



ST. ANTONY'S COLLEGE PERUVANTHANAM

Affiliated to MG University, Accredited by Govt of Kerala
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POLICY DOCUMENTS



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CURRICULUM POLICY

Since knowledge is a deep-seated treasure, St. Antony's College, Peruvanthanam created the curriculum in a way that ensures the students in the institution reach their full potential. The institution's education and curriculum policy places an intense focus on academic achievement, character development, and the development of whole, holistic individuals who possess essential professional skills. The main goal of the institution's curriculum policy is to create an efficient mechanism for the university's course offerings to ensure that students are learning fundamental professional skills and ethical principles.

The curriculum policy reveals the strategies used for guaranteeing excellent teaching in the institution. It also specifies the strategies for determining whether the goal has been attained during the teaching and learning process. The objective of the policy is to establish clear guidelines for all campus activities connected to the teaching and learning process.

1. The curriculum is designed strictly in accordance with the university's syllabi and is supplemented with a variety of certificate/diploma courses and add-on courses to better prepare students for the difficulties of both their personal and professional lives.
2. At each stage of the teaching-learning process, particular sets of values and abilities are discovered, integrated, and spread across various fields of study.
3. Experiential learning is prioritized throughout the whole curriculum delivery process. Opportunities for experiential learning, as well as programs that merge the arts and sports, are properly taken into account in the curriculum.
4. The curriculum is thoughtfully created and incorporates cutting-edge and pertinent ICT techniques.
5. The achievement of learning outcomes and course outcomes are regularly evaluated using a variety of evaluation methodologies.
6. Through seminars and workshops, students have the chance to speak with professionals and other experts.
7. The policy requirement of inclusive learning maintains the importance of special programming for slow and advanced learners.
8. Periodic stakeholder feedback is gathered to help learners prepare for the difficulties faced by professionals
9. The institution carefully follows the university's published academic calendar.

10. By creating an academic calendar that is in line with the university academic calendar, the college ensures a successful academic year.

11. The organisation creates a system of education using best practises and policies that focuses on fostering a culture of excellence in all undertakings, both academic and extracurricular.

POLICY REFORMS

The institution periodically revises its policies, approaches, and protocols in order to ensure that students receive an excellent educational experience. Those rules put into effect after receiving the proper Governing body sanction.

1. The policy revisions are adopted to guarantee that both students and staff adhere to the code of conduct in the emerging academic environment.
2. The policy reforms are based on the changes made by the UGC, NAAC, affiliated universities, state governments, and the central government.
3. The College's governing body affirms the institution's accountability through goal-oriented rules that guarantee high-quality instruction.
4. The policies are updated following careful consideration of the college faculty, administrative personnel, students, and other stakeholders.
5. Before implementing the policies, proper reviews are conducted by the relevant authorities.

INTERNAL EXAMINATION POLICY

INTERNAL EXAMINATION COMMITTEE (IEC)

AIM:

The Internal Examination Committee of St Antony's College has been constituted to ensure an efficient, flawless and continuous evaluation process. The aim is to ensure and maintain a higher standard in conducting examination and fair distribution of internal marks to the students by following all the Norms of MG University regarding examinations.

SCOPE OF IEC

- Organizing and conducting internal examination.
- Result publishing on time
- Conducting PTA
- Grievance Redressal
- Monitoring internal assessment.

RULES FOR CONDUCTING INTERNAL EXAMINATION:

1. Date of examination shall be decided by the in consultation with the Principal.
2. Pattern of examination shall be in university format.
3. Teachers have to upload the question papers to the email id: ***sacexam2021@gmail.com*** within **four** days after the exam declaration .
4. IEC will appoint teachers for invigilating the examination.
5. Invigilator will provide the question paper and answer sheets to the students.
6. Students have to wear **college ID** while appearing for the examination.
7. No electronic devices (mobile phones, smart watch etc) are permitted inside the exam hall.
8. Students who reach the examination hall ten minutes after the commencement of the exam are not permitted to appear the exam.
9. Students who indulge in any kind of malpractices will be suspended with immediate effect.
10. After the completion of the examination, the invigilator will collect and sort the answer sheet and return to IEC.
11. IEC will distribute the answer sheet to the teacher concerned.
12. The department on their convenience will conduct retest of the absentee students.

POLICY FOR FINACIAL MANAGEMENT AND RESOURCE MOBILIZATION

Financial management is necessary for maintaining educational quality and institutional growth. The institute focuses on optimizing resources for effective operations. The financial management involves planning and control of the institute's financial resources to achieve its goals.

1. The proposal regarding various extension activities planned by the various departments shall be submitted to the management committee comprising of the College principal and the committee will have the autonomy to take the final decision.
2. The departments will have the freedom to raise funds through sponsors for conducting various activities like seminars, workshops, conferences, internships and fests.
3. The management committee will study the feasibility of various methods to allocate the funds of the institute
4. The institute provides TA for the faculty Development programmes and other extension activities organized for teachers and students outside the college premises.
5. The funds raised from the public shall be used for the Faculty Improvement Programmes and for student's welfare programmes.

POLICY ON EXTENSION ACTIVITIES

The school has a focused approach to extension activities to help students be sensitive to social issues and needs, while instilling a sense of social responsibility for the all- inclusive development of personality.

- Extension activities organized by college through NSS, Women Cell and other Clubs
- All departments perform extension programs independently or together other sectors in collaboration with governmental or non-governmental organizations need-based training and counseling programs.

