POLICY DOCUMENTS

(Revised in 2019)

ST. THOMAS COLLEGE (AUTONOMOUS)

Thrissur, Kerala

College with Potential for Excellence
Re-accredited by NAAC with 'A' Grade

POLICY DOCUMENTS

INTRODUCTION

The policy document of St. Thomas College (Autonomous), Thrissur, provides details of the institution's policy commitments in relation to what needs to be done through the exploitation and development of various resources in the institution. It is actually a set of guidelines steered by the institution's policy commitments, which serve as a guiding principle in its journey of *transforming the youth through holistic education towards an enlightened society*. The policy document of the college is based on the review and analysis of the institution's vision, mission, motto, core values, outcomes, policies, strategies and provisions.

The policies of the institution are articulated so that people in the institution can have a framework for action that helps them get on with the job they need to do.

This policy document is a tool in quality improvement. It is hoped that the document will help to comply with accreditation standards. The policy document of St. Thomas College, Thrissur, is communicated to the stakeholders through various platforms, and it is hoisted on the institutional website for the access and awareness of faculty, staff, students and all stakeholders and the society. It is anticipated that the policy document will incessantly facilitate in achieving the vision and objectives of the institution.

28 December 2019

Mar Tony Neelankavil

Manager

Dr. Joy K. L.

Principal
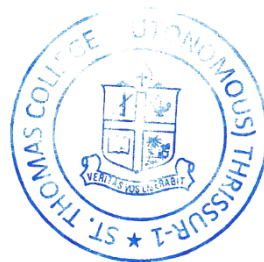
1. GOVERNANCE POLICY

The purpose for development of Governance Policy is to

- Classify powers of the institution and outline the controls delegated.
- Develop a strategic plan for directing the stakeholders to achieve the organizational vision and mission.
- Composing a complete, accountable and dedicated management system.
- Ensure legal and ethical functioning of the college.
- Guarantee advancement and accomplishments of academic activities planned and implemented.
- Evaluation and confirmation of eminence in actions within the scope of the institution

SCOPE OF GOVERNANCE
1. Strategic Plan
2. Administration
3. Admission
4. Academics
5. Infrastructure & Facilities
6. Student Support & Progression
7. Recruitment, Career Progression and Capacity Building
8. Collaboration and Influence
9. Finance Management

OBJECTIVES
- Establish, evaluate, regulate, control and accomplish vision and mission of the college.
- Shape robust, systematic and participative leadership.
- Create strategic framework that ensures the implementation of institutional plans.
- Ensure knowledge to every student which transmutes them to good citizens.
- Endorse and protect the privileges and autonomy of staff and students.
- Achieve academic excellence by endorsing teaching, research and integrity of staff
- Develop proficient aptitude through ability building ingenuities.
- Ensure fairness and transparency in organizational functioning.
- Provide consistent and dependable data for systematic functioning.
- Ensure equality and ethical values among students.
- Develop a dutiful culture among students to preserve the environment.

St. Thomas College (Autonomous), Thrissur, functions in specific verticals as detailed below, which is inclusive yet not exhaustive.

1. STRATEGIC PLAN
Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders
- To nurture students through dynamic & experiential learning by reinforcing values

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- To support learning, research and skill development by strengthening physical facilities
- To focus on employability, entrepreneurship and skill development to aid students in achieving goals
- To upgrade faculty competency through capacity building activities and research
- To maintain sustainable financial status to ensure academic stability
- To augment administration, faculty and student connectivity

Scope: Stakeholders of the institution

2. ADMINISTRATION

Purpose

- To manage and supervise academic and administrative function of the institution
- To develop and revise policies & procedures
- To operationalize policies and implement strategic plans
- To ensure compliance with rules & regulations of Government, Statutory bodies and Regulatory bodies
- To guide, recognize and regulate on financial matters of the institution
- To have standards and evolving curriculum and teaching process respectively
- To provide safe, secure and eco-friendly campus
- To audit, evaluate and reassess the institutional activities

Scope: Stakeholders of the college

List of Areas and their activities

- **Policies and Procedures Governance** - HR management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilization of Academic support facilities, Finance, Audit, Student & Staff programmes, Welfare measures, Operation of councils & committees, Maintenance & replenishment, Examination, Audit & evaluation, Career & guidance.
- **Controller of Examinations (COE)** - BoS, Fee payment, Exam commencement, Question paper setting, Conduct of exams/supplementary exams, Malpractice prevention, Evaluation/re-evaluation, Result declaration, Mark sheets and Degree certificates provision.
- **Internal Quality Assurance Cell (IQAC)-** Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, Teachers, Employer & Alumni.
- **Data Management** - Student records, Staff records, Resources data, Infrastructure & facilities, Library and Admission. • Career Guidance & Counselling Cell o Placement, Innovation Incubation centre, Entrepreneurship development cell.
- **Audit & Accreditation -** Green audit, Academic & Administrative Audit, ISO, NAAC, AICTE, Swachatha, ARIIA & NIRF.
- **Inclusive environment**- Eco-friendly campus, Discrimination & Harassment free initiatives, Observing national/international days and festivals.

3. ACADEMICS

Purpose

- To provide student-centric Outcome Based Curriculum
- To expose students to research and technology to induce independent critical thinking
- To focus on prompting societal learning through social immersion activities
- To promote unified and need specific academic culture

Scope: Students

List of Activities

- Curriculum - OBE, Experiential/Participative Learning, Feedback system.
- Tutorial system - Bio-data, student activity records, Advance level/slow learners-methods to support learning, Problem solving, student performance appraisal.
- Academic flexibility - Eg: CBCS, Inter-disciplinary and Intra-disciplinary, Add-on courses.
- Use of ICT - E-resources, online evaluation - general awareness, LMS, Wi Fi, Smart classrooms.
- Supplementary Enrichment Programmes - Trainings, Internships, MOODLE, Cross cutting programmes- Eg: Workshop/seminar/guest lectures/conference.
- Research - Funded Projects & Non-funded projects.
- Academic culture - Discrimination free campus & Gender equality and equity.
- TLP and Evaluation - Methods of delivery, work diary, feedback on teachers.
- Research o Inter-disciplinary & inter-departmental activities, resource sharing, Innovative ecosystem, patency, innovation awards.

4. ADMISSION

Purpose

- To attract student population from various geographical areas
- To provide undivided merit based, fair and transparent admission
- To support the increase in rate in higher education as a contribution to national development
- To aid finance mobilization for institutional development Scope

Students and Management/Administration

List of Actions

- Demand Ratio - Total number of candidates registered, total number of candidates admitted
- Enrolment - Enrolment percentage - Transfer students - Course transfer within college -Drop outs
- Student diversity record (Regional/Nationality/Community/Religion/Minority)
- Data of students - Differently challenged students - Sports person - Economically weaker students -Ex-service/military - Medium of instruction

5. INFRASTRUCTURE & FACILITIES

Purpose

- To cope with the evolving needs of student-centric learning system
- To foster the demands in research and career aspects
- To provide supportive facilities to conduct academic and extra-curricular activities
- To render safe and secure campus environment

Scope: Stakeholders and community

List of Amenities

- Physical facilities - Office, Blocks, Pathway & Pavement, Washrooms, Power room, water management, emergency exit & Fire safety.
- Classrooms, Laboratories & Research Facilities
- ICT infrastructure - Eg: computers, Wi fi bandwidth, LAN, LMS, smart classroom, e-content development facility.
- Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes, Braille system, software, nature of automation and membership.
- Sports and Cultural facilities - Indoor & out-door facilities- Games, yoga intra/inter-college cultural and sporting events.
- Maintenance & Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation o Solar panels, Solar grid tie, bio gas plant, battery powered vehicles, Rain water harvesting, Charging pit, Borewell/open well recharge. • Facilities for Waste Management - Solid & liquid wastes, e-waste, Waste recycling, water conservation, waste water recycling, Incinerator.
- Green cover –
- Additional in-campus provisions - Cooperative store, Hostel for boys and girls & Food service centres and medical facilities.
- Facilities to support people with special needs, Ramp, Scribe, Differently-abled friendly washrooms, signboards, assistive tools.

6. STUDENT SUPPORT & PROGRESSION

Purpose

- To equip the students with domain specific and non-domain specific skills
- To inculcate value system among students
- To support the students financially via scholarships
- To motivate and help in upward progression of students in career • To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students

Scope: Students

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List of Activities

- Mentor-mentee system - Remedial Classes, counselling
- Grievance Redressal & Welfare measures - Grievance committee-sexual anti-harassment, ragging, financial support- scholarship, freeships, part-time campus job, insurance, medical assistance.
- Competency building programmes - Academic programmes (Seminars/workshop/guest lecture/conference & Advanced & Slow learner based supportive actions) - Linguistic development programmes - Competitive exam coaching (JRF/NET/JAM...)
- Modules on Human Values - Value education, women studies, language classes, Gender equity club, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs & Forum events & Publications - Student Magazines.
- Feedback system & student satisfactory survey - Curriculum enrichment, faculty capacity building and infrastructure & facilities.
- Alumni engagement o Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career counselling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - Research, Internship & Inter-institutional activities.
- Students' performance (Curricular and extra-curricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.

7. RECRUITMENT, CAREER PROGRESSION & CAPACITY BUILDING

Purpose

- To appoint proficient and dedicated Faculty members and Support staff
- To improve learner centric teaching methods through trainings and orientations
- To support faculty members in meeting the needs of evolving education for upgrading curriculum
- To enhance staff capabilities for fostering students towards higher order thinking
- To upraise competency of faculties to meet technological & digital evolution in education
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff

Scope: Faculty

List of Activities

- Career development programmes - Faculty Development Programmes, ICT Trainings, Refresher courses & Skill Trainings.
- Yoga, wellness programmes & Welfare Measures - cultural & sporting activities, Loans, Maternity Leave, etc.

- Financial support - Conferences, workshops, trainings and membership fee for professional bodies.
- Teachers day celebrations - Awards, Honouring the retired staff.
- Trainings for implementing new ICT concepts - In-house and out campus trainings.
- Aiding research, patency & consultancy activities- Seed money, Incentives for publications/Ph.D, support from government and nongovernment agencies, Publications.
- Performance Appraisal - Incentives, salary increment, promotions

8. COLLABORATION & INFLUENCE

Purpose

- To diversify knowledge through Academia-Academia/Industry collaboration
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership
- To take up social responsibility by sharing expertise with community

Scope: Faculty members, Support staff and students

List of Activities: Consultancy

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centers - Research, Problem identification and solving methods, techniques.
- Government Organizations o Trainings, Internships, Counselling & awareness programmes.
- Community- Skill development, Wellness assessment, Medical support, Awareness programmes.
- Innovative Ecosystem - Incubation centre/start-ups,

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9. FINANCIAL MANAGEMENT

Purpose

- To ensure adequate availability of finances
- To mobilize and utilize funds effectively and efficiently
- To maintain sustainable financial flow for concrete institutional development
- To prepare budget and analyse income & expenditure

Scope: Planning, Allocation and Controlling Institutional Finances.

List of Activities

- Review and decision making on fund mobilization
- Financial decisions and budget from each departments Budget & Expenditure o Infrastructure & Physical facilities o Academics (Eg: BOS, Lab, Seminars, etc.) - Students (Placement, trainings- soft skills, communication skills, life skills, technology trainings, scholarship/freeships) o Administration (Aided and self-financing offices, audit) - Seed Money for Research - Faculty Development programmes - Maintenance o Stationeries o Salary & Contracts o Equipment - Staff & student trainings - Cultural & Sports events - ICT (Hardware & Tools investment)
- Mobilization - Government Agencies (Infrastructure, research, etc.) – Non-governmental agencies - Individuals/ Alumni sponsors - Management - Consultancy - Incubation Center - Student Council & Department Association o Admission.

2. WELFARE POLICY

The College provides Welfare Schemes to create an efficient and satisfied work force for the Institution.

The Objectives of Welfare Scheme:

1. Better physical and mental health to staff to promote a healthy work environment.
2. Medical benefits, Education and Recreation facilities help in raising the standards of living of Employees.

Welfare Measures for Teaching and Non-teaching staff:

1. Increments:

Increment is given as per Government rules to all the staff appointed by the Government and University.

2. Pension and Gratuity benefits:

Pension and Gratuity benefits are provided to all the grant-in-aid staff as per government regulations as below:

1. The state government contributes its share towards General Provident Fund.
2. On attaining Superannuation, the Government pays gratuity to the employee.
3. Leaves provided:

3. Leaves

The employees are sanctioned the below leaves with pay as per the policies of the State government

1. Casual leave
2. Sick leave
3. Maternity leave
4. Medical leave
5. Paternity Leave
6. Study leaves for Faculty Improvement Programs (FIP)

4. Incentives:

Opportunities to participate in co-curricular, cultural and research activities and incentives are also provided. Some of which are listed below:

1. The Institution sponsors registration fees to teachers for presenting papers and attending state, National and International seminars, conferences, symposia, Refresher Courses and other faculty development programs.
2. The Institution felicitates the faculty who are conferred with National and International awards.
3. The Institution endorses faculty who acquires Ph.D./M. Phil. degree.
4. Leave Encashment is provided for unveiled leaves.
5. Employee Provident fund for staff (Under Government Schemes).
6. Institute ties-up with other college for faculty development and conducting activity.

5. Grievance Management System (GMS)

Institution has a well-established Grievance Management System for its employees.

6. Financial Support:

There are many employee-support policies for all staff. Some of which are listed below:

1. Loan facility is available.
2. Group insurance for teaching and non-teaching staff.
3. Advance salary is granted to the staff in need.

7. Infrastructure:

The institute has established well developed infrastructure.

1. The faculty is allowed to use ICT, Infrastructure, and Library and take the assistance of the man power.
2. Separate faculty room for teaching staff, spacious seating arrangement in administrative office and separate adequate sanitary facilities for teaching and non-teaching staff are made available.
3. The Institution allows its premises free for the use of Family Celebrations of non-teaching staff.

8. Medical Assistance:

1. Teaching and non-teaching staff is, under salary grant scheme of state Government and eligible to receive the benefit of Government Health Scheme, though, reimbursement of the Medical Expenses.

2. Free medical check-up is provided to all the staff members.

3. POLICY ON PROFESSIONAL DEVELOPMENT GRANT FOR FACULTY

Introduction

St. Thomas College (Autonomous), Thrissur is committed to impart continuing professional development of faculty that increases their knowledge and skill set which in turn impacts students' performance. This include gaining deeper understanding of their subject matter, learning new and better ways to educate students, and keep up-to-date with changes in technology and research. This clearly aligns with the mission of the College which is providing quality educational experience for students and research scholars.

