so that students can record and use them as and when required.

16. College Hostel

Hostel boundary is secured by a wall of such height that it cannot be scaled over easily. Entry point to the hostel is restricted to one gate and 24/7 security guard and CCTV is ensured. A register is kept to log the unknown visitors with their ID proofs and contact details. A particular timing will be allotted to the entry and exit to the hostel and special rules for holidays and weekends.

17. College Canteen

Standards of quality, hygiene of food and canteen premises are strictly observed and maintained by the college.

18. Attendance

Hourly attendances are taken by each teachers engaging the class hours to ensure that the students are physically present in the class room so the college can keep an eye on a student's movement.

19. Reports

The teachers are instructed to keep in contact with the guardians/parents of the students for communicating the student progress.

20. PTA meeting

College organizes parents-teachers meet twice in a year so that grievances and gaps in system can be addressed and resolved.

21. Counselling Service -DARSHANA

The college appoints the service of trained counsellor for helping the students. Counselling is aimed at the health and growth of the person. Counselling helps the student to become aware of her real problem; to own her problems, to know the cause of the thoughts behind negative feelings; to take decisions that will be conducive to one's growth; and to use one's psychic energy positively. Students who need counselling may avail themselves of the opportunity. Confidentiality is ensured in all matters. The centre is engaged in making students understand the need and importance of healthy interpersonal relationships and prepare them to help themselves in times of crisis by giving them tips to face various crisis of life through seminars group discussions and provide personal guidance to the youth.

22. Mentor-mentee

The permanent teaching faculty are assigned a group of students during every academic year for mentoring. The mentoring reports are submitted to analyse the growth of the student. It has recorded good responses over the years as students have admitted a sense of security and upliftment during the process.

23. Jossine Reach

Jossine Reach functions to support various student activities especially those beyond the curriculum. Their focus is on social and community service and meaningful community engagement of the students and staff.

24. Awareness Programmes

Talks by officials of police and public administration departments, various personalities and informative audio-video lectures and presentations arranged every year at least once, covering issues related to the safety of personal belongings vehicles, personal information. ATM, special event safety, defensive sprays, sexual harassment, violence against women, healthy relationships and healthy sexuality, importance of communication and respecting personal boundaries Menstrual hygiene, Physical fitness etc.

Safety Of Students during Excursion/Tours/Academic Trips

- Department should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher.
- The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather condition, type of the route and manageability.
- A first aid box with adequate supplies of medicines should be included in the entourage.
- Departments should work out the itinerary and travel plan well in advance and circulate them amongst the parent /guardians of the students who are setting out on the journey. Any representation or suggestions made by parents in this regard can be taken into consideration in the interest of the successful and safe organization of expedition.
- It is mandatory for departments to elicit consent letters from the parents/guardian of the students who are embarking on tour. Further, no excursion/tours shall be undertaken without such insurance.
- Before proceeding on tour all the students should be properly briefed by the way of "training session ' about the geography climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.
- The department should ensure that each student is medically fit to be a part of the excursion/tour.
- If the expedition involves camping, only such site should be selected as are designated for the purpose by various government agencies concerned. Further, the it should be free from hazards such as flooding, dangerous slopes, falling rock sand dead trees etc.
- Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite.
- Students should be allowed to carry personal communication devices such as mobile phone and should be instructed to remain in constant touch with their parents/guardians. This would also facilitate causality handling and communication in the event of emergency.

Accidents And First Aid

The College makes every effort to ensure measures are in place to control health and safety risks at the College. If an accident occurs on the college premises, the principal should be notified immediately. The office staff and the security should be alerted to advance to the spot of incidence with the first aid kit. Meanwhile, if the injuries are serious, immediate transport facility should be arranged to shift the victim to the nearest medical centre accompanied by a college staff/faculty. College has established MoU with the Irinjalakuda Co-operative Hospital Ltd to ensure the efficient medical care for the members of the college.

Emergency Response
- Leave the building by the nearest, safest exit or as directed by staff or fire marshals.
- Escape routes and stairwells to evacuate premises are signposted.
- Close doors behind you.
- Proceed to designated assembly area.
- Do not use lifts.
- Do not take risks.
- Do not delay or stop to collect personal belongings.
- Do not re-enter the building until instructed to do so.

Laboratory Maintenance

It is crucial to maintain the laboratories in good condition to ensure the precision during experiments. The results vary significantly when there is contamination and may even lead to risks and hazards. Daily routine procedures in maintenance can help to increase the life span of the equipment thereby preventing unnecessary burdens on the state finances. Thus, it is inevitable to maintain the equipments and ensure its cleanliness to promote a rich learning experience promised to our students. Adequate number of staffs are appointed and the teachers are clearly instructed in supervising the experiments carried out in the laboratories. Use of this guideline could help in overcoming most of the problems encountered in equipment maintenance in the laboratories. It is intended to guide all laboratory personnel and guide the administrators who have to decide on finance management in planning and purchasing the devices for the laboratories.

Guidelines for laboratory assistants
- Where cleaners are expected to clean laboratory sinks, both the draining board area and the sink itself should be free of glassware or other items of equipment.
- Chemicals should never be stored on the floor but always stored in suitable chemical store cupboards, of construction appropriate to the hazard(s) that they present. Liquids should always be stored on drip trays. Flasks containing culture supernatant should be placed in some type of secondary containment to prevent them from being knocked and damaged during floor cleaning (and routine laboratory work)
- Sharps bins must not be overfilled.
- Small, working amounts (up to 500mls), of chemicals that may be within the open laboratory should be securely closed and labelled with the name of the chemical and, where appropriate, hazard warning pictogram.
- Corrosive chemicals should never be left on the open bench overnight.
- Where experiments are left running overnight, cleaners should be excluded from the laboratory by way of the laboratory being locked and signed to that effect. An exception to this may be, subject to risk assessment, if the experiment is wholly confined within a fume cupboard with the sash fully closed.
- All apparatus left running overnight must be clearly marked with the notice.
- Cleaners should not be expected to clean laboratory benches. An exception to this may be where the benches have been completely cleared of all hazardous

materials/items for periodical deep cleaning of the laboratory, but this would be subject to special arrangement with cleaning supervisors.

General Safety Rules
- Always wear the lab coat prescribed and see that it is properly fastened. Do not wear your lab coat in the staff room or canteen; take it off when you go for your break.
- Wash your hands regularly, and always when you have finished work or stop for a break. Before you start work, always cover cuts and grazes (however small) with a waterproof dressing until they are fully healed.
- When cleaning sink areas, wear gloves
- Immediately report any accidents or incidents (including if anything is leaking or knocked over) to the person in the laboratory or your supervisor.
- Do not attempt to clear up after an accident unless a member of the laboratory staff has told you it is safe to do so. Never pick up broken glass with your fingers; use a dustpan and brush.
- Do not eat, drink, smoke, chew or apply cosmetics in the laboratory. Never put anything mouth whilst you in the laboratory. This includes pens, pencils, tools, cables, fingers etc. Do not take food, drink, overcoats, etc. into the laboratory. These must be left outside the laboratory
- Do not touch anything whilst in the laboratory unless required to do so to carry out your work and you have been told it is safe to do so by your supervisor.
- Never attempt to clean up a spillage of unknown material, no matter how harmless it may seem (e.g., many hazardous chemicals may look like water, but can damage your eyes, skin or lungs); always get advice from laboratory staff if there is a spill.
- If you have an accident and injure yourself, especially if you break the skin or get something in your eye or mouth, you must report: it to your supervisor at once
- If you accidentally spill a chemical on your skin, immediately place the affected area under running water. If you have to go to hospital, take the name of the substance, as shown on the label from the bottle/carton, with you
- Examine all apparatus for defects before performing any experiment. Don't use damaged, cracked defective glassware. If you break a thermometer or find a broken thermometer report it to your lab technician immediately.
- Before leaving the lab makes sure that your work area is clean and tidy. Ensure that all Bunsen burners and water taps and all electrical devices are completely turned off
- Do not perform unauthorized experiments.
- Label all containers with the group name from the chemical waste category and an itemized list of the contents. For example, do not label a container simply 'Corrosive Liquids'. List each chemical in the container, including all solvents used and list by full name only. Abbreviations, initials or chemical formulas are not acceptable labels.

Library Maintenance

Libraries build collections to meet information needs of their members; but it is also essential and important to ensure that libraries meet their needs effectively as well as expeditiously. This sort of goal can be achieved provided: a) library maintains its resources arranged in a systematic manner and b) that the resources are regularly shelved in proper sequence and order which invariably gets disturbed during use. The need for and purpose of library maintenance are:

1) To enable user-friendly access to library resources (This requires proper organisation of resources into sequences and keeping resources in each sequence arranged in proper order on the shelves).

2) To help protect and preserve library resources against damaging agents (This requires a proper system of cleaning and dusting of shelves and books on regular basis).

3) To keep the collection in usable condition (This requires a proper system of repairing damaged items and replacing missing book cards, tags, date slips in library materials).

4) To keep the collection relevant to users (This requires implementation of a process of weeding of out dated, out of course materials and of all such other materials as are not in accordance with the aims and objectives of the parent bodies).

5) To ensure that the collection is kept safe and its stocks verified as per items in the accession records of the library

Book Purchase Policy

Book purchase in the college library is a continuous process, on the basis of recommendations from the concerned department and approval from library committee. Consolidated request will come to the librarian and after cross checking the existing collection based on the availability of the book, will place the order. Books are purchased according to priority and availability of the budget. The library staff usually recommends general reference books, general reading books and those materials not covered by departmental subject categories. Publishers and Vendors provide electronic lists of titles available for purchase, and printed catalogues. These are forwarded to the Department Heads. The list of books requested by the faculty and student requests approved by the respective Department Heads are considered for purchase. Besides catalogues, textbook requirements by students are also considered for book purchase. College also conducts book exhibitions to enable book selection by faculty and students.

