

# **ST. PAUL'S COLLEGE, Kalamassery**

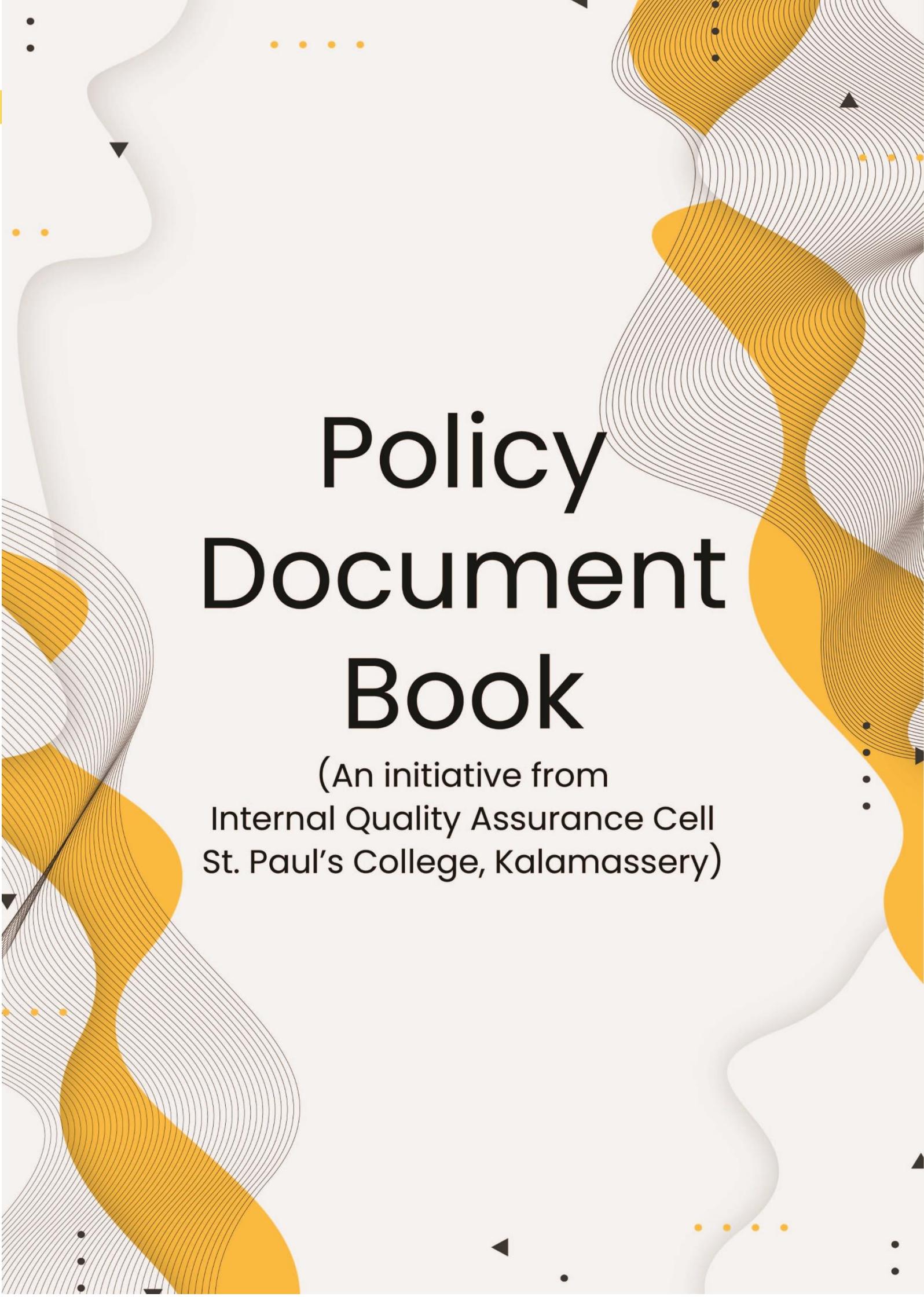
Re-accredited with 'A' Grade (Third Cycle) by NAAC

(Affiliated to Mahatma Gandhi University, Kottayam)

Kalamassery, HMT P.O., Ernakulam- 683 503. Kerala-India

# **POLICY**

# **DOCUMENT**



# Policy Document Book

(An initiative from  
Internal Quality Assurance Cell  
St. Paul's College, Kalamassery)

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## **Code of Conduct**

### **Introduction**

A code of conduct describes the values, vision, mission, and principles of the college. The code acts as a standard that the staff need to meet and informs them about the best practices. It is the responsibility of the staff to be aware of the standards set out in this code and to always apply these standards. The infringement of this code may lead to disciplinary action. All employees shall respect and adhere to the code, and it contains conduct at work and outside.