Underlying Principle

Faculty members in higher education institutions have to be responsive enough to adapt their curriculum and pedagogy to account for those changes in technology, and learning styles of students. This policy provides opportunities to promote individual progress of all faculty members that comes through improvements in efficiency and effectiveness. This inculcates positive feelings in faculty about themselves, their jobs, and their skills and creates a supportive environment towards the mission of the College.

Scope: This policy is applicable to all faculty members- both permanent teachers and teachers on contract. The College supports face to face and online courses as long as the purpose explains how this training is beneficial to the individual teacher, department, Institution and specifically to student community.

Terms And Conditions:

- Applicant should be a full-time faculty
- The professional development course proposed should be in align with College's Mission, programme outcomes, to inspire student learning through improving the quality of education and services provided to students
- Meets the needs of the applicant's discipline or department
- Plan to share knowledge gained with colleagues via presentation, workshop, discussion and/or report
- The course can be Local, out-of-state, and online professional conferences;
- The course must be related to gain deeper understanding on the subject or Pedagogical and educational content, ICT enabled teaching, establishment of partnerships with industries;
- Requests are evaluated on the basis of equitable access to training and development opportunities to the faculty members of the College.
- As a rule, a faculty can receive this grant only once in an academic year

Application

Application on the specific format along with a description on how this training impacted student learning, how it is beneficial to your department and institution in general should be submitted to the

College Office. It should be supported by brochure of the course, and receipt and of the fee paid. Applications will be processed only after all of the documents have been received in the College Office. A Committee with Principal as the Chairperson will scrutinize the application and decide upon the amount to be awarded. The applicant will be notified of his/her application status after the review by the Committee.

4. HUMAN RESOURCE (HR) POLICY

Introduction

St. Thomas College (Autonomous), Thrissur, is committed to its vision of transforming the youth through holistic education towards enlightened society. In realizing its vision, the greatest asset at our disposal is the human resource. The success of endeavours of the institution greatly depends on the committed staff founded on the values of integrity and service and positive attitude. The policy on Human Resource Management and Code of Conduct have been articulated to provide the framework by which the staff are expected to behave in the workplace. These policies are written statements of the institution's standards and objectives and include all areas of employment, including recruitment, compensation, termination, benefits, employee relations and leaves of absence. They clarify expectations of performance and behavior and help create the desired workplace culture.

Selection and Appointment

Selection and appointment of permanent staff to the teaching posts and administrative posts in the aided sector is carried out as per regulations, guidelines and rules of the competent authority, including GOs by the Government of Kerala, University statutes, Department of Collegiate Education and the University Grants Commission.

Selection and appointment to teaching posts in the self-financing section: A selection committee shall be established to make recommendations to the Manager of the College for appointment to the positions of Professors, Associate Professors, and Assistant Professors in the College, as well as any other position prescribed by the Bye-Laws. The members of the Selection Committee for the employment of all teaching staff (Self-Financing) shall be as follows.

1. Manager, St Thomas College (Autonomous), Thrissur: Chairman
2. Principal, St Thomas College (Autonomous), Thrissur: Vice Chairman
3. Subject Expert: Member
4. Head of the Department: Member

Procedure

1. The method of selection is based on
   - The first phase is a technical interview with a selection committee that includes the principal, the individual department's HOD, and a domain expert.
   - Qualification, presentation, and personal interview will be used to make the final decision.
   - Experience, communication ability, and value system are all important factors.
2. All selected employees are placed on a one-year probationary period after which they may be appointed as full-time regular employees if they meet the specified merit standards.
3. Selection of the 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.

4. 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.
5. The Interview Board/Selection Committee shall recommend the designation and pay scale/pay range of the selected candidate.
6. Offer letters signed by the Executive Manager shall be dispatched to selected candidates for acceptance.
7. If the candidate accepts the offer, the appointment order signed by the Manager, St. Thomas College (Autonomous), Thrissur shall be issued.
8. If any meritorious candidate applied for any post, even without a notification by the College, the Management will be free to consider his candidature for suitable post.
9. The teaching staff members are recruited as per the rules and regulations of the University, UGC, Government and AICTE. In other cases, the teaching staff members are recruited based on their prior field/industry experiences. The selection is made as per the procedure of St. Thomas College Management.
10. Appointment of retired persons will be on contract and an institute-approved consolidated Salary is provided.

Pay scale

1. **Assistant Professor**
   i. Persons entering the teaching profession in St. Thomas College (Autonomous), Thrissur shall be designated as Assistant Professor, Stage I and shall be placed in the pay band of Rs. 15600—39100 with AGP of Rs. 6000.
   ii. An Assistant Professor with completed service of 4 years possessing PhD Degree in relevant discipline shall be eligible for moving up to stage II AGP of Rs. 7000.
   iii. Assistant Professors possessing M.Phil degree in the relevant discipline shall be eligible for the AGP of Rs. 7000 at Stage II after completion of 5 years of service.
   iv. Assistant Professors possessing Post Graduate degree in the relevant discipline shall be eligible for the AGP of Rs.7000 at stage II after completing 6 years of service.
   v. The upward movement from stage I to stage II for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.
   vi. Assistant Professors on completion of 5 years of service in stage II shall become eligible to move to stage III with AGP of Rs. 8000, subject to conditions laid down by the UGC.
2. **Associate Professor**
   i. Associate Professors shall be in the pay band of Rs. 37400-67000, with AGP of Rs. 9000.
   ii. Assistant Professors completing 3 years of teaching in the stage III with AGP of Rs. 8000 shall be eligible to move to the higher pay band and AGP and the designation of Associate Professor, subject to conditions prescribed by the UGC.
3. **Professor**
   i. Associate Professor completing 3 years of service in stage IV with AGP of Rs. 9000 and possessing a PhD degree in the relevant discipline shall be eligible to be appointed and

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designated as Professor, subject to other conditions of academic performance as laid down by the UGC. No teacher other than those with PhD shall be promoted, appointed or designated as a Professor. The pay band for the post of Professor shall be Rs. 37400-67000 with AGP of Rs. 10000.

ii. Pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the pay band of Rs. 37400-67000 with the applicable AGP of Rs. 10000.

Career Progression Policy

- Faculty members who have served College for 2 years will be considered for career advancement.
- Assistant Professors shall be eligible for the AGP of Rs. 7000 after completion of fixed number of years of service at stage I (as specified above) and on attaining the requisite academic grade points.
- The upward movement from AGP Rs. 6000 to AGP Rs. 7000 for all Assistant Professors shall be subject to acquiring minimum Academic Performance Indicators (API) as given in the table below.
- Assistant Professors who have completed 5 years of service in stage II with AGP Rs. 7000 shall be eligible, subject to acquiring the minimum API to move up to stage III with AGP of Rs. 8000.
- On initial appointment as an Assistant Professor, if a candidate (with no experience) holds a PhD degree, he/she is eligible to have 5 increments.
- While in service for more than 5 years, if an Assistant Professor gets PhD degree, he/she is eligible for direct recruitment as Associate Professor.
- There is provision for both direct recruitment and career advancement to the post of Associate Professor/Professor.
- An Associate Professor completing 3 years of service in the pay band of Rs. 37400-67000 and possessing a PhD degree in relevant discipline shall be eligible for designation and appointment as a Professor, subject to acquiring the minimum API as given in the table below. The pay band for this post shall be Rs. 37400-67000 with AGP of Rs. 10000.
- No teacher other than those with PhD shall be promoted, appointed or designated as Associate Professor/Professor.

Performance Appraisal

Every faculty member will be evaluated by the students who attend his/her course towards the end of the course. The Manager, St. Thomas College (Autonomous), Thrissur collates and communicates it with the concerned faculty regularly. If a faculty gets negative feedback consecutively for two terms, he/she will be sent for training/faculty development programs and if he/she is not able to make improvements in teaching even after this, the services is liable to be terminated.

Uses of Performance Analysis:

1. To identify area requiring improvement

2. To identify training needs
3. To assess the capability of teaching the subjects
4. To assess and adjust the workload
5. As a basis for promotion and providing other non-financial incentives like nominating for various FDPs and overseas assignments.

Faculty Development Policy

- Faculty members are sent for FDP- orientation, refresher and short-term courses etc.
- Faculty members are encouraged and sponsored for Seminars, Conferences and Workshops.
- Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies with an amount of Rs. 1000/- or 30% of the expense, whichever is less.
- Participation and presentations in seminars, conferences and workshops are encouraged by the IQAC.
- Faculty members are encouraged to undertake training, consultancy and research.
- Faculty members are encouraged to undertake Major and Minor Research Projects, research sponsored by AICTE, UGC and ICSSR etc.
- Seed money for research is provided to the faculty members based on the merit of the research proposals.
- Faculty members are encouraged to undertake additional certifications related to their domain area of specialisation.
- Faculty members are encouraged to enrol for doctoral research and as research guides.

Selection and appointment to administrative posts in the self-financing section:

- The screening and short listing of candidates for interview shall be done by selection committee as constituted by the Management.
- Selection of the 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 Interview Board/Selection Committee shall recommend the designation and pay scale/pay range of the selected candidate.
- If any meritorious candidate applied for any post, even without a notification by the College, the Management will be free to consider his candidature for suitable post.
- The non-teaching staff qualifications will be in accordance with the post called for.

Policy for Leaves/ Holidays & Working Hours

General Rules

- All teaching staff members are required to arrive and sign the attendance register before 8.30am and sign out after 3.30 pm from Mondays to Fridays, unless otherwise specified.

- In respect of those staff joining the college during the calendar year, leave availability for the calendar year will be calculated on a proportionate basis from the date of joining.
- Leave request/applications have to be submitted for all kinds of leaves. Leave applications have to be submitted to the Principal after getting sanction from the HOD.
- Leave shall be availed only with the prior approval of the concerned Head of the Department / superintendent except in unavoidable circumstances like sickness, unforeseen need or emergencies.
- Where prior clearance could not be availed due to unforeseen circumstances, leave application should be submitted at the earliest on resuming duty.
- Before proceeding on leave, teaching staff members are required to re-arrange their work schedule for the period of leave in consultation with the HOD/Principal, St. Thomas College (Autonomous), Thrissur.
- All leave application forms duly recommended by the concerned Head of the Department shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
- Absence on days of hartals or special holidays declared by the government from time to time shall be treated as leave, and a leave application shall be submitted by the concerned staff.
- The approving authority for all leave shall be the Principal/Manager, St. Thomas College (Autonomous), Thrissur.
- Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
- Processing and administration of leave shall be in accordance with the procedure laid down by the Management.
- Salary for days of absence without written approval and/or days of approved leave in excess of permitted and available leave will be deducted from the salary.
- Salary deduction will be calculated by dividing the total monthly salary by 30 and multiplying it by the number of days' loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any paid on a monthly basis as a part of the salary.
- Any absence not supported with an approved leave application form and/or note from the authority will be treated as unauthorised leave and salary deduction will be effected for such days.
- Unless otherwise specified, all 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 500 pm for non-teaching staff and 8.30 am to 5.30 pm for public relations and support staff.
- All staff must sign the attendance register on a daily basis at the start of the morning session and before leaving the afternoon session. Staff should not sign the register or mark entries while on leave or compensatory time for official duty outside. The college office will make appropriate entries in the register for such days depending on leave applications/duty leave.
- In the case of new employees entering the institution during a calendar year, leave availability for that calendar year will be computed proportionally from the date of hire.

Leave / Holiday Policy

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- All leaves, with the exception of casual and block leave, must be applied for. After receiving approval from the Principal (or a person authorised by the Principal) through the office superintendent, a printout of the filed application must be submitted to the pertinent officer.
- Except in unavoidable circumstances such as sickness or unforeseen emergencies, leave shall be taken only with the prior approval of the Principal.
- If prior clearance could not be obtained due to unforeseen circumstances, a leave application shall be submitted as soon as possible after resuming duty. Staff members must prepare their work schedule for the length of absence in conjunction with the Principal before going on leave.
- If previous clearance is not possible owing to unforeseen circumstances, a leave application must be submitted as soon as possible after returning to duty.
- Before going on leave, staff members must consult with the Principal to plan their work schedule for the duration of their leave.
- All leave application forms that have been duly recommended by the appropriate authority must be delivered to the Principal for necessary approval as well as proper leave administration and record keeping.
- Absence on days of hartal or special holidays declared by the government from time to time is treated as leave, and the concerned employee must submit a leave application.
- The principal is the Approving Authority for all leaves.
- Any untaken eligible leave during a calendar year cannot be carried over to the following year, and leave must be processed and administered according to Management's procedures.
- Salary deductions for days of absence without written approval and/or days of approved leave in excess of permissible and available leave will be computed by dividing the total monthly salary by 30, then multiplying by the number of days of loss of pay leave taken during the month. Total salary shall include all allowances, if any, paid on a monthly basis as part of the compensation for this purpose.
- Any absence that is not supported by an approved leave application form and/or a note from the authority will be considered unauthorised leave, with pay deducted for those days.

1. **Casual Leave (CL):**
   - The eligible casual leave for the faculty is 15 days in a calendar year.
   - To avail CL, the staff member has to re-arrange his/her day's work in consultation with HOD/Dean/Principal.
   - Casual leave, as far as possible, must be informed beforehand and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest, by the next working day.
   - Casual leave cannot be combined with any other kind of leave.
   - Un-availed casual leave in the calendar year will lapse at the end of the year and will not be carried forward to the next year.

2. **Block Leave**
   - Teaching staff who have completed one year of continuous service at St. Thomas College (Autonomous) as on April 30 of the concerned year shall be eligible for availing the eligible block leave.

- For a faculty member joining during the calendar year block leave shall be calculated proportionately for that year.
- Block leave has to be availed during the months of April/May as decided/directed by the Principal/ Manager, St. Thomas College (Autonomous), Thrissur.
- Block leave not availed during the months of April/May of that year shall lapse unless specifically approved by the Principal/Manager for availing that year.
- Block leave cannot be combined with other leave.

3. Duty Leave (DL):

- Duty leave of maximum 15 days, with full pay, in a calendar year is granted for all the staff for the following:
  - (a) Attending Conferences/Workshops/Seminars
  - (b) Delivering invited talks
  - (c) To interact with the Industry
  - (d) To attend meetings in the University
  - (e) To attend University valuation camps on a rotation basis among the members of the faculty for each department.
  - (f) To perform any other duty as approved by the Principal.