Library Rules

1. All members of the staff and students are members of the college library.
2. Strict silence should be observed within the library.
3. College ID card is essential for all the library services
4. Personal belongings like text books, umbrella, bags etc. are not allowed into the library.
5. Books or any other records of the Reference Section will not be lent out. (a) The borrower of a book has to point out to the librarian or the circulation staff, at the time of the borrowing, any defect the book may already have. Otherwise, it will be deemed that the book was intact when issued. The borrower will be responsible for any

damage caused to a book while in her custody. (b) If a book or periodical is damaged or lost by a member, she will have to replace it or pay the replacement cost of the book including postage etc., within the time fixed by the librarian. (c) If one book of a set is damaged or lost by a member, she must replace it with a copy of the same edition. If such a copy is not available, she shall replace the same book with latest edition with bill within the time fixed by the librarian. In the case of multi volume set, if one volume is missing, the member should replace the whole set.

6. 10. Members are not allowed to sub-lend the books of the library.
7. 11. Overnight issue of the reference books is available with the special permission of the Librarian.
8. 12. Consultation facility is available for the scholars of other institutions for a short period on request.
9. 13. Books in demand/reservation may not be renewed.
10. 14. Members are responsible for books issued against their names.
11. 15. Library reserves the right to recall any issued document even before the due date.
12. 16. The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued
13. 17. The library shall not be responsible for any loss or damage of the personal belongings of the users at the property counter.
14. 18. The Principal of the college reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

Use of computers/laptops
1. Computers in the library should be used for academic purposes only.
2. Changing the settings and display of the computers kept in the library is not permitted.
3. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
4. Personal keyboard, mouse, etc are not allowed inside the library.
5. Users should enter the details before using the computers for browsing.

Environmental Maintenance

Taking care of the environment is not an obligation instead it should form the way of our lives. Our actions create deep impacts on our surroundings and it is our responsibility to create a safer environment for our future generations. Unless we don't take a step towards environmental maintenance, the forthcoming generations may not be able to take a leap of life in the upcoming days. There are three aspects in which maintenance strategies contribute to a facility footprint in the environment:

➢ resources needed
➢ efficiency of the equipment
➢ waste introduced into the environment as part of maintenance activities.

In order to be a sustainable maintenance department, resources and waste aspects must be reduced or closely controlled and efficiency should be optimized.

Using the fundamentals of the Life Cycle Assessment, the college can identify the following aspects where maintenance practices can impact the environment:

- Resources needed to perform maintenance: Water, energy (lights, power tools), combustible, paper from work orders, etc.
- Asset efficiency: More energy consumption by equipment that is not tuned up, also we can refer to critical equipment which functionality affects directly the environment by discharging contaminants to the water, ground or atmosphere.
- Waste from Maintenance Activities: Consumable parts, filters and oil all these have their own ecological footprint that will be transfer or added to the maintenance footprint. Released by-products from maintenance activities, could also represent an environmental hazard.
- Maintenance strategies: Some strategies are more 'eco-friendly' than others but usually these practices require a bigger commitment, planning and even some times a bigger initial investment, causing that some great initiatives get under looked.
- Uncontrolled maintenance practices and frequencies: When maintenance activities are unplanned, they could end with: more waste of resources, unnecessary maintenance interventions, failures or moreover they do not comply with norms and regulations for waste disposal.

The small steps initiated by the college can turn into bigger steps for environmental management when it inspires our students, faculty, staff and others concerned with our institution in taking minor efforts at environmental protection and maintenance. One of the greatest outcomes of knowing that we have environmental issues is the creativity that had been generated in order to develop innovative solutions, from the design to the operations and maintenance of each asset. Ideally, we should consider all our maintenance activities as possible environmental risks or as opportunities to reduce our environmental impact. This awareness is our first step towards a safer and better environment of tomorrow.

Safety during fire in Campus

All fires can be very dangerous and life-threatening. Your safety should always be your primary concern when attempting to fight a fire. The vast majority of extinguishers on campus are multipurpose, dry chemical units that are rated for use with Class A, B and C fires. The following information provides awareness about fire extinguishers types, how to use them, when to use them, the proper procedures to follow in the event of a fire as well as the care and maintenance of your extinguisher.

How to Use a Fire Extinguisher Remember P A S S

- P - PULL the pin between the extinguishers handles
- A - AIM the nozzle at the base of the fire. You should stand 6-10 feet away from the fire
- S - Squeeze the handle of the fire extinguisher
- S - Sweep the nozzle from side to side across the base of the fire.

Conclusion

The resources available at our disposal are the result of combined efforts of different people. Irrational use and disposal of these resources causes irreversible impacts. As responsible citizens, it remains our duty in preserving the properties that ease our labours and aid in living a productive life. It is entirely possible, and financially feasible, to save our futures while also meeting our other planning priorities.

St. Joseph's College (autonomous), Irinjalakuda has pledged on quality education encompassed with values and basic life skills. With this maintenance and safety policy, the college strives in appreciating and creating the most out of the available resources which includes not just the quantifiable objects but also the most precious and non-quantifiable material- the treasure of life. It is also believed that keeping safety and maintenance as a priority, we are setting an example for our students to carry these values ahead and form a safer well-maintained environment by appreciating the minute details surrounding their world.

2. SJCPD02   GRIEVANCE REDRESSAL POLICY

Introduction

St. Joseph's College (Autonomous), Irinjalakuda is aware that comprising of a varied stakeholder's population, the college is highly vulnerable to disagreements arising among them. In order to satisfactorily address these issues, the college has issued a pliable Grievance Redressal Policy that is applicable for complaints/grievances related to the general functioning of the institution. The College Grievance Redressal Committee shall strictly adhere to this policy for general grievance redressal and shall refer to the institutional policies on anti-sexual harassment and anti-ragging for concerning aspects and complaints reported. This grievance procedure policy was created to clearly outline the process for these instances to ensure that all of our employees are heard and treated equally.

Purpose

The purpose of this grievance policy is to outline the following:

- Explain the scope and definition of grievance applicable in this domain.
- Defining the constitution and responsibilities of a grievance redressal committee.
- Outlining a process for reporting and closing a complain/grievance.

Scope

This policy covers and applies to all the stakeholders of the St. Joseph's College, namely student, faculty, alumnae, employers and parents. The policy is applicable to employees including paid interns, guest lecturers, volunteers, seasonal, part-time and permanent employees.

The college considers grievance as a formal work-related complaint/issue/objection made by any of the individuals mentioned above. The institution shall not encourage complaints that has any sort of personal interest. The following areas are covered under the domain of this policy:

- General campus complaints regarding infrastructure, access to services offered by the institutions and other any of the sort that hinders with the comfort/expectation of academic or related activities in the campus
- Admission procedures to any course programs offered by this institution
- Attendance in curricular and extra-curricular activities of the institution
- Fee and funds related
- Certificate and Scholarship
- Quality of services offered
- Inconveniences caused in the campus endeavors

The institution shall form separate committees for the following and shall address complaints/issues concerning them separately:

- Examination and related affairs
- Anti-sexual Harassment
- Anti-Ragging
- OBC/Minority/SC/ST related matters

Constitution and Responsibilities of Grievance Redressal Committee

As per the regulations of UGC, a DGRC (Department Grievance Redressal Committee) is to be constituted and maintained in the institution that should addresses any grievances received or noted from any of the stakeholders in matters concerning the general functioning of the institution. The findings of the DGRC are to be submitted to the IGRC (Institutional Grievance Redressal Committee) for further actions.

The committee shall be headed by the principal and assisted by the vice-principals. Three senior members of the faculty shall form the body of the committee and one senior faculty shall be appointed as the convenor of the committee. The committee can also contain faculty competent for addressing general issues regarding examinations

All grievances related to the internal evaluation are to be addressed in the departments and the Head of the Department has the power to resolve matters relating to internal evaluation. If the student is not satisfied with the department-level intervention, she can raise the issue before the principal.

All grievances related to the end-semester evaluation have to be directly reported to the Controller of Examination's office. Controller of Examination will notify the matter to Principal who in turn with the Committee have to resolve the issue and communicate to the complainant.

Grievances related to office matters, infrastructure facilities, and others are to be addressed by the Committee

The committee shall thoroughly investigate and address all the grievances under its area of concern at the earliest depending on the severity in each case. It is to be ensured that all the parties involved in the grievance shall be treated impartially and the confidentiality maintained at all costs. The final decision shall be made and monitored for accuracy and complete resolution of the issue.

Reporting/Closing of a complaint/grievance

The institution shall have the following means of reporting a complaint/grievance open for the students/faculty/staff/other stakeholders of the institution:

- **Direct approach**: The students is free to approach any teacher, vice-principals, principal or the local manager of the institution to report any grievance under this policy.

- **Complaint boxes**: The college shall have complaint boxes lodged on visible and appropriate locations in the campus. The grievances can be written and dropped in them anytime.

- **Post**: Letters of complaint shall be accepted if sent through the official postal address of the institution.

- **E-Mail Address and Website**: The grievances reported via authentic online means shall also be accepted for consideration.

- **Phone numbers**: Phone numbers are to be made available from the institution for registering complaints.

These modes of communicating the grievances are to be familiarized to the students and other stakeholders through regular induction programs organized in the campus.

The aggrieved is free to cancel/withdraw the complaints after providing the committee with a reasonable cause.

The committee shall close the complaint after confirmation of satisfaction of the aggrieved in the action taken.