POLICY REGARDING LIBRARY

Monday – Friday: 9 am. - 4.30 pm.

Saturdays: 9.00 am - 3.30 pm

Lunch Breaks: 1.30 pm. - 2.00 pm.

(The Library remains closed on Sundays & ALL public holidays)

DISCIPLINE

1. Strict silence should be maintained in the library
2. Show your college ID cards for entry into the library.
3. No personal belongings shall be taken inside
4. Borrowing period is strictly between 9.30 a.m. to 4.15 p.m. on weekdays and 9.30 a.m. to 3.00 p.m. on Saturdays.
5. Reference books and periodicals are not to be issued out
6. Those responsible for any damage or loss to the Library materials will be in one's possession and will be required to meet the cost of replacement and processing.
7. Loss of books must be reported to the librarian immediately and either to be replaced or paid for within ten days.
8. The library staffs have the right to ask a student to leave the library if he/she is a nuisance to others.
9. Issued books alone shall be taken out of the library.

Admission

- All registered students of the college
- Faculty and other staffs of the college
- Spouses and children of staffs or students (Do not have borrowing privileges)

Loan Period

Students : 2 books for two weeks.

Issued books returned after due date attract overdue charges- Rs.1 per day.

N.B. These rules and regulations are subject to review by the library committee from time to time.

POLICY ON IT FACILITIES

The college's information technology policy aims to protect the campus's IT infrastructure and set guidelines for acceptable use. It outlines procedures for maintaining privacy, accuracy, and accessibility of information assets. The policy also protects users and IT resources from cybertheft, bullying, account misuse, and hazardous software dissemination. Guidelines are developed to help the organization, departments, and the college community understand the policy's application in specific situations.

College computer equipment shall be used only to access Internet sites which are suitable as educational resources. Sites containing any defamatory, discriminatory, obscene or pornographic material must not be accessed. Students are referred to the St Antony's College Acceptable Use Policy. A breach of this policy may lead to disciplinary action.

The College reserves the right to monitor and check, at any time, all emails and Internet traffic.

ANTI RAGGING POLICY

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions. In consonance with the UGC regulations of 2009 and the Prohibition of Ragging Act, Kerala, 1998, the following measures are established to ensure a ragging-free campus:

1. The college handbook and calendar, which are published at the start of the academic year, are used to spread widely awareness of the anti-ragging policy.
 2. Obtaining an affidavit against ragging that is signed by both parents and students.
 3. The college operates a robust and efficient anti-ragging cell
 4. The College Principal closely oversees the work of the aforementioned Cells and regularly solicits input from the relevant professors.
 5. The institution is able to recognize, adequately illuminate, and keep vigil over any areas known to be vulnerable to ragging instances.
 6. CCTV surveillance is strictly maintained in vulnerable places.
 7. Just prior to the entrance of the first-year students, specific directions and instructions are given to the senior batches, focusing on the regulations governing ragging or other types of harassment.
 8. The class teachers are told to keep an eye on the students, recognize any kind of vulnerability report to the HOD.
 9. Professional counsellors offer counseling services once a week, and students are encouraged to use them.
 10. The Principal addresses to the new students on the actual commencement day and makes sure they are protected and safe on the campus and its grounds.
 11. In the first few weeks of the academic year, special sessions are scheduled for newcomers in the Induction program to help them adjust to the new socio-academic life on campus.
- Students can address their concerns and file complaints on ragging with the
12. The individual HODS and class tutors keep constant watch on the newcomers.
 13. Updated information will be provided on the college website with the contact details of nodal officers related to anti-ragging committee-

ANTI SEXUAL HARRASEMENT COMMITTEE

The Govt. of India is committed to ending all forms of violence against women that negatively impact women, hamper gender equality and constricts the social and economic development of the country. Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Govt. of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The UGC too issues circulars, since 1998, to all the universities and colleges advising them to establish a permanent committee to develop guidelines to combat sexual harassment against women. Keeping these guidelines in mind the College has constituted an Internal Complaint Committee.

Its primary purpose is to address complaints related to harassment, discrimination, and other forms of misconduct, especially those involving gender-based issues. The ICC ensures a safe and confidential platform for individuals to report incidents and seek resolution.

ALUMNI ASSOCIATION POLICY

Alumni associations play a crucial role in maintaining connections between the institution and its former students, fostering a sense of community, and supporting the college's growth and development. The College's alumni association Exantionions is a registered association contributing to the overall development of the institution. Exantionions Alumni Association of the college include all students who left the college after the completion of the courses of graduation and post-graduation. The overall objective of the Association is to maintain a lively relation between the alumni and their alma mater. The Alumni Association is governed by the stipulations of its own constitution. The college maintains the contact information of its alumni on a centralized database with confidentiality.

GRIEVANCE REDRESSAL POLICY

GRIEVANCE REDRESSAL POLICY adopts a zero-tolerance approach towards ragging, sexual harassment and other student related issues. The following measures and mechanisms have been initiated in the college with regard to this:

General Awareness Measures: The policy primarily focuses on providing awareness classes to all students of the college regarding the legal consequences of ragging, sexual harassment and so on to sensitize students on such crimes. In this connection senior student meetings are held (separately for male and female students) where the Principal, IQAC Coordinator and Discipline Committee Convenor address them prior to the commencement of first year classes. The college policy of ragging, anti-ragging laws, the Supreme Court verdicts and sexual harassment are explained. Besides, first year students are given a full day Induction Programme, with special sessions that explain the college policy and the mechanisms available to aggrieved students for redressal.

