St. Michael's College, Cherthala

Alappuzha, Kerala-688 539
Affiliated to University of Kerala
and Re-accredited by NAAC with 'A' Grade

POLICY DOCUMENTS

Policy Documents

DECLARATION

This booklet collection includes 13 official policy documents of St. Michael's College Cherthala. These components are developed in line with all applicable statutes and regulations of the UGC, State Higher Education Department, Kerala State Government, and the Government of India. These policies are reviewed and approved for implementation.

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Code of Conduct

Preamble

St. Michael's College, Cherthala, an institution dedicated to the highest level of academic performance, is committed to excellence and integrity in all that it accomplishes. In this way, our college desires to keep the trust of both the College community and the public. Administrators, employees, and students at St. Michael's College are expected to carry out their responsibilities with diligence and professionalism, and to adhere to the highest standards of honesty, integrity, and fairness. This entails, among other things, abiding by all applicable laws, rules, and regulations; maintaining the privacy of sensitive information; and being truthful and considerate of others' rights in all interactions with the college community and outside parties. College representatives ought never to prioritize their own interests over the college's best interests; even the appearance of improper behaviour has to be avoided. All administrators, staff members, and students are subject to this code of conduct. It may be added to, and is not meant to take the place of, particular College policies that have been or may be adopted in the future. The different College administrative bodies reserve the right to periodically update or amend this code.

Policy Statement

The college designed and enforcing the code of conduct that all employees and students, including UG, PG, Research Scholars, teachers, administrators, and other staff members, must follow. This has been developed to provide all college stakeholders with a more complete understanding of all institutional policies, rules, and guidelines for the orderly administration of extracurricular and academic activities, as well as the achievement and performance of multidisciplinary social responsibilities at various levels.

Purpose

St. Michael's college has always maintained and will continue to maintain the highest levels of ethics, fairness, and integrity in all of its dealings. To that end, the purpose of this Code of Conduct is to:

1. Emphasize the college's commitment to ethical conduct and legal compliance;
2. Establish basic standards of ethical behavior;
3. Provide reporting mechanisms for known or suspected ethical or legal violations; and
4. Aid in the prevention and detection of misconducts.

Administration of the Code of Conduct

1. The college handbooks for staff members, administrators, teachers, and students should contain the code of conduct and professional ethics.
2. The college website ought to feature the Code of Conduct and Professional Ethics.
3. The college conducts value education sessions through which the lessons about code of conduct are elaborates.
4. Every classroom and common learning space and the college premise should have display boards on "Vision and Mission of the College."

Code of Conduct and Professional Ethics Committee

Management Representation   : Manager
                Associate Manager

Principal
Vice Principal
Administrative Staff Representation : Office Superintendent
Teaching Staff Representation   : Senior Faculty Member
IQAC Coordinator
Teaching Staff Association Secretary
Non-Teaching Staff Association Secretary
College Union Chairman
Conveners of Website Committee, Anti Ragging Committee, Discipline Committee

Code of Conduct for Students

The code governs student behaviour on campus and requires students to sign a statement agreeing to abide by the code upon admission to their respective courses. Students must attend classes on a regular basis and complete their studies. They must maintain academic integrity, respect others, and discourage misconduct, including off-campus activities that could harm the Institute's interests and reputation. Students are expected to refrain from the following types of misbehavior:

A) Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.

B) Intentionally damaging or destroying college property or property of other students and/or Faculty members & Support staffs.

C) Any disruptive activity in a class room or in an event sponsored by the College.

D) Inability to produce the identity card issued by the college, or refusing to produce it on demand by campus security personnel.

E) Participating in activities including

    a. Organizing meetings and processions without permission from the college.

    b. Accepting membership of any groups banned by the college or by the State or Central Government.

    c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.

    d. Unauthorized possession or use of harmful chemicals and banned drugs.

    e. Smoking within the College campus.

    f. Possessing, consuming, or distributing of alcohol in the college and/or throwing empty bottles on the campus.

    g. Parking a vehicle (Four-wheeler/Two-wheeler/Bicycle etc.) in a no parking zone or in the area earmarked for other than the students.

    h. Carelessly driving on the campus that may cause any inconvenience to others.

    i. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.

    j. Pilfering or unauthorized access to the resources of others.

    k. Misdemeanor and/or exhibiting disruptive attitude at the time of Students' Union elections or during any activity of the college.

    l. Engaging in disorderly, lewd or indecent conduct creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption in the college.

F) Students are expected not to interact, on behalf of the college, with media representatives or invite media persons on to the campus without the permission of the authorities of the institute.

G) Students are expected to be careful and responsible and exercise restraints while using the social media. They should desist from posting derogatory comments about other individuals of the college and refrain from indulging in such other related activities having grave ramifications on the reputation of the college.

H) Causing damage to or destruction of any property of the College or any property of others at the premises would invite punishment.

A disciplinary committee will be established to investigate any potential violations of the aforementioned codes of conduct by students. It will investigate the alleged violation and recommend appropriate disciplinary action against the student. The committee may hold a hearing with the student to determine the nature of the misconduct and recommend one or more disciplinary actions based on the nature of the misconduct.

Code of Conduct for Teaching and Non-Teaching Staff

From the very beginning, the college and its administrators value the uniqueness and integrity of all of its employees. The college promises never to infringe upon the privacy of its employees or to interfere with their personal lives. This code of conduct exclusively applies to the employees' professional and academic lives.

The University of Kerala's Acts, Statutes, Ordinances, and Service Rules, all of which are detailed in media, primarily regulate the Code of Conduct for teaching faculty. The teaching faculty at the college is entrusted with the highest care and responsibilities, including adhering to the code of professional ethics. As members of the academic staff circle at the college, they are not expected to act in a way that could interfere with teaching, learning, exams, research, or the efficient performance of their duties. They are also not expected to cause damage to or deface college property, or use it for purposes other than those specified by the university or the relevant college authority. All faculty members are expected to carry out their assigned responsibilities (which were divided in accordance with democratic principles) and maintain an authentic manner of conduct that is suitable for the greater community. They have responsibilities to fulfill, including acting in a way that upholds the morals and ethics of this line of work. It is expected of a teacher to make sure that their vision and the actual methods of teaching and learning are completely compatible. Each concerned teacher's pedagogy ought to represent this.

The Acts, Statutes, Ordinances, and Service Rules of the University of Kerala also regulate the Code of Conduct for non-teaching staff. It has to do with rules about when they must arrive and depart on all workdays. It is expected of every employee to uphold the highest standards of professional conduct and ethics. A couple of the fundamental principles that they uphold and embody are punctuality and diligence. They are not allowed to engage in any illegal activity or practice any form of discrimination against students, teachers, or other staff members. They must not have engaged in any sort of misbehavior while attending the college. Sexual harassment is not tolerated at all at the college.