## **Vision and Mission**

### **Vision**

The college exists to impart excellence in higher education to all, especially the marginalized communities, and to develop an integrated personality in students. The college envisions to create a new enlightened generation, which is socially committed, academically proficient, digitally updated and spiritually refined, to enable them to face the challenging needs of the changing times.

### **Mission**

- To impart excellence in higher education and give value-based training for the integral development of the individual.
- To inculcate in students a comprehensive outlook of life and a spirit of social sensibility.
- To equip young men and women with academic and digital expertise to face global challenges.
- To create productive citizens integrated with social and patriotic commitment, ethical and human values.
- To empower the youngsters with global knowledge in the state-of-the-art digital technology.

## **Our Core Values**

Excellence

Global Competency

Social Conscience Integrity Responsibility

## **Our Motto**

“Life Nobly Lived”

## **Code of conduct for the principal**

- Exhibit integrity, dignity, decorum, and effectiveness at all levels.
- Ensure that the staff and students are aware of the rules, policies and procedures laid down by the college.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder’s feedback.
- Supreme authority of the maintenance of discipline of the college.
- Be fair in his/her disciplinary actions for all the members of faculty, nonteaching staff, and students.
- Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the college and maintenance of records.
- Participation in the teaching work, research, and training programmes of the college.
- Supervision of the college and university examinations.
- Assisting in planning and implementation of academic programmes such as orientation courses, seminars, workshops, and other training programmes organized by the university.

- Facilitating for academic competence of the students and faculty members.
- Safeguard the interests of teachers/non-teaching staff members and the management.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules, and other Orders issued there under from time to time by the University, the Government and the UGC.
- Observance and implementation of directives issued by the Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- Timely submission of the information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding accounts matters.

### **Code of Conduct for Teachers**

#### **A. Commitment to the Profession**

- Dedicate working hours for learning, training, and teaching.
- Complete the syllabus on time and in a good manner, produce good results in the subjects handled by them and accountability for the same.
- Effective implementation of the mentoring system, monitor students assigned to them.
- Function as counselors and facilitators; help, guide, encourage and assist students in the Teaching-Learning Process.
- Emphasize on value-based education.
- Strive for professional growth, through involvement in study operations and updating in their region of competence.

- Refrain from external employment that may impede the quality of learning.
- Refrain from using cell phones while taking classes and in the examination hall.

#### **B. Commitment to Colleagues**

- Treat colleagues with respect.
- Avoid open confrontations in the professional setting.
- Appreciate colleagues' professional views and recommendations, render assistance for professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

#### **C. Commitment to the Institution**

- Teachers must report on time to duty as per the working hours prescribed ie 8.15 am to 3.30 pm and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- Teachers may leave the campus only with the approval of the principal during their working hours.
- Prior written request should be given for availing leave and classes should be arranged accordingly.
- In case of unplanned leave, the teaching faculty must inform the HoD & principal for the adjustment of the classes.
- Teachers must always wear their identity card during working hours.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Give and expect due notice before a change of position is made.

#### **D. Commitment to the Students**

- Respect the right and dignity of the student in expressing his/her opinion
- Teachers should be accessible to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
- Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism, and peace.
- Ignite students' spirit of inquiry.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Inculcate civic consciousness and the spirit of patriotism among students.
- Help students to differentiate right from wrong and justice from injustice.
- Respect the confidentiality of information about a student and withhold it, unless its release serves a professional purpose, benefits the student, or is required by law.
- Do not discriminate students on grounds of ability, race, colour or creed.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Promote and develop anti-narcotic attitude among students.