4. Maternity Benefit

- All regular female staff are eligible for maternity benefit subject to the following conditions:
  - i) She should have satisfactorily completed one-year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.
  - ii) Maternity benefit is applicable to female employees only for their first and second delivery.
  - iii) Maternity benefit shall be limited to a maximum of 180 days salary with full apy for each delivery (confinement).
  - iv) Leave for maternity shall not commence earlier than 15 days prior to delivery (childbirth)/miscarriage.
  - v) Maternity benefit (equal to 180 days salary) shall be paid one month after the employee re-joins duty after her delivery/miscarriage.
  - vi) Maternity benefit shall not be applicable for abortion.
  - vii) Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
  - viii) Leave taken for maternity purpose cannot be combined with study leave/duty leave/block leave etc.
  - ix) Leave granted for maternity purpose beyond 6 months shall be on loss of pay.

5. Loss of Pay Leave (LoP):

  - i) Requests for Loss of Pay leave may be considered by the Executive Manager based on the genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Manager after considering all aspects of the institution's requirements in respect of its academic activities.

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ii) LOP without written approval will be considered as unauthorised leave and disciplinary action will be taken accordingly.

iii) LOP leaves beyond six months at a time, will not be counted towards service of the concerned faculty for yearly annual increments.

6. Other Leave/ Holidays

- All holidays notified by the college and Sundays shall be holidays for all faculty members.
- Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both students and faculty. However, skeleton services would be provided by the non-teaching staff in the college office except on second Saturdays and Sundays.
- Hartals, restricted holidays, district holidays etc. will be working days for the faculty members.
- Conduct of classes on hartals, restricted holidays etc will be decided by the management on a case –by-case basis based on student attendance.
- If the college buses ply on the day of the hartal, it will be working day for both staff and students. If not, it will be working day for the teaching, technical and non-teaching staff.
- The compensatory working day in lieu of hartal or strike will be at the discretion of the Management.
- In special circumstances, the Management reserves the right to convert a holiday into a working day.
-

1. Special Cases

a. **Late Attendance:**

- If the total duration of late sign-in (after 830 am), or early sign-out (before 3.30 pm) exceeds 180 minutes (half an hour) in a month, it will be treated as a loss of pay and subsequent salary deduction will be made. However, the number of late punch-in and early punch-out will be limited to a total of 5 per month for this calculation.

b. **Forgot to Punch:**

- In cases of 'Forgot to punch', the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommendation by the HoD/Dean, to the Principal, St. Thomas College (Autonomous) on the very next working day and his decision will be final. Such instances shall not be repeated unless there are official duty related reasons or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

c. **Compensatory Off:**

- Compensatory Off can be availed by staff members against official duty performed on a holiday.
- Compensatory Off will not be granted for any external duty on holiday for which extra remuneration is paid.
- No Compensatory Off shall be granted for normal extra work done in College, as it is part of one's duty to the faculty.

- In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty and 1 day duty off against a minimum of 5 hours duty.
- Compensatory Off shall normally be taken in the same month of extra duty or at least in the following month.

Exit Policy

General Rules

- The age of superannuation for the Government Aided teaching, technical and non-teaching staff is as per the Kerala Government norm. The age of superannuation for the teaching, technical and non-teaching staff belonging to self-financing scheme shall be 60 years.
- Re-employment beyond the age of superannuation shall, however, be done selectively for a period of 3 years in the first instance and another further period of 2 years as per the discretion of management.
- St. Thomas College (Autonomous), Thrissur, Management has the right to terminate the service of a staff member by giving a notice of 3 months/ 3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.

Resignation

- Staff members are expected to give advance notice of 3 months/ 3 months' pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.
- Staff members should desist from leaving the job while the semester is in progress.
- The Management reserves the right to not accept the resignation while the semester is in progress, if it would affect the academic activity of students.
- Staff members who wish to get relieved of their duties are required to get the No Dues form signed by the Assistant PGP Chairman and other authorities mentioned therein, before they are issued the Relieving Order.

5. QUALITY POLICY

The Quality Policy formulates the strategies that will help construct and maintain a system of quality assurance and sustenance, in every activity undertaken by the institution. The institution ensures and improvises quality in its mechanism through the following heads:

Policies and Procedures: The College is committed to developing, implementing, reviewing, and disseminating policy documents for good governance. The institution ensures that all the policies remain current, are available for use and are well understood by the stakeholders.

Internal Quality Assurance Cell: Internal Quality Assurance Cell (IQAC) is committed to benchmark the college's activities, identify opportunities for improvement through rigorous self-assessment, and to pursue these opportunities in a planned and monitored way. The IQAC engages in introducing quality enhancement activities and continuously monitors all endeavours of the College, both academic and non-academic. It plays a catalytic role in the functioning of various committees, units, cells, and forums in the College.

Teaching and Learning: The central focus of the institution is high quality teaching and learning implemented through regularly updated quality curriculum, learning materials, conducive learning environments, and support services.

Approval and Monitoring: The College has formal mechanisms for approval, monitoring and review of its programmes and activities. There are mandatory committees like Governing Council, Academic Council, Boards of Studies of various disciplines and Staff Council to take appropriate decisions and ensure timely execution of resolutions. There are committees dedicated towards ensuring the proper implementation of its academic, co-curricular and extracurricular activities.

Participatory Planning and Good Governance: The institution is committed to equitable work distribution and deployment of responsibilities amongst its staff. Various committees are formed to undertake tasks related to curricular, co-curricular and extracurricular activities. The institution ensures democratic decision making, transparency, responsiveness, and accountability.

Academic Integrity: The College is committed to upholding high standards of academic integrity across its members. The College supports students, faculty and administrative staff to develop awareness on academic integrity and provides tools and resources. The institution considers academic misconduct unacceptable as it undermines institution's core values.

Assessment of Students: The College has formal mechanisms of formative and summative assessments of students including manual for examination rules and regulations. The College conducts results analysis and remedial coaching for the academic improvement of students.

Quality Assurance of Faculty Members: The College follows standards set by the Government and University for the recruitment of competent faculty members. The performance of the staff is evaluated periodically using mechanisms that include self-appraisal, feedback provided by students and

performance-based appraisal system. The institution also identifies competency needs and providing appropriate training and professional development for faculty to meet those needs.

Student support: The College is committed towards providing adequate and appropriate student support services in the form of a sound mentoring system, scholarships, remedial education, and counselling. The institution ensures day-to-day personal interaction with each student by the Tutor/Mentor to meet or exceed the stated or implied expectation of our student community.

Administrative Support: The College ensures the availability of qualified and committed administrative and support staff in all areas of its functioning.

Capacity Building: The College delivers capacity building programmes for faculty and administrative staff members on a continuous basis.

Information Systems: The College collects, analyses and utilises relevant data for continuous evaluation and development.

Information, Education & Technology: The College is committed to embrace ICT as a developmental, educational, and administrative tool that should be widely accessible and utilised by the entire academic community.

Public Information: The College regularly updates its websites and disseminates information through press, media, social media, and other means of communication.

Auditing, Accreditation and Certification: The College submits self-study reports for various accreditation and certification in order to enhance its quality. The College conducts periodical peer reviews, internal and external academic and administrative auditing to facilitate ongoing self-evaluation and continuous improvement.

Stakeholder Feedback and Grievance Redressal: The College maintains dialogue with students, and other stakeholders to determine their level of satisfaction and to understand their needs and expectations through formal feedback mechanism. The institution also has formal grievance redressal mechanisms.

Promotion of Research and Extension: The College promotes research, collaborations, and extension activities with active involvement of students and research scholars and faculty members. The institution uses every opportunity to support its neighbourhood through need-based outreach activities.

Resource Mobilization and Management: The institution continuously review its resources to check its sufficiency to meet requirements. The institution identifies and analyses the resources available for Programme priorities and tries to augment new legitimate areas of resource mobilization.

Equity and Inclusion: The institution responds to the diversity of needs among students and ensures support services to *divyangjan* students, and those who are vulnerable, at risk or hard to reach. The institution has mechanisms to eliminate all forms of discrimination, harassment, and exclusion.

Commitment to the Nation: Contributing to national development has always been a priority for the institution. The College inculcates human values and social responsibilities among its academic community through various clubs, forums, cells and other community initiatives.

6. ANTI-RAGGING POLICY

The College has a coherent and an effective anti-ragging policy in place which is based on the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" [hereinafter referred to as the "UGC Regulations"]. The UGC Regulations have been framed in view of the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC Regulations shall apply *mutatis mutandis* to the College.

Ragging constitutes one or more of the following acts:

i. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;

ii. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

iii. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

iv. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

v. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

vi. any act of financial extortion or forceful expenditure burden put on a student by other students;

vii. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

viii. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;

ix. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Measures:

i. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.

ii. The College strictly adheres to the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.

iii. The Principal of the College directly supervises the Anti- ragging Cell.

iv. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.

v. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the Principal.

vi. The class tutors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary, take the steps to have sessions with professional counsellors.

vii. Special sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare them for the socio-academic life in the campus.

viii. The College identifies all vulnerable locations, and ensure a constant vigil and watch at such locations.

ix. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions

x. The anti- ragging policy of the College ensures the presence of teacher squads which take turns to maintain the customary discipline of the campus.

xi. Special sessions should be conducted to sensitize the students and parents of the students about the rights and safety of the students.

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and headed by the Dean of Students Affairs shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

i. Suspension from attending classes and academic privileges.

ii. Withholding / withdrawing scholarship / fellowship and other benefits.

iii. Debarring from appearing in any test / examination or other evaluation process.

iv. Withholding results.

v. Debarring from undertaking any collaborative work or attending national or international conferences / symposia / meeting to present his/her research work.

vi. Suspension/ expulsion from the hostels and mess.

vii. Cancellation of admission.

viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

ix. In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

x. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

xi. The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7. POLICY ON PREVENTION OF SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working on educational environment.

Assistance by College

In order to foster a fearless environment, the COLLEGE shall take following proactive steps in preventing sexual harassment and resolving disputes of the above said nature:

- To provide counselling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Complaints Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case may be, as it may require

Redressal Process

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within 30 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an "Enquiry" shall be conducted.

- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Student Grievance Procedure

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

8. GRIEVENCE REDRESSAL MECHANISM

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
2. In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged. Any breach in the reservation policy in admission should be directly informed to the principal.
3. Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
4. Complaints related to various offices of the college including the principal can be informed directly to the manager of the college.
5. Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
6. Manuel of the college should be published in print form and online.
7. Grievance Redress Cell convenes frequent meetings to monitor the grievance redress activities of the institution.

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9. DIVYANGJAN POLICY

Introduction

St Thomas college (Autonomous), Thrissur aims to deliver an inclusive framework in higher education that also includes a person with disabilities through constructive action and sufficient accommodation. Our college aims to make education and other services accessible to all without discrimination and provides special care and support to make the differently-abled, self-reliant and independent. We aim to provide a barrier-free learning experience to all students including the disabled by bearing in mind the current challenges they face in the higher education sector. The college maintains all crucial measures to make the infrastructure and facilities coherent to all without discrepancy, providing special measures for those who fall under the category of Divyangjan (Differently abled). Moreover, St Thomas College wanted to create a need-based approach towards students with disabilities through the creation of an inclusive education that aims to take policy proposals towards greater accessibility for the disabled in higher education.

- College provides admission as per the rule of law (Section 16 PWD Act 2016).
- Provisions in the infrastructure facility (like a ramp, rail, wheelchairs, toilet, apps to support teaching learning in library) for their easy access to campus facilities and College.
- Observation of important days and inclusion of disabled in college functions helped to bring attention to issues that impact the disability community and increase awareness of the need for integration of people with disabilities into the main stream of society.
- College wholeheartedly facilitates special necessities such as helper and extra time for writing examinations, where applicable.
- The college office facilitates judicious availability of scholarships provided by the State government.
- College offers motivational talks, webinars, and conferences to motivate the students.

Admission policy for DIVYANGJAN Candidates [As per the Calicut University and St Thomas College (Autonomous), Thrissur]
1.1 Reservation for Persons with Disabilities (PD)

a) Physically Handicapped: Three per cent (3%) 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 Physically Handicapped 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. (U.O. No. 2391/2015 dated: 10.03.2015).

b) Out of the 3%, 1% is reserved for the blind, 1% for the deaf and 1% for orthopedically handicapped with a provision for the interchange of seats if candidates are not available in a particular category in a year.

c) The blind and deaf are not eligible for reservation in Science subjects involving practical. (U.O. No.GA/G2/4053/ 1985 dated, 05.01.1987 and letter No.GAI/A2/819/2000 Vol. II dated 14.02.2003). (U.O.No.2391/2015/Admn Dated:10.03.2015). The candidates should produce the medical certificate issued by the district medical board or higher authorities stating that the disability is 40% or above.

d) For PG Courses, the reservation shall be given 3% in aggregate – Faculty wise in University Teaching Departments and college wise in affiliated colleges after scrutinizing the suitability. The candidates having a minimum of 40% disability certified by the Medical Board be considered for admission to the reserved seats earmarked for the Physically Handicapped students.   Such eligible candidates shall be ranked based on the marks secured in the qualifying examination. (GAI/ A2/9091/1994 Vol. II dated 28.05.2003 & GAI/A2/5752/ 1998 dated 04.05.2004).

File Ref.No.19127/DOA-ASST-1/2015/Admn

UNIVERSITY OF CALICUT
Abstract

Admissions- Creating and Reserving the seats for Physically Challenged and Sports Quota Candidates over and above the sanctioned strength for UG admission-Sanction Orders issued.

DOA

U.O.No. 2391/2015/Admn	Dated, Calicut University.P.O, 10.03.2015

*Read:-*1. Minutes of the meeting of the Core and Prospectus Committee for Admissions through Centralised Process held on 19.11.2014.

2. Minutes of the meeting of the Academic Council held 15.01.2015.

ORDER

As per the paper read as 1ˢᵗ above, the meeting of the Core and Prospectus Committee for Admissions through Centralised Admission Process held on 19.11.2014 recommended to create seats for persons with disabilities and sports quota over and above the sanctioned strength for accomodating candidates in the already reserved seats for these categories.

The Vice Chancellor has ordered to place the matter before the Academic Council for consideration.

The Academic Council at its meeting held on 15.01.2015, vide item No 19, has considered the matter and resolved to create seats for persons with disabilities and sports quota over and above the sanctioned strength for accomodating candidates in the already reserved seats for these

categories.