Kerala Ragging Prohibition Act 1998 incorporated in the **Student Handbook** in Regional Language.

Display Boards: Display Boards installed in the campus provide legal warnings to students
Physical Measures: In order to reduce opportunities for ragging, senior students are strictly prohibited from entering the first-year classes for the initial few weeks

Anti-ragging Pledge: The college adheres to the directives of UGC, Government of Kerala and the Supreme Court whereby each student who takes admission in the college is required to sign an anti-ragging declaration in the presence of his/her guardian stating that he/she will not involve in any ragging related issues.

Submission of Grievance-Online /Offline

Online. Students can register their grievance through the following online methods.

A. Email to sacgrievanceredressal@gmail.com

B. Fill up the **Google Form** displayed in the head CLUBS & CELLS - GRIEVANCE AND REDRESSAL CELL in the college website.

Offline Methods.

Placed a **Redressal Box** in the campus.

Or

Fill-up Grievance Form and submit to appropriate committee.

Statutory Bodies: The college constitutes mandatory bodies like **Anti-ragging Committee, Discipline Committee and Internal Compliant Committee.** Anti-ragging Cell exclusively deals with ragging related issues. Discipline Committee deals with all other kinds of disciplinary issues. Internal Compliant Committee deals with sexual harassment especially against women.

E GOVERNANCE POLICY

1. E-governance is implemented at various levels to provide hassle-free and efficient system of governance within the institution.
2. The website of the college is functioning full-fledged. Separate login facilities are provided for staff and students.
3. Admission process is made hassle-free with the help of the college website. The students can download the application from the website. They can pay their tuition and other fees through the website.
4. The accounts of the college are maintained with help of accounting software Tally Prime
5. The library is computerized. Students can access books from anywhere. Proper training to the staff and the students for using the digitalized library is also provided.
6. Attendances of the students are taken with the help of mobile application. The data of the students are provided so that the teachers can conveniently take attendances of the classes.

POLICY ON DIFFERENTLY ABLED/ DIVYANGJAN STUDENTS

The institution provides necessary guidance and counselling to differently-abled persons. In order to provide awareness the institution offers:-

1. Facilitate admission of differently-abled persons in various programme.
2. Create awareness about the needs of differently abled persons, and other general issues concerning their learning
3. Assist differently-abled graduates to gain successful employment in the public as well as private sectors
4. The institution shall provide facilities :-
 - Ramp/Rails:
 - Rest Rooms:
 - Braille Software/facilities:
 - Provision for Lift/ Wheel chair
 - Barrier free entrance

STUDENT POLICY

RULES REGARDING ADMISSION AND WITHDRAWAL

1. The College admits qualified students of all castes and creeds. Criteria for admission include the applicant's academic record and evidence of good character. The Principal reserves the right to refuse admission to any applicant, if he feels that the admission of that person is detrimental to the interest and discipline of the College.
2. Application for admission should be made in the prescribed application form available from the college office on payment of the prescribed fee.
3. Candidates for admission to the Degree courses must present
 - (1) Transfer Certificate from the school/college last attended
 - (2) Course and Conduct Certificate
 - (3) Pass Certificate
 - (4) Migration Certificate or Eligibility Certificate (for students coming from other universities)
 - (5) S.S.L.C. Book (for reference only) and
 - (6) Three passport size photographs.
4. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore, directed to keep true copies of the same before submitting the original for admission.
5. The first instalment of tuition fee and other fees are collected on the day of admission. No student will be enrolled or allowed to attend the classes until the fees due from him/her has been paid.
6. Students who are admitted after their opening day will lose attendance for the days preceding admission and the days so- lost will be counted as days of absence for recording attendance for the year.

ALCOHOL, DRUGS AND SUBSTANCE MISUSE

Tobacco / smoking is strictly prohibited in the campus. Consumption of alcohol and use of drug also are strictly banned in the college. The College will offer guidance and support to any student known to have an alcohol or drug related problem. However the College will report to the police all incidents involving the supply or taking of illegal substances in its premises, as required by the Misuse of Drugs Act.

GROSS MISCONDUCT:

You should note that certain offences may lead to instant dismissal from the college:

- Intimidation or threats against students and staff.
- Breach of examination regulations or any other forms of cheating.
- Matters of deception, dishonesty or break of trust between a student and the College
- Any offence which has resulted in injury or harm to any person.
- Any matters which result in criminal proceedings.
- Any matter that constitutes harassment on the basis of race, sex, nationality, religion or social status.

In the case of any of these offences a student may be liable to instant dismissal, though the College may determine to impose a lesser measure.

RULES REGARDING RESIDENCE OF STUDENTS

1. Students who do not live with their parents should as a rule reside in the college hostel or approved lodges. Only students who are on the rolls of the college alone will be permitted to reside in the hostel. The warden shall be the sole authority in the management and day to day administration of the hostel who will be appointed by the Director. All matters connected with the hostel will be dealt with by the warden and appeals may be made only to the Director..
2. Students who want to live in lodges must get the permission of the Principal before any lodge is chosen.
3. Students shall forward to the college office in the prescribed form complete information regarding their residence.
4. Any subsequent change in residence may be made only with the previous written permission of the Principal.
5. Students not living in the hostel or with their parents or guardians will be placed under the supervision of the members of the staff to conduct inspection of the residences.