### **E. Commitment to the Community**

- Respect the community in which you are employed and be loyal to the institution, community, and nation.
- Perform the duties of citizenship and participate in community activities with due consideration. Encourage students to participate in community awareness and community support programmes.
- Co-operate with organizations /societies, which are concerned with student welfare.

### **F. Commitment to Women Empowerment**

- Teachers are important catalysts for empowerment. Promote and ensure gender equality in the institution.
- Foster the involvement of girl students in intra-and inter-college curricular and co-curricular programs.
- Enrich women learners through awareness courses and workshops with abilities, self-confidence and understanding.
- Special attention should be given to women's health and fitness.

### **G. Commitment to the Environment**

- Take initiative and encourage the students to build an eco-friendly campus.
- Impart the 3 R's: reduce waste, reuse resources, and recycle materials.
- Follow sustainable construction methods and encourage recycling and management of waste.
- Nurture the love for the environment among students through organic farming, plastic free campus etc.
- Plant more trees in and outside the campus.
- Conduct workshops and seminars on sustainable growth and environmental preservation.

- Preserve and maintain an herbal garden.

### **Code of Conduct for Administrative Staff**

- Non-Teaching staff working in the college office or departments should remain on duty during college hours (8.30 a.m. to 4.30 p.m.).
- Any work allocated by the principal and any other college authority will be voluntarily accepted and performed on time efficiently.
- Non-Teaching staff must always wear their identity card during working hours.
- They should welcome visitors to the institution.
- In their dealings with students/faculty should be kind and emotionally balanced.
- Non-teaching staff assigned to laboratories should keep the laboratories clean.
- Any loss or damage to any article in the lab or classroom should be reported to the HoD in writing immediately.
- Non-Teaching staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HoD and the principal at the end of each semester and their signatures obtained.
- For articles damaged by the students, a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HoD, the amount shall be handed over to the college accounts staff, for deposit in the college account.
- Non-Teaching staff shall not leave the College premises without permission before 4.00 p.m.

## **Code of Conduct for Students**

### **Rules of General Discipline**

- Irregular attendance, insubordination to teachers, all forms of fraud or malpractice in connection with examinations, habitual inattention in class, obscenity in word or deed are sufficient reasons for suspension or dismissal from college of a student.
- If a student has a grievance or complaint, he/she should approach the class teacher first. If he/she is not satisfied with the redressal of his /her grievance, he/ she may appeal to the HoD. If not satisfied with the decision of the HoD, he/she may approach the principal for a review.
- No outsider should be invited to the college by the students without the consent of the principal.
- Any student who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities or without the prior return permission from the principal.
- The principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any disciplinary action on any student for his/her misconduct or violation of rules and regulations. He shall be the final authority in the interpretation of these rules and regulations. Matters not covered by these rules are left to the discretion of the principal and his decision shall be final.
- No student shall engage in or conduct any activity which is detrimental to the reputation and interests of the college.
- No one shall distribute or circulate any notice, pamphlet, leaflet, etc. within the campus or exhibit any type of banner, flag, poster etc. without the prior written permission of the principal.
- Political activities in any form are strictly prohibited in the campus. Students are forbidden to organize or attend meetings other than those permitted by the principal. Strikes are strictly prohibited in the college.

campus and its premises. Nobody shall instigate or take part in any strike inside the campus.

- Loss or damage caused to building, furniture, tools, and apparatus of the college due to violent action of students will be made good by imposing compensation from their parents.
- The Government of Kerala has banned the use of mobiles in educational institutions and has ordered to take strict action in this regard. Therefore, the students are not allowed to use mobile phones inside the campus.
- Students are expected to conduct themselves/ maintain discipline in and outside the college governed.
- Parents are expected to follow the student's progress and conduct inside and outside the college.
- Students are strictly prohibited from bringing two wheelers inside the college campus except to the parking space provide near the front gate.
- All students are expected to dress modestly.
- Use of psycho-topic drugs, alcoholic drinks, pan masala and cigarettes are strictly prohibited inside the campus.
- Signing of the application form by the candidates admitted to the college and their parents/guardians will constitute an undertaking on their part that they are willing and ready to abide by the rules and regulations of the college.
- The management shall take disciplinary action including dismissal from the college of a student if it is found that any act committed by the student (inside or outside the campus) affected the reputation and general discipline of the college.
- Producing medical certificate for the time of absence is not a right to claim attendance.
- The student's union shall strive to attain the following objectives:

- a. To train students at the college in their duties, responsibilities, and rights of citizenship.
  - b. To promote opportunities for the development of character, leadership, efficiency, knowledge, and spirit of service among students.
  - c. To organize debates, seminars, work squads, touring parties and such other functions.
  - d. To encourage sports, arts, and other cultural, social, or recreational activities that are incidental and conducive to the above objectives.
- The principal or other constituted college authorities may frame and issue disciplinary rules of permanent or temporary character for regulating the conduct of students.
  - The principal shall be the final authority in the interpretation of the college rules.
  - Students are strictly warned not to indulge in ragging. Students indulging in ragging will be summarily punished.

### **Rules Regarding Attendance**

- The working days divided into 3 periods in the forenoon session and 2 periods in the afternoon session.
- Attendance will be taken at the beginning of each period. If a student is absent in one period in any of the sessions, he/she will lose half day attendance.
- Leave for several periods must be obtained from the principal in writing in advance. No leave will be granted unless the principal is satisfied with the reason.
- Students shall not take leave of absence unless it is absolutely necessary by irregularity in attendance, they run the risk of not securing the required

number of term days to appear for the university examination.

- The annual certificate of attendance and progress required by the university for admission to the university examinations will in no case be granted unless:
  - a. The student has secured not less than three fourths of the total number of the working days in the academic year.
  - b. The principal considers that the student's progress and conduct have been satisfactory.

### **Test and Examinations**

- All students are to appear for the examination and tests arranged by the departments. Students who cannot attend the tests/examinations should get prior sanction from the principal.
- There will be an entry level test for first UG students for ensuring their knowledge and skill. The entry level test will be normally conducted during the first week of the academic year.
- There will be two internal exams to evaluate the progress of the students, in addition to monthly tests conducted by the departments.

## **Divyangjan Policy**

### **Introduction**

St. Paul's College, Kalamassery ensures to offer an inclusive framework in the institution through various proactive measures and sufficient infrastructure facilities. We make education and other services accessible to all without any sorts of discrimination and offer special care & support to differently abled students to make them self-reliant and independent in their life journey. The institution offers barrier free learning experience to all students to enable the learners to face

challenges they face in the real world. The ‘Divyangjan Policy’ aims to create an inclusive education within the institution and to ensure greater accessibility for the differently abled students in the campus.

As per the policy:

- College provides admission as per the rule of law, Sec. 16 PWD Act 2016.
- Provisions in the infrastructure facilities like ramp, rail, elevator, wheelchairs, toilet facilities, special apps/software to support the learning are all made available in the campus.
- Observation of important days and inclusion of differently abled students in all such functions which will create increased awareness among other students regarding the need for integration of people with disabilities into mainstream of the society.
- Facilitating maximum possible scholarships to students especially those from divyangjan community.
- Offering various motivational talks, seminars, webinars and other conferences and workshops to motivate students focusing on the needs of differently abled students.

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting institutions in the country to involve in special education activities to empower differently-abled persons.

St. Paul’s College, Kalamassey is against all kinds of discriminations on any grounds including disability. The college ensures that every programme offered by the institution considers the special needs of disabled/differently abled students. College administration also strives to deliver the maximum support to disabled/differently abled students by ensuring disabled friendly infrastructure development in the campus. The following are the objectives of the disabled friendly policy of the institution:

## **Objectives of the Policy**

1. To create a culture to avoid discrimination and exploitation of disabled/differently abled students and staff from all spheres of work and education.
2. To provide effective delivery of services to disabled students and staff.
3. To ensure implementation of all legislations with respect to persons with disabilities.
4. To ensure full participation of persons with disabilities in all the activities and provide them with equal opportunities.
5. To develop disabled friendly infrastructure within the campus.
6. To provide necessary budget allocations to achieve above objectives.

St. Pauls College Kalamassery focusses on providing the following facilities to disabled students.