3. SJCPD03 GENDER EQUITY AND SAFETY POLICY

Achieving gender awareness and women's empowerment is integral to design a generation of progressive women who are the embodiment of ethical values and professional excellence. At St. Josephs College (autonomous), Irinjalakuda, we believe that promoting gender awareness is crucial in accelerating our mission of holistic development of an individual. The policy derives its circumferential shape from the Universal Declaration of Human Rights (1948). Further deep, the layers of the college policy reflects the nuances of the constitutional and university decreed regulations for safer learning and working environment like Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, The Protection of Children from Sexual Offences Act, 2012, Equal Remuneration Act, 1976 , Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, POCSO, Information Technology Act, 2000 and also the new legislations which are being introduced in the country. The college shall abide by the recent legal developments ordered by the state and national regulatory bodies like Gender and Empowerment Policy 2010-2020 and Kerala State 'Women's policy that work for women safety, welfare and empowerment.

The College shall adopt and reside in gender equality policies for all the academic and administrative matters including admission, appointments, nominations and elections to decision making and advisory bodies. The administrative and academic faculty composition shall incorporate personnel with preferences directed towards talent rather than gender. The opinion and services of the employees shall be respected impartially. The infrastructural capacity of the institution shall also be maintained and developed on governmental norms with gender neutrality to accommodate the academic and professional requirements of its stakeholders.

The college shall engage in gender awareness by conducting gender sensitization activities and programs for the students, teachers and staffs as a customary routine in every academic year of St. Joseph's College. Orientation programs shall be offered for students to acquaint them with the procedures for comprehending and reporting any anti-social activities occurring in the campus. Specialized cells and committees are to be formed as per the regulations of the University of Calicut and norms of governmental bodies to address campus inclusive grievances of any degree. Fair functioning and implementation of actions the cells and committees will be ensured through de-centralised governance. Gender sensitive and gender empowering psychological counselling would be introduced to address the gender related issues of students, staff and workers. Any type of gender barrier would be identified and removed. Safety audit of the campuses would be conducted periodically and a SAFE {Sexual abuse free environment) would be guaranteed. We support 'zero tolerance for gender based violence' including physical, verbal, emotional and economic violence based on gender and hence the campus will be under strict surveillance to detect and redress of any form of sexism and gender based violence in the premises.

The college shall engage in excluding gender biased incidents that hinder opportunities for growth and development of student and teachers. Classroom level discussion and debates are to be encouraged by the teachers to provide a liberal and comprehensive platform for deliberating on gender sensitive issues at the ground level. Co-curricular and curricular

workshops, seminars and events shall be organized frequently to reflect on the current social issues that will promote the students to take an independent stand on their civic duties. The teachers and students shall be encouraged to explore the dimensions of gender perspectives in curricular aspects through projects, dissertations and thesis of students and teachers. The college has initiated Women's Study Cell to promote critical thinking and research aptitude among students and teachers.

The College Equal Opportunity Cell, instituted with the support of UGC shall promote the development of all the students irrespective of gender/caste/religion/economic status. Considerable seats and services shall be reserved for the SC/ST/OBC students during admissions and other procedures based upon the regulations issued by the governmental bodies and strict measures will be taken to ensure no discrimination of students/employees based on any social factor. The Admission Committee of the Management shall set apart 20% of the privileged Management Quota seats to take care of deserving students from financially or socially challenged groups. If there are applicants from Dalit Christian groups, special effort shall be made to accommodate them through Management Quota, if they are not able to secure admission otherwise. All this, on condition of fulfilling the eligibility criteria stipulated for Management Quota from time to time. If any student getting admitted in merit finds it difficult to continue studies on account of financial constraints, the Management shall investigate and provide assistance for completion of the course if demanded by the student. The college validates the notion of equal opportunity for education and shall support genuine cases of assistance demanded by the student community.

The college campus shall be a secured enclosure with adequate monitored exit and entry points minimalizing unwanted entry of outsiders into the campus. The institution shall appoint full time security guards with the responsibility of monitoring unwarranted entry into the campus. They shall be endowed with upkeep of the entry-exit registers at the college gates. The campus has mounted necessary CCTV cameras at required points and shall hold the rights to take strict action against any mutilation attempts. Safety, first-aid, self-defense, disaster management and cyber security drills are to be conducted in the campus with the support of the IQAC, NCC, NSS and other related internal and external departments and committees. The college can instantly assign a committee comprising the head of the institution to investigate and act upon any cases of violation of the gender equity and safety policy of the institution.

4. SJCPD04   WASTE MANAGEMENT POLICY

St. Josephs College (Autonomous), Irinjalakuda realizes sustainable and holistic waste management essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors. The college has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product thereby indirectly enhancing better entrepreneurial opportunities for the students.

The purpose of the policy is to facilitate implementation of the action plan brought out in "National Environment Policy 2006" on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

Policy Objectives

The objectives of this policy are:

- To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost-effective manner.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- To invest into the expansion of recycling opportunities and transform waste into value added products.
- To ensure the safe handling and storage of wastes and provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.
- To promote holistic approach of waste management in the campus.

Waste Management Policy

The college stays strict to its green protocol and efficiently manages its waste management mechanism. The college communities are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.

The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation. Therefore, innovative and practical measures for waste

management by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility. Additionally, communicating the waste management policy of the college with staff, students, and other agencies in the campus will ensure complete awareness of the waste management strategy followed by the college.

The waste management policy has three major sub-criterions that address the issue of managing different types of possible waste production inside a campus namely solid waste; e- waste; and chemical waste. This ensures that the waste produced is efficiently managed.

Solid waste management:

- Awareness to the students, teachers and staff shall be ensured through different sensitization programs.
- Annual audit shall be conducted to ensure that the waste management systems are working promptly.
- Maximum reduction of solid paper waste is to be encouraged by resorting to digital means of data sharing and transfer.
- Recycling of paper is to be encouraged and paper files and jute bags are to be given more prominence than plastic/fibre products.
- Labelled dustbins shall be placed to promote segregation of biodegradable and non-
- biodegradable waste.
- Food waste is to be collected to generate biogas
- The dustbins are to be regularly cleaned by the ground staff of the campus.
- The washrooms shall be installed with incinerators that help in disposing sanitary napkins.

Chemical Waste Management:

- Segregation of the waste into solvent, acid or base is to be carried out and disposed at proper stations by the staff with the help of a laboratory assistant.
- Strategies are to be implemented by the subject experts to minimise the amount of chemical waste produced during practical.
- Recycling strategies are encouraged to be adopted whenever and wherever possible in the laboratories.
- Students should be motivated for involving in sharing innovative strategies to engage in recycling and reducing activities and in segregating waste according to the type.
- The students should be concretized with the colour of dustbin and the type of waste to be deposited in the bin before initialising the practical.
- If required, assistance from external agency is to be sought for waste disposal of harmful chemicals if generated.

E-Waste Management:

- Recycling and repair of electronic devices shall be promoted to reduce e-waste generation.
- Purchase of devices with long life time is promoted.
- Warranties and buyback policies of the retailers are to be securely documented and maintained.
- Timely renewals of the MoU with the retailers are to be monitored.
- System and device updates are to be carried out under supervision of the IT experts.

5. SJCPD05   ENVIRONEMNTAL POLICY

The environment is one mutual and common platform where all individuals interact in some form or the other. As an educational institute that acknowledges the boons of the environment, a feasible environmental policy in compliance with the Governmental rules and regulations has been formulated. The Environmental Policy covers all the domains of

- Physical
- Chemical
- Biological and;
- Socio-economic aspects.

The policy is expected to direct the actions of the users of this policy in delivering and fostering a culture of environmental excellence in accordance with the vision and mission of the institution.

POLICY STATEMENT

To develop a community that comprehends the value of environmental sustainability and conservation by adopting and resorting to methods of **REUSE, RECYCLE and REPAIR** thereby becoming leading icons of responsible and matured environmentally conscious individuals.

SCOPE

The policy is applicable to all the communities in the college that includes students, teachers (permanent and part-time) and all other employers, agencies and establishments in connection with the institution.

MODE OF ACTION

Environmental management processes are emphasized by the college by promoting efficient regular practices, initiated via various departments and clubs. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

1. The college conducts various programs to protect the environment and endorses in activities for prevention of pollution and waste. Sustainable development, and maintenance and improvement of the natural and environment are the areas of focus.
2. The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments.
3. The college is committed to maximize sustainable resource use and minimize the use of hazardous substances.
4. Special measures should be taken to protect and improve biodiversity of the campus.
5. Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.

6. The college should design programs to foster the quality of the environment and protection of the biodiversity throughout the region.

7. Objectives and targets should be established for improving our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.

8. The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.

9. Reservoirs for rain water harvesting should be constructed in the campus.

10. The college should take steps to harness solar power.

11. Electronic platforms are encouraged to promote a paper free campus.

Compliance and Assurance:

The college shall continue to comply with all relevant environmental regulations, standards and other codes of practice, by operating and maintaining the assets within bounds of permits, consents, and licenses.

The Management shall establish system for reporting environment related parameters, deviations and constraints. Environmental risks perceived shall be reviewed through risk management mechanism and audits for appropriate action.

Concerned group shall oversee compliance assurance of operating stations through reviews and appraisals.

All clearances, along with any futuristic requirements shall be accounted for in new establishments and expansions.

6. SJCPD06

POLICY ON VEHICLE RESTRICTION
AND
PARKING INSIDE THE CAMPUS

In consideration to the rising commotion during school and college working hours and in compliance to the prevention of air and noise pollution, a vehicle restriction policy was found to be mandatory to regulate entry and parking of vehicles in and around the campus premises. As per the order issued from the Higher Education {G} Department, Government of Kerala Order No 26483/G1/H Edn dated 12.5.2015, St. Josephs College (Autonomous) hereby generates the following policy guidelines concerning vehicle restriction and vehicle parking within the college campus.