Code of Conduct for Principal

The Principal of a college holds various roles and responsibilities, including patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer. They are obligated to follow codes of ethics as proclaimed by the University Grants Commission (UGC), the Ministry of Education (MoE), and the Kerala Service Rules (KSR). These codes apply to both college teachers and administrators. The Principal's responsibilities include upholding inclusiveness in education, protecting the collective interests of different sections, ensuring equal treatment to all stakeholders, upholding social justice, creating an unbiased gender-free atmosphere, generating alertness against sexual harassment, promoting welfare among human resources, promoting academic activities, creating a conducive environment for research, upholding discipline, promoting extra-curricular activities, follow the principles of human resource management, promoting harmonious relationships with other employees, and maintaining the vibrancy of attitudes among stakeholders.

Expected Outcomes

St. Michael's College is dedicated to providing its student body with a liberal and nurturing environment. The college's mission is to instill a deep respect for diversity and to provide equal opportunity to all students, regardless of caste, creed, socioeconomic, cultural, or religious background. Through interdisciplinary approaches and various academic and extracurricular endeavors, the college has institutionalized mechanisms to sensitize stakeholders about professional ethics, human values, gender equity, and environmental sustainability. The Equal Opportunity Cell, Women's Cell, Anti-Ragging Committee, and Committee Against Sexual Harassment are four pillars that support the inclusive environment at the college. Students are expected to uphold the institution's legacy and values, as well as constitutional and institutional values, and to be active participants in the college's mission of providing excellence in education while ensuring equity.

Policy for Inclusive Campus Environment for Divyangjan

The "Divyangjan -Friendly Campus Policy" outlines the guidelines and measures to ensure a campus that accommodates the needs of individuals with disabilities, fostering equal opportunities and a supportive learning environment.

Objective:

The primary objective of this policy is to create a barrier-free and inclusive campus that promotes accessibility, dignity, and respect for individuals with disabilities. This includes students, faculty, staff and visitors.

1. Physical Infrastructure: Ensure that all buildings and facilities on the campus comply with accessibility standards, providing ramps and accessible restrooms. Implement measures to make pathways, entrances, and exits wheelchair-accessible.

2. Information and Communication: Provide information in accessible formats, such as Braille, large print, and electronic formats compatible with assistive technologies. Ensure that the institution's website and online platforms adhere to web accessibility standards.

3. Academic Flexibility: Facilitate reasonable accommodations for students with disabilities, such as extra time during exams or accessible learning materials. Promote the use of assistive technologies in classrooms and laboratories.

4. Awareness and Sensitization: Conduct regular awareness programs and sensitization workshops to foster understanding and inclusion within the campus community. Promote a culture of respect and empathy towards individuals with disabilities.

5. Support Service: Establish a support system to assist students with disabilities in navigating campus life. Provide counseling and guidance services to address the unique needs and challenges faced by individuals with disabilities.

6. Periodically review and update the Divyangjan-Friendly Campus Policy to align with emerging best practices, technological advancements, and changes in legislation related to disability rights.

7. Ensure compliance with the Rights of Persons with Disabilities Act, 2016, and any other relevant laws and regulations governing accessibility and inclusivity in higher education institutions in India.

8. Foster the self-esteem of individuals with disabilities and utilize their abilities to contribute to the improvement of the institution.

9. This policy shall be communicated to all members of the campus community and stakeholders. All new members shall be briefed on the policy during orientation.

This Divyangjan-Friendly Campus Policy represents our commitment to create an inclusive and supportive environment for individuals with disabilities.

E-Governance Policy

With the primary goal of improving the system of e-Governance for seamless and continuous access to vital data, the college has resolved to implement the enhanced use of digital facilities in the college's various areas of activity. St. Michael's College recognizes the importance of leveraging technology to enhance governance processes, streamline administrative functions, and improve overall efficiency. This E-Governance Policy aims to establish guidelines and procedures for the effective implementation of electronic governance in our institution.

Objectives:

The primary objectives of implementing E-Governance policy are:

- To enhance transparency in administrative processes.
- To improve efficiency in service delivery.
- To facilitate better communication between stakeholders.
- To ensure data security and confidentiality.
- To promote the use of technology for decision-making and strategic planning.

This policy applies to all aspects of governance including but not limited to: Academic administration, Financial management, Human resource management, Student services, Research administration and Communication and collaboration.

- Accessibility: Ensure that electronic services and information are accessible to all stakeholders, including persons with disabilities.
- Security: Implement robust security measures to protect electronic data, systems, and communications.
- Privacy: Safeguard the privacy of individuals by adhering to data protection laws and regulations.
- Standardization: Adopt and adhere to industry standards for technology and data interchange to promote interoperability.
- Collaboration: Foster collaboration and information sharing among different departments and stakeholders through electronic platforms.
- Continuous Improvement: Regularly review and update E-Governance processes to incorporate emerging technologies and best practices.
- Establish protocols for secure storage, transmission, and processing of electronic data.
- Define roles and responsibilities for data management and ensure compliance with data protection laws.
- Conduct regular security audits to identify and address potential vulnerabilities.
- Ensure that all E-Governance activities comply with relevant laws and regulations governing data protection, Cyber security, and electronic transactions in India.
- Periodically review and update this E-Governance Policy to align with technological advancements and changes in legal and regulatory requirements.
- Seek feedback from stakeholders for continuous improvement.

This E-Governance Policy is an integral part of St. Michael's College's commitment to modernize governance practices, enhance operational efficiency, and provide better services to its stakeholders.

Policy of the College to Provide Financial Support to Teaching Staff for Professional Enrichment

Scope:

This policy will encourage and motivate the faculty members to keep abreast of the latest research and information in their specific discipline. This professional enrichment will also help them build a network with experts in their field and exchange ideas and information. The knowledge gained in the process will be transferred to the students thus helping them to be future ready professionals.

The main areas of emphasis will be:

- Membership of professional bodies of national and international repute
- Presentation of research papers in conferences and seminars
- Attending workshops, seminars, faculty development programme, refresher and orientation course

Objectives:

The policy is being framed with following objectives:

- To motivate and assist faculty members to connect with subject experts around the globe.
- To facilitate presentation of research outcomes in the form of paper presentations.
- To encourage and support the teaching staff for academic excellence and career advancement.
- To encourage faculty to become members of academic/ professional bodies.
- Participation in courses, seminars, workshops, and conferences ought to positively contribute to the well-being and advancement of the society or local community, and the resulting outcome should be productive.

Policy:

Applications for any of the following listed items will be considered annually. The applications received will be reviewed by Internal Quality Assurance Cell of College. Faculty members applying for financial assistance should be a permanent faculty of the College. Following presentations or participation in seminars, conferences, or professional bodies, a regular evaluation process will take place to assess effectiveness and collect feedback for continuous improvement.

Membership of Professional Bodies

- Membership of professional bodies of national and international repute will be considered.
- There should be relevance of the nature and scope of the professional body to the specific discipline of the applicant.
- The application should be enclosed with the duly filled membership application form.
- Application should briefly state the benefit of membership to the applicant and the Institution.