Sanction has therefore been accorded by the Vice Chancellor to implement the decision of the Academic Council to create seats for persons with disabilities and sports quota over and above the sanctioned strength for accomodating candidates in the already reserved seats for these categories, within the statutory limit and without interchangeability. If the statutory limit and the sanctioned Strength are the same, additional seats can be created above the statutory limit exclusively for these categories without interchangeability. Admissions to the seats reserved for persons with disabilities and sports quota have to be made by observing the eligibility criteria and rules prevailing in the University.

Orders are issued accordingly.

<div align="right">
Viswanath K

Deputy Registrar
</div>

Copy to. All JCEs/DR GA/Director, CDC/PS to VC/ PA to PVC/PA to Registrar

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Forwarded / By Order

Section Officer
</div>

Examination Policy for Divyangjan (Differently Abled) Candidates

2.1 Concession to Physically Handicapped and Mentally Challenged Candidate in the Examination.

a) **Physically Handicapped candidates**
   - Thirty minutes is granted as additional time in a three-hour duration exam for those having disability (proportionate deduction/ enhancement will be given based on the examination duration). Scribe will be permitted for those who cannot perform the act of writing owing to their disability (permanent disability) if the fact is specially mentioned in the medical certificate.

b) **Blind Candidates**
   - Extra time of 15 minutes per hour for all the examination will be allowed to blind candidates with the facility to avail the service of the scribe. They are exempted from answering questions on drawing graph, phonetic transcription etc. In the case of total blindness or permanent disability that cannot be cured, a copy of the medical certificate attested by the Principal or Superintend of Government Hospital will be accepted. Extra time of 45 minutes to each paper of 3 hours of duration with proportionate reduction for papers of shorter duration for blind candidate having visual standards from 1 % to 19 %.
   - Blind candidates admitted to the college are exempted from special fee and tuition fee prescribed by the controller of examinations for the course. However, they must remit fees for a degree certificate.

c) **Visually Impaired Candidates**

- Visually impaired students can use computers/laptops with a screen reading speech software, for writing the examination over and above the facilities for using a scribe.

d) Dyslexic and Autistic Candidates
- Extra 30 minutes will be allowed in addition to the permission for the service of a scribe to dyslexic and autistic candidates.

e) Students with Writing Disabilities
- Students with Writing Disabilities who cannot write with their hands can opt for the help of computers and laptops provided by the college.

f) Deaf and Dumb candidates
- The Grace Grade Points (GGP) that can be awarded is 10 to the deaf and dumb candidate in their PG examination and shall be affected at the end of the even semester in a year. They are eligible for the award of Grace Grade Points for all examinations including supplementary examinations.

Table 1. Percentage of Grace Marks to be Awarded to students having Disability.

S. NO	Disability	Percentage of Grace Marks/grades to be awarded
1	Canddates having 40 % to 49 disability (Certified by a Medical Board)	10% (of the marks/grades scored)
2	Candidates having 50% to 59% disability (Certified by a Medical Board)	15% (of the marks/grades scored)
3	Candidates having 60% to 69% disability (Certified by a Medical Board)	20% (of the marks/grades scored)
4	Candiadtes having 70% and above disability (Certified by a Medical Board)	25% (of the marks/grades scored)

- The maximum grace marks/grades awarded shall not be reckoned to achieve 80% of marks in a particular course, that is up to 79% marks/grades in each course (common course, core, complementary and open) in serial no 1,2 &3 of the above table (UO No. 17621/2019/admin dated 18/12/2019).
- The maximum grace marks/grades awarded shall not be reckoned to achieve 90% of marks in a particular course that is up to 89% of marks /grades in each course (common, core, complementary and open in serial no.4 of the above table (UO No. 17621/2019/admin dated 18/12/2019).
- In the case of Mental Disability (the term Mental Disability mean 'intellectual disability that includes Autism and Specific Learning Disabilities.): for awarding grace marks to persons with a mental disability, percentage of disability need not be insisted but based on the medical certificate issued from Govt. psychiatrist or from a certificate issued by the Medical Board. The percentage of grace marks to be awarded to the candidate with mental disabilities including autism and specific learning disabilities is 25% of marks/grades scored by the candidates. The system of grace marks applies to UG and PG examinations (UO No. 17621/2019/admin dated 18/12/2019).

2.2.2. Appointment of Scribes at Examination

Following are the criteria for appointing a scribe for Examination:

a) The person posted as scribe should not be a teacher, student or relative of the candidates.

b) Educational qualification of the scribe should be less than the candidate.
c) A separate form should be provided for the candidate which should be away from the room where other candidates are seated.
d) An invigilator should be posted in the room and the chief superintendent should also keep vigilance over the room.
e) The candidate shall submit a separate application for each semester examination for avail in the service of scribe and compensatory time supported by the relevant document.
f) Remuneration per day may be paid to the scribe as allotted by the university order for the conduct of the examination.

2.2.3. Proforma to Scribe

a) Name and Address of the Scribe.
b) Age and Date of Birth (with copy of the relevant page of SSLC Book).
c) Details of Course which he/she is studying / studied.
d) Educational qualifications.
e) Specimen signature of the scribe.
f) Self-Declaration.

2.2.4. Special instructions for packing answer sheets of visually challenged students are given to the superintendent. He shall write the "PH or Blind Candidate" in bold letters on the top facing sheet of answer scripts on a separate cover after each examination.

10. IT-CYBER SECURITY POLICY

IT policy of St. Thomas College is aimed to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure in the campus. This policy applies to all of institution's students, faculties, administrative staff, other employees, contractors, volunteers, vendors, collaborators and anyone else who may have any type of access to institution's systems, software and hardware.

Purchase and Compliance

The Administrative department has set procedures and guidelines need to be followed to purchase new technological equipment, services or software for official purpose. All approved equipment, services and software will be purchased through the Procurement Department, unless informed/permitted otherwise, complying with government regulations.

Any employee who notices misuse or improper use of equipment or software within the organization must inform the immediate superior or the principal immediately. Inappropriate use of equipment and software by an employee will be subjected to disciplinary action as deemed fit by the Management Committee of the Institute.

Training

Basic IT training and guidance is provided to all new employees about using and maintaining their Personal Computer (PC), peripheral devices and equipment in the organization, accessing the organization network and using application software. Management will conduct IT trainings on a regular or requirement basis.

System Maintenance

Employees, who are in need of hardware/software installations or face technical issues, it shall be reported to the IT section through the online portal/means. Upon receipt of the service request, the team will respond to resolve the issue. Any questions or status checks can also be initiated using the same procedure. For tracking purposes, all supported computer/peripheral equipment must be assigned an inventory number. Technical issues will be resolved on a First-Come-First-Serve basis. However, the priority can be changed on request on the basis of the merit.

The college sets aside at least 10% of its annual procurement budgeted allocation for IT infrastructure maintenance. With this amount, it assures and provides regular maintenance and necessary upgradation. While, the college will take all reasonable precautions to keep its systems and servers in good working order, it accepts no responsibility for any loss or damage, whether direct or indirect, or for data loss resulting from its use, which rests on the users of the data.

Hardware Decommissioning Policy

- Near-obsolete devices and computers are reused internally after the typical replacement cycle of four years, for up to four more years.

- Any hard drive or other storage device in equipment being decommissioned is wiped to prevent the reading, copying, or reconstruction of the data stored, or otherwise physically destroyed to prevent the same.
- Alternatively, the hard drives or storage media must be physically destroyed so as to render any data inaccessible.
- The Service Provider must also ensure compliance with any licensing requirements in respect of the equipment.
- Measures are taken so that assets are not unnecessarily wasted or placed in the wrong hands.
- Data stored on this hardware will be preserved as needed (or securely purged), and all ancillary information regarding hardware (asset tags, location, status, etc.) will be updated.

Decommissioning Responsibilities

Hardware decommissioning (whether due to obsolescence, failure, or another reason) will be the responsibility of the Principal in consultation with Purchase Committee and IT Department. They will work with related stakeholders to make an appropriate decision as to whether or how to decommission hardware. Sometimes the decision behind whether to decommission hardware is easy—but in other cases, it can be harder to find the right answer. When in doubt, the decision should be based on the following questions:

· Is the device no longer needed?
· Is the device performing poorly and/or causing outages or service disruptions?
· Can the device be repaired/upgraded to perform more reliably?
· Is the device outdated and no longer the best choice for use?
· Is the device redundant or superseded by another one?
· What services will be affected by the removal of this device? Can they or have they been reallocated or replaced elsewhere?
· Can the device be used elsewhere (e.g., a test lab or practice system)?

With these responses, the committee can decide whether to donate, give away, recycle, or destroy the equipment. The decision will be based on the device, the personnel involved, and the security policies and procedures in place, thus it will differ from case to instance. Care must be taken to ensure that appropriate steps are taken to protect the organization, its data, and its assets.

Inventory Management

An accurate inventory of all technological assets, software and tangible equipment purchased by the organization is neatly kept. All technological assets of the organization must be physically tagged/marked with codes for identification. Periodic inventory audits will be carried out to validate the inventory and make sure all assets are up-to-date and in proper working condition as required for maximum efficiency and productivity.

Confidential Data

Some of the common examples of confidential data include:

- Student personal data
- Faculty personal data
- Classified Data pertained to Controller of Examinations
- Data about partners
- Data about vendors
- Patents, formulas or new technologies
- Classified financial information

Device Security- Using personal devices

Logging in to any of institution's accounts for personal devices such as mobile phones, tablets or laptops, can put our institution's data at risk. St. Thomas College (Autonomous), Thrissur, does not recommend accessing any institutional data from personal devices. If it is inevitable, stakeholders are obligated to keep their devices in a safe place, not exposed to anyone else.

We recommend stakeholders to follow these best practices:

- Keep all electronic devices' password secured and protected
- Logging into institution's accounts should be done only through safe networks
- Install security updates on a regular basis
- Upgrade antivirus software on a regular basis
- Don't ever leave your devices unprotected and exposed
- Lock your computers when leaving the desk

Email Security

Emails can carry scams or malevolent software (for example worms, bugs etc.). In order to avoid virus infection or data theft, our policy is always to inform stakeholders to:

- Abstain from opening attachments or clicking any links in the situations when its content is not well explained
- Make sure to always check email addresses and names of senders.
- Search for inconsistencies
- Be careful with malwares, clickbait titles (for example offering prizes, advice, etc.)
- Change all account passwords at once when a device is stolen.

In case that a student/faculty/employee/office is not sure if the email received, or any type of data is safe, they can always contact our IT specialist.

Managing Passwords

To ensure avoiding that your institution account password gets hacked, use these best practices for setting up passwords:

- At least 8 characters (must contain capital and lower-case letters, numbers and symbols)

- Do not write down password and leave it unprotected
- Do not exchange credentials when not requested or approved by supervisor
- Change passwords every 2 months

Transferring Data

Data transfer is one of the most common ways cybercrimes happen. Follow these best practices when transferring data:

- Avoid transferring personal data such as student and employee confidential data
- Adhere to personal data protection law
- Data can only be shared over institution's network

Our Network Administrators / Security Specialists should:

- Install firewalls, anti-malware software and access authentication systems.
- Arrange for security training to all faculties and students.
- Inform stakeholders regularly about new scam emails or viruses and ways to combat them.
- Investigate security breaches thoroughly.
- Follow the provisions of this policy as other stakeholders do.

Even when working remotely, all the cyber security policies and procedures must be followed.

Disciplinary Action

We expect all our stakeholders to abide by this policy and those who cause security breaches may face disciplinary action:

Some of the examples of disciplinary actions include:

- First-time, unintentional, small-scale security breach: We may issue a verbal warning and train the employee on security.
- Intentional, repeated or large-scale breaches (which cause any sort of damage): We will invoke more severe disciplinary action up to and including termination.
- Each case and incidence will be assessed on a case-by-case basis.
- Everyone who disregards institution's policies will face progressive discipline.

11.LIBRARY POLICY

The college library is one of the constituents of the Department of Library & Information Studies, the other being academic Department of Information Studies. The college library is meant for supplementing the academic, intellectual, informational, inspirational, spiritual and recreational requirements of the academia with its rich resources and services. The academic Department of Information Studies offers various types of academic programmes in information studies.

Membership and circulation

For the effective functioning of the library the following general rules are practiced.

1. It is obligatory on all the students, research scholars and staff to become members of the college library.
2. The different sections of the library will remain open on working days during 8:30 am to 5:00 pm
3. The library is closed on Sundays, Second Saturdays and other public holidays.
4. Books from the reference section are not allowed to take outside the library. They will be issued for use in library during working hours. The use and issue of other books from the library shall be governed by the following rules:
   a) A library user requiring the library books may approach the staff in circulation desk to get them issued. The staff will issue the same through the automated system.
   b) On receiving the books, users are expected to examine them and report to the library staff if any damage found therein. If they fail to do so, they will be held responsible for the damage found on returning the book.
   c) Undergraduate students are allowed to take three books and postgraduate students may take six books at a time. Research scholars can borrow three books at a time. Teaching staff are allowed to take ten books at a time while nonteaching staff can borrow three at a time.
   d) Books may be kept for 14 days by the users including students, research scholars, teaching and non-teaching staff, but this period may be shortened in particular cases. They can be renewed for a further period of seven days if no one else has applied for the same books. The renewal shall be done by the users themselves during 12th, 13th or 14th day of issue of books, by logging into their online library accounts.
   e) A user failing to return the book within the prescribed time will have to pay a fine of Re. 1.00 per day (including holidays). The users have to pay the library fine only when it accumulates up to the amount of Rs 50 or just before the issue of the hall ticket of the final year examination, whichever occur early. Absence from college will not be accepted as an excuse for not returning the books in time.
   f) Sub-lending and transferring of books to another person's name are not allowed.
   g) If a book is damaged, lost or spoiled, the member will have either to pay three times the price of the latest edition of the book or supply the library with a new copy along with the fines accrued, if any. If the lost book is not available for replacement, the value of the lost book will be realized at rates regulated by the Government.

h) All books borrowed by students must be returned before the end of the semester. Further, all the books borrowed from the library by students, research scholars and members of teaching and non-teaching staff must be returned within the first week of March every year.

i) Books not exceeding two may be borrowed for the Onam or Christmas holidays; all such books should be returned on the day of reopening.

j) Issue of Non-Liability Certificates (NLC), Transfer Certificates (TC) and refund of caution deposit are done only after clearing all library dues.

k) No book which has been prescribed as a textbook for a class shall be lent to the students during the period for which it is prescribed as textbook.

Discipline

Members are forbidden to remove any page/content from any document from the library. Personal belonging such as umbrellas, bags, tiffin carriers etc., are to be kept in the racks available at the entrance of library. Sleeping and indecorous behaviour are prohibited inside the library.