- Faculty/employers are to park their private vehicles in the allocated locations for parking.
- Speed limit inside the campus is limited to 10 km/hr
- Inside the campus all motor rules enforced by the road transport authority is applicable.
- Students and vehicle users inside the campus should possess the required documents and a valid driving licence at all times to be produced when requested.
- The vehicles should comply with the pollution reduction strategies of the government and should contain a valid pollution certificate.
- Minimum road decency and adherence to the traffic rules are to be maintained by the student/faculty/any employer of the institution.
- No vehicles are permitted for parking within the college campus/hostel or any other facility during celebrations or events. Special permission has to be sought from the Head of the Institution for parking other private vehicles in the campus.
- Students' vehicles are permitted only up to the designated parking area. Entry beyond that point is strictly prohibited. Differently abled persons are allowed to use vehicles beyond this point with prior permission from the principal.
- Faculty/employers are to park their vehicles in the allocated locations for faculty/employer.
- Students may park their two-wheelers only in the spaces allotted for two-wheeler parking within the campus.
- The college management will not be responsible for the loss/theft of vehicles parked outside the campus.
- Application for the parking slots will be advertised on the start of academic year.
- Honking of the horns within the campus/ during class hours is strictly prohibited.
- Stunts on vehicles/racing is strictly prohibited in or around the campus. Any

student involving or encouraging such acts shall be legally punishable.

- No student shall be permitted to bring a two-wheeler above 350 cc
- As part of Green Initiatives, students are advised to use public transport system/ bicycles in order to reduce pollution.
- Sensitising events and programs are to be organised during the academic year to conscientize the students on the traffic rules and safety on roads.
- The parking slots and the Vehicle Restriction Policy of the college is to be deciphered to the students during the commencement of the academic year by the concerned authorities.

7. SJCPD07 PLASTIC BAN POLICY

As an educational institute that reveres the conservation and protection of the natural environment, St. Josephs College (Autonomous), Irinjalakuda takes stringent steps in banning one of the most harmful elements- Plastic, from the college campus thereby aiding in raising environmental consciousness among our students under the Plastic Waste Management Rules, 2016 that mandate the generators of plastic waste to take steps to

In order to regulate actions towards this initiative, the college has formulated the Plastic Ban Policy with full effect in its premises. By banning single use plastic and through efficient waste management techniques, the college joins with the rest of the world in creating a better world for the next generation. For this effort, the college has indulged in a three-pronged strategy that includes:

- Governmental regulations,
- Institutional endeavours and
- Individual actions.

This comprehensive strategy shall be a key step towards compliance and implementation of the Plastic Ban Policy in the campus.

Objectives

Together with the Plastic Waste Management Rules of 2016, the institution has been striving to achieve its environmental conservation strategies with the following objectives:

- To sensitise the college community on the harsh effects of plastic on nature
- To reduce and eradicate plastic from the college premises and create a safer tomorrow.
- To raise social commitments and environmentally responsible individuals.
- To minimize generation of plastic waste,
- To avoid littering waste and thereby sustaining a clean campus,
- To ensure segregated storage of waste at source and handing over the segregated waste in accordance with rules.

Scope

The Plastic Ban Policy of the institution shall stand applicable to all the students, faculty (part-time and full time) and all other employed staff, visitors and public who enter the college campus for activities concerning the college.

Guidelines

For plastic free campus:

- The institution shall carry out awareness drives and sensitising workshops on the harmful impacts of single use plastics.
- Poster/banners/notices raising environmental consciousness among the college community shall be installed at viewable locations in the campus.

- To ensure plastic free campus, the students and faculty must work towards this in mission mode. Usage of plastics should be stopped in canteens, hostels and all the premises of the college.
- Students are not permitted to bring non-bio-degradable plastic items to the institution
- Every student shall strive to make his/her household plastic free.
- Students can be incentivised to carry out similar campaigns at community level
- Installation of necessary alternative facilities like water units to avoid the purchase and use of plastic water bottles can be made available in the campus.
- Ensure presence of alternative solutions like cloth bags, jute bags, jute covers etc., to plastic bottles, covers and other goods on campus.
- Conduct events, poster competitions and other relevant activities on designing ecological and environment friendly goods to minimise the use of single use plastic.
- The events conducted by the college should comply by the Plastic Ban Policy of the college.
- Monitoring the segregation of plastic waste at the source and dispose the same at safe and allocated waste disposal locations in the campus should be sensitised to the college community.
- For cleaner campus:
- Reduce waste generation and encourage to reuse, repair, and recycle the waste in an environmentally sound and cost-effective manner.
- Segregation of waste and the disposal of the segregated waste is to be done scientifically in the designated waste bins installed for the purpose.
- Students are directed to follow the instructions given by the authorities and all their activities in the campus must be in compliance with the provisions of green protocol and in a responsible manner too.
- Prevent sticking decorative items to walls and irresponsibly throwing waste in the campus.
- Do not damage the plants, pots and garden accessories in the campus
- Participate and indulge in environment conservational strategies advocated by the departments/college.
- Responsibly use the natural resources made available in the campus. Notify the authorities in case of witnessing damaged amenities in the campus.

Any student/ faculty/employee violating any of the afore mentioned guidelines, shall attract strict actions from the college management in the form of fines or any other means of compensation as considered suitable to the gravity of the violation by the management.

DISABILITY POLICY

Introduction

It is estimated that nearly 15% of the world population face some kind of disability that hinder their access to the steps of success in the social ladder. We acknowledge the fact that disability-inclusive education is the forerunner towards a sustainable future and there is huge impact of the policies of the government and educational institutions over this disadvantaged community. Realizing the impact of an insensitive world to this disadvantaged population, St. Josephs College (Autonomous), Irinjalakuda under The Rights of Persons with Disabilities Act, 2016 takes special concern for its challenged group of students in the campus. As an educational institution that promotes anti-discriminatory attitude in its campus, strict measures and schemes are implemented to ensure that equity in education and services are offered in the premises.

With the equity policy, the college looks forward to create an educational ambience that does not tolerate any kind of discrimination of students upon the factors of physical inabilities. In this regard, the institution has developed schemes and plans that make the campus disabled friendly. Our efforts at creating a sustainable all-inclusive educational environment are designed through our five level policy of SMART:

S-Support: The College offers support to the PWD students in the form of infrastructural and technological facilities:

- The college buildings comprise of ramps and elevators and customised washroom facilities that assist student mobility in the campus aiding in accessing all the primary services that are decisively positioned in the ground floors and other easy to reach zones.

- Special and latest software and assistive devices to facilitate learning process among the needy students.

- Provision for scribe and other needful provisions during examinations

- M-Motivate: The student with disabilities require an environment of care and concern and at St. Josephs College, we maintain a disabled friendly atmosphere through inspirational seminars, discussions and workshops that motivate the students in accepting their differences and creating the best out of their talents. Additionally, the college celebrates World Disability Day (Dec 3rd) to sensitize the

other students on the impact of their discriminatory attitude towards their physically challenged peers.

A-Advancement: The College looks forward in exhibiting a platform for the students to grow. In case of students with PWD, the process of advancements begins with the admission.

- Admission procedure includes merit and special reservation as per Section 16, PWD Act 2016.

- Provision for scholarships and financial assistance for advancing in academics

- Advancing in grades with extra compensatory time provision during examination.

R-Recognize: Teachers are trained with the intention to identify the hidden potentials and talents in the students they deal with. At St. Josephs, we look beyond disabilities and focus on the abilities of our students by assigning councilors and teachers for guidance and mentoring. The cognitive and psychological requirements are recognized and addressed through reliable counselling and mentoring sessions that aid in understanding the special needs of the students. The other students are also encouraged to create an ambience that is non-tolerant to any kind of discriminatory attitude towards the PWD students. Any incident of discrimination reported shall be dealt seriously under the jurisdiction of the Institutional head and other authoritative bodies. This way, an all –inclusive campus education is made a reality.

T-Tracking: Planning is easier than implementing which is easier than tracking or monitoring the efficiency of the implemented tasks. The functioning of the implemented policy is regularly checked for its efficiency. Induction programs are conducted at the beginning of an academic year to acquaint the students with the policies and the procedures of the college. Any incidents of violation of policy are strictly addressed. Furthermore, it is essential to understand that the policy intends to provide a fair chance at education for the PWD students hence, the performance of the students admitted under the PWD reservation category undergo constant monitoring of their academic performance. The weak students are complemented with remedial classes and extra coaching for coping up with their peers.

The SMART policy enables the college to provide an enabled life to the disabled students who approach us for quality education and academic support to accelerate in their competitive social arena and become self-sufficient and independent

individuals.

RESERVATION POLICY FOR PERSON WITH DISABILITY

St. Josephs College (autonomous), Irinjalakuda understands the necessity for a system of well-established fair ground rules for the admission and selection procedure of PWD candidates. Hence, the college has considered it appropriate to adhere to the rules put forward by the University of Calicut and the Kerala State Government for the same.