Presentation of Research Papers in Conferences and Seminars

- Financial assistance will be provided for presenting research papers in Conferences and Seminars.
- The assistance will cover conference registration fees.
- The scope and nature of the conference will be taken into consideration.
- Amount will be released after submitting the certificate of presentation

Attending Workshops/Seminars

- Workshops/Seminars organized by reputed professional bodies, Institutions and State or Central Government will be considered and TA/DA will be provided.
- Application should be enclosed with workshop/seminar registration form
- The scope and nature of the workshop/seminar will be taken into consideration.

Attending Faculty Development Programme

- Faculty Development Programmes conducted by Academic Staff Colleges of Central/ State Universities /Colleges falling under MHRD and PMMMNMTT.
- Financial assistance will be provided after submitting the letter of acceptance from the organizing body.

Attending Orientation and Refresher Courses

- Orientation and Refresher Course conducted by Academic Staff Colleges of Central/ State Universities /Colleges falling under MHRD and PMMMNMTT.
- Financial assistance will be provided after submitting the letter of acceptance from the organizing body.

Besides the aforementioned terms and conditions, the right to accept or reject the applications lies completely with the administration.

Policy for Green Campus – Clean Campus

Introduction

A green campus is one where teaching and ecologically friendly practices come together to support eco-friendly and sustainable operations on the campus. The idea of a "green campus" gives an organization the chance to redefine its environmental culture and establish new standards by coming up with long-term solutions to the environmental, social, and economic problems that face humanity.

Policy Statement: To raise environmental awareness among students, faculty, and society, and to actively participate in activities to protect the planet from unscrupulous human invasions in order to ensure a sustainable, pollution-free, and healthy future.

Objectives: The College's Green Campus Policy endeavors to create a campus that is both clean and environmentally conscious. It promotes sustainable practices and education, cultivating an eco-friendly mindset among both students and staff. The Policy Document outlines strategies, plans, and tasks for the program. The initiative focuses on reducing waste, using conventional energy sources, proper disposal, purchasing eco-friendly supplies, effective recycling and reuse. The administration encourages everyone to work towards a green campus culture, fostering a living ecosystem for innovation.

Composition of the Clean Campus Green Campus Committee

1. Convener: Manager
2. Joint Convener: Principal of the college
3. Members: IQAC Coordinator, Faculty Representatives nominated by the Principal
4. Student Representative- General Secretary of the college
5. Non-Teaching Staff Representative- Office Superintendent
6. Parent Representative- Secretary of the Parent Teacher Association
7. Industry Representative- Member of Alumni Association
8. Delegate from Local Body

Green Campus Policy:

It is the responsibility of higher learning institutions like St. Michael's College, Cherthala to lead in rethinking their environmental culture and developing new paradigms for local, national, and global problems. It encompasses eliminating inefficient practices and bringing about adopting positive changes, including appropriate chemical disposal, procurement of environmentally friendly materials, and the implementation of effective recycling and reuse initiatives. These changes can be approached through a manageable, step-wise process. The Green Campus Policy initiatives are challenging and require the determination and long-term commitment of the entire campus community. Greening campus policy necessitates a thorough examination of all administrative and operational functions from the perspectives of human health and the environment.

In order to comply with the directives of international organizations, the Indian Constitution, higher education regulatory bodies such as UGC, national and state government policies, and ultimately, the welfare of humankind on Earth, the following Green Campus Policy Statement has been formulated.

Scope of the Policy: The Green Campus, Energy, and Environment Policies will develop innovative new co-curricular and extracurricular activities that will inspire students to take the lead in effecting change. These initiatives necessitate a thorough assessment of all administrative, co-curricular, and infrastructure tasks in terms of energy efficiency, sustainability, and the environment. The key task areas of the policies includes

- Integrating environmental issues into social development policies, strategies, and programmes, as well as outreach initiatives.
- Campus ecological systems and resources must be protected and preserved.
- Making certain that environmental resources are used wisely in order to meet the needs and aspirations of both current and future generations.
- Working with all stakeholders and the local community to increase acceptance of environmentally sound practices, raise awareness of them, and mitigate any negative environmental effects.
- Increasing the effective use of all resources, including water and energy, and reducing consumption and waste production while recovering and recycling waste materials whenever possible.
- To conduct environmental and energy audits on a regular basis.
- To reduce the use of paper in administration by instituting an e-governance policy and reducing the use of plastics on the campus.

Green Campus Programmes

The following method and operating procedures are to be adopted as part of the Institutional Policy on Environment and Green Initiatives and will be implemented in the college based on the various criteria listed below.

- Green Campus
- Tree Plantation Drives
- Plastic Free Campus
- Observance of Environment Day, Earth Day, Wetlands Day etc
- Solar Power Plant
- Automated Street Lights
- Use of LED Bulbs/Tubes and Power Efficient Equipments
- Rainwater Harvesting
- Water Management
- Rain Pit, Well Recharging and Water Recharging
- Biogas Plant
- Paperless Communication and e-governance
- Solid Waste Management
- Vermicompost Unit
- Hazardous Chemical Waste Management
- E-waste Management

- Display Boards to Promote Environmental Sensibility on College Campus
- Promote the utilization of environmentally friendly vehicles on campus, particularly focusing on two-wheelers.
- Installation of Incinerator in the "Utility Centre for Girls"
- Installation of Incinerator unit for common use
- The Green, Environmental and Energy Audit
- Dedicated Section for the Environment Consciousness through Bhoomitra sena Club, Farm Club, NSS and NCC
- Environmental Ethic Awareness through Value Education Forum
- Linking Green Campus Activities to Academics
- Save Energy Campaign

The institution will use all available means to spread awareness for environmental protection in the society and engage students, faculty, and staff in Green Campus Initiatives. The "green campus" concept is gaining popularity among students due to institutional improvements and eco-friendly behaviors. This policy aims to protect ecological systems and resources on the campus, collaborating with stakeholders and the local community to create a sustainable environment for the present and future generations.

Information Technology (IT) Policy

Introduction

This Information Technology (IT) Policy outlines the guidelines and principles governing the use, management, and security of information technology resources within St. Michael's College, Cherthala. The purpose of this policy is to ensure the efficient, secure, and responsible utilization of IT resources to support academic, administrative, and research functions.

Scope

This policy applies to all students, faculty, staff, contractors, and any other individuals accessing or using IT resources within the institution.

IT Infrastructure

1. Network Access

   - All users must comply with the institution's network usage guidelines.
   - Unauthorized access to the institution's network or attempts to compromise its security are strictly prohibited.

2. Hardware and Software

   - All hardware and software acquisitions must adhere to the institution's procurement policies.
   - Regular updates and patches must be applied to ensure the security and functionality of systems.

Data Security and Privacy

1. Data Classification

   - Institutional data must be classified based on sensitivity, and access controls must be implemented accordingly.
   - Confidential and sensitive information must be encrypted during transmission and storage.