Services

The library provides open access to its documents and any member can browse through the collections which are arranged according to Dewey Decimal Classification (DDC).

Users can also browse through the online catalogue which is available online and know the availability of the resources remotely. The link to the catalogue is available from the Library page of the College website at http://stthomas.ac.in/ as well the exclusive website for electronic services of library at http://livestom.in

The members can also access scholarly literature which is available online through the subscribed resources by the college. The library provides access to e-resources through the computer terminals which are available in its different sections. All the electronic services of the department are available under the service mark liveSTOM at http://livestom.in

The library also provides:

- Orientation on library resources
- Access to documents supporting research
- Training on electronic database search
- In-person reference assistance / literature search
- Training on academic publishing
- Training on electronic reference management
- Similarity report of documents and
- International Standard Book Number (ISBN) allotment

The users can approach the library and the librarian for all kinds of their information needs pertaining to academics. The users outside the institution can approach the library via email for their information queries.

Library Advisory Committee

The matters related to the organization and services of the college library are advised and recommended by Library Advisory Committee. The principal presides over the Committee as Chairman and the Librarian function as Secretary of the committee. To give opportunity to students to ventilate their needs and grievances a member is nominated from among the student community by the Principal. The other members are drawn from the teaching departments and library on rotation basis.

Stock verification

Stock verification is conducted once in a year by stock verification committee consisting of teachers. Loss of three volumes from the library per thousand books issued and consulted in a year may be taken as reasonable.

Weeding out of books

Reasonable loss of books can be weeded out at the end of the year on the recommendation of the Library Advisory Committee. Mutilated and damaged books and obsolete books can be disposed of by the Principal every year on recommendation of the Library Advisory Committee to give space for current materials of relevance and importance and to maintain quality and serviceability of the collection.

Collection development and management

The collection of books and journals of the library are developed in a participatory manner. The books in specific disciplines are selected by the concerned departments and the general books are suggested by the library advisory committee. Any user of the library can suggest books for purchase through the library catalogue or email.

User feedback

Library collects the feedback from the users, including opinions and grievances, periodically and annually from outgoing students. Grievances are redressed upto the maximum possible extent.

Preservation

Library tries to preserve its documents especially which are rare. Brittle and damaged books are removed from the active collection and kept as a separate collection. They will be issued only for the research purposes. Digital preservation will be introduced soon to access such books by everyone.

Initially created on 2 March 2015 by the Library Advisory Committee
St Thomas College (Autonomous)
Thrissur, Kerala, INDIA
http://stthomas.ac.in & http://livestom.in

12.ENVIRONMENT AND ENERGY POLICY

The college is committed to maximize energy efficiency and conservation especially during the time of rampant climate issues and increased awareness for environmental awareness. This policy will help the institution to navigate and develop an environmentally sustainable and economically feasible campus that will reflect our core values of engagement and accountability.

Strategies & Principles for use of Environment & Energy

- Strategizing the environmental impact of the institution's development, communications, procurement, curriculum, research, and campus activities.
- Broadening its obligation to environmental education by introducing/enhancing relevant environmental content to curriculum material.
- Minimizing environmental impacts through the promotion of best practices to reduce, reuse and recycle.
- Boosting the conservation of native ecosystems on campus, where possible.
- Minimizing damage to non-target biological organisms through the elimination of pesticides in lawn, garden and cultivation applications, with limited exception.
- To promote the use of environmentally conscious transportation, including use of public transit and car-pooling.
- To partner with other educational institutions and government agencies to improve best energy conservation practices in its operations
- Personal computers, other office equipment, lighted, window air conditioners and personal heaters should be turned off when not in use.
- To maximize the use of solar energy by categorically increasing the production of solar energy through the increased installation of solar panels by 2030.
- 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.

New Renovation and Construction

- All new renovations and construction to be designed to minimize energy use with high efficiency lighting and minimum incandescent lighting.
- Alternative energy sources such as biomass to be considered
- To start waste segregation and recycling stations across campus.
- Maintenance and operational procedures will incorporate sound, resource conservation practices so as to reduce waste and minimize energy expenditure to the extent possible.

13.PLASTIC BAN POLICY

Introduction

Plastic pollution is currently one of the biggest environmental concerns. The short-term benefits and convenience of plastic and plastic goods have led to a boom in the production and consumption of plastic. Over the past century, excess-consumption of plastic has surpassed management of plastic waste and led it to become a scourge to the planet. Plastic is a menace that impacts the environment as well as our health and wellbeing. This policy is an initiative to work to reduce and eliminate plastic pollution. The policy takes institutional efforts to actively contribute to the effort of banning the use of single use plastics.

Ban of Single Use Plastic

St Thomas College, Thrissur, by virtue of this policy, bans single use plastic in the campus. All the members of St. Thomas family should strictly follow Plastic Ban Policy. By conducting campaigns and awareness programmes let us join hands to mould a cleaner and greener earth free from harmful plastics. The policy mandates all stakeholders to adopt the following:

- Ban on use of single-use plastics in college premises, hostel and canteen.
- Organise workshops inside and outside the campus to create awareness on the harmful impacts of plastic.
- Strictly avoid bringing non-biodegradable items inside the campus.
- Use of alternative sources like switching over to cloth bags, paper pens and providing drinking water facility in order to avoid plastic water bottles inside the campus.
- Waste generated should be segregated at the source and the segregated wastes should be sent to authorized waste processing centres or disposal facilities or deposition centres through the authorized waste collection agency.
- All events organised inside the campus should strictly follow plastic ban guidelines.

14.WATER CONSERVATION POLICY

The aim of the policy is to minimise water usage and conserve water. We strive to follow National Water Policy guidelines in the campus by adopting water conservation measures.

- Measures are taken to undertake annual water audit in the institution.
- In the campus water conservation is mainly done by rainwater harvesting. During rainy season rainwater is collected and directed to the wells for percolation.
- Open well and bore well are maintained in the campus to meet water requirements. Measures are taken to conserve water like bunds, rain pits, well and ground water recharging.
- Sensitization on Water conservation is promoted by planting trees, by conducting green campus promotion activities and by organizing seminars and workshops.
- Restricted and optimal Utilization of water is ensured by installing sensor-based taps and aerator taps.
- Reusing and recycling water is done to reduce the usage of water. Recycled water is used for irrigation purposes inside the campus.
- Extension activities are organized to sensitize and educate the local community about the importance of water and the methods to conserve it.
- Improving water quality by cleaning the water bodies and by controlling garbage disposals in the water bodies.

15.WASTE MANAGEMENT POLICY

This Policy underlines our commitment with regard to sustainable waste management. It outlines a set of agreed aims and deliverables for all aspects of sustainability, including recycling and waste management.

The college adheres to the following principles of the waste management:

- Prevent – avoid creating waste
- Reduce – minimising the amount of waste produced
- Reuse – repair, refurbish or relocate items
- Recycle – promote segregation of waste to increase the quantity of waste recycled
- Recovery – send non-recyclable waste to energy recovery
- Disposal – this will only be used as a last resort if all other options are exhausted.

Solid Waste Management
- Measures shall be taken for minimal or optimal use of papers: Instead of taking hard copies of documents, keep in digital format as far as possible.
- Strategies to lessen the generation of paper waste are adopted: double-sided printing, printing in reduced font size, printing in "fast draft" mode etc.
- e-billing is promoted to reduce use of paper.
- Use of paperclips (over staples) is encouraged.
- Reusing of envelopes with metal clasps and file folders by sticking a new label over the previous one is promoted.
- Colour coded dustbin system is employed for segregation of solid waste: green dustbins for biodegradable wastes like food; blue dustbins for disposal of plastic wrappers and non-biodegradable wastes; yellow dustbins for papers and glass bottles.
- Biowaste from laboratories are disposed with agencies approved by the government.
- Food waste is used to generate biogas using the plant installed in the campus.
- Cleaning or emptying of dustbins is ensured at regular intervals daily.
- Sanitary napkins are disposed in incinerators installed in the campus.

Chemical Waste Management
- Implement Lab Pack Service: The lab pack disposal process involves first identifying, categorizing, and segregating each chemical by type (solvent, acid, or base), re-packaging them, then depositing the packaged chemicals into a drum or a tank.
- Academic strategies are taken to reduce the amount of chemical waste generated in the laboratories.
- Promote existing reuse schemes and develop additional recycling schemes to stream more waste at source.
- Communicate effectively with our employees, students, and residences to increase engagement and participation in the recycling initiatives across campus.

E-Waste Management

- Obsolete electronic devices are disposed through approved agencies.
- Purchasing of devices with increased life time is encouraged.
- The buyback policy of the retailers will be utilized to purchase new computers and batteries for out-dated computers and laptops.
- MoUs with relevant agencies are renewed time to time.

16.ANNUAL GENDER SENSITIZATION ACTION PLAN

The institution handles and responds to the gender concerns mainly through Women's Cell and Gender Champion Cell. These cells engage with the awareness and sensitization of gender issues and work towards gender parity. Objectives of the action plan are as follows:

- To make continued efforts for the gender sensitization of the students, faculty, research scholars and non-teaching staff of the college through seminars, sessions with experts and a continued enrichment of curriculum, content and pedagogies for an understanding of concepts of masculinity and femininity and gender stereotypes. Gender champions in the college will be promoted to ensure gender sensitivity in the educational system.
- To ensure that the dignity and integrity of all the sexes in the St. Thomas College community are equally respected and valued, regardless of status or occupation.
- To optimally serve the interests of all sexes in studies, research, training and development activities.
- To ensure that gender equity is integrated into institutional strategic planning, and that policy development, operational practices and procedures are all informed by equality of opportunity
- To make prioritized efforts to provide a supportive environment in the college through a responsive complaint mechanism to address discriminatory attitudes within the college and in practice, particularly on the issue of sexual harassment and intimidation of girls and young women. Opportunities for recreation and participation in cultural activities will be promoted.
- Attempts will be made to increase awareness of the public including youth on the importance of gender equality.
- To create a gender responsive administrative, teaching and learning in the college.
- Efforts will be undertaken to facilitate conditions for women, men, genderqueer to share power equitably leading to a truly democratic society.

17.EXTENSION AND OUTREACH POLICY

St. Thomas College (Autonomous) is committed to carving out a generation who would take an active role in social activities. Our Faculty and students are encouraged to participate in collaboration with other organizations in carrying out social extension and outreach programs manifesting the vision and mission of the college. ***The Policy for Extension and Outreach Programmes*** provides objectives and operational guidelines for engaging students in community extension activities for reciprocal learning and service to validate their actions.

Operational Guidelines

1. Information regarding these programs is disseminated through notices and Heads of Departments.
2. The college appreciates the services provided by students and faculty by considering their working for such activities as on duty.
3. The network with the community is to be developed through NSS and NCC activities, clubs, cells, initiatives, faculty expertise, MOUs and the social initiatives.
4. The faculty in charge of the above units will give appropriate training to the students before starting their work in communities.
5. The College will provide, within its capacity to do so, quality facilities that enable students to participate meaningfully in the community extension activities.
6. The respective faculty shall monitor and ensure effective community engagement of the students.
7. The students who are engaged in the community outreach activities are required to observe appropriate standards of behaviour in the campus, community and online interactions.
8. All students must adhere to the college requirements regarding community work such as obtaining consent from parents/guardians, informing the faculty, HoDs of their departments and maintaining the records of their activities.
9. The students are expected to maintain a record of the community extension activities in the prescribed format. The reports of the activities are to be submitted to the Coordinator of the Programme at the end of each academic year.

18. MENTORING POLICY

Mentoring delivers an all-round guidance and support to the students. The objective is to deliver a reliable and inclusive support system, to motivate students to excel in both academic and non-academic fields.

The objective of Mentoring System: -

- To offer mentees a support system during the decisive phases of their academic, professional, intellectual development.
- To offer an emotional support for the students.
- To assist students in building life skills through value-based education and service-oriented programs.
- To provide opportunities for the teaching staff to understand the perspectives and attitudes of students.

Role of Mentors

- Mentors must meet their mentees regularly.
- The mentor should maintain a record of mentoring and do follow up. The printed register book for recording details of mentoring is provided by IQAC to each mentor.
- All meetings held between mentor and mentee will be kept confidential.
- Mentors provide information and advice to the mentee and encourage the mentee to proactively make decisions and set objectives according to their development.
- Mentors will help the students to grasp the challenges and opportunities present in college and society and develop a smooth transition in life.
- Mentors should take efforts to motivate mentees, build their self-assurance, stimulate their creativity, recognize their contributions, and navigate their path toward independence.
- Mentors should treat mentees with self-esteem and admiration.
- Mentors will counsel academically backward students and play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- These reports should be periodically evaluated by a team of teachers and their effectiveness should be monitored by a committee consisting of the Principal, Academic Deans and then therefore the IQAC.

Role of Mentee

- Each mentee is anticipated to be consistent and prompt for his/her sessions with the mentor.
- The mentee should establish clear objectives along with the mentor and work diligently to achieve targets.
- Mentees shall extend total cooperation to the Mentoring Programme procedure anticipating self-growth and progression.

19.POLICY ON AWARD OF SCHOLARSHIPS AND FREESHIPS

It is the policy of the college that no student who gets admitted to the college on merit shall discontinue his/her studies on account of financial constraints. The following measures are taken to avail scholarships/freeships to deserving and meritorious students:

- Fee waiver is availed to the financially disadvantaged students.
- Scholarships are provided to the academically meritorious students.
- Scholarships/Freeships are provided to the students who excel in Sports at interzone/ university/national/international level.
- Scholarships/Freeships are provided to the students who excel in Fine arts and other cocurricular and extracurricular activities at interzone/university/national/international level.
- In addition, the college collaborates with alumni, retired faculty and non-government agencies to institute scholarships, freeships and endowments.
- Students are sensitized to avail governmental / nongovernmental endowments / scholarships.
- Scholarships and extended to deserving and meritorious international and north-east Indian students.

1) The college is providing fee concession/ fee waiver for needy students of all courses. Accordingly, the college has made provision to reach out to those students who need financial/material support for their education. A standard procedure is followed for the same.

- The students who are intending to avail this facility have to submit their application to the head of the department.
- The head of the department based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed in the department council.
- The recommendation of the department council is forwarded to the Principal by the Head of the department.
- The principal presents the same in the Management Advisory Committee meeting and the final approval/rejection of the same happens.
- Usual submission of the application happens in February / March before the academic year begins in the case of already enrolled students and Sept/ Oct for the first year students.