As per the University order No. 23961/2015 dated 10.03.2015, five percent (5 %) of the seats for Degree programmes should be additionally created and reserved over and above the sanctioned strength, but within the statutory maximum limit for the PWD candidates. In programmes where the sanctioned strength and the statutory limit are the same, the additional seats can be created above the statutory limit, exclusively for the admission of the above candidates. The candidates should produce the medical certificate issued by the district medical board or competent authorities stating that the disability is 40% or above. The category of the disabilities should be specified clearly in the medical certificate. Candidates seeking admission under PD category should attach with their application form with an attested copy of the 'Certificate of Disability' issued by a District Medical Board or bodies of higher status. The University will forward the list of the applied students to the colleges on the date published in the schedule for admission. The list of applied students under PWD will also be published in the college login and website. The colleges will prepare and publish a rank list of the candidates reporting on the date earmarked for admission to persons with disabilities (PWD) quota. The colleges will also publish the PWD rank list in the notice board. The colleges will admit the candidates, based on their merit from this rank list as per the schedule published by the University.

No reservation of seats is allowed for Blind Candidates for programmes which come under the Faculties of Science/ Technology & Applied Sciences.

If the number of seats for a programme is very small, all the seats for the different programmes in a Department are pooled together to calculate PD quota seats. These seats are liable to be shifted to different academic programmes in the Department based on the option of the most eligible candidates in the category. A relaxation of 5%

marks in the qualifying examination from the prescribed minimum is allowed. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability

EXAMINATION POLICY FOR PWD STUDENTS

The differently abled candidates can claim a scribe or opt for compensatory time, grace marks or any other allowed concession as approved by the University of Calicut depending on the degree and nature of disability of the candidates.

N.B. Concessions are extended to the candidates with multiple handicaps on producing the medical certificate specifically in respect of any particular handicap for which maximum benefits can be claimed.

Guidelines for conducting written examination for candidates with benchmark disabilities

As per the Central Government order (OM No. 34-02/2015-DD-Ill dated 29/08/2018), St. Josephs College (autonomous), Irinjalakuda stated the following guidelines for conducting written examination for students with benchmark disabilities:

- In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

- In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution.

- The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per-the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However the qualification of the scribe/reader should always be matriculate or above.

- In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities with opting for own scribe/reader should submit details of the own scribe through a Letter of Undertaking of using own scribe as attached in the policy.

- There should be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidate should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

- Person with benchmark disabilities should be given as far as possible the option of choosing the mode of examination i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large print, e-text or Braille and also convert Braille text in English or regional text.

- The procedure of availing the facility of scribe should be simplified. The assigned authorities should ensure the seating arrangement and the availability of the number of question papers in the requested format opted by the candidate.

- Compensatory time of minimum 20 minutes shall be allowed for PWD students based upon the necessity of the situation.

- All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

- The candidates should be allowed to use assistive devices like talking calculator {in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit. Braille measuring -tape and augmentative communication

devices like communication chart and electronic devices.

- Seating arrangement should be arranged in the ground floor of the main building if possible near the ramps.

- As far as possible, the college provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. website question papers and all other study material should be accessible as per the international standards laid down in this regard.

- Alternative objective questions In lieu of descriptive questions should be provided for Hearing-impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

- In regard to packing of answer sheets, the Chief Superintendents shall write 'BLIND CANDIDATE' in bold letters on the top of the facing sheet of the answer scripts of blind candidates in separate covers with the superscription 'BLIND CANDIDATE' after each day's examination.

- Applications for the concessions shall be submitted for each semester's examination of a programme. Previous semester's sanction shall not be taken as a precedent for granting the concessions in the subsequent years. Except in the case of permanent disabilities fresh medical certificates shall have to be produced for each semester's examination. The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application. The Grace Marks may be awarded and shall not be considered for ranking.

- The application for special concession along with original and copy of Medical Certificate and a photograph of the candidate certified by the specialist Doctor shall be submitted two months before the commencement of the Examination.

- It is ensured that the examination cell and the departments coordinate the examination procedures for the PWD students in regard with the guidelines issued and should be available for any assistance approved as per the University orders.

9. SJCPD09   E-GOVERNANCE POLICY

Introduction

An efficient system of governance becomes the backbone of St. Joseph's College (Autonomous), Irinjalakuda that promotes participative management and a decentralised mode of function. Integrating this cardinal design with proficient technological advancements is certain to produce an educational and work environment streamlined with the following expected virtues:

- Accountability

- Efficiency

- Accuracy

- Transparency

This policy document serves the purpose of providing an insight on the functioning of e-governance in the institution and the extraction of the aforesaid objectives through this methodology.

Scope

The implication of e-governance is accepted and promoted in the following domains of the institution:

- Administration

- Admission

- Examination

- Library

Policy Statement

The college upon comprehending the benefits of e-governance shall implement the same in all aspects of functioning of the academy in order to reap the rewards of institutionalising the same for a better, smarter and transparent working and learning environment.

Committee constitution

A committee shall be constituted for ensuring the proper implementation, monitoring and updation of e-governance in the institution with the following members:

- o Principal
- o Vice-principal
- o Bursar
- o Controller of Examinations
- o System Administrator
- o Office Superintendent
- o Chief Librarian
- o Two faculty members
- o One non-teaching staff

Policy document

Committee:

The constituted committee shall be responsible in ensuring the smooth conduct and updation of the system both software and hardware.

Regular conduct of training programs, workshops and events are to be discussed, confirmed and held through timely meetings under the leadership of the committee to sensitise and involve the college community in the e-governance procedures.

The members shall also take responsibilities of informing the timely changes integrated into the system to the stakeholders and attend to any queries arising in the concerned domain.

Website:

The website shall act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc.

For this purpose, a separate service provider/web designer will be appointed by the college.

Training will be given to the administrative and teaching staff to make important updates on the website.

A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website.

Admission:

A transparent and impartial service for the admission procedure is to be followed by the institution in line with the norms of the University and the rules of the Government. A detailed brochure is to be formulated as hardcopy and shall be made available online in the official college website for informing the aspiring candidates on the step-by-step procedures involved in admission and the criteria of selection.

The college Learning Management System or other efficient software shall be put into assistance for managing the procedures of admission, fee collection, publication of rank list and other related information.

Planning and Development:

The planning and developmental activities are to be studiously discussed and approved through a decentralised system and participative management before commencement of any developmental projects.

Thoroughly studied reports shall be generated and presented to the concerned committees at the completion of each of developmental activities.

The fund mobilization and investment of capitol should be documented clearly and if required may include the service of efficient and authentic software.

The software employed for this purpose has to be frequently monitored for updates and has to be kept error-free.

Correspondence with external agencies for planning and developmental procedures are to be documented in authentic formats to avoid legal complexities.

Accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college to help the staff maintain the financial records effectively and efficiently. Profit and loss, Balance Sheet are to be generated through this software. All the analysis reports are also generated through Tally.

Appropriate security measures should be taken for maintaining confidentiality of the transactions.

Training to the existing staff and updation of the existing software must be done regularly.

The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll

Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.

Reports are to be generated for all Staff members. Payments are generally made and received through online Bank Transfers.

Library:

The institution shall invest in facilitating the services of the library for the users.

The College shall subscribe to more e-learning resources as per need for the benefit of the teachers and the students. Recommendations are to be taken from the teachers and students while subscribing to the e-resources.

The library shall have fully automated ILMS software installed having an easy to use-Graphical User Interface and other requisite facilities easing the access of the resources.

To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.

The students and teachers shall have online access through the INFLIBNET facility for accessing study materials through the user ID and password allotted to them during the commencement of the academic year.

The users of the library are to be sensitised on the use of the ICT facilities in the library and the different means to access the resources.

Examination

The institution is free to use any competent technological service for enhancing the accuracy and fair means of assessment for the examination procedures conducted.

The administrators, staff, teachers and students are to be sensitised on the usage and working of the college adopted LMS-Linways and its user controls.

The publication of the results is to be made available in the individual profile of the students and shall be timely notified on the website.

Stringent measures are to be implemented for avoiding duplicity and errors in generation of course completion certificates, hall tickets, grade sheets etc. The

institution is free to resort to any technological facility for ensuring the same.

Conclusion

Along with the advantage of being efficient, transparent and accurate, shifting to e-governance has also enlightened the way for the institution to an eco-friendly mode of working by shifting to paperless correspondence. In order to fulfil and conceptualize the success of e-governance in the institution, it is required that the management, stakeholders and all other functional units of the college involve in a participatory mode of action for expanding a broad spectrum of e-governance in the institution.

10. SJCPD10 GREEN CAMPUS POLICY

St. Josephs College (autonomous), Irinjalakuda spares no opportunity to create an environmental conscious culture among the students by being compliant to developing eco-friendly paradigms that stimulate the seeds of sustainable development in the campus. The institution undertakes the "GO GREEN POLICY" and the waste management motto of "RECYCLE-REDUCE-REUSE" sternly and adheres to the Green Protocol advocated by the Government of Kerala to collaborate with the Swachch Bharath Abhiyan. Along with academic excellence, the college recognises the prominence of creating an environment responsible generation of individuals. Hence, the institution instils these values by demanding environment responsible behaviour from all its stakeholders in organising, conducting or receiving services in the college campus.

Efficient strategies are employed to reduce waste production in the campus. Organising environment awareness programs and workshops are the first steps in sensitising the stakeholders of the institution. The college spends considerable time and efforts towards mass awareness programs in the campus towards this cause. Innovative entrepreneurial ideas in waste management are widely encouraged by the institution through the production and selling of recycled items in the campus. The administrative level functioning has been able to phenomenally shift its modus operandi to paperless documentations by encouraging digital modes of functioning. Supportive and technologically competent software and applications are installed for large and secure storage spaces and convenient retrieval and sharing of data. The students are briefed in segregating biodegradable and non-biodegradable waste and thereby support the institution's embarked journey of sustainable environment. A plastic-free campus is achieved by encouraging use of jute and paper bags in the campus.