2. User Authentication

   - Multi-factor authentication (MFA) must be enforced for accessing sensitive systems and data.
   - Password policies must be established and regularly enforced.

3. Data Backup

   - Regular data backups must be performed, and backup systems must be tested periodically to ensure data recoverability.

Acceptable Use

1. Responsible Use

   - IT resources should be used responsibly, ethically, and in accordance with all applicable laws and regulations.
   - Users should not engage in activities that may disrupt the institution's network or systems.

2. Social Media and Online Presence

- Users representing the institution on social media platforms must adhere to the institution's social media guidelines

Cyber Security

1. Security Awareness

- Regular cybersecurity awareness training programs must be conducted for all users.
- Users should report any security incidents or suspicious activities promptly.

2. Endpoint Security

- All devices connected to the institution's network must have up-to-date antivirus and anti-malware software.

Compliance

1. Legal Compliance

- The institution's IT practices must comply with all relevant laws and regulations.

Monitoring and Enforcement

1. Monitoring

- The IT cell may monitor network traffic and system usage to ensure compliance with this policy.

2. Enforcement

- Violations of this policy may result in disciplinary actions, including but not limited to suspension of IT privileges, termination, or legal action.

Review and Revision

This policy will be periodically reviewed and revised to ensure its relevance and effectiveness. Any updates will be communicated to all stakeholders.

Planning, Purchase and Resource Mobilization Policy

St. Michael's College is dedicated to ensuring efficient planning, judicious purchase practices, and effective resource mobilization to support its academic and operational goals. This policy outlines the principles and procedures governing planning, procurement, and the mobilization of resources within the institution.

Objective

The primary objective of this policy includes:

- To establish a systematic and transparent process for planning initiatives and projects.
- To ensure responsible and ethical procurement practices for goods and services.
- Optimizing the allocation and use of resources for the collective advantage of the institution.
- To encourage sustainability and efficiency in every aspect of planning, resource mobilization, and allocation.

1. The Planning committee, budget committee, and resource mobilization committee work together to create an annual financial plan aligned with the anticipated resources of the institution.

2. The institution will engage in prudent financial planning to ensure that budgets align with strategic priorities.

3. Budget committee shall prepare a budget of the college based on the proposals received from various departments, clubs, cells, associations, library, community college and societal needs for each academic year.

4. Financial audits will be conducted regularly to ensure transparency, accountability, and compliance with financial regulations

5. Purchasing decisions will be made through a transparent and competitive procurement process, adhering to all applicable laws and regulations of the Government.

6. The institution will uphold ethical standards in procurement, including fairness, integrity, and avoidance of conflicts of interest.

7. Vendors will be selected based on their ability to meet quality standards, delivery timelines, and cost-effectiveness.

8. The institution will explore and diversify funding sources, including government grants, private donations, *Corporate Social Responsibility (CSR) funds* and industry partnerships.

9. A comprehensive strategy for alumni engagement will be established to mobilize resources from the alumni community.

10. The institution will prioritize environmentally friendly products and practices in its procurement processes.

11. Initiatives for resource efficiency, waste reduction, and sustainable practices will be integrated into planning and purchasing decisions.

12. Regular monitoring and evaluation mechanisms will be established to assess the effectiveness of planning and resource mobilization efforts.

Policy Document On Field Trip, Industrial Visit & Study Tour

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- ➢ Purpose and Scope
- ➢ Definition
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INTRODUCTION

A Study Tour is a learning journey that harnesses the power and potential of peer-to-peer learning for both knowledge providers and seekers. St. Michael's College, Cherthala wants to promote and encourage learning in a variety of ways. To supplement theoretical learning and expose students to new and unique real-world experiences, the college organise field trips, industrial visits and study tours. Because field trips, industrial visits and study tours improve learning while also developing skills such as critical thinking, teamwork, and interactive and conceptual learning, our college encourages the students to participate in them.

PURPOSE AND SCOPE

Study tours, industrial visits and field trips provide a solid foundation for experiential and interpersonal learning. These resources play a significant part in experiential learning. The college has established a structured policy and related procedures to guarantee both the successful accomplishment of the activities' goal and the safety of the staff and students involved.

All participants in field trips, industrial visits and study tour authorized by the college are subject to this policy. It comprises academic faculty and non teaching staff members as well as students. The accompanying annexure and this policy may be periodically reviewed for correction.

DEFINITION

Field Trip and Study Tour: For the purposes of this policy, this term refers to any excursion, tour or visit in which staff and students leave the campus as part of an academic programme offered by the college. These trips/tours are planned by the relevant teaching department or club or association, and they are approved by the college authorities and sanctioned by the Principal. Internships of students or in-service courses of faculty members are not considered field trips, industrial visit or study tours.

Representative: For the purposes of this policy, the term "representative" refers to the faculty member or College official who has overall and ultimate responsibility for the field trip, industrial visit and study tour and its participants.

GUIDELINES FOR FIELD TRIP/STUDY TOUR REPRESENTATIVES

1. All field trips, industrial visits and study tours that are necessary or beneficial for efficient learning must be identified and planned in compliance with the syllabus and curriculum.

2. Permission must be requested at least two weeks before the field trip, industrial visit or study tour, after meticulous preparation.

3. However, it may also be in accordance with the academic calendar schedule, prior to the start of the session at the department level, with approval from the department level committee or DLMC.

4. Faculty members are encouraged to include information about required field trips, industrial visits, or study tours in the department level information newsletter or information sheet at the beginning of the term, with specifics about the date, time, locations, modes of transportation, and cost per student, if the activity is part of the curriculum.

5. It is important to consider affordability when determining the cost per student, taking into account students from disadvantaged social or economic backgrounds.

6. In the event that a faculty member finds an unforeseen opportunity for a study tour, industrial visit, or field trip later in the semester, they should discuss it with the class and get information to the relevant authority as soon as is practical to ensure proper execution.

7. The planning process for the Field Trip, Industrial Visit, or Study Tour includes discussing with the students about the objective and how it relates to the course material, the type of activity involved, the student conduct guidelines, and other pertinent preparation details.

8. The Representative will provide a proposal with the following information, with the HoD's permission:

a) The objectives and purpose of the visit

b) Location of the proposed visit

c) Detailed itinerary and length of stay (if applicable)

d) Strength of students (male/female)

e) Number of Teaching and Non-Teaching Staff (male/female)

f) Estimate of Cost

g) Suggested logistics (food, lodging, and transportation), if applicable

9. Prior to informing the college authorities or getting their approval or sanction for the study tour, industrial visit or field trip, no reservations, advance bookings or travel plans may be made.

10. The Representative must maintain collective responsibility on behalf of the college throughout the Field Trip or Study Tour. The Representative will be in charge of all activities during the Study Tour, Industrial Visit, or Field Trip and will serve as the primary point of contact and coordination between the College, Parents, and Students.