2) The college also provides Merit Scholarships for the academically excellent students from all batches and courses.   Students who meet certain criteria of academic merit are awarded scholarships. The college management embarks on finding resources to run

scholarships in the strong belief to remove financial barriers of our deserving students. The college has strategically worked on receiving scholarship funds from our illustrious alumni, retired faculty, relatives of our expired faculty and benefactors. A single or repeated donation towards scholarships is proposed to run an agreed number of awards over an agreed period of time. The college also proactively work to procure the CSR funds of corporate companies, public/ private sector banks and private firms to further expand the scholarship funds for our students.

The college office provides required assistance and guidance to students to timely file their applications for government scholarships. They are informed of the government scholarships through circulars and class tutors take the initiative to notify students to approach college office with necessary documents.

3) Freeships are available at St. Thomas College to deserving international students and students from North-east region. The college has taken initiative to support and provide free education to academically exceptional students from North- East India and other Asian countries.

4) The college website and online notifications are employed to notify the students on upcoming scholarships and the Scholarship Cell supports the students in availing the specific scholarships earmarked for specific group of students.

20.   SAFETY, SECURITY POLICY & GUIDELINES

St. Thomas college (Autonomous) is committed in providing and maintaining a safe, healthy work and learning environment for faculties, non-faculties and students. The college has set out its aim in safety and security policy and guidelines in achieving this. Safety and Security policy and guidelines of the college is constituted under the UGC guidelines.

The primary function for Safety and Security policy is to advise, assist and support staffs and students to effectively manage health and safety within college. We continuously strive for improvement and we expect all our staffs, students, contractors and visitors to help us achieve by following our policies, procedures and guidance. The college encourages and expects staffs, students and visitors to co-operate on matters of health and safety and to act responsibly whilst on college premises.

ACCIDENTS AND FIRST AID

- The college makes every effort to ensure measures are in place to control health and safety risk at the college.
- In case if any accident occurs, we have Jubilee Mission hospital and Govt District hospital nearby our college.
- If any accident occurs on our college premises the following contact points would be there.
    1. Security Office or Gate
    2. Accident Care & Transport Service: 0487 2321500, 9287394235
    3. Student Dean -officer
    4. Class teacher/ HOD
    5. College information Centre (0487 2420435) immediately. First aid is provided, if necessary.
- If you have an accident outside the college e.g: on a college trip or excursion or at another employee's workplace/ place of visit or internship, whilst on work placement or whilst on college business, then please report it your immediate department/principal as soon as possible. Immediate measures in such cases will depend on the organization's own policy which the students are requested to familiarize as soon as one joins any such programs.

FIRST AID

The college shall provide the services of a fully qualified nurse or doctor on the campus on call. The students/ staff require first aid, they are advised to meet Student Dean who would be at the wellness Centre.

IN CASE OF ANY EMERGENCY

- Leave the building by the nearest and safest exit or as directed by the staff or firemen.
- Escape routes or stairwells to evacuate premises.
- Close doors behind you.
- Procced to designated assembly area.
- Do not use lifts.
- Do not take risks.
- Do not delay or stop to take personal belongings.

- Do not re-enter the building until instructed to do so.

VISITORS

The college extends a warm welcome to all visitors. All the visitors have to enter their details before entering the campus. For directions or assistance, they could approach the reception desk or information Centre. There are maps in every entrance of each block for directions and there are board in the main entrance to get details regarding the college.

SAFETY MEASURES ON CAMPUS

The following committees to look into the safety and security of the staffs and students on the campus:

1) Internal Complaints Committee ICC (Anti-sexual harassment committee) has been constituted as per laws of land to ensure gender justice and that no harassment is done on basis of sexual difference on campus.

2) Grievance Redressal Committee functions to address the grievances of students and staffs of the college. This is specific mechanism for grievances regarding exam related matters.

3) Grievance reporting on College Website: Students can report grievances, complaints or suggestions for improvement.

4) Grievance Reporting: Suggestion boxes are fixed at the library, IQAC, Principal's office and women's retiring area where in suggestion chits could be deposited. They are examined by SDO or counsellor once in a week.

5) Discipline committee helps the principal to maintain discipline in the campus. It formulates strategies for improving discipline and meets when required and conducts enquires and prepares reports regarding the action to be taken.

6) Anti-Ragging Committee and ethics committee works in collaboration with discipline committee, foresees the possibilities of ragging and organizes awareness program to create a friendly campus. It also documents activities done to prevent ragging and sends report to 16 concerned centers as required. In the event of any complaints or instance, it meets, make enquiries and suggests disciplinary actions.

7) Vehicular traffic on the campus is restricted between 8.30 am to 4.30 pm. Vehicles are allowed to be parked only in the space provided. Helmet, noise related norms and other traffic regulation have to be strictly adhered to. Use of bicycles is promoted. Exit of student vehicles during the working hours is discouraged.

8) Identity card for prevention unauthorized entry: Students and staffs should wear easily identifiable and authentic IDs and wearing of such cards in the premises mandatory.

9) 24/7 camera surveillance and security personnel. College has a CCTV system that functions 24/7 and security personnel guarding all the campus round the clock, complete with a security room.

10) Visitor record and boom barrier gate: The entrance of the college is carefully monitored at all times to prevent unauthorized entry and keep visitor's record daily. Boom barrier gates are fixed at the main entrance of the campus.

11) Fire extinguishers: Fire extinguishers and instructions to use the fire extinguishers are installed at decisive locations as per standards.

12) Code of Conduct, Policy Documents and College Calendar are displayed in the college website. A handbook and calendar are given to all students at the beginning of the academic year. Important

rules, regulations and helpline numbers are displayed in the website, digital display board, notice board, canteen etc.

13) Separate Hostels are availed for girls, boys and sports quota students. Hostel boundaries are protected by wall of such height that it cannot be scaled over easily. Entry point in the hostel is restricted to one gate and 24/7 security guard and CCTV is ensured. A register is kept to enter the details of visitors with contact details.

14) Counselling service: The students can avail counselling service all Fridays if they face any mental tensions. Each batch are taken periodically for sharing their problems and stress to the counsellor and students were able to overcome their hurdles that they face in their life. There is a separate external counsellor for students if they want any advice from them.

15) Awareness programs are organized by competent: Talks by officials of police and public administration departments, various personalities and informative audio-video lectures and presentation arranges every year at least once, covering issues related to safety of personal belonginess, 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 and personal fitness.

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 Ani ragging orientation to senior students at the beginning of the year, safety orientation will be given.
- Staffs also will be oriented regarding safety measures on the campus on their induction.
- Mock safety drills shall be held periodically.
- Physical education department/NCC/NSS/Women Cell shall organize periodic sessions in safety and self-defence.

SAFETY OF STUDENTS WHILE THEY ARE ON EXCURSION/ TOURS /ACADEMIC TRIP SET C-UGC

- Departments should make sure the expedition activities are undertaken under the guidance and supervision of at least two 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 route and manageability.
- Institutions/departments should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey.
- It is mandatory for institutions/departments to elicit consent letters from the parents/guardian of the students who are embarking on tour. Further no excursion/ trip shall be conducted unless such assurance as world indemnifies students against various emergencies and risks.
- Before proceeding on tour all the students should be properly briefed by the way of training about geography, climate, hazardous location and risks zones existing in the proposed destination, code of environment protection, emergency procedures and basic first aid. Teachers should further remind the participants the importance of the importance of safety precautions, team spirit and discipline.

- The institution/department should ensure that each student is medically fit go be part of the excursion tour.
- If the expedition involves camping only such sites should be free from hazardous such as flooding, dangerous slope, falling rocks etc.
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with the parents/guardians. This would also facilitate causality handling and communication in case of emergency.

EMERGENCY CONTACT NUMBERS

COLLEGE OFFICE	0487 2420435
INFORMATION CENTRE	0487 2420435
PRINCIPAL'S OFFICE	0487 2444486
ACCIDENT CARE	0487 2321500, 9287394235, 1033
LOCAL POLICE	100, 0487 2424193
HIGH WAY POLICE	9846100100
POLICE MESSAGE CENTRE	9497900000
FIRE	101, 0487 2423650
AMBULANCE	102, 04872420361
PINK POLICE (HELP LINE)	04872424192
CHILD LINE (HELP LINE)	1098
CYBER CELL	9497962836
EXCISE	04872327020, 9400069584
ANTI-NARCOTIC CELL	1090
WOMEN CELL (HELP LINE)	1091, 181
ANTI-RAGGING (HELP LINE)	1800 180 5522

21. E-GOVERNANCE POLICY

Objectives:

a. To enhance and improve the methods and procedures of e governance efficiently
b. To provide facilitates that enables its stake holder's participation in the governing process
c. To ensure quick internal process of services and information
d. To maintain transparency in services
e. To allow stakeholder's empowerment through access to information.

With these objectives St. Thomas College (Autonomous), Thrissur, has introduced its e-governance policy to enhance better governance though transparency, interactions, transactions, exchange of information among its stakeholders. The institution provides various interactions and privileges to its stakeholders through the "Enterprise Resource Planning". The Stakeholders like the Principal, Manager, Controller of Examinations, Assistant Controller of Examinations, Academic Department Heads, Deans, HR-Administrator, Faculty, Non-teaching staff, Students, Parents get access to their respective portals with a unique username and password.

1. **The principal:** The Principal serves as the head of the institution and is responsible for administrative, academic activities. He has got access to the details of information regarding student admission, status students, their attendance internal and external marks, time table for each semester, examination schedule, mark entry status and other academic works. Also have the access of individual profile of students and faculty members.

2. **Controller of Examinations:** The examination system of the college functions with the principal being the Chief Controller of Examinations. The decisions of the college authorities have been executed by Chief Controller of Examinations with the help two Assistant CEs and the office staff in his office. Proper reports and format of all the procedures of examinations after each semester including the Governing Council is presented to the college authorities. The CoE has access to the examination schedule, student attendance, condonation, exam application status, access to marks uploaded by faculty members, list of students from each programme who are applying for examination, examination fee paid, hall ticket generation and all other academic programmes of the college.

3. **Assistant Controller of Examinations: The** Assistant Controller of Examination (ACE) is the responsible person for facilitating the examination formalities. ACE can schedule the examinations and can open and lock the mark entry portal for faculty members. For each course, ACE can also create various components as per the schedule.

4. **HR-Administrator:** He performs the job of creating individual accounts to newly appointed faculty members, staff and for new admission students. HR administrator will assign privileges to its various stakeholders.

5. **Faculty:** The Faculty members will have access to student attendance of respective batches in which they are engaging sessions. They will have access to mark entry portal time table, attendance status of individual students, number of sessions engaged for each batch. Faculty

members can notify the students regarding their attendance status, assignment status and other relevant matters.

6. **Non-Teaching Staff:** The non-teaching staffs who are working in various wards of administrative set up have the access to various profiles like student, faculty and others based on the assigned ward duties. The staff who are in charge of affairs can have access to details of courses handled by each faculty, faculty profile and faculty academic work load

7. **Student:** Each student is having a unique username and password through which the student can login to the portal. It enables to check time table, attendance, internal marks, semester examination result, application for examination, examination schedule, academic time table and other relevant academic matters.

8. **Parents:** All the on-going activities in the campus and the details regarding their respective groups which are relevant to them were incorporated in the parent portal and regularly notified with mail and SMS.

22.RESEARCH PROMOTION POLICY

The college promotes research by providing resources to researchers to enhance their research capabilities and also by recognising research output by faculty members and research students.

The objectives of the Research Promotion Policy are to

1. Generate and Provide Resources for research
2. To Enhance Research Capabilities, Collaborations and Output
3. To ensure Ethical research practices in college
- By which a conducive environment to carry out research, outreach, extension and knowledge generation can be established.
- MODUS OPERANDI

Generating and Providing Resources (Capital and Infrastructure)

- Apply for financial support schemes from Central and State agencies to ensure that facilities for research are constantly upgraded.
- Both faculty and scholars are provided the services of the various research laboratories working in the college at a subsidized rate.
- Full time Research Scholars without any fellowship are provided with a financial aid.
- Teachers wishing to apply for patents and projects are provided support (both financial and expertise)
- Partial deference of cost of attending FDPs/seminars/conferences for quality enhancement of faculty is provided on case-by-case basis.

Enhancing Research Capabilities and Collaborations

It is endeavoured to increase the research capabilities and output of the research scholars by encouraging them to:

1. Publish papers and books
2. Make paper presentations
3. Apply for patents
4. Attend workshops/trainings/courses which will increase their skills and output

It is endeavoured to increase the research capabilities and output of the faculty by encouraging, assisting and facilitating them to:

1. Maximise their intake of research scholars
2. Publish papers and books
3. Make paper presentations
4. Apply for patents
5. Apply for research funding/grants/projects
6. Attend workshops/trainings/courses which will increase their skills and output
7. Undertake research collaborations
8. Undertake research consultancies

9. Undertake editorial/review duties without disrupting the duties of the faculty at the college.
10. Accept assignments as resource persons/faculty exchange without disrupting the duties of the faculty at the college.

- The above factors are considered for selection of best research scholar and best research faculty awards.

Ensuring Ethics in Research

- St. Thomas College has robust research ethics policy which is implemented by the Research Regulatory Bodies of the college. In association with College Library the Research Council intends to offer a Research and Publication Ethics course.

23.PLAGIARISM CHECK POLICY

Preamble

Ethics and honesty are inherent in all academic activities, be it teaching or research, established on the pedestal of lofty moral values. Practices such as claiming credit and ownership of work and ideas of others knowingly or unknowingly runs against the spirit and ethos of research. Unethical practices are detrimental to the academic atmosphere and reputation of institutions and individuals. In this context, the importance of a "**PLAGIARISM CHECK POLICY"** for the St Thomas College (Autonomous), Thrissur, an institution representing truth and freedom, cannot be repudiated.

Definition of Plagiarism

Plagiarism is defined as a noun meaning "an act or instance of plagiarizing". Plagiarizing being the verb meaning "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source/ to commit literary theft: present as new and original an idea or product derived from an existing source"

– Merriam-Webster Dictionary

Plagiarize (and *plagiarism*) is the anglicized version of from the Latin word *plagiarius* which means "kidnapper." *Pagiarius* was used to describe a person who stole the words, children of another and was derived from *plaga* - a net used by hunters to catch game extended its

In the modern context **Plagiarism** includes in its ambit:

- Submitting other's work as one's own
- Reproduce/replicate the words or ideas of others without properly crediting the original work
- Neglecting quotation marks where it is needed
- Providing erroneous information about the source of a quotation or data
- Retaining the sentence structure but copying words without crediting the original source
- Manipulating and misinterpreting others work by data modification in tables etc.