## **Providing Access to Differently abled persons**

Under this scheme, our college will ensure that all existing structures as well as future construction projects in the campus are made disabled friendly. Our institution provides special facilities such as ramps, rails and special toilets, and other necessary changes to suit the special needs of differently-abled persons.

## **Providing Special Equipment to augment Educational Services for Differently abled Persons**

Differently abled persons require special aids and appliances for their daily functioning. These aids will be available in the institution through various schemes of the Ministry of Social Justice and Empowerment. In addition to the procurement of assistive devices through these schemes, the higher education institution will also provide special learning and assessment devices to help differently abled students enrolled for higher education. Our institution will provide ICT devices such as computers with screen reading software, low- vision aids, scanners, mobility devices, audio books etc. to enrich the educational experiences of differently abled person.

## **Anti – Ragging Policy**

St. Paul’s College, Kalamassery has adopted a Zero Tolerance Policy towards ragging.

It is brought to the notice of all stakeholders that **ragging is a criminal offence** and that the UGC has framed UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions.

In UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, ragging has been defined as:

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

In case of complaints, students may approach their class teacher, head, and any member of the Anti - Ragging Cell or any other teacher.

Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800- 180-5522 (24x7 Toll Free) or e- mail the Anti - Ragging Helpline at **helpline@antiragging.in**.

For any other information, visit the UGC website **www.ugc.ac.in**

## **Discipline & Grievance Redressal Policy**

### **Grievance Redressal Cell (for Students)**

Grievance Redressal Cell addresses all student and parent grievances. The cell must maintain a conducive and unprejudiced educational environment where complaints of students and parents are redressed. All complaints are addressed by the Grievance Redressal Cell and a report is submitted to Executive Committee.

The complaint management mechanism is carried out at three levels in the Institution:

1. All Departmental level grievances are attended by the Departmental Student Grievance Redressal Committee
2. Unresolved grievances at the Departmental level are referred to the College Grievance Redressal Cell. The students can approach the College Grievance Redressal Cell with their complaints of common interest too. They can directly communicate them to the principal or apply seeking redressal of grievance through the online grievance portal of the College.
3. Unresolved grievances at the college level are referred to the Governing Body of the College.

### **Departmental Grievance Redressal Committee**

A complaint by an aggrieved student relating to a department shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted at the level of the Department and with the following composition, namely

1. Head of the Department – Chairperson
2. Secretary of the faculty council of the department
3. Class Tutor

In considering the grievances before it, the DGRC shall follow principles of

natural justice and shall upload its report with recommendations, if any, to the online grievance portal within a period of 10 working days from the date of receipt of the complaint.

### **College Grievance Redressal Committee**

A complaint from an aggrieved student relating to the College shall be addressed to the College Grievance Redressal Committee (CGRC), with the following composition, namely:

1. Principal of the College – Chairperson
2. Vice-Chairman
3. Vice Principals
4. Academic Coordinator
5. Concerned HoD
6. Administrative Officer

**Quorum:** The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be five.

In considering the grievances before it, the CGRC shall follow the principles of natural justice and shall upload its report with recommendations to the Online Grievance Portal.

### **Procedure for redressal of Grievance by the Grievance Redressal Committee**

1. An aggrieved student may apply seeking redressal of grievance through the online Grievance portal of the College or in writing to the Class-Tutor / HoD / Principal.
2. On receipt of an online complaint or a written complaint, the same shall be forwarded within 24 hours of the receipt of the complaint, to the appropriate Student Grievance Redressal Committee (either Department Grievance Redressal Committee or College Grievance Redressal Committee), along with its comments.

3. The Student Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated with the aggrieved student within 3 working days (the student may be instructed to register the grievance online if the grievance is submitted in writing).
4. Grievances not resolved by the Department Grievance Redressal Committee within 10 working days shall be referred to the College Grievance Redressal Committee. Grievances not resolved by the College Grievance Redressal Committee within 15 working days shall be referred to the Governing Body of the College.