11. Throughout the field trip, the Representative is in charge are making sure that college policies are followed.

12. In order to assess the site for the activity's plausibility, the Representative should, if at all possible, prepare the site map for the field trip, industrial visit, or study tour ahead of time and present it to the participants, parents, and college authorities.

13. Prior to the Field Trip, Industrial Visit or Study Tour, the Representative must submit the following completed forms in the college office:

a) Field Trip, Industrial Visit or Study Tour Itinerary

b) Form stating Health & Fitness

c) Parent/Guardian Consent Forms

d) Indemnity Form Signed by parent or guardian

e) Name and Contact number of all participants including the representatives

f) Contact number(s) of contract carrier/vehicle office, driver(s)

g) Contact details of accommodation centers

14. While the students are on the Field Trip, Industrial Visit or Study Tour, the teacher in charge has to make daily contact with the designated person in the College.

15. A detailed report of the Field Trip/Industrial Visit/Study Tour is to be submitted to the Principal within a week of arrival. This report should include geo-tagged photos of the activities undertaken during the trip/tour.

GUIDELINES FOR STUDENTS

1. Every student taking part in a field trip, industrial visit, or study tour must be aware about the essential and fundamental information regarding the visit's objectives, itinerary, cost, and guidelines.

2. Students who take part in study tours, field trips or industrial visits are expected to adhere to the behaviour expectations set forth by the college and communicated by college personnel.

3. Any violation of college policies or local, state, or union laws may result n disciplinary action or sanction by the college and the college will not take responsibility for the same.

4. Students participating in Field Trips, Industrial Visit or Study Tours must submit the Parent/Guardian Consent Forms and the Indemnity Form for each Field Trip, Industrial Visit or Study Tour, prior to participating in the activity.

5. When taking part in field trips, industrial visits or study tours, students are required to keep a travel diary that is properly signed by the college representative and to write and turn in a visit report no later than one week following the trip.

LOGISTICS AND TRANSPORTATION

➢ A First Aid Kit is to be carried with adequate supplies of medicines as prescribed by a medical officer.

➢ It is imperative to guarantee that contract vehicles utilised to convey students on field trips, industrial visits or study tours adhere strictly to the directives issued by Kerala's higher education department, the motor vehicle department and the stage and central governments.

➢ Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

- ➢ Public transportation (regularly scheduled trains or buses) may also be arranged as may be the need.
- ➢ In case of heavy vehicles, a co-driver with heavy vehicle driving licenses is a mandatory.
- ➢ No travel is allowed between 10 pm and 6 am, in the beginning, during the travel days or return to the college.

AGENDA-POST FIELD TRIP/INDUSTRIAL VISIT/STUDY TOUR

1. The Representative has to inform the Head of the Institution at the time of departure from college as well as arrival.
2. It is the responsibility of the Representative and the team to ensure that all the students have reached their residence safely after the visit/trip.
3. A detailed report along with geo-ragged photographs is to be submitted within a week of the visit.
4. An Expenditure statement including a detailed budget to be shared in a meeting within 10 days of the visit.
5. Analysis by the teachers of the concerned department with reference to learning outcomes
6. Report submission to the college within 15 days of the actual visit

STUDENT FORMS

a) **Consent Form**
b) **Indemnity Form**

ANNEXURE I - CONSENT FORM

To,

The Principal,

St. Michael's College,

Mayithara P O, Cherthala

Alappuzha, Kerala – 688539

Sub: Consent for attending a Field Trip / Study Tour

Dear Sir/Madam,

I would like to take this opportunity to thank you for organising a Field Trip / Industrial Visit/Study Tour for the students of …………………………….……(Programme and Class) of St. Michael's College.

The details of which are:

a) Dates - From: To:

b) Location:

I hereby give my consent for my son/daughter/ward:

a) Name of student: ………………………………………….

b) Class and Roll Number: ………………………..

I assure you that my son/daughter/ward will live up to the high expectations of our Family Values and the standards set by the College.

Sincerely,

Signature of Parent/Guardian

Name: ………………………….......................…………

Mobile Number: ………………… Date: ………………

ANNEXURE II - INDEMNITY BOND

I_____Father/Mother/Guardian

of,_____, do hereby agree and declare

that:

1. I have permitted my ward _____ Registration/
Roll No_____ to take part in the Field Trip /Study Tour Organised by the Department

of _____of St. Michael's College, Cherthala at
_____, scheduled to be held on _____

2. I undertake and declare that I, or any of my representatives, will not claim any compensation from the College or College staff on account of any mishap and loss. I also understand that the college will not be responsible for the loss of any item the student may possess.

3. I am also aware that the mode of communication with my ward during the educational tour is only through the College designee and no contact number of the accompanying teacher(s)/ staff(s) will be shared with the parents.

4. I am competent to make the above-said declaration.

Hence, signed on this _____day of _____/_____/_____ At

_____(Place)

 (Signature of Parent/Guardian)

(For office use only)

On the basis of the indemnity bond signed by the parent/guardian of

_____ of Department_____, Registration/
Roll

Number_____ is allowed to go for the Field Trip/Study Tour.

Signature of Representative

Signature of Principal

Policy for E-Waste Management

Objective:

The primary objective of this policy is to establish a comprehensive and sustainable e-waste management framework. This policy aims to minimize the environmental impact of electronic waste generated on campuses while promoting responsible disposal and recycling practices.

Scope:

This policy applies to all electronic and electrical equipment (EEE) used and discarded within the premises of St. Michael's College, including but not limited to computers, laptops, printers, scanners, mobile phones, and other electronic devices and is strictly compliance to the Government of India, E-Waste Management Rules, 2016.

The following items, which are collected as e-waste from various sections of the College:

- Data processing instruments such as Mainframes, Minicomputers, Central Processing Units (CPUs), Input and output devices, Laptop, Desktop, etc.
- Output devices such as printers, printer cartridges, and photocopiers and their parts.
- Telephone, electrical and electronic typewriters and their parts, cordless phones, cellular phones, and other communication devices.
- Televisions that use Liquid Crystal Display (LCD) and Light Emitting Diode (LED) technology.
- Air conditioners and air coolers.
- Fluorescent lamps, mercury-containing lamps, and other consumer electrical and electronic items.

The disposal of such items is treated on priority basis and necessary action is taken by the College accordingly. The policy proposes the following solutions for E-waste management:

- Promoting E-waste recycling.
- Deploying easily applicable and successful recycling technologies.
- Developing effective methods and schemes to process various forms of E-waste.
- Providing the e-waste and scraps to e-waste market.