VISITORS, LETTERS, ETC.

Students are not allowed to receive visitors in the college during the working hours without the permission of the principal. They will have their letters and other communications addressed to their home or hostels. College office will not be responsible for the distribution of postal articles addressed otherwise.

COLLEGE BUS REGULATIONS

Nobody without a bus pass will be allowed to board the bus. Loss of the pass shall be reported promptly to the office. Commuting by college bus is an occasion for the pupils to cultivate good habits like patience, forbearance, tolerance, sympathy, team spirit, co-operation and consideration for others.

Gentlemanly and exemplary behavior is expected in the bus and at the boarding points where they wait for the bus.

Singing or shouting, throwing articles out of the bus or making comments on the people outside are not allowed in the college bus.

In order to maintain order and discipline in the bus, students are to co-operate with the bus staff.

Strong and prompt disciplinary action will be taken against the students who do not behave themselves in the bus.

If the college bus fails to ply on any day on account of some unforeseen reason, the students should come to college by other means. No complaint will be entertained on such issues.

Those who avail themselves of the college bus facilities must pay the bus fee for 12 months.

Bus fee should be paid before the 10th of every month in the college office. For the payment of bus fee the Bus pass must be brought along with fee.

RULES REGARDING ACADEMIC MATTERS

Academic Honesty and Plagiarism: The work submitted by any student for assessment should be the individual work of that student, except where group submissions are permitted. None of the following are acceptable and may result in disciplinary action.

Cheating in assessments, assisting others to cheat, using any materials (including notes) not permitted in an assessment, Undertaking an assessment for someone else, Plagiarism, Colluding with another person to prepare an assignment which should be solely the work of an individual.

VEHICLE ON CAMPUS POLICY

Following an order from Kerala high court, the Kerala Higher education department has issued an order (Higher Education (G) Department, Government of Kerala Order No; 26483/G1/H Edn dated 12.10.2015), restricting the use of vehicles within the campus. Accordingly, St. Antony's college has implemented a policy on use of vehicles within the campus.

1. Vehicles of any kind are not permitted on campus when functions are taking place.
2. As part of the college's environmental protection strategy, staff and students are being encouraged to commute by public transportation & College Bus whenever possible.
3. Motor vehicles are allowed on campus up to designated parking places by teaching personnel and administrative employees.
4. Vehicle speeds on campus are limited to 10 km/h for students and 15 km/h for staff.

SCHOLARSHIP POLICY

REV. DR ANTONY NIRAPPEL MEMORIAL SCHOLARSHIPS

Scholarships for college students are financial aids awarded to students based on various criteria such as academic merit, financial need, extracurricular activities, leadership skills, or specific areas of study. The college shall also arrange endowment prizes and free ships at the institutional level to motivate the students their academic growth.

Requirements and Eligibility Criteria:

1. Scholarship Exam: students should pass the scholarship exam conducted by the institution
2. Student Should get the admission in the college
3. Academic Merit : Academic merit based on higher secondary exam
4. The Amount of scholarship will be varied on the basis of financial conditions and academic merit of the student.

POLICY ON CONSULTANCY AND COLLABORATION

For preparing the students to achieve competencies for jobs and career requirements and to face global challenges successfully, the College takes all efforts to provide internships and on-the-job training in reputed industries and organizations by establishing collaborations with them.

Purpose of Collaboration: -

1. Project Work
2. Add on Programmes
3. Internships
4. Placement

POLICY ON STUDY TOURS

1. The study tour must be conducted in accordance with government rules and policies
2. Parent's prior consent shall be obtained in the prescribed format.
3. The study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
4. The study tour should have adequate faculty supervision, both in terms of student/staff ratio and in terms of staff expertise to deal with contingencies.
5. All the arrangements for the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned.
6. On return the students shall submit a report of the tour to the Principal through the HOD

GENDER POLICY

The Gender policy of St Antony's College aims to promote equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College. The gender policy is conceived as a strategy and pursued as a systematic and planned process for organizational learning within the College in order to achieve gender equality both internally and especially in regard to working results and outcomes. The strategic goal of the policy is to integrate gender equality into the regular rules, procedures and practices of the College. The college will treat all staff, students, alumni and service users with dignity and respect and seek to provide a work and learning environment free from discrimination, harassment or victimization.

QUALITY POLICY

The college aims to contribute to the academic standing and overall knowledge development of the students.

1. Maintaining state-of-the-art infrastructure and congenial learning environment.
2. Enhancing the competence of the faculty to a very high level and to make them adopt all modern and innovative methods in teaching-learning process.
3. Using principles and techniques to improve the quality of educational services.
4. To facilitate, promote and maintain a culture which is aligned with the mission and vision of the college.
5. To create the motivating and facilitating conditions for improving the quality of teaching with the help of development opportunities and programs.
6. To continuously monitor and evaluate the quality of teaching-learning, co-curricular and extra-curricular activities.
7. To provide mechanisms for feedback from students and other stakeholders in order to improve its services.
8. To develop, implement, monitor benchmarks for all areas of activity as found appropriate.
9. To plan and provide training and development to build staff capacity to maintain continuous improvement systems.
10. To provide supportive services and a stimulating teaching-learning climate which encourage student retention and achievement.

PROHIBITION OF ANY TYPE OF HARASSMENT

Any harassment involving verbal or physical conduct that denigrates or shows hostility or aversion towards a student, employee or visitor because of that person's race, skin color, religion, gender, national origin, age, or disability is strictly prohibited.