## **Grievance Policy**

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

St. Paul's College regards it important that all its employees will have sufficient knowledge of such procedure and easy access to it. To this effect St. Paul's College has formulated a grievance procedure, which has as its main objective is the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

## **Objective**

The objective of the policy is to resolve work related grievances within St. Paul's College as fairly and as swiftly as possible.

## **Application**

This policy would be successfully applied when employees and students follow the procedures of the Grievance Policy.

## **Policy**

The policy is further classified into student and employee categories as each of them has to follow different procedures on filing grievance with the college.

## **Student Grievance**

- An aggrieved student may apply seeking redressal of grievance through the online Grievance portal of the College or in writing to the Class- Tutor / HoD / Principal.
- On receipt of an online complaint or a written complaint, the same shall be forwarded to the appropriate Student Grievance Redressal Committee (either Department grievance redressal committee or College grievance redressal committee), along with its comments within 24 hours of receipt of complaint.
- The Student Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.
- It is required to ascertain the grievance within 3 working days (the student may be instructed to register the grievance online if the grievance is submitted in writing).
- Grievances not resolved by the Department Grievance Redressal Committee within 10 working days shall be referred to the College Grievance Redressal Committee. Grievances not resolved by the College Grievance Redressal Committee within 15 working days shall be referred to the Governing Body of the College.

## **Employee Grievance**

The Grievance Procedure for the employees will be implemented as follows:

### ***Step 1 - HoD***

1. In step 1 the employee must discuss his/her grievance in writing with his HoD or the Principal if the event of a grievance is against the HoD
2. The superior must endeavor to solve the problem within two (2) working days and inform the employee.
3. If the employee is not be satisfied with the outcome, he/she may proceed to Step 2.

***Step 2 – Principal / Vice Chairman***

1. The employee may discuss his/her grievance in writing with the Principal/Vice Chairman along with the outcome proposed in Step 1 and why they are not satisfied with the outcome.
2. The employee can only meet with the Vice-Chairman if he/she have given the grievance in step 1 to the principal.
3. The Principal / Vice Chairman shall endeavor to solve the problem within two (2) working days and inform the employee.
4. Should the employee not be satisfied with the outcome, he may proceed to step 3.

***Step 3 - Grievance Hearing***

1. The matter is referred to the Chairman by handing him the grievance complaint together with any other further relevant written information.
2. The Chairman shall convene a grievance hearing and attempt to resolve the matter within a period of ten (10) working days and his decision shall be final.

**Discipline Committee**

The College Discipline Committee shall ensure that the students follow the rules and regulations of the College and remain orderly and peaceful in the pursuit of their educational objectives/goals in the College.

Composition of the Committee: The Committee shall have the following composition:

<i>Designation</i>	<i>Numbers</i>	<i>Nature</i>
Principal	1 Member	<ul style="list-style-type: none"><li>• Chairperson of the Committee</li></ul>
Teaching staff of the College	1 Member	<ul style="list-style-type: none"><li>• Coordinator nominated by the Executive Committee</li></ul>

Teaching staff of the College	7 - 11 Members	<ul style="list-style-type: none"><li>• Nominated by the Executive Committee</li></ul>
Non-teaching staff of the College	1 Member	<ul style="list-style-type: none"><li>• Nominated by the Executive Committee</li></ul>
Dean (student affairs)	1 Member	<ul style="list-style-type: none"><li>• The Member Secretary</li></ul>

Term: The Principal of the College would be the ex-officio Chairperson and the term for members of the committee shall be one year. The quorum for the meeting, including the Chairperson, shall be two third of the total members.

Meetings: The College Discipline Committee shall meet at least once in a month.  
Functions of the Committee: The functions of the Committee are as follows:

1. To maintain discipline within the College campus and ensure a calm and peaceful academic atmosphere in the campus.
2. To develop the nation builders of tomorrow and instill the values of our motherland.
3. To ensure that the students respect their faculty, other students and fellow beings and refrain from physical confrontation.
4. To conduct enquiries on reports of indiscipline among students, recommend disciplinary action and initiate model action against students involved in indiscipline based on the rules and regulations of the College.
5. To initiate steps to develop self-esteem among students thereby reducing violence/ confrontations in campus
6. To ensure that the students follow the rules, regulations and processes of the College and attend classes regularly and systematically.
7. To assist the College anti-ragging Committee in preventing ragging in the College and help in spreading anti-ragging campaign throughout the student community.