To achieve the aforementioned goals, the college has formed a committee that will perform the following procedure:

1. **Collection and Segregation**: Establish designated collection points for e-waste within the institution. Ensure proper segregation of e-waste at the source to facilitate effective recycling.
2. **Awareness and Training**: Conduct regular awareness programs for students, faculty, and staff on the importance of e-waste management. Provide training on proper handling, segregation, and disposal of electronic waste.
3. **Inventory Management:** Maintain an updated inventory of all electronic equipment owned by the institution. Periodically assess the condition of electronic assets and identify those approaching the end of life.
4. **Repair**: The College uses its "Right to Repair" privilege, especially against manufacturers who doesn't allow unauthorized repairs and alterations. When notified, these manufacturers will dispatch their representatives to fix the products, machinery, or parts in accordance with their procedure. The college electrician will address the issue and

repair the item through the College Maintenance Committee for any other items that lack company-owned repair systems. The college uses both of these strategies to try to use electronic devices for as long as possible while avoiding misuse and throwing culture.

5. **Reuse**: The Reuse task aims to establish globally consistent reuse practices for Electronics and Electronics (EEE) products. This includes promoting early product return, extending usage, and reducing irresponsible reuse. The task follows two strategies, identify the product life and approach for extension of warranty. As a result, these products may increase their use with the company's assurances. The alternative is to store extra parts and fix the equipment as soon as possible to prevent damage. This task will also be monitored by CMC.

6. **Take-Back and Recycle**: Following the E-Waste Management Rules, 2016, certain companies, such as Havel's, implemented an E-waste take-back and recycling service in India. This company, in collaboration with government-approved recyclers, offers drop-off locations for end-of-life electronics and defective spare parts. The college keeps such companies' e-waste in a separate storage room and notifies the company about take-back and recycling. Every year, the company representatives will securely retrieve the articles from the college. This will help to protect the environment by properly disposing of old consumer durable products, accessories, and defective spares.

7. **E-waste Disposal Facility**: When it comes to electronic waste that cannot be repaired, reused, or returned to the manufacturer, the college periodically requests bids from vendors who have been notified and granted official government approval. These e-waste items were kept in a specific area of the store in order to be exchanged or disposed of for the lowest possible cost.

Review and Revision:

This policy will be subject to periodic reviews and revisions to align with changing technological landscapes, environmental standards, and regulatory requirements.

Adopting and adhering to this e-waste management policy will contribute to the institution's commitment to environmental sustainability and responsible waste management practices.

Policy for Maintenance

Introduction

St. Michael's College, Cherthala, has a well-established system for maintaining and utilizing computers, classrooms, labs, and other physical facilities on campus. The College Maintenance Committee (CMC) is the internal body responsible for managing maintenance functions in the most cost-effective manner while maximizing the useful life of properties and units in accordance with the 'use, reuse, recycle' principle. The main goal of the maintenance department is to maintain all fixed and movable equipment, as well as the grounds, buildings on campus, and roads, for the duration of their expected useful lives. This is done through preventive maintenance and repairs. This document outlines the management framework and responsibilities for ensuring the effective use and maintenance of existing infrastructure facilities of the college.

The process of keeping machinery or plants in optimal operating condition to provide the highest possible output is known as maintenance. Repair, partial replacement, and complete replacement are the methods used for maintenance. Maintenance management is a crucial process that regulates resources to ensure equipment and facilities perform at specific levels. It involves planning, scheduling, and executing maintenance-related activities to minimize academic loss, interruption, wastage, optimal usage of equipment and personnel, and improve teaching-learning quality.

Objectives

1. This policy encompasses the maintenance of buildings, classrooms, laboratories, utilities, landscaping, and all other physical assets owned and operated by St. Michael's College.

2. To guarantee the safe and optimal functioning of buildings and their components.

3. Equipment and facilities designed to reduce the risk of accidents, fires, and other safety hazards.

4. Uninterrupted use of the facilities without interfering with the educational plan.

5. Preservation of college property via meticulous preparation, organising, and upkeep.

6. Ensure compliance with applicable state and local laws, regulations, statutes, and codes, as well as obtaining necessary permits and coordinating with appropriate local authorities.

7. Contract with and supervise the activities of various stakeholders in order to achieve the academic goals.

Maintenance of Physical Facilities

The internal team in charge of the physical stocks is responsible for the upkeep of physical infrastructure. Plumbers, electricians, carpenters, and computer analysts are available around the clock on campus. A mechanic is in charge of ensuring continuous power supply and maintaining equipment such as generator sets, general lighting, power distribution systems, solar panels, and so on. Support personnel are in charge of maintaining water plumbing plants, sewage, and drainage.

Maintenance of Classrooms, Furniture and Laboratories

Department staff and attendants maintain classrooms, teaching aids, and laboratories under the supervision of the Head of the Department. Laboratory assistants are in charge of their

respective laboratories. Emergency maintenance repairs are prioritized. Purchases for classrooms, laboratories, and department offices are funded by the college administration and, on occasion, by RUSA. Maintenance is communicated to the college maintenance committee on time, and this body acts accordingly. Regarding the facilities in the classroom, the bench, desk, chairs, and tables are inspecting on a regular basis. If any defects were found, CMC was informed, and the carpenter service was called with CMC's approval. The item will be replaced with a new one if the damage is greater than thirty percent, and the usable parts from the old one will be kept for future use and maintenance on similar items.

Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants, and other service personnel are tasked with maintaining the equipment under their responsibility. The respective laboratories keep stock registers, asset registers, log books, tools, and plant registers to report entries and defects that arise for rectification. With the college maintenance committee's permission, all major repairs are identified and external expertise is sought for equipment maintenance.

Advanced sophisticated instruments for material characterization and various biological, physical, and chemical analyses are housed at the Sophisticated Analytical Instrumentation Centre (SAIC). It is a shared space used by our college's faculty and students, as well as, upon request, by faculty and students from other institutions and organizations. Every instrument is overseen by a faculty member, and operations make sure that it is maintained and used to its full potential. The researcher must properly submit a service request to the department head and the faculty member in charge of the equipment in order to use the SAIC services.

Maintenance of Computer, ICT and Accessories

The college has adequate number of the computers with internet connections both for administrative and academic purposes. Computer maintenance and peripheral repairs, replacements are regularly carried by technical support staff of the college. The 'use, reuse, and recycle' principle is effectively managed here. If a system component or components are damaged, they are replaced, repaired, and reused. Similarly, if a computer system fails, all possible working parts are reused to repair other computers, if applicable. In this regard, the e-waste management system is effective. The website, servers, and campus Wi-Fi are maintained by the ICT support staff. Wi-Fi routers and additional accessories are bought with an optimal number of years' worth of extended warranty. An appropriate annual maintenance contract (AMC) is used to maintain the server firewall. Electronic devices such as projectors, printers, and photocopiers are maintained by the corresponding office and departments. Additionally, DLP and LCD projectors, along with their accessories, were periodically inspected and maintained.

Maintenance of Electrical Instruments and Infrastructure

The permanent non-teaching staff member holding the title of electrician oversees the electrical section and is in charge of servicing and maintaining the electrical equipment in the offices, seminar halls, and labs. Purchased materials have a three-year defect liability period and are approved materials. When it comes to wiring new buildings, the electrical section gets technical advice and inspection support from experts outside the campus. Additionally, the electrical section regularly maintains the generator, power room, and solar energy plant. The Kerala State Electricity Board is informed about safety measures.