The college has invested huge interest in tapping out renewable natural solar power for wheeling solar power to grids, solar enabled LED lights in the campus, and exploited the availability of the bountiful rain for its rain harvesting systems. Water recycling and ground water recharge and organic farming are some of the operational functionalities in the campus on which the institution has capitalised its monetary funds. The limited landscape of the institution is utilized judiciously for the planting of several medicinal herbs, ornamental plants and other useful crops thereby pivoting the students in imbibing the nature friendly

practices of the college into their community.

The policy has been sub structured into three major categories of environment conservations, water management and water conservations.

Environment Conservation Policy

The Environment conservation policy of the college includes energy conservations and optimal utilizations of available natural resources. This policy indulges in promoting responsible citizenship and holistic development of the individual as mentioned in the mission of the institution.

Procedures of Environment conservation in St. Josephs College:

- Manoeuvring the environmental impact of the institution's development, communications, procurement, curriculum, research, and campus activities.

- Mass environment awareness shall be conducted for students and teachers through curricular and extra-curricular activities in the college.

- Introducing nature friendly practise like reduce reuse and recycle shall be motivated and entrepreneurial start-ups from the practices shall be promoted.

- Inspiring students, teachers and staff to rely on nature friendly products and means of public transport for pollution free environment.

- Strict instructions are given for switching off devices and electrical equipment after use.

- If needed, link up with external agencies are recommended to consciously utilise opportunities for repair and reuse of products available in the campus.

- Segregation of liquid and solid waste, biodegradable and non-biodegradable waste to be done at the root level.

- Incorporating support from NCC and NSS and other departments of the college for regular zone wise cleaning of campus.

- To conduct Green audit to verify compliance, identify problems, formulating environmental policy, measuring environmental impact, measuring performance, measuring performance, confirming environmental management system effectiveness, providing a database, developing the organization's environmental strategy, and communicating its environmental performance to its stakeholders

- Complete ban of plastic in the campus. Biodegradable products and nature friendly products are to be promoted.

- Optimising utilization of solar energy by installation of solar panels, thereby providing for the following practices:

- Solar empowered LED lights in the college campus

- Solar charging station

- Power wheeling to grids

- Advocating transform of institution into completely solar enabled campus by 2025

- Strategizing efforts in utilizing the geographical benefits of the campus in harnessing maximum rainwater to empower rainwater harvesting and thereby providing for plant irrigation within the campus.

Water Conservation and Waste Management Policy

This policy underlines our perseverance for sustainable management of resources. Along with reduction of unnecessary production of waste, we rely upon certain terms in respect to waste management and water conservation.

Water conservation policy

- Encourage the students and staff to judiciously use water according to need.

- Regular water audit is held to monitor water usage and conservation.

- Water conservation is primarily done through rainwater harvesting. The geographical benefits of the location are optimally exploited for this purpose.

- Regular mass awareness programs are held to sensitize the students and staff on the importance of water conservation. Planting of trees, water treatment methods and other nature conservation practices are encouraged and discussed as part of extra-curricular activities.

- Tap leakages and water flow modulation is regularly monitored to ensure adequate usage of water resources.

- Regular checks for ensuring quality, preservation and treatment of water bodies in the campus are carried out.

- Students, staff and teachers are sensitized on healthy water usage methods to

avoid spread of water borne diseases in the campus.

- Water is optimally utilized through open and bore well systems. Rain water is conserved through rain pits, well, bunds and measures are taken for ground water recharging.

Waste Management Policy

The waste management policy has three major sub-criterions that address the issue of managing different types of possible waste production inside a campus namely solid waste; e-waste; and chemical waste. This ensures that the waste produced is efficiently managed.

Solid waste management:

- Awareness to the students, teachers and staff is ensured through different sensitization programs.
- Periodic audit ensures that the waste management systems are working promptly.
- Maximum reduction of solid paper waste by resorting to digital means of data sharing and transfer.
- Recycling of paper is encouraged and the recycled paper is extensively used wherever possible.
- Paper files and jute bags are given more prominence than plastic/fibre products.
- Labelled dustbins are placed promoting segregation of biodegradable and non-biodegradable waste.
- Food waste is collected to generate biogas
- The dustbins are regular cleaned by the ground staff of the campus.
- The washrooms are installed with incinerators that help in disposing sanitary napkins.

Chemical Waste Management:

- Segregation of the waste into solvent, acid or base is carried out and disposed at proper stations by the staff with the help of a laboratory assistant.
- Strategies are implemented by the subject experts to minimise the amount of

chemical waste produced during practical.

- Recycling strategies are adopted whenever and wherever possible in the laboratories.

- Students are involved in sharing innovative strategies to engage in recycling and reducing activities and in segregating waste according to the type.

- The students are concretized with the colour of dustbin and the type of waste to be deposited in the bin before initialising the practical.

- If required, assistance from external agency is sought for waste disposal of harmful chemicals if generated.

- Proper treatment and disposal of waste water generated from the labs

E-Waste Management:

- Recycling and repair of electronic devices are carried out through an external agency (ProgressivE recycling agency, Thrissur).

- Purchase of devices with long life time is promoted.

- Warranties and buyback policies of the retailers are to be securely documented and maintained.

- Timely renewals of the MoU with the retailers are to be monitored.

- System and device updates are to be carried out under supervision of the IT experts.

11.SJCPD11   **IT POLICY**

Need for IT Policy

➢ Essentially the College IT strategy exists to keep up, secure, and guarantee lawful and suitable utilization of Information innovation framework set up by the College on the campus.

➢ This strategy sets up College-wide techniques and obligations regarding securing the Confidentiality, Integrity, and Availability (CIA) of the data resources that are gotten to, made, oversaw, as well as constrained by the College.

➢ Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

➢ Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations.

Applies to

➢ Students: UG, PG and Research scholars

➢ Faculty (Permanent/ Temporary/ Contractual)

➢ Administrative Staff (Non-Technical / Technical)

➢ Higher Authorities and Officers

➢ Guests

Resources

➢ Network Devices wired/ wireless

➢ Internet Access

➢ Official Websites, web applications

➢ Official Email services

➢ Data Storage

➢ Mobile/ Desktop / server computing facility

➢ Documentation facility (Printers/Scanners)

➢ Multimedia Content

Security Policy

All the users of IT resources available in the college must not knowingly place the security of information or systems at risk.

Users must:

- Set a strong password

- Keep your passwords and pin codes secure and never share them with any individual.

- Contact the IT Service Desk immediately in the event of an IT security incident, see Appendix A for procedure.

- Take precaution prior to opening any attachment or clicking on links within electronic messages.

- Never use personal e-mail accounts to conduct College business.

- Comply with the College's Local Administrators Policy and never install untrusted software or applications on IT infrastructure or resources.

- Ensure that personally owned devices that may come in contact with IT resources are protected with antivirus software, a personal firewall, and regularly install security updates and patches to operating systems, applications, and web browsers.

Student Use of IT Resources Policy

The college is pleased to offer students access to the computer network. The purpose of this policy is to provide students with guidance on acceptable and unacceptable use of the College's Information Technology (IT) resources. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world via the Internet. This access is provided for students to conduct research and communicate with others. Access is a privilege - not a right; and access entails responsibility.

Internet access provided by St. Joseph's College, including the use of the wireless network, is intended for job/education related activities, whether using college-owned equipment or a personal device. Use of the Internet is

encouraged for research, education, and communications for college related activities.

Abuse or misuse of the Internet access provided by the college in violation of law or college procedures will result in disciplinary action, including expulsion.

General Do's

1. Do use the internet only for academic related matters.

2. Check the information you access is accurate, complete and current.

3. Contact the Chief information officer in case of any Internet related problems and also inform in case of any unusual occurrence

4. Permission must be obtained from the regular classroom teacher before printing from the Internet.

5. Sign off from captive portal when you are not using Internet or leaving the system.

General Don'ts

1. Never install untrusted software or applications on IT infrastructure or resources.

2. Do not make any unauthorized entry into any computer or network.

3. Do not leave saved work on college provided computers. Students can use their google drive for future references.

4. Do not use Internet services to download movies/previews/Games.

5. Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity.

6. Do not attach/transmit files through email which contains illegal/unauthorized materials.

7. Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.

8. Do not represent yourself as another person. Do not share your password.

9. Do not create any monetary cost to the College.

Students Responsibilities

- Each student is responsible for the content of all text, audio, or images that they place or send over the College's technical resources.
- Students may access only files or programs, whether computerized or not, that they have permission to enter.
- Violations of any guidelines in this policy may result in disciplinary action up to and including expulsion.
- In addition, the College may advise appropriate legal officials of any illegal violations and cooperate in investigations conducted by legal officials.

Revoking of the individual's rights to use the computer, either on a temporary or permanent basis could result in the following:

- Probation
- Suspension
- Expulsion or financial assessment for computer services
- Legal actions.

<center>**Employee Use of IT Resources Policy**</center>

Need of IT policy

The purpose of this policy is to define the appropriate uses of the internet by the faculty and staffs of St. Joseph's College (Autonomous), Irinjalakuda, Thrissur. This policy applies to all internet users (Faculty, Technical staff, administrative staffs and Contract/Temporary staffs) who access the internet facility provided by the college through Wired or Wi-Fi networking. The internet users are expected to be familiar with and to comply with this policy. Any access and use of these resources and services that interfere with these goals are prohibited.

Internet Access Request and Approval

Internet access will be provided to users for their academic needs only and they restricted to access the contents under the academic category only. As part of the Internet access request process, the employee is required to read the Internet usage and Security Policy. The user must sign the declaration in the application that they understand and agrees to comply with the policies. Users not complying with these policies could be subject to disciplinary action.