All students, employees and visitors have the responsibility to avoid any act or actions, implicit or explicit that suggests harassment to a reasonable person.

VIOLENCE POLICY AT WORKPLACE

The management will strive to identify and eliminate foreseeable hazards of violence, which may result in personal injury through regular hazard assessments and the reporting of workplace accidents/incidents. The college does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities such as :

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on college property.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING PROCEDURES

Any potentially dangerous situations is immediately reported to College management. Reports are made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. The college will actively intervene at any indication of a possibly hostile or violent situation.

THE STAFF POLICY DOCUMENT

The staff policy of St. Antony's College, Peruvanthanam states the policies and procedures describing how all employees, regardless of job description or title, are expected to conduct themselves.

The Governing Body of the College reserves the right to amend, alter and add to any of these rules and bring any such amendment, alteration into effect.

THESE RULES ARE THE SERVICE RULES OF THE EMPLOYEES WORKING AT ST. ANTONY'S COLLEGE, PERUVANTHANAM

1. TEACHING STAFF

Qualification for Appointment

A Post Graduate degree from a Recognized University with not less than 55% marks.
NET/Ph.D - preferred qualifications

2. NON -TEACHING STAFF

Qualification for Appointment

The candidate shall possess a Bachelors Degree and knowledge of computer and Tally. However, the qualification for the Last Grade Staff is class VIII

3. PRINCIPAL

- a. Shall have a Ph.D degree from a recognized University
- b. Professor/Associate professor with not less than 15 years of teaching in an Aided college/University and other HEI. However, in the non-availability of such persons, the Manager is entitled to appoint any eligible teacher from the institution as the Principal.
- c. At the time of appointment, he/she shall not be more than **60 years** old. The Appointment of the Principal is initially for a period of 5 years. However, if he is physically and mentally fit and if the Manager considers his service inevitable to the college, he may be reappointed for a period of another 3 years.

4. VICE PRINCIPAL

An existing senior faculty member or one who the Manager deems fit may be designated as the vice principal.

RECRUITMENT PROCEDURE -FACULTY

1. The Post shall be advertised in leading social media platforms, specifying the Qualifications, experience required. The vacancies will also be notified in the college website.

2. The applications in response to the advertisements will be scrutinized by the authority concerned and the eligible candidates will be called for an interview.
3. Short listed candidates will be intimated to appear for a personal interview.
4. The candidates will be interviewed by a team consisting of the Manager, Principal, HOD, a person nominated by the Manager and Subject Expert.
5. The Candidates shall produce the following documents in original before the Selection committee at the time of interview:
 - i Certificate to prove the date of birth
 - ii Conduct certificate from the institution last attended
 - iii Grade card/mark list and degree certificates of the qualifying examinations, Publication details etc.
 - iv Experience certificate, if any
6. A rank list is prepared based on the Academic merit as well as the performance of the candidates at the interview and the candidate in the top position will be informed of his/ her selection and asked to join for duty on a specific date. If he/she fails to join within the stipulated date he/she will be considered ineligible and the next in the rank list shall be considered for appointment.
7. Appointment of retired hands shall be on contract basis. Their performance shall be reviewed on a yearly basis and if found fit may be reappointed.

TERMS AND CONDITIONS OF THE SERVICE OF TEACHING STAFF

Every person appointed to the teaching post shall be on probation for a period of one year from the date on which he/ she joins duty. The probation period may be extended for a further period of one year or more at the absolute discretion of the Manager. The appointment of a probationer can be terminated at any time, if the Management finds him unsuitable for the post. Upon satisfactory completion of the probation, the Manager shall confirm the appointment. Only then shall an appointment be regular.

ATTENDANCE

The College follows both the Bio Metric and Attendance book system

Morning Session: Teaching Staff

- *Punching commences at 8.30 am and closes at 09.30 am
- *Punching after 09.30 am shall be considered late punch
- *Punching after 09.45 am shall be treated as half day leave

* Those who are on leave in the FN session shall punch before 1.15 for the AN session

Morning Session: Non -Teaching Staff

* Punching commences at 8.30 am and closes at 9.30 am

* Punching after 09.30 am shall be considered late punch

* Three consecutive late punches shall be treated as a Casual Leave

* Punching after 9.45 am shall be treated as half day leave

* Those who are on leave in the FN session shall punch before 1.15 for the AN session

Evening Session: Teaching Staff

Punching after 4.15 pm

Evening Session: Non-Teaching Staff

Punching after 5.00 pm

HOURS OF WORK

- All staff are required to work as per the working hours and days fixed by the institute.
- The working hours of the college is from 9.30am to 4.15 pm for teaching staff and 9.00am to 5.00 pm for non – teaching staff.
- All staff shall be present in the campus during the working hours.
- All employees shall be required to attend any emergency or other urgent duties outside the regular working hours, if required.

DUTIES AND RESPONSIBILITES OF A TEACHER

- The teachers shall have expert knowledge of the subject area. The teachers shall plan and prepare appropriately the assigned courses and lectures. They shall apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students. The teachers shall assign reasonable assignments and homework to students as per university rules and evaluate students’ performances in an objective, fair and timely manner.