## **Infrastructure Policy**

### **Policy for accessing, maintaining, and utilizing infrastructural facilities**

The college offers all its stakeholders' fair opportunity to access and use its physical, academic and support facilities. These include its auditorium, seminar halls, ICT enabled classrooms, recording studio, acoustic theatre, digital library facilities, lab facilities and other sports amenities.

### **Maintenance of facilities**

- Housekeeping and cleaning of the classrooms and all physical spaces are done on a regular basis with the support of housekeeping department.
- Students will take up the responsibility of cleaning the classrooms on a daily basis.
- The requirements for repair/ maintenance of equipment/ facilities are reported to the bursar by the concerned beneficiary.
- The institution has an installed system of establishing collaborations with different AMCs especially for the maintenance of electronic equipments.

### **Utilization of Infrastructure**

To avail and use infrastructural facilities like theatre, recording studio or seminar halls, prior request is to be placed in the prescribed form by the respective department/ faculty/staff through the principal which will be forwarded to the bursar for allotment.

### **ICT Facilities**

The ICT facilities in the institution will be maintained by technically skilled experts and students & staff will be given regular training for the use of such facilities.

### **Library**

- The different sections of the library will remain open on all working days from 8.30 am to 4.30 pm.

- The use of library and its facilities are governed by the rules of the library and its implementation will be ensured by the main librarian.
- List of new books to be purchased will be finalized based on the requirements of the curriculum and the request for the same will be submitted by the heads of the department after approving it in the council and in department meeting.

### **Laboratory**

- Laboratories in departments of Physics & Chemistry departments are directly under the custodianship of respective departments and its heads.
- Lab maintenance staff is responsible for regular maintenance of its facilities.
- Rules and regulations to use them are communicated through lab manuals.
- Log registers are maintained in every lab.

## **IT -Cyber Security Policy**

The IT-Cyber Security Policy is to protect and promote institutional data management and technology infrastructure. The policy applies to all the stakeholders of the institution including staff, employees, volunteers, third parties, vendors, collaborators, and anyone who is having access to institution's systems, software, and hardware.

### ***As per the policy:***

- Institution does not recommend accessing any institutional data from personal devices. If it is unavoidable, users are obligated to keep their devices in a safe place without exposing institutional data to unauthorized personnel.
- Stakeholders are expected to practice the following best practices during their institutional data handling and management:

- Passwords to all electronic devices are to be kept secured and protected.
- Logging into institutional accounts should be done only through safe networks.
- Antivirus software must be installed and updated regularly.
- Avoid leaving of devices exposed to or unprotected.
- Abstain from opening attachments or links when its contents are not well explained.
- Exchange of credentials with any unauthorized person must be avoided and sharing of information can be done only as per the instruction of the supervisor.
- Passwords are required to be changed on a regular basis, once at least in two months.
- Avoid sharing personal/ confidential data such as those related to students or other stakeholders with anyone.
- Conducting regular cyber security/IT related workshops for faculty and staff.
- Regularly monitor the provisions of Indian/International cyber security law and update it in the institutional set up.
- Install an efficient security monitoring system within the institution.

### **Policy on Award of Endowments**

The endowments awarded every year stand strong testimony to the bond between the various stakeholders of St. Paul's College, Kalamassery. Most of the endowments have been instituted by well-wishers of the college, either in memory of their loved ones or in their own names, as a symbol of their affection for the institution and to encourage and appreciate the students.