OBJECTIVE:

To ensure plagiarism free research and research communication in the college.

How to detect Plagiarism

Any institution or individual committed to the pursuit of academic excellence should be fully invested in delineating an original work from plagiarized. St Thomas College (Autonomous), Thrissur, has a two-pronged approach in tackling plagiarism and ensuring quality and originality of the research work before the submission of thesis and award of a research degree. Specialized plagiarism check software (Urkund) approved by the University and Global R& D standards and an expert committee in the concerned subject are employed for this purpose. The following steps have been enlisted to facilitate the execution of the policy

1. Software plagiarism check for all Ph.D. theses prior to submission.

2. In case of identification and assessment of alleged plagiarism, it should be reported to the Research Advisory Council (RAC). The RAC will convene an Expert Committee comprising two external experts, the concerned Supervisor and the concerned Head of the Department whose expert opinion will be sought. If the report indicates plagiarism, the thesis will be returned for rewriting. If a person repeats the offence more than once then the person will be barred from submission and would have to face disciplinary actions.

3. As per university guidelines, in case of the receipt of a written complaint also (with proper identity of the complainant along with an expert opinion from the same field on plagiarism is received), the above procedure shall be followed.

Compliance Statements

As per university guidelines all Ph.D. scholars are required to submit a signed certificate on plagiarism check of her/his work, in the prescribed format with the recommendation of the Doctoral Committee, at the time of the submission of thesis.

Procedure for Plagiarism check using approved software will also be compliant to University guidelines.

The College Library is equipped to provide the assistance and access for plagiarism checker software(s). The facility is also made available at the research departments of the College. Before final submission the final soft copy of the PhD/Post-PhD theses should be provided as a CD in pdf and doc/docx format to undergo check with plagiarism detection software.

Research Scholars and Supervisors submitting theses should follow the guidelines compliant to the University of Calicut or whichever University is awarding the final degree.

1. The CD containing the final soft copy of the doctoral theses in PDF/ doc/docx format should be submitted

2. Theses should cover the chapters from introduction to bibliography/in a single file. Preliminary pages, namely the declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, etc. should be submitted as a separate file.

3. Duration of three days is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content.

4. If the percentage of similar content is beyond the permitted limit or any plagiarized content is detected the scholars should be given a chance to take appropriate corrective measures.

5. Scholars should make sure that they accurately acknowledge the right authors and sources.

Only accepted standard format should be followed for rendering references. The same format should be maintained throughout the text.

Procedure for handling alleged Plagiarism

To maintain fairness and to avoid victimization and malicious defamation, on the receipt of a properly addressed complaint the person/persons accused should be

(a) informed of the allegations along with a copy of the complaint against them so that they may be able to reply to it adequately.

(b) given at least two weeks to respond to the allegations against them.

(c) the matter should be resolved in less than two months to ensure that no one suffers from delay.

(d) the principal and head of the research council should make sure that unbiased investigation and decision making is done.

(e) unless a crime is proved the person/persons accused should not be shamed nor should the allegations be made public.

Punishment

Depending on the severity of crime the punishment (to the scholar or Supervising Teacher or both) shall be:

1. Fine or warning
2. Rustication for limited period or permanently
3. Withdrawal of the alleged degree

Counselling

To prevent instances of plagiarism and disciplinary actions associated with it the college should take steps to spread awareness about it. Awareness programmes for final year undergraduate, graduate research scholars and faculty should be arranged annually. Class teachers may be entrusted to enlighten the undergraduate students but M.Sc. Students, Ph.D. Scholars and Faculty should be allowed the benefit of an awareness session from an expert.

Permitted level of plagiarism will be compliant to University Guidelines

Own published work (if appended at the end of the thesis/dissertation), references with proper citation are excluded from plagiarism check. Generally, similarity of contents up to 5-10% shall be ignored.

The maximum acceptance level shall be:

· Introduction/Review of literature: 25% for subjects under Science and Technology faculties and 35% for subjects under other faculties)

· Materials and Methods: 25% for all faculties

· Result/ Discussion/Summary/Conclusion: 10% for all faculties

Guidelines for Plagiarism checking in the library

The service can be availed from 10.30 am to 3.30 pm.

- There are no limitations regarding the number of times plagiarism checking can be done on a Thesis and should be provided free.
- Plagiarism checking facility is open for research papers and should be encouraged.
- Submit any document for plagiarism check at least 10 days before the due date of submission.
- Persons availing the facility should provide the required address proof and fill in the required forms.
- One cannot submit other people's work for plagiarism check.
- The same copy/matter used for the final plagiarism check should be submitted for evaluation.
- Auxiliary pages and references given at the end of each chapter may be excluded while submitting the thesis for plagiarism check.
- Thesis has to be divided into 4 files in the following format in CD viz.,

01. Introduction and review - <name of the research scholar>
02. Materials and methods - <name of the research scholar>
03. Analysis, result and findings - <name of the research scholar>
04. Tile page of the thesis

- Research scholars are directed to bring the files in PDF format and Doc./Docx.
- Submission permission and certificate will be issued only when the percentage of similarity is within the limit prescribed by the university and college.
- Research scholar has to bring six copies of the proforma of 'Certificate of Plagiarism Check'.
- It is advised to obtain the Plagiarism Certificate only after the pre-submission. Certificate on Plagiarism check once issued will not be cancelled in any circumstances.
- In addition, the scholars shall follow the guidelines and regulations specified by University of Calicut.

24.SANTHOME RESEARCH (SEED MONEY) GRANT POLICY

Fostering the spirit of research and encouraging the faculty to follow the path of systematic enquiry and thus create a research environment is high up in the priority of the college. In this context, the college management has revamped the existing seed money policy to incorporate facilitation of minor research proposals under the SANTHOME RESEARCH SEED MONEY GRANT scheme.

Research activities encourage the creation and dissemination of new knowledge. Teachers who are involved in active research can foster the spirit and rigours of enquiry in students and can help in building a new generation who are capable of innovation. Research also helps in understanding basic concepts and helps in better learning by doing.

External funding for research is highly competitive and applicants need a background of research to be considered. Promoting research by funding deserving teachers to build a base for their research aspirations will also benefit the organisation as it will help to bring in external funding in the long run.

Statement of purpose:
SANTHOME RESEARCH SEED MONEY GRANT scheme aims to create a sustainable environment of research in the college.

Objectives of Seed Money Policy

- To create a sustainable environment for research in the college campus.
- To provide required support for research-oriented faculty.
- To nurture locally relevant research which may not be relevant at the global level and therefore may not merit external funding.
- To create opportunities for teachers to initiate pilot research projects which could serve to attract external funding.
- To test novel ideas before submitting proposals to external agencies.
- To promote inter-departmental collaboration.
- To set up role models for students in innovative practices.

All teaching staff are encouraged to apply for SANTHOME RESEARCH SEED MONEY GRANT. It is envisaged to provide a maximum grant upto Rs. 50,000/-. It is the discretion of the awarding committee to sanction the full amount requested or not. Seventy-five percentage of the sanctioned amount will be handed over to the applicant along with the sanction order. The remaining 25% will be given to the applicant on submission of project and CA audited utilization certificate and other requirements listed in terms and conditions.

The applicant must submit the application in the given format with the required supporting documents after getting forwarded by the concerned Head of the department. It is advised that the faculty also submit a profile generated through STAMS along with the application form. Detailed terms and conditions and application form may be referred to (SEE ANNEXURES).

Research Incentives

Santhome "Research Awards" are given at three levels to encourage research output.

SANTHOME BEST RESEARCHER AWARD is given to a faculty who has made profound contributions to the research culture and output of the college during his/her tenure.

BEST RESEARCHER FROM EACH RESEARCH DEPARTMENT: A faculty who has contributed to his/her departments research culture by research output in the form of the following

1. Publications in peer reviewed, indexed journals (SCOPUS/WEB of SCIENCE/PUBMED)
2. Books and Book chapters with ISBN
3. Patents
4. Paper presentations in International/National Research Events
5. Extension and Outreach Activities
6. Externally Funded Projects
7. Invitations as Resource Person/Subject Expert/Faculty Exchange Schemes
8. Other relevant output

BEST RESEARCH SCHOLAR: A Scholar who has contributed to his/her department culture by research output in the following form

1. Publications in peer reviewed, indexed journals (SCOPUS/WEB of SCIENCE/PUBMED)
2. Books and Book chapters with ISBN
3. Patents
4. Paper presentations in International/National Research Events
5. Fellowship
6. Other relevant output

In addition to the above all faculty who publish in peer reviewed indexed journal as mentioned above are given a cash incentive for each paper they publish.

BEST PAPER AWARD: One paper each from each subject may be selected for this award based on its quality and the quality of the journal it is published (Impact Factor and Indexing).

Scholars and Faculty awarded PhD and Faculty newly recognised as research guides are also honoured.

Implementation: The Research Council is responsible for updating, implementing and assessing the outcome of the research promotion policies.

25.RESEARCH ETHICS POLICY

Introduction

Ethics in research is very important as adhering to certain norms promotes the aims inherent in research. The Research Ethics Policy provides broad guidelines for individual behaviour in matters of research conduct:

Objective

- 1. Ensure all research in the college follows universally approved protocols of ethics and laws of the land
- 2. To provide guidelines to ensure that collaborative work can be carried out without conflict of interests.
- 3. To safeguard the rights of animals, humans or communities' if part of research.
- 4. To outline the role expected from mentors (guides) and mentees (scholars)

Regulatory Body

All matters of Ethics in Research are managed by the College Research Ethics committee which will hereafter be known as the Research Ethics and Academic Integrity Panel (RE-AIP).

- The RE-AIP consists of the following permanent members
  1. The Principal
  2. The Dean of Research
  3. The IQAC coordinator
  4. The Dean of Sciences
  5. The Dean of Languages and Social Sciences
  6. The Joint Coordinator of the Research Council
  7. The Librarian
- In case of a hearing regarding ethical misconduct from any faculty a Department Staff Representative will be present for the proceedings to ensure that institutional victimization does not happen.
- In case of a hearing regarding ethical misconduct from any scholar a Department Scholar Representative will be present for the proceedings to ensure that institutional victimization does not happen.

Role expected from mentors

- Constantly update knowledge
- Be open-minded and supportive
- Facilitate research activities
- Be firm but fair
- Assign clear roles for Mentees without ambiguity
- Lead by example
- Avoid burdening mentees with personal work

Role expected from scholars

- Sincerity and Dedication
- Honesty and Transparency
- Rigour
- Respect to co-workers and mentors
- Responsibility and Legality

All researchers are expected to be aware of and respect the laws of the land regarding

1. IPR (patents, trademarks, copyrights, plagiarism) and publication
2. Testing on animals
3. Testing or Information collection from human beings
4. Privacy and Confidentiality
5. Transfer and Handling of Bioresources and/or hazardous material

- Ignorance of these laws cannot be cited as an excuse and therefore all researchers are expected to be aware of the latest status of all research ethics related laws relevant to their research.

Norms of Publications and Collaborations

- All publications should confirm to discipline-specific good practices:
  - The authors must be able to identify their contribution to a research output (article/patent/book/product).
  - The authors should accept personal responsibility for it their research outputs
  - Contributions of collaborators should be properly acknowledged with their permission
  - Honorary authorships are strongly discouraged.

Misconduct in research

- The following practices are deemed misconduct in research and those practising these will be subject to disciplinary action
  1. Piracy
  2. Abuse of Intellectual Property Rights
  3. Abuse of Research Resources
  4. Substance Abuse
  5. Defamation/ Harassment/ Bullying
  6. Impersonation and/or Fraud
  7. Sabotage
  8. Denying access to resources/information
  9. Wrongly claiming/appropriating others achievements as own

Sanctions in Research

- Based on the level of misconduct, the ethics committee may suggest the following:
  1. Written Warning
  2. Loss of privileges
  3. Fines

4. Compensation for loss
5. Public Apology in addition to any of the above
6. Suspension
7. Dismissal (Only in the most serious cases and after repeated warnings following due procedures laid down by university)
8. Punitive measures for plagiarism will be as prescribed by the Plagiarism Policy of the College and University of Calicut.

Implementation of the Policy

- The Research Ethics and Academic Integrity Panel is expected to revise and update the above guidelines to ensure that ethical research is carried out in the institution. Any report of ethical report is first examined by the RE AIP before suggesting sanctions to the Dean of Research and Principal.

26.CONSULTANCY POLICY

1. Introduction

Consultancy is an essential conduit for sharing knowledge and expertise between different individuals and agencies. Consultancy may be associated with contractual relationships, including research, service, contracts *etc.,* with individuals, non-governmental and governmental agencies in lieu of a fee. The goal of this policy document is to set out the principles and procedures governing consultancy undertaken by academic staff members (hereafter referred to as Consultant) of the college. The staff is encouraged to undertake consultancy, provided, it is in conformity with the vision and mission of the college.

2. Objective

- To increases professional and academic competence and exposure of stake holders for quality enhancement.
- To create and maintain links between the College and external organisations to increase research and placement opportunities.
- To catalyse innovations and protect Intellectual Property (IP) of the college
- To meet the local and regional needs of the society through knowledge transfer.
- To generate tangible outcome, interns of capital or assets.

3. Scope

Consultancy services may be offered to Individuals, Industries, Service Sector, Govt. Departments and other National and International agencies by the staff of the college, in their field of expertise. The college stipulates that all such services must be governed by written contracts (formal emails may be considered) and the Principal has the right to instruct the staff to decline a proposal for consultancy. The responsibility for conduct of the project and the deliverables will lie with the Consultant, and the office of the Dean of Research will provide the necessary administrative support. Proposals for large sized consultancy assignments (worth more than One Crore) may be reviewed by a five-member Advisory Committee comprising Principal, Deans of Science, Humanities, Research and Planning and Communication.

4. Recruitment Policy

Students who are willing to work on consultancy projects may be permitted, as per the norms of the college, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria. Recruitment of temporary staff for Consultancy Projects, if needed, shall follow existing rules for project staff recruitment.

Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing purchase and travel rules.

5. Exclusions

This consultancy policy does not recognize below activities:

a) External Examination related duties
b) Invited Talks and conference presentations

c) Editorship of academic journals or publication of solicited articles
d) Royalties
e) Professional arts performances
f) Charitable services
g) Any other as decided by the governing council of the college

6. Process of Approval of Consultancy Activity

Once a request is received, it must be communicated to the Principal and a formal consent should be obtained after which the consultant must inform the client and the work may commence.

7. Duration

Duration of the consultancy activity should not exceed three years. If needed, the client may seek further assistance by renewing the contract.