- All Teachers shall report for duty and sign the attendance register at least 15 minutes before the commencement of the morning session and shall be present in the campus till the end of the afternoon session except during the lunch interval and sign the attendance register before they leave after the afternoon session. However, he/she can avail him/her self of an exception in exceptional cases with the explicit permission of the Principal.
- It shall be the duty of every teacher to faithfully observe all the lawful orders issued by the Manager, Principal/HOD. It shall also be their duty to carry out faithfully and sincerely any academic, co curricular and extra-curricular work that may be assigned to him/her over and above the regular work.
- It shall be the duty of the teacher to supervise University and College examinations and periodical tests, to conduct practical, correct records, answer scripts and submit mark lists in time as per the directions given from time to time by the University, Principal and HOD.

ETHICS AND CODE OF CONDUCT

A. CODE OF CONDUCT - PRINCIPAL

The Principal of the institute shall always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the principal:

He/ She has to

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

B. CODE OF CONDUCT – TEACHERS

A. Commitment to the Profession

- The teachers shall conduct themselves in a reasonable manner in the development of institute's policies related to education.
- Do nothing in private or public pursuits which will bring their profession to disrepute.
- Keep all records accurate and up to date.
- Professional growth is absolutely necessary and shall be given priority.
- Devote full working time to the vocation.

B. Commitment to Colleagues

- All teachers are expected to treat other faculty members in the same manner as they wish to be treated themselves
- They shall help each other to grow professionally and be willing to help each other if the need arises.
- They shall not make allegations against coworkers to higher authorities without substantial proof or evidence.
- All teachers may make sure that there is no discrimination in the workplace in any way shape or form because of one's caste, creed, religion, ethnicity, nationality, race, or gender in their professional endeavor.

C. Commitment to the Administration

- Teachers shall conduct themselves and deliver their professional responsibilities as per the existing rules and adhere to methods and procedures that are consistent with their profession when it comes to initiating steps through their own schools/colleges and/or professional organizations.
- Teachers shall under all circumstances refrain from undertaking other forms of employment and commitment that are likely to interfere with their professional responsibilities, including private tuition, coaching classes, etc.
- Teachers shall cooperate in forming policies of their respective institutions by accepting several offices and discharging responsibilities if their position demands so.
- Teachers shall show interest in the betterment of the institutions by keeping in view the dignity of the profession
- Teachers shall strictly adhere to the terms of the contract they signed when they joined the educational institution.

- Teachers shall provide due notice (as prescribed in their document of contract) before a change of position takes place

C. Attendance, Leave and Absence

- Teachers shall be regular and punctual and shall report on time for classes. Teachers shall be available in campus from 09.15am to 04.15 pm unless they are assigned duties elsewhere.
- Attendance will be faithfully recorded. Teacher shall report for duty at least fifteen minutes before the session begins.
- The Head has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- Prior approval in writing shall be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay.
- Teachers shall not avail leave except when it is completely unavoidable and as long as it is utterly unprecedented..
- The teachers shall report resumption of duty promptly.

D. Commitment to Students

- The teachers shall place high value on and demonstrate to student's commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Help students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Instill a feeling of pride in self, college and community.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.

- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and withhold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Seek to foster the interest of parents in the progress of their children.

E. Commitment to the Community

- The teachers shall adhere to any responsible pattern of behavior accepted by the community for professional persons.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Respect the community in which they are employed and be loyal to the school system, community and nation.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Encourage the community to participate in the life of the school.

C. CODE OF CONDUCT OF NON-TEACHING STAFF

- Shall be loyal to the College by being punctual and reliable in all duties.
- Show integrity by being honest in words and actions.
- Create and maintain strong relationships with students and staff:
 - a. Proper interactions with students.
 - b. Maintaining professional boundaries with students and staff.
- Maintain dignity by treating students with care and kindness.
- Be supportive and cooperate with other staff members.

- Fulfill responsibilities by meeting the required standards for every assigned task.
- Practice mutual respect, trust and confidentiality.
- Practice justice by being committed to the well being of individuals, the wider community and the common good of all people.
- Respect and maintain the hierarchy in the Administration.
- Shall adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- Shall not use unauthorized persons to perform official duties.

DRESS CODE

Staff Gents : Pants/Dhoti + Shirt + ID card

Ladies : Churidar/Sari + House Coat + ID card

**On special occasions it is recommended to have a Uniform dress code.*

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

The Principal, as an administrative and academic head of the College, shall be responsible for:

- 1) The academic growth of the College.
- 2) Monitoring and conducting academic activities of the institute under the guidance of the Management and assistance of the Head of Departments.
- 3) Assisting in planning and implementation of academic programs such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members
- 4) Implementation of the Institute Academic Calendar and Timetable.
- 5) Admission of the students and maintenance of discipline in the College
- 6) To go round the classrooms to ensure that the class work is being conducted effectively.

- 7) To conduct the periodical meetings of the faculties for effective administration of the college.
- 8) To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- 9) To take institute and faculty feedback and accordingly take the remedial actions.
- 10) To plan and take the necessary actions for improvement of college results and academics
- 11) To promote industry institution interaction and research & development activity.
- 12) To Plan for campus placements through training and placement officer.
- 13) Administering and supervising curricular, co-curricular/extra-curricular activities
- 14) Appointment of HODs, Faculty, non-teaching staff and other posts identified by Board of Governing Body from time to time. 15)Conduct of College and University examinations, assessment, moderation of answer papers, etc.
- 16) To sanction the leave of the staff as per the norms.
- 17) To monitor and update the institute website with complete information about the institute.
- 18) To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body, College Academic Council and other college Committees and maintaining the minutes of the meeting.
- 19) To attest the academic registers and dairies maintained by teaching staff.
- 20) To instruct the teaching staff through a schedule to conduct annual stock verification of Library and Lab equipment.
- 21) Any other work relating to the College as may be assigned by the competent Authority from time to time.