➤ Faculty and staff members have to submit their duly signed request to the college authority for getting the access.

➤ Applications will be examined and approved by the authority and a username and password will be given to the user. All the activities using this user id is logged at the college and the user is solemnly responsible for the activities associated with their user id.

➤ Internet access will be discontinued upon completion of contract, transfer of faculty/staff, or any disciplinary action arising from violation of this policy. The privileges granted to users are continuously monitored and may be revoked at any time if it is no longer needed by the user.

General Do's

1. Do use the internet only for academic related matters.

2. Must keep browsing limited to trusted, reputable websites.

3. Check the information you access is accurate, complete and current.

4. Contact the Chief information officer in case of any Internet related problems and also inform in case of any unusual occurrence

5. Sign off from captive portal when you are not using Internet or leaving the system.

General Don'ts

1. Never install untrusted software or applications on IT infrastructure or resources.

2. Do not create any monetary cost to the College.

3. Do not leave saved work on college provided computers. Faculty /Staff can use their google drive for future references.

4. Do not make any unauthorized entry into any computer or network.

5. Do not use Internet services to download movies/previews/Games.

6. Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity.

7. Do not attach/transmit files through email which contains illegal/unauthorized materials.

8. Do not threaten the security or availability of IT resources.

9. Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.

10. Do not represent yourself as another person. Do not share your password.

Revoking of the individual's rights to use the computer, either on a temporary or permanent basis could result in the following:

- Probation
- Suspension
- Expulsion or financial assessment for computer services
- Legal actions.

12. SJCPD12   SCHOLARSHIP POLICY

OVERVIEW

St. Josephs College (Autonomous), Irinjalakuda began its initial journey of dedicated service to the educational field with the mission to educate and empower women of the rural suburbs of Irinjalakuda. This demanded a strong foundation for the financial management and support of the education aspiring yet financially challenged women to lead her journey of edification without disruptions. In view of this aspect, a scholarship policy was formulated by the college that promoted support for unhindered education of the enrolled students and is duly aligned with the mission and vision of the college.

Scholarships play an essential role in strengthening and supporting the aspirants with the necessary assistance to satisfactorily perform in the formal labor market. The success of this initiative from the institution depends on the collaborative efforts of all the stakeholder communities connected to the institution and other external organizations/individuals who work towards this noble cause. Therefore, the transparency and accountability features of the procedures are constantly monitored and targeted toward student progress.

OBJECTIVE

The purpose of scholarships/freeships provided by the college is to support and nourish the capabilities of the students experiencing financial constraints to education and skill development.

The objective of this policy document is to provide details of how St. Joseph's College (Autonomous), Irinjalakuda manages the selection and bestowal process of scholarships/freeships to its enrolled students.

POLICY DOCUMENT

The college is committed to provide possible means of support to the deserving students through scholarships/freeships. To this end, the policy is established and formulated in accordance to the strategic intent of the institution in enhancing the educational prospects of the students meanwhile adhering to the mission and vision of the college.

- The college considers the award of scholarships/freeships based on the merit of the enrolled students ensuring that the meritorious students shall not discontinue studies due to causes of financial constraints.
- The scholarships available from the institution and the those available from the National/State Governments shall be timely updated with the students and necessary guidance should be given by the respective class teachers in applying for the same.

- For the scholarships provided by the institution, the eligibility criteria for each should be clearly defined and selection of applicants should strictly adhere to the criterions specified.
- The academic calendar and the notice boards are to contain the necessary and up-to-date information regarding the prospective National/State/Institutional/Individual scholarships available for the students. The same shall be updated in the college official website.
- The college shall provide fee concession/fee waiver for needy students of all courses.
- The students intending to apply for fee concession/fee waiver are to fill and submit the application form available from the college office to their respective Heads of the Department before the specified last date of submission.
- Upon scrutiny of the academic performance and the economic background, the Heads of the Department shall scrutinize the application form and present it in the Department Council meeting.
- The application approved by the Department Council shall be forwarded to the institutional head and later to the Management Advisory Board for approval/rejection of the application.
- The panel of authorities involved in the selection procedure of the applications for scholarships have the rights to advise and make recommendations in the policy or any other matters related to the bestowing of scholarships.
- The panel of authorities are responsible to monitor the academic standards, leadership standards and benevolent standards for the award of scholarships.
- Call for applications shall be announced in the college website and notice boards and via the teachers during the months of February/March before the commencement of the new academic year for already enrolled students and during September/October for the freshly joining students.
- Merit scholarships for meritorious students are to be provided for all courses and batches.
- The institution is to work on gathering funds for scholarships from retired faculty, relatives of our expired faculty and benefactors, alumni and other goodwilled organizations.
- Single or repeated donations by the donors towards scholarships is promoted to cover the agreed time period of scholarship.
- The college shall attract fund from CSR, private/public sector banks or any authentic private firms to elevate the scholarship opportunities of the students.

13. SJCPD13   **FINANCIAL ASSISTANCE TO FACULTY POLICY**

(For attending seminar/workshops/conferences/FDPs)

St. Joseph's College takes great pride in its internal manpower and reckons the need to constantly motivate and foster employee development and motivation. The institution understands that faculty empowerment positively aids in student enhancement guaranteeing effective and imprinted learning environments thereby accelerating the institutional journey of attaining its mission and vision.

With the educational backdrop constantly mending its routes, it is important that the faculty of St. Joseph's College are equipped to walk pace to pace with the curricular and pedagogical changes. With this as the nodal intention, the college has worked in structuring a financial assistance policy for its faculty to support the endeavours of self-refinement. The policy provides opportunities to promote individual progress of all faculty members that comes through improvements in efficiency and effectiveness. This ensures that our faculty imbibe a homely vibe with the institution and feel free to explore the benefits of joining the Josephite family.

Objectives

The policy has been issued with the following objectives:

- To foster employee development and career growth
- Student enhancement through faculty empowerment
- Supporting faculty in taking membership in prominent bodies
- Catering to the intellectual needs of the faculty
- Expanding the capabilities of the faculty to pool in experiences through different modes of learning.

St. Joseph's College abides to financially support and motivate the faculty in their struggles for upliftment that fall in line with the stated objectives. The college shall also support direct and online modes of faculty assistance if the purpose explains the benefits for the individual teacher/student/department/institution.

Scope

The policy stands applicable to all faculty members of the institution- full time permanent teachers and teachers on contract.

Guidelines

- All requests for conference/seminar participation in a national/international conference/seminar with paper presentation should be submitted before the head of the institution through the departmental heads.
- The application for attending conferences/seminars is to be made in a prescribed form which is available with the principal's office.

- Copies of the abstract and acceptance letter for the paper, and official registration information specifying conference/seminar dates and fees are to be included with the request.
- A faculty can participate annually in two international conferences/ seminars/ workshops and two national conferences /seminars/workshops.
- Only a confirmed member of the faculty and with a minimum two years of service at the College is eligible to participate in these conferences/seminars. However, for the first two years of service, a faculty may attend these conferences/seminars with special permission. Such special permission will be granted on condition that if the individual leaves the service of the College before completing two years of service/ confirmation, he/she shall refund the entire amount incurred by College for such conferences/seminars.
- The faculty should make necessary arrangements with the departmental head for a substitute to engage in the works of the institution while he/she is away from the campus for the purpose.
- The college will bear/reimburse the full/part expenditures for registration, travel, daily allowance, lodging costs and local conveyance associated with the conference/seminar as per college rules on travel entitlements subject to the condition that any part of the expenses/costs are not paid for by any other agency. The number of days for travel entitlements will include the number of days of the conference/seminar actually attended and additional day(s) as necessary to reach the conference/seminar venue or departing after the conference/seminar is over.
- The faculty should obtain a state government permission and travel grant for a conference/seminar conducted outside the country.
- A copy of the full paper should be submitted to Dean of Research before leaving for the conference/seminar.
- In case attending a conference/seminar does not require any financial support from the college such as, through external funding or drawn from an individual's research/faculty development schemes, the same may be permitted.

Procedure

The application form for the purpose is available in the office, filled forms should be submitted to the Principal. The application form can be complimented with a description of how the opted mode of faculty development program impacts the student/department/institution and the details regarding the number of days required, funds to be allotted, travel, accommodation and other necessary details. The applications will be processed after the scrutiny by the principal to decide upon the amount to be awarded.

14. SJCPD14

POLICY FOR HUMAN RESOURCE DEVELOPMENT

AND CAREER GUIDANCE

Introduction

Having an excellent pool of talented human resource is an asset for any institution working its way towards greater heights. St. Joseph's College recognises that in order to ensure smooth operation of activities in the campus and for offering the promised quality of resources in all round development of the students, the collaborative efforts of both the teaching and non-teaching personnel is required. Hence, to intensify our directional approach towards the common goal of quality education, a working and pliable policy on human resource development and career guidance seemed mandatory. This policy has been designed to club the funds, activities and assets of the institution in implementing the strategic plan adopted by the college.

Objectives

- To organise training programmes for teachers, non-teaching staff, and students.
- To facilitate the Induction Programme and the Bridge Course for the freshers.
- To organise the orientation cum training programme for the newly appointed teaching and non-teaching staff.
- To facilitate the student and faculty exchange programmes of the College.
- To organise placement drives.
- To act as an intermediary between the College and the Industry.
- To provide training programmes to students regularly to make them market ready.
- Provide opportunities for Scholarships and awards to students and faculty members.
- The Career Advisor organise aptitude tests to understand the innate potential of students.

It falls under the responsibility of the departments to endure that these objectives are met in all its standards.