8. Components of Consultancy Fee

The consultancy fee may comprise the following:

Consultant Fees: This will include charges for the time and expertise of the consultant.

Operational Expenses: Consumables, contingencies, travel, daily allowances, honorarium for staff and students, and all other costs associated with the consultancy project can be included here. The cost of using college-owned equipments are also covered by these fees.

Overheads: Overheads will be charged at the rate of 10% of Operational Expense as applicable. The equipment maintenance and the expenses on use of infrastructure will be taken care of by the college from this fund.

Capital Equipment: This will include charges for the purchase of specific equipment for the implementation of consultancy projects.

Tax: Service tax and other applicable taxes

9. Payment schedule

The charges for any assignment are normally payable in advance. However, exceptions may be made with prior approval of the principal. Such a payment schedule should ensure that

    (i)   advance payment is received for each segment of work.
    (ii)   the number of instalments is consistent with the deliverables.

10. Income Distribution

For consultancies that rely solely on a consultant's time and expertise, she or he is entitled to keep 80% of the profit. When college resources are used, the income split ratio may be determined on the merits of the case; however, the institution's share will not be less than 40%. The income earned by any individual from consultancy will be taxable as per the Income-tax Act, 1961. All financial transactions relating to the consultancy that are worth more than Rs. 5000/- will be processed via bank transfer to

and from the appropriate college account. Amounts of less than Rs. 5000 may be remitted at the college office.

Any immovable assets, in addition to the consultancy fee, amassed through the consultancy, shall belong to the college. Ownership of intellectual property shall be stated in the initial consultancy request.

11. Conflict of Interest and Dispute Resolution

A conflict of interest arises where an employee engages in consultancy which becomes deleterious to the interests of the college. Conflicts of interest, if any, must be immediately reported to the principal, and appropriate decisions should be initiated in consultation with the research council.

Any dispute arising out of consultancy must be placed in-front of the Principal, who may take a decision by him/herself or refer it to the Research Council Ethics committee for further resolution. Disputes, if any, shall be subject to the jurisdiction of the courts at Thrissur.

12. Code of Conduct

The conduct of the individuals associated with the consultancy should befit the prestige and reputation of the college. In cases of misappropriation and misconduct, disciplinary action may be initiated, as per the prevailing rules of the land. Clients receiving consultancy services are not permitted to use the name or logo of the college without prior permission of the Principal. All consultants should ensure that the activity is beneficial to the college and that it is kept within reasonable bounds. Travel out of the campus or leave on account of consultancy activities should be undertaken with intimation to the head of the department. Further, outstation travel for consultancy assignments may be undertaken normally with the prior approval of the Head of the Institute.

13. Implementation Procedures

The responsibility for the implementation of this policy shall lie with the Principal, via the Dean of Research. The Dean shall have wide authority and discretion to adopt administrative processes, guidance, forms, and interpretations necessary to effectively implement this policy and any procedures enacted. Copies of the consultancy initiating request and details of financial settlement must be kept in the office of the Dean of Research. Notwithstanding the above, and keeping in mind the best interests of the college, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the Principal.

27.FINANCE POLICY

This policy aims at the optimal utilization of college's financial resources in order to achieve the college's mission.

Objectives

- For effective management of financial resources.
- To provide guidelines for resource mobilization, financial control and effective utilization of finance.
- To comply with legal requirement of various acts
- To ensure standard in accounting procedure
- To ensure financial transparency.

Scope of the policy

The scope of this policy spans all related financial resources used for the development of academic, physical and human resources of the institution for attainment of its mission. It also covers mobilization, effective utilization and controlling of finance.

Resource mobilization plan

A resource mobilization plan shall be made annually and presented to the governing body with the following broad outline:

Cash inflow:

- Cash inflow from student fees
- Cash inflow likely from government and non-government funding, consultancy, alumina funding, sponsorship grants, rentals and interest.

Cash outflow:

- Cash outflow is based on overheads, infrastructural augmentation, maintenance and administrative expenditure.
- Abnormal expenditures and deficit if any arise due to difference between cash inflows and outflows, the governing body shall finalize and sanctions the budget.

Monitoring of policy

The implementation and regular monitoring of the resource mobilization plan shall be done by principal and finance officers. Finance officer may check and approve daily payments. Any major rectification, if necessary, shall be done with the approval of the governing body.

Financial Sources of the institution

- Tuition fees

- Government and non- government (DST, UGC, ICSSR, etc.) grants and funds received.
- Project overhead charges received from research grants (major/minor research) from various government and non- government agencies.
- Interest received on various funds/ grants from governmental and non-governmental bodies.
- Funds from alumni as endowment
- Scholarship for the students from the government, the management and individuals.
- Income received through endowment, conduct of examination by university, various educational bodies (Kerala PSC, SET, CA, CMA) rental for outsourcing of indoor stadium for state and national level competitions
- Consultancy amount received.
- Sponsorship and grants from individuals and philanthropists.
- Hostel fees

Optimum utilization of funds

- Provided to meet infrastructural development of the college.
- Adequate funds shall be allocated to upgrade classrooms and introduction of innovative teaching- learning practices.
- Financial support shall be provided for providing training for students, teachers, non-teaching and supportive staff.
- Financial support for faculty for attending national and international conferences, workshops and seminars.
- Financial assistance in the name of seed money shall be provided for the faculties to encourage research.
- Scholarships and free-ships for eligible students.
- Funds for development of sports and cultural activities at college level.
- Purchase of books and periodicals.
- Purchase of equipment.
- Funds and grants from government and non- government agencies shall be utilized by the faculty concerned strictly in accordance with the guidelines of the funding agency and institution.
- Transparency and accountability shall be ensured by conducting periodic audits.

Auditing of Funds

The finance committee in discussion with the governing body appoints the internal as well as external auditors and foresees the process of auditing along with the accounts department.

Statutory audit

The Annual audit of accounts of the institution is done before the month of July every year.

Project fund audit

The project accounts will be done separately within 2 months from the close of the project period.

Utilization certificate from the Auditor

Utilization certificate is obtained from the auditor for the audit of all the accounts of the institution. A project wise utilization certificate is obtained as demanded by the University Grants Commission.

Internal Audit

Internal audit of accounts of the institution is done annually and a report is submitted before July every year.

28.INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY

Objective:

- To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.
- To avert mismanagement and misconduct of college amenities and services.

Scope of the Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college and thereby aiding in its transformation into a university. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

General Infrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as College Advisory Committee and St. Thomas College Trust Board. Once approved, it will execute through the office of the Principal/bursar.
- The departmental requests for new purchases duly signed by the Head have to be submitted to the College Purchase Committee for endorsement.
- Every department has to keep a stock register and complaint register of the departmental infrastructure facilities and an annual stock verification has to be done.
- The upkeep of college infrastructural facilities will be performed by Technicians, Masons, Plumbers, Carpenters and Painter deputed by the Management.
- The fixation and revision of the rental amount of infrastructural facilities is made by the Trust Board in consultation with the Advisory Committee.

Class Rooms, Seminar/conference Hall and Auditorium

- The Management has assigned an office staff with the responsibility of the classrooms, furniture and other materials and to ensure safety and security of the entire campus.
- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints Register is maintained in the College office to register their grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.
- The cleaning of the campus is done by the house keeping staffs, appointed by the management

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- The utilization of the campus for campus drives, central and State competitive exams such as NET, SET, PSC, LBS, JAIIB, CS, ICAI, Cooperative examinations and Bank examinations during holidays and weekends will be decided by the Principal, Campus Manager/ Bursar.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders on daily rental basis without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the broacher, to the Principal/ Campus Manager/ Bursar for the permission.

IT Infrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority.
- The everyday procedures of the allotment and maintenance of computer systems have to be intimated to the Head of the Department by the lab assistants.
- The requirement of the repair of the systems has to be reported to the Technical Assistant appointed by the Manager through the Head of the Department and the Department Head has to check whether the timely action is taken.
- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

Laboratories

- The laboratory assistants take care of the laboratories. Maintenance works, when needed, are to be reported to the office by the Head of the Department.
- Students are not permitted to remain in the laboratory without the supervision of a laboratory staff and should adhere to Laboratory Rules and Regulations prepared by the department.
- All injuries, accidents, spills, and breakages should be reported to laboratory personnel as soon as possible.
- All faculty, students, staff and visiting scholars shall adhere to a standard laboratory dress code and use personal protective equipment (PPE) when working in potentially hazardous situations or around potentially hazardous materials and/or equipment.

Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Education Department.
- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.
- The Ground Marker has to take care of the maintenance of the play Ground and supply of the play kits.
- A prior written permission from the Principal/ Campus Manager/ Bursar is required for the use of the College sports facilities by the personnel other than St. Thomas College sports students.

Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal/Campus Manager/Bursar in written by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.

Hostel infrastructure

- Hostel Committee consisting of the Manager, Principal, Warden, Bursar and the Finance officer of Thrissur Archdiocese will carry out the administration by framing rules and regulations for the discipline and mess administration of the hostel.
- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the Warden.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

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29.CODE OF ETHICS POLICY

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I. Reason for Policy

St. Thomas College (Autonomous), Thrissur, prides itself on maintaining high ethical standards in all dealings with students, parents, staff, the society, and alumni. In order to formalize the institution's commitment to these critical ethical standards, the Board of Management has adopted the following Code of Ethics Policy.

This Code of Ethics Policy does not summarize all of the institution's policies. Every stakeholder must also comply with all other policies set out in the Human Resource Policy, Handbook on Human Values, Professional Ethics and Code of Conduct and other policy documents, as appropriate.

II. Applicability and Scope

1) **Individual Responsibility.** As a fellow-traveller of St. Thomas College, Thrissur, every stakeholder has an individual responsibility to deal ethically in all aspects of work and to comply fully with all laws, regulations, and policies. They are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting themselves with the various laws, regulations, and policies applicable to their assigned duties. The administration, department heads, and others in supervisory positions must assume responsibility for ensuring that their conduct and the conduct of those they supervise complies with this Code. No one at St. Thomas College, Thrissur, is authorized to instruct anyone to engage in any illegal activities under any circumstances.

2) **Confidentiality.** The institution is entrusted with many kinds of confidential, proprietary, and private information regarding members of the St. Thomas College community, the institution, and its dealings. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after employment.

Records containing personal data of employees and students are confidential. They are to be carefully safeguarded and kept current, relevant, and accurate. They should be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as approved by the Principal, the Manager or the board of Management.

3) **Honesty and Fairness.** St. Thomas College (Autonomous), Thrissur, expects from each of its employees honesty and fairness in dealing with others. They are expected to accept responsibility for their actions and to report information accurately to fellow employees and heads/supervisors. HoDs/Deans/Supervisors have a responsibility to set examples of honesty and fairness in their relationships with their employees.

4) **Institutional Records.** All institutional/legal records and other essential data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is considered a serious offense.

5) **Honesty and Fair Dealing.** St. Thomas College aims to meet its goals honestly and fairly, and seeks advantages through superior performance, hard work, and intellectual skill. The college strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, officers, employees, and students and their families.

6) **Reporting Requirements.** From time to time, St. Thomas College, Thrissur, is required to report matters to public or government agencies. Whether or not one is directly involved in that process, each stakeholder has several responsibilities:

- Depending upon your position, the institution may ask its employees to provide information to ensure that institutional reports are complete, fair, and understandable. Teachers and administrative staff are expected to provide prompt, accurate answers to inquiries related to all public disclosure requirements.

- All college accounts, financial reports, tax returns, expense reimbursements, time sheets, and other documents, including those submitted to government agencies, DCE, and the affiliating university, must be accurate, clear, and complete. All entries in the college's records, including departmental accounts and individual expense reports, must accurately reflect each transaction. The institution's books, records, accounts, and financial statements must conform to generally accepted accounting principles, to applicable legal requirements, and to the college's system of internal controls.

- The college's public reports should fairly and accurately reflect the state of the institution. If anyone believes they do not, one has a responsibility to bring his/her concerns to the institution's attention.

7) **Conflict of Interest.** Each employee should be sensitive to situations that could raise questions of potential or apparent conflicts between personal interests and the institution's interests. A "conflict of interest" exists whenever one's private interests interfere or conflict in any way (or even appear to interfere or conflict) with the institution's interests. A conflict of interest can arise when one takes actions or has interests that may make it difficult to perform one's work for the institution objectively and effectively. A conflict of interest may also arise when one, or members of one's family, receive improper personal benefits as a result of one's position with the institution, regardless of the source of those benefits.

8) **Use of Institutional Resources.** One has a responsibility to use institutional resources, including time, materials, and equipment, for purposes pertaining to institutions only. One may not use college property (such as grounds, buildings, office equipment and systems, tools, materials, assets, and facilities) for anything other than college purposes. Institutional property shall not be sold, loaned, given away, intentionally damaged, destroyed, or otherwise disposed of, regardless of condition or value, without proper authorization. Copyright or otherwise licensed material (including books, articles, computer software programs and tapes) should not be infringed.

St. Thomas College (Autonomous), Thrissur, is a non-profit organization. As a non-profit, the institution receives donations from a wide variety of individuals, alumni, benefactors, corporations, and foundations. All personnel in the institution have a responsibility to use such funds prudently, ethically, and for the purposes for which they are designated. In order to honor donors' intentions, and to protect

the institution's not-for-profit status, employees and student organizations using student activity fees and/or profits from institution-related student-operated business may not:

- Make donations with institution funds or assets to other non-profit and/or charitable organizations;
- Use college funds (from budgets, student fee allocations, "profits" from college-sponsored, student-operated businesses) for fund-raising purposes for other non-profits/charities.

St. Thomas College, Thrissur, enthusiastically encourages its employees to directly support charities or non-profit organizations of their own choice. However, employees should not engage in fund-raising for other non-profit and/or charitable organizations during business hours.

9) **Consequences of Violations of St. Thomas College Policies.** Everyone at St. Thomas College is responsible for ensuring that his/her own conduct and the conduct of anyone reporting to anyone fully comply with this Code and with the institution's policies and code of conduct. Violations will result in the taking of appropriate disciplinary action as per rules/laws of the institution/University/Department of Education/Government/UGC. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff, as the case may be. Conduct representing a violation of this Code may, in some circumstances, also subject one to civil or criminal charges and penalties.

If one is ever unsure about whether some action or situation would be consistent with the Code of Ethics/Code of Conduct/HR Policy, or if anyone encounters a situation and is unsure what to do, one should discuss it with one's HoD/supervisor/immediate superior/principal or an appropriate authority of the institution before taking further action.