DUTIES AND RESPONSIBILITIES OF THE VICE –PRINCIPAL

- Liaising with various departments and forwarding any issues or suggestions to the Principal.
- Helping with the development and review of budgets, school policies, and rules and regulations.
- Attending and participating in meetings with staff, parents, and other officials.
- Assisting with recruitment, training, and onboarding of all new staff.

- Planning and organizing school events and field trips as well as assisting with various committees.
- Establishing rapport and maintaining relationships with parents, staff, and students.
- Sitting in on disciplinary hearings and providing advice for at-risk students.
- Updating student and school records and addressing concerns raised by students, staff, and parents.

DUTIES AND RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENT

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. Allocate the subjects to the faculty members well in advance (at least two weeks) before commencement of the semester/year.
3. Make sure that the time-tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
5. To plan and take the necessary actions for improvement of department results and academic performance.
6. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the deadline given by the principal.
7. Collect the student feedback about the faculty members subject wise and communicate the feed-back to the concerned faculty members.
8. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
9. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers
10. Form the student batches and allot the project guides as per guidelines given by the principal.
11. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
12. Arrange special classes if necessary, for the benefit of below average students.
13. Ensure academic discipline in the department
14. To maintain discipline and enforce rules as laid down by the institute, in the department.

15. To monitor and conduct academic activities of the department under the guidance of the Principal.
16. To monitor the day to day activities of the department.
17. To execute any other work assigned by the Management/Principal.

RULES REGARDING LEAVE

No leave is a right. The authorities can refuse or deny any kind of leave in urgent situations. Prior sanction shall be obtained for any kind of leave. Any leave other than the Casual leave shall be availed only with the consent of the Principal. Casual leave shall be intimated to the Principal or HOD.

1. CASUAL LEAVE

- a. All the staff of the college are eligible for 15 days of casual leave in a calendar year.
- b. Excess leave will forfeit salary.
- c. Casual leave can be availed of on a half day basis.

2. COMPENSATORY LEAVE

- a. It is sanctioned by the Principal to compensate the work done on public holidays.
- b. Shall obtain prior sanction from the Head of the Institution for performing duty on public holidays and the number of days shall be accounted.
- c. Only a maximum of 10 compensatory leave can be availed of in a calendar year.

3. DUTY LEAVE

- a. Sanctioned for carrying out University / government or College duties
- b. Sanctioned also for participating in career advancement programmes such as Seminars, workshops, conferences, FDP etc.

4. LOSS OF PAY LEAVE (LEAVE WITHOUT ALLOWANCE)

- a. Shall be sanctioned only in inevitable situations
- b. Only persons with more than two years of service can avail of LWA
- c. LWA will not be sanctioned for more than 30 days at a stretch
- d. LWA shall not be considered for any service benefits including salary.

5. MATERNITY LEAVE

- a. Sanctioned only to those have completed one year of continuous service in the Institute.
- b. Sanctioned for six months only.
- c. Leave for miscarriage/abortion is as per the Kerala Govt. Service rules.
- d. The institution does not pay salary during M.L. if she is a member of the ESI. Those Who have not membership in ESI will be paid half the salary for a maximum period of 6 months .

6. PATERNITY LEAVE

Shall be sanctioned as per the Kerala Government rules.

DELEGATION OF FINANCIAL POWERS

The Principal is empowered to sanction the requisite amount of money on submission by College Student Council, Alumni Association. PTA, Various Scholarships etc subject to the approval of the Manager.

RESIGNATIONS

An employee may resign from service in the college by giving the Manager a ***one month's notice in writing***. If the incumbent fails to comply with the above provision, two month's salary shall be levied as penalty. The Manager on valid grounds may relax this provision and accept the resignation.

GREEN CAMPUS POLICY

The college has formulated a policy to undertake various initiatives to promote environmental sustainability and create a culture of eco-consciousness among students, faculty, and staff. Here are the key initiatives to be implemented:

1. Explore opportunities for energy purchasing agreements with renewable energy providers.
2. Conduct energy audits to identify areas of energy wastage and implement energy-saving measures such as LED lighting, occupancy sensors, and energy-efficient appliances.
3. Encourage the campus community to practice energy conservation by raising awareness and providing energy-saving tips.
4. Establish comprehensive waste management systems that promote recycling, composting, and waste reduction. Install recycling bins across campus and educate students and staff on proper waste disposal practices.
5. Promote the use of college buses offered to students and staff.
6. Implement water-saving measures such as low-flow fixtures, water-efficient landscaping, and rainwater harvesting systems.
7. Raise awareness about water conservation through educational campaigns and encourage responsible water usage through behavioral change programs.
8. Implement sustainable operations and maintenance practices to minimize resource consumption and enhance building performance.
9. Integrate sustainability and environmental topics into the curriculum across disciplines. Offer courses, workshops, and seminars focused on environmental issues, conservation, and sustainable practices.
10. Create and maintain green spaces on campus, including gardens and native plant landscapes. Develop biodiversity plans to protect and enhance the campus ecosystem. Conduct tree-planting drives and organize volunteer activities for ecological restoration.
11. Establish sustainability reporting mechanisms to track progress, monitor environmental performance, and communicate achievements to the campus community through green auditing.
12. Collaborate with local communities like *Haritha Karma Sena*, environmental organizations, and industry partners to share knowledge, collaborate on sustainability initiatives, and engage in joint projects.
13. Participate in community outreach programs, environmental fairs, and workshops to promote sustainability beyond the campus.