Maintenance And Utilization of Library and Library Resources

The College Library is the central library of the college, providing print and digital resources to meet the information needs of its user community. The library follows a policy to maintain a balanced collection in all subjects, catering to the needs of students, graduate students, post graduate students, research scholars, teachers, and staff members. Subject books are purchased based on recommendations from teaching department heads and suggestions from research scholars, students, and staff. Books of general and reference nature are selected after scrutiny by library committee. Free books are also received from alumina members, retired staff, authors, publishers and other organizations. Funds for book purchases come from college management fund, the government of Kerala and the University Grants Commission. The library charges users for lost books.

Maintenance and Utilization of Fenicio Digital Seminar Hall

Fenicio Digital Seminar Hall is the college's most esteemed seminar hall. A group of administrative staff look after its cleanliness while being closely supervised by CMC. CMC also oversees the efficient use of this seminar hall for planning conferences, seminars, academic meetings, and cultural events. Faculty and staff who are organizing an event must submit a formal request to the office through the HOD and Principal in order to access the facilities. The request must include the date of the event and the halls will be accessed in order of priority. The seminar hall is not permitted to have food or beverages; if this is required, arrangements will be made outside the seminar hall. Other conference rooms and yoga hall are also used in accordance with this protocol.

Maintenance of Multi Gym and Health Centre

The college features two fitness facilities —a multi gym and a fitness centre—for the purpose of promoting the health and fitness of both staff and students. Upkeep of the multi-gym guarantees that the users make the most of it while putting their safety first. The physical education department assistant should carefully inspect and tighten all parts of the equipment before using it. Periodically, silicone-based oil is used to lubricate the moving parts of equipment in the multi-gym. It was explicitly instructed to users to clean the equipment both before and after use. The physical education department will routinely inspect for signs of wear, tear, or damage given the amount of stress that multi gyms experience. The users are advised to cease using the equipment if problems are discovered. Then seeks advice on repairs or replacements from the manufacturer, as it is always safer to fix something first rather than run the risk of breaking something. Precautions were also taken to avoid condensation, as it can cause metal parts to rust and soft materials to develop mould.

Maintenance of Sports and Games Facility

Physical Education Department of St. Michael's College, Cherthala had kept a tremendous track record and rich heritage in sports and allied activities. The main infrastructure facilities possessed by the department are athletic track, cricket-football ground, Khelo India Centre, Basketball -Volleyball court, Multi Gymnasium, cricket practicing net, Yoga Hall, short put-discuss throw ring, shuttle-tennis court etc. User fees, ground fees, and special fees for athletics are collected for the maintenance of facilities. Two contract employees have been assigned by the department to maintain the courts, track, and grounds. Expensive equipment is maintained under the direction of the department's faculty. The department, in collaboration with the sports goods vendors and sports and games practicing students, performs routine maintenance on the ground and all equipment.

Maintenance of the Clean Campus- Green Campus

As part of the green campus policy, the campus features gardens including the Star Forest, Medicinal Garden, Butterfly Garden, Zoology Department Garden, and Jasmine Garden and more. The faculty, two contract workers, Women Cell and NSS-NCC volunteers are in charge of these gardens, maintaining the plants and cleaning the grounds. Every morning, all class rooms and office rooms were cleaned with the help of a management staff and one permanent staff member. Toilets are cleaned twice per day. A faculty member is in charge of supervising and maintaining campus cleaning and reporting work completion to the authorities.

Day To Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the appointed supportive staff including a plumber, carpenter and an electrician.

Annual Stock Checking

Individual departments, clubs and associations of the college conduct annual stock checks on furniture, lab equipment, stationery, ICT facilities, sports equipment, and other assets. The departments are responsible for maintaining an up-to-date stock register. On an annual basis, the HoD's submits a consolidated report on repairs and article replacement to the CMC department for necessary repair or maintenance.

Budgeting and Funding

Allocate a dedicated budget for maintenance activities based on the requirements and priorities of the institution. Advocate for adequate funding for maintenance needs during the budgeting process.

Guidelines for the Maintenance of Physical Infrastructure:

- Preparing the routine and preventive maintenance schedule
- Execute the maintenance as per the schedule with the assistance of supportive staff
- Emergency maintenance shall be completed on priority basis

College Maintenance Committee (CMC)

Manager

Associate Manager (Bursar)

Principal

Vice-Principal

IQAC Coordinator

Two Faculty Members

Two Administrative Staff Members

This policy will undergo periodic reviews to incorporate advancements in maintenance practices, technological innovations, and changing institutional needs

Student Scholarship Policy

St. Michael's College is committed to fostering academic excellence and promoting equal access to higher education. In line with this commitment, the institution has established a comprehensive Student Scholarship Policy to support deserving students in their pursuit of academic and personal growth.

Objective:

The primary objective of the Student Scholarship Policy is to recognize and reward outstanding academic achievement, as well as to provide financial assistance to students facing economic challenges. The scholarships aim to create an inclusive and diverse learning environment while encouraging students to excel in their chosen fields of study.

We offer institutional scholarships and encourage students to seek governmental and non-governmental scholarships and grants. Institutional support is determined solely by the student's academic achievements, financial situation, and other eligibility criteria. Through a clearly defined and transparent scholarship policy, the college actively aids deserving students, fostering an effective support system.

We adhere to the following process for implementation:

1. A scholarship monitoring committee will be responsible for selecting eligible students and distributing scholarships each year.

2. The college handbook contains the eligibility criteria for institutional scholarships.

3. Students are selected for scholarships based on various factors, including academic performance, financial circumstances, and other information provided by the students.

4. Each scholarship has specific criteria that applicants must satisfy, and the selection process assesses how well students meet those criteria.

5. To sustain the scholarship throughout the degree or postgraduate program, students must uphold a specified level of academic performance.

6. Failure to meet the scholarship criteria during the program may render a student ineligible to continue receiving the scholarship.

St. Michael's College is dedicated to supporting students in their educational journey. The Student Scholarship Policy reflects our commitment to providing opportunities for all deserving individuals to access and excel in higher education.

Waste Management Policy

St. Michael's College is committed to environmental sustainability and recognizes the importance of responsible waste management. This Waste Management Policy outlines the principles and practices to be followed by the college community to minimize the environmental impact of waste generated on campus.

Objectives:

The primary objectives of this policy are

- To reduce the overall amount of waste generated by the institution.
- Promote waste reduction, reuse, recycling, and proper disposal practices.
- To raise awareness and educate the college community on the importance of waste management.
- To comply with applicable environmental laws and regulations

Segregation of Waste

All members of the institution, including students, faculty, and staff, are responsible for segregating waste at the source. Waste bins for recyclables and non-recyclables will be provided throughout the campus.

