POLICY DOCUMENTS

ST. THOMAS COLLEGE (Autonomous), THRISSUR

Policy Documents

ST. THOMAS COLLEGE (AUTONOMOUS)
THRISSUR, KERALA - 680 001

College with Potential for Excellence
NIRF Ranking 2021: 64th

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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.

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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
- 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.

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- **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)

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- 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.

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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

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

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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.

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2. 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 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.

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3. 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.

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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.

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4. 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.

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- 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.

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5. GRIEVENCE REDRESSAL MECHANISM

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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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6. IT-Cyber Security Policy

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.

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.

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7. 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 upto 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 other 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

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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.

UPDATED ON 15 APRIL 2021 (VERSION 4.0)
Initially created on 2 March 2015 by the Library Advisory Committee
St Thomas College (Autonomous)
Thrissur, Kerala, INDIA
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8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 college has a three-tier system to provide scholarships to students:

- Firstly, to offer waiver college fees of financially disadvantaged students.
- Secondly, to endorse governmental / nongovernmental endowments / scholarships to meritorious students.
- Thirdly to extend Freeships to worthy 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 in a prescribed format to the head of the department. The applications can be collected from the college Library.
- 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 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 OSA members, 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.

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

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<div align="center">**15. E-Governance policy**</div>

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 courses, 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.

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16. 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
- 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.

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- 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.

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- 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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17. PLAGIARISM CHECK POLICY-2019

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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.

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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.,

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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.

18. 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 also offers a Research and Publication Ethics course since 2020.

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19. 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.

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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). (SEE ANNEXURES).

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.

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<div align="center">**20. RESEARCH ETHICS POLICY (Revised 2021)**</div>

1. **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:

2. 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)

3. 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).

<div align="center">The RE-AIP consists of the following permanent members</div>

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.

4. 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

5. **Role expected from scholars**

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

6. **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.

7. 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

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- Contributions of collaborators should be properly acknowledged with their permission
- Honorary authorships are strongly discouraged.

8. 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

9.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.

10. 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.

21. CONSULTANCY POLICY (Revised 2021)

Consultation 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 recognise 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, honoraria 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. (effective beginning with the academic year 2021). Amounts of less than Rs. 5000 may be remitted at the college office (even though cashless transfers are encouraged).

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. (Applicable from Academic

Year 2021 onwards). 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.