Scope

The policy extends to include the teaching and non-teaching staff of the college that comprises of both the permanent and contractual posts. The policy applies to all the services offered by our personnel irrespective of any external factors. This is to ensure uniformity and fairness in the employee treatment and to strengthen the institution-employee pact that directly reflects in the attainment of the institutional goal of quality education.

Staff Association

St. Joseph's College has a strong group committed to the welfare of the faculty and staff of the college. It works relentlessly in providing a healthy working atmosphere and creating a

positive ambience that promote joint efforts at goal achievements. Several developmental practices align the functions of the association like:

- Scholarship
- Medical insurance
- Annual medical camp
- Educational assistance
- Staff Loan Financial assistance for house building, renovation.
- Financial assistance for the purchase of home appliances.
- Festivals Kits
- Financial Incentives
- Bonus
- Annual staff picnics
- Benefit Fund-Gratuity scheme
- Birthday celebrations of staff

HR Department

The HR Department has a full-time advisor. They have to report to the Vice-Principal at the end of every month.
Term: The term of office is for three years, but the Principal can terminate the service at any time if it is deemed necessary. Also, if the performance is satisfactory, the Principal could extend the term.

Recruitment and Selection

General Rules
- Every year, before the beginning of the academic session, the principal calculates the requirements of the Institute concerning the staff and determines the positions to be filled.
- There shall be a regular notification on the institutional website inviting applications for staff positions, and applications received against this notification shall also be considered based on need.
- The aided staff vacancies are notified in the newspaper as per the UGC/State regulations.
- Administrative staff members already serving in the college and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.
- The last date for submission of applications against advertisement shall be as decided by the Management.
- The screening and short listing of candidates for interview shall be done by selection committee as constituted by the management.

- The Interview Board (for administrative staff selection) shall consist of the Manager, Principal, one staff member of the non-teaching cadre depending of the post as directed by the Management.
- Selection of candidates shall be on merit and suitability as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.
- The rank list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
- The Interview Board/Selection Committee shall recommend the designation and pay scale/ pay range of the elected candidate.
- Offer letters signed by the Manger shall be dispatched to selected candidates for acceptance.
- If the candidate accepts the offer, the appointment order signed by the principal shall be issued.
- If any meritorious candidate applies for any post, even without a notification by the College, the management will be free to consider his candidature for suitable post.
- The administrative staff qualifications will be in accordance with the post called for.

Staff selection and Appointment

There shall be a selection committee for making recommendation to the Manager of the College for appointment to the post of Asst. Professors in the College and such other post as may be prescribed by the Bye-Laws. Every Selection Committee for appointment of all teaching staff (Self Financing) shall consist of following members:

1. Manager
2. Principal
3. Nominee of the management fund
4. One area expert nominated by the Principal from outside the institute

The selection procedure is based on

- The first phase is the technical interview by a selection committee comprising of the principal, the respective HOD of the department and subject expert in the domain area.
- Final selection will be based on Qualification, Presentation, and personal interview. Experience, Communication skill and Value System.
- All selected employees are inducted initially on a one-year probation, following which they may be appointed as a full-time regular staff, provided that they meet the specified standards of merit.
- Appointment of retired persons will be on contract and an institute approved consolidated salary is provided.

General working Rules

- Unless otherwise specified, all administrative non-teaching staff shall follow a six-day work/ week and adhere to the college timings prevailing from time to time, presently 9.00 am to 5.00 pm for administrative staff and 8.30 am to 5.30 pin for public relations and support staff.
- All staff are required to sign the attendance register on a current basis at the start of the morning session and before leaving the afternoon session.
- When on leave or compensatory off for official duty outside, staff should not sign the register or mark entry. Suitable entries for such days will be made in the register by the college office based on leave applications/ duty leave.
- In respect of the staff joining the college during a calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.

Grievance Redressal Mechanism

St. Joseph's College understand the importance of maintaining a healthy working atmosphere for unhindered delivery of quality services. Hence, the institution takes every effort in addressing the grievances raised by the faculty and staff and ensuring satisfactory redressal of complaints at the earliest.

For redressal of grievances and complaints, the college shall adhere to the following:
1. Grievances if any, may be presented before the officials -Manager/ Principal
2. There should be a sincere effort from the part of the members of staff to find solutions for the problems.
3. All matters requiring the intervention of higher authorities should be presented in person and in writing.
4. The grievance committee shall be meet as and when required. The composition of the grievance committee will be decided by the Manager/Principal according to the nature of the grievances being considered. The committee objectively and with due respect to the institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.

15.SJCPD15 FINANCE AND ACCOUNTING POLICY

AND PROCEDURE MANUAL

Introduction

Maintenance and development of a pliable finance and accounting policy and a procedure manual is a basic requirement for any organization that intends to conform to a healthy educational practice to foster the best facilities for the development of the students. St. Joseph's College aims to abide by any condition set forth by the Central or State government. Hence, this policy developed by the institution details the procedures followed by the institution in adhering to fair and just means of financial responsibility. This policy provides the basic guiding principle behind the financial transactions with the intention that all the activities of St. Joseph's College is completely covered in a trustworthy, orderly manner that aids in the maintenance as well as in the procurement of faculties that compliments the growth of the institution.

St. Joseph's College has neatly drafted out the responsibilities of every individual/group in this endeavour in order to minimise errors in functioning and provide a framework of accountability which align to the principles of honesty, integrity, objectivity and accountability. Adopting a objective oriented approach enhances the effort of the institution towards its intent of practicing a fair means of fund management and thus the major objectives in formulation of the finance and accounting policy are the following:

- Designing a working method for accounting and finance with proper guidelines

- To bring uniformity in the accounting and reporting framework, including the application of sound accounting principles pertaining to recognition, measurement and disclosure of various items of income and expenses, assets and liabilities in the financial statements

- To formulate pliable accounting standards for preparation and presentation of financial statements.

Accounting Framework

An accounting framework is a published set of criteria that is used to measure, recognize, present, and disclose the information appearing in an entity's financial statements. The financial statements are prepared and presented annually and are directed towards the common information needs of a wide range of users. These users have to rely the financial statements as their major source of financial information and cannot prescribe the information they want from the college. The accounting framework comprises of the following:

- Financial statements on income, expenses, liabilities and assets
- Recognising the sources of income, expenses, liabilities and assets
- Measuring the items of income, expense, liabilities and assets

- Presentation and disclosure principles.

Types of Funds

The funds received by the institution can be largely classified as:

Restricted: When the institution receives a restricted fund, they are set out by the contributors to comply to certain conditions on its expenditure. The restrictions may apply to the use of funds received or income earned from the investments of such funds or both. In case of Endowment funds, the principal sum is not used and the funds received are generally deployed in specific investments. The income earned from the investment is utilised for specific purposes. Funds created because of legal requirements are also categorised as restricted funds.

Un- Restricted: These funds are contributed to the institution with no specific restrictions. The obligation of the college while accepting an unrestricted donation or grant is to ensure its usage for general purpose. These funds are further classified as follows:

o Corpus funds: non-refundable funds provided by the contributors/founders for starting the institution.

o Designated funds: funds set aside by the trustees/management for specific purposes or to meet future requirements. These can be categorised as self-imposed or restricted and can be utilised by the institution to reallocate it for other purposes. These funds are generally created by appropriation of the surplus for the year.

o General Fund: Funds other than corpus or designated funds.

Fund Mobilization

The funds allocated to the institution requires appropriate modes of mobilization in order to ensure accountability in all its financial endeavours. Strict adherence to the fund mobilization methods can help in the reduction in friction caused due to mishandling of assigned funds among the parties involved in the transaction. St. Joseph's College opines on a credible mode of revenue mobilization that minimises undue pressures by adopting justful means of operation. Hence, the institution shall promote reception of the funds received only through approved and authorised governmental agencies by adopting proper and transparent means of transactions that abide by the governmental rules and regulations. The acknowledgement of the source of income should be appropriately credited and documented in the implementation of projects or events in the campus. Furthermore, it is mandatory that the fund granting agency and the institution shall adopt and adhere to common grounds of conduct to be maintained throughout the transactional period or the time period denominated by both the organizations.

Account books maintained

The college takes good efforts at recording and maintaining books of account in order to ensure preparation and presentation of genuine financial statements. All sums of money received by the college from income generating activities and through grants and donations are duly recorded in separate registers. The outflow of expenses incurred by the college and the liabilities and assets maintained are also documented in distinct registers. The different registers maintained by the institution are as follows:

- Receipt book
- Journal
- Cash book
- Ledger
- Registers of Contributions
- Project implementations Records
- Registers and account books that document the grants received
- Sales Book
- Purchase Book
- Inventory Register

Apart from these basic registers, record books are maintained that comprise information of the following;

- Fees received from the students (admission, tuition, library, examination, etc.)
- Scholarships and special stipends
- Funds for infrastructural and resource developments
- Investments
- Immovable properties and assets
- Minutes of the meeting of the management committee
- Stock register
- Caution money

The accounting principles and practices, in India are governed, inter alia, by the accounting standards, Guidance notes, etc., issued from time to time by the Institute of Chartered Accountants of India (ICAI). Para 6.1 of "Preface to the Statement of Accounting Standards", lays down that the Accounting Standards will be mandatory from the respective date(s) mentioned in the Accounting Standard(s). The mandatory status of an Accounting Standard implies that while discharging their attest functions, it will be the duty of the members of the institute to examine whether the Accounting Standard is complied with in the presentation of financial statements covered by their audit. In the event of any deviation from the Accounting Standard, it will be their duty to make adequate disclosures in their audit reports so that the users of financial statements may be aware of such deviations. Ensuring compliance with the Accounting Standards while preparing the financial statements is the responsibility of the college management.

St. Joseph's College (Autonomous), Irinjalakuda