Recycling Programs

We are committed to implementing and expanding recycling programs. This includes the collection and recycling of paper, cardboard, plastic, glass, and other recyclable materials. Recycling bins will be strategically placed for easy access

E-Waste management

The institution acknowledges the impact of electronic waste (e-waste) on the environment. Proper collection and disposal mechanisms for electronic devices and equipment will be established, ensuring compliance with e-waste disposal regulations.

Composting

Organic waste generated on campus will be composted. Composting bins will be provided in suitable locations, and the compost produced will be utilized for landscaping or other sustainable purposes. We introduce vermicomposting as a solution for biodegradable waste and to encourage the practice of organic waste management.

Water Management

The water management policy of the institution involves the implementation of various strategies to ensure efficient and sustainable use of water.

- Well Recharge:

  This involves replenishing groundwater by allowing rainwater or surface water to percolate into wells, thereby maintaining or increasing the groundwater levels.

- Reuse of Wastewater:

  Recycling and treating wastewater for reuse in non-potable applications like irrigation, certain types of cleaning, reducing the demand on fresh water sources.

- Vegetation Management:

  Implementing practices that promote sustainable vegetation, such as selecting drought-resistant plants, optimizing irrigation methods, and preventing unnecessary water runoff.

- Fish Pond Utilization:

  Integrating fish ponds into water management plans can serve multiple purposes, including water storage, aquaculture, and enhancing ecological balance in water systems.

- Sustainable Toilet Practices:

  Encouraging the use of water-efficient toilets, implementing dual-flush systems, and adopting technologies that reduce water consumption in sanitation facilities.

Educational Awareness

Educational programs and awareness campaigns will be organized to inform the college community about the importance of waste reduction and proper waste disposal practices. The students and staff members are also to be encouraged to use the reusable water bottles, bags, and other sustainable alternatives.

- Establish collaboration with Haritha-Karma-Sena, a state wide green army which volunteers to minimize plastic pollution and promote responsible waste management practices among students and staff.

- Introduce automation systems and digitalization in administrative processes to minimize paper usage within the campus

This Waste Management Policy will be periodically reviewed and revised as needed to reflect changes in waste management practices, technology, and environmental regulations.

GENDER EQUITY POLICY

PREAMBLE: Along with Kerala, the entire world is focusing on improving women's living conditions and promoting gender equality in all aspects of life. Higher education campuses play a crucial role in achieving this vision by ensuring equal access to knowledge and skills for all students, regardless of gender. This framework of principles and practices will improve the opportunities of all students, regardless of gender. Higher education institutions have a special role in promoting gender equity, as they must ensure that what is taught positively impacts the lives of both boys and girls. The policy closely adheres to the main provisions of the Sexual Harassment Prevention, Prohibition and Redressal Act 2013 as well as the UGC Policy Framework for Gender Equality 2015. This Gender Equity Policy provides guidelines and frameworks for promoting gender equality, and it is expected that this policy will serve as a guide for all of our college's current and future processes, policies, procedures, and practices.

DEFINITIONS: This policy defines "gender" as the behaviours and attitudes that are culturally accepted as appropriate ways to be a man (masculinity) or a woman (femininity). While a person's sex is determined by biology, ways to be a man or woman are learned; they are social constructs that are created, reinforced, maintained, and reconstructed over time through social and cultural practices. These social prescriptions of gender and gender behaviour vary across cultures, social classes, and time.

Equity is the principle of impartiality and fairness, encompassing natural justice and conscience. It is evident in our daily lives when those who have made the most contribution are rewarded more, while those who have made less are rewarded less. This can lead to different treatment for different individuals, making some considered more worthy. The bias in granting preferential treatment can vary based on political beliefs or core beliefs.

THE POLICY AND ITS RATIONALE

The Gender Equity Policy aims to address the historical disparities in gender that have deprived "women" of opportunities to access, benefit from, and receive equitable treatment as knowledge producers and users. Gender-based obstacles to self-actualization must be consistently addressed in accordance with national and international development policies.

The Sustainable Development Goals (SDGs) of the United Nations, which prioritise gender equality as a necessary component of human rights and democracy, are to end poverty, safeguard the environment, and promote peace and prosperity by the year 2030. St. Michael's College Cherthala guarantees equal access to education for teachers, staff, and students, which is a critical component in fostering a socially just society. The Gender Equity in Campus Policy addresses gender discrimination and strives to help people reach their full potential. The government's commitment to equal employment opportunity, gender-neutral workspaces, and the national imperative for women's empowerment serve as the policy's guiding principles. It promotes equitable contributions from all members, irrespective of gender, status, or qualifications, to the organisational culture of our institution.

Hence the Policy of Gender Equity is stated as follows:

St. Michael's College, as a potential higher education institution, promotes values and principles to ensure quality education for both male and female students. These include reaching one's full potential, ensuring equal opportunities, and equally valuing one another on campus. Preferential treatment for girls and boys may be necessary, and strategies should take individual needs and socioeconomic backgrounds into account. Women's rights to personal respect, safety, economic security, and decision-making power should be reflected on campus. The management and administrators ensure,

I.   Defining the role and position of major stakeholders within the community in relation to the Gender Policy is part of the administrative arrangement for implementing the Gender Policy.

II.   Transparency, accountability, confidentiality and sensitivity in the implementation of the policy shall be upheld

III.   Creating a framework for coordinating, monitoring, and evaluating policy implementation.

IV.   Reviewing and establishing an enabling regulative framework.

SCOPE OF THE POLICY

a)   **STUDENTS:** The Gender Equality Policy applies to all college students including the research scholars. It seeks to improve the learning and working environments. It ensures that all students have an equal opportunity. It establishes a legal basis for filing complaints and taking disciplinary action against violations of gender equality on campus.

b)   **EMPLOYEES**: The Gender Equality Policy applies to all applicants and employees of St. Michael's College, whether they are full-time or part-time, temporary or permanent. It addresses the topics:

I.   Recruitment, Selection, and Promotion

II.   Working conditions

III.   Professional development

IV.   Safe working environment

V.   Leadership, management, and accountability

VI.   Grievances, disciplinary action, or deputation

OUTCOMES

In accordance with both the Universal Declaration of Human Rights and the Indian Constitution, the Gender Equity Policy seeks to guarantee equal opportunity for all citizens. All parties involved in the implementation process must work together and take responsibility for the outcome. St. Michael's College strives for gender parity in higher education by regularly evaluating student involvement in the community and female employment.

This policy foster a working environment in which all employees are treated with dignity and respect; and ensure that no one is disadvantaged by conditions or requirements that cannot be changed. The policy demonstrated relevance to performance and call out any instances of discriminatory behaviour or attitudes. It ensures that employees' religion or beliefs, as well as related observances, are respected and accommodated whenever possible, as long as their expression does not infringe on the legitimate rights of others. It ensures the employees' pregnancy or maternity needs. Also ensures fair treatment, celebrate a diverse workforce.