ENERGY CONSERVATION POLICY

Energy conservation is a crucial process in that everyone should take part. Making efforts to save energy helps protect the natural environment. It cuts down greenhouse gas emissions, which slows down global warming. It also saves money by reducing electricity usage.

The mission statement:

To identify potential for increased efficiency, implement waste minimization, monitor and reduce energy consumption.

Objectives

- 1 Improvement in Energy efficiency to reduce Energy consumption and cost.
- 2 Minimize the energy consumption by use of energy efficient equipment and maximize use of day light and natural ventilation.

Action Plan:

1. Conduct Energy Audit.
2. Maintain the Energy needs of the campus with back-up power supply system for supplying uninterrupted energy demands.
3. Warning “Save Energy” labels are pasted near all switch boards in the classrooms.
4. Establishment of energy efficient utilization measures in the supply, demand systems as part of energy management of the campus.
5. Replacement of the existing conventional lighting with cost-effective LED lights.
6. Monitor the electricity bills for the efficient utilization of electronic devices.
7. Floor-wise master switches.
8. Well-designed building to maximize the use of natural light and ventilation.

Conclusion:

Energy conservation practices and eco-friendly habits are inculcated among students and staff through cautioning them about simple things which are really effective to reduce Energy Consumption. The Institute shall continuously review and update the approved policy and is committed to its implementation.

WATER CONSERVATION POLICY

Water scarcity is one growing concerns of the present times, the ultimate solution for which is water conservation. our institute is committed to rain water harvesting and sustainable water management. Therefore, institute make a policy for water conservation and sustainable maintenance of resources

Mission statement:

To provide safe and clean water in whole campus area and implement water efficient practices within the campus.

Objectives:

- Maximize water use efficiency and minimize wastage of water.
- All existing buildings to be used for rainwater harvesting.
- Ensure awareness about the water conservation policy of the college among all the staff and students.
- Create awareness about the cost effectiveness of water conservation projects among students and local communities.
- Organise various outreach programmes under the leadership of NSS, Adventure Club , nature Club etc.
- Inform, educate and increase the awareness regarding the importance of water to life and the need for conservation and efficient use of water.

Action Plan:

1. Installing low-flow faucets are used in washrooms and toilets in the campus to reduce water consumption.
2. Use of rainwater harvesting system for outdoor watering the plans inside the campus.
3. Instructions for efficient use of water is labeled in every washroom
4. Organizing workshops, seminars, and informational campaigns to raise awareness among students, faculty, and staff about water conservation practices.
5. Regular inspection is conducted identify water leaks, inefficiencies, and areas where water conservation efforts can be improved.
6. Engaging students in water conservation initiatives, encouraging them to take an active role in promoting responsible water usage.

Conclusion:

By implementing a combination of these strategies, the college significantly reduces their water usage, contribute to water conservation efforts, and set an example for sustainable practices within the communities.

WASTE MANAGEMENT POLICY

A comprehensive waste management policy for a college campus is essential for promoting sustainability and responsible waste disposal. This Policy underlines our commitment with regard to sustainable waste management. It outlines a set of agreed aims and deliverable for all aspects of sustainability, including recycling and waste management.

Mission statement:

To integrate waste management for providing a safe and healthy work and study environment for teaching, non-teaching employees, students, residence and visitors.

Objectives:

1. Prevent creation of waste
2. Minimize the amount of waste produced
3. repair, refurbish or relocate item
4. promote segregation of waste to increase the quantity of waste recycled
5. send non-recyclable waste to energy recovery

Action Plan:

1. Implement a robust waste segregation system with clearly marked bins for different types of waste, such as recyclables (paper, plastics, glass, metals), organic waste, and non-recyclables.
2. Conduct regular workshops, seminars, and campaigns to educate students and staff about proper waste segregation, recycling practices, and the importance of reducing waste.
3. Establish easily accessible recycling stations across campus, equipped with bins for different recyclable materials. Partner with local recycling centers to ensure proper recycling and disposal.
4. Set up composting facilities to process organic waste generated on campus, turning it into nutrient-rich compost for landscaping and gardening.
5. Implement a ban or reduction on single-use plastics like straws, disposable utensils, and plastic bags. Encourage the use of reusable alternatives like use of steel glass and plates.
6. Develop a system for collecting and properly disposing of electronic waste (e-waste) such as old computers, printers, and other electronic devices.
7. Maintain a proper register for waste collection from the campus by the outside agencies

8. Opt for bulk purchasing to minimize packaging waste, and choose products with minimal or eco-friendly packaging.
9. Establish a clear waste collection schedule, ensuring regular and timely pick-up of different waste streams.
10. MoU with local waste management authorities, for proper waste disposal in the campus..

Conclusion: By incorporating these elements into the waste management policy, the college campus contributes significantly to reducing its environmental impact and promoting a culture of sustainability.



ST ANTONY'S COLLEGE PERUVANTHANAM

*(Approved by Govt. Of Kerala &
Affiliated to M G University, Kottayam,
Enlisted in the UGC 2(f) Schedule)*

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