Every year, the awardees are decided by a committee comprising of the Principal, Teacher – in – Charge of Endowments and the Heads of Departments. The stakeholders can see the specifications for each award in the College Calendar. Following are the various endowments awarded every year:

1. Rev. Fr. Raphael Olattupuram Endowment
2. Prof. N. Ramanand Endowment
3. Mr. Mathew Xavier Endowment
4. Rev. Fr. Joseph Manakil Endowment
5. Prof. George Chillikootathil Endowment
6. Prof. M.A. Abdhul Rahiman Endowment
7. Prof. A.V. Moorthy Endowment
8. Prof. T.K. Suresh Kumar Endowment
9. Prof. E.K. Stephen Endowment
10. Prof. P.V. Dominic Endowment
11. Prof. P.V. Dominic Endowment
12. Prof M.M. John Xavier Endowment
13. Prof. V.P. George Endowment
14. Prof. N.S. Harshan Endowment
15. Prof. Dr. T.R. Ananthakrishnan Endowment  
(for students of Physics)
16. Prof. V.V. Sadanandan Endowment
17. Heinz Anita Prize for UG Students
18. Heinz Anita Prize for PG Students
19. Sri. K.V. Antony Endowment
20. Prof. Emmanuel Johnson Endowment
21. Dr. Antony Mukkath Endowment

22. Sri. Mulloor Varkey Thommy and  
Smt. Elisow Thommy Endowment
23. Thasni memorial endowment
24. Prof. Dr. T.R.Ananthakrishnan Endowment  
( for students of Chemistry)
25. Smt. K T Elizabeth Endowment
26. Prof. Alice P M Endowment
27. Prof. Joy Sleeba Endowment
28. Adv George Lenthaparambil Endowment
29. Prof. George John Endowment
30. Smt. Mary Joseph Cheriya Kadavil Endowment
31. Endowment instituted by Prof.Sallyamma Job
32. Endowment instituted by Rev Fr Joseph Palliparambil  
in memory of his late father Sri P X Antony Palliparambil.

### **Internal Examination Policy**

- Two internal examinations will be held centrally.
- Question paper should be prepared well in advance and must be sent to the prescribed mail id.
- Invigilation and completion of valuation on time.
- Ensuring transparency in the award of internal marks.

Every year the principal appoints an examination committee for the smooth conduct of the internal and external examination.

#### ***Guidelines / Instructions to the Invigilators:***

- i. The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

- ii. He/ She shall, ask the students to keep their books, notebooks, mobile phones and their written materials at the front of the hall/outside the hall and to be seated according to the correct seat numbers; use only blue/black ink for writing.
- iii. Check whether the students have occupied their seats as per the seating arrangement.
- iv. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.
- v. Distribute the question papers to the students at the beginning of the examination.
- vi. Check the identity cards of the students and sign on their answer books, if all details are correct.
- vii. Take the signature of students on the attendance proforma, mark “AB” for absent students and maintain the attendance record of his/her examination hall.
- viii. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- ix. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the CE for further necessary action.
- x. Give warning to the students to tie their supplements, 10 minutes before the end of examination.
- xi. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately.
- xii. Hand over the answer books to CE.

## **Instructions to the Students**

1. Students must bring their college identity card when they appear for the examinations.
2. No student will be permitted to write the examination without an identity card.
3. Students should keep all their belongings outside the examination hall. Invigilators are not accountable for the loss of any of their belongings
4. Absolute silence should be maintained in the examination hall.
5. Students can carry only what is permitted as per requirement of the examination.
6. Tearing out pages or parts of answer books provided for the examination is strictly prohibited and is punishable.
7. Rough work and calculations must be done in the answer books only.
8. Ensure that your answers carry the correct question number in the answer book.
9. Any communication with others verbally or non-verbally in the examination hall will be treated as a punishable malpractice.
10. Students found guilty of using unfair means in the examination hall will be reported to the university and may result in the student being debarred for a period of 3 years, be suspended, or be expelled from the university.
11. A student caught using fraudulent methods for any of the subjects during internal assessment will be given zero for all the subjects in the ensuing examinations.
12. If students require assistance from the invigilator or need supplementary material for writing, the attention of the invigilator can be drawn by raising a hand without disturbing others.
13. Question paper should carry only the name.
14. Students must sign the attendance sheet during every examination.

15. Students who wish to avail retest should apply in the prescribed form, complete in all respect, within 5 days from the date of last internal examination.
16. Students can apply for retest if he / she was inpatient & submitted the medical certificate.
17. Students should be seated in the examination hall at least 5 minutes early before the commencement of examination. Any student coming late to the examination hall will be allowed to appear for the examination after proper permission from the head of the department.

## **Mentoring Policy**

### **Mentoring System**

The process of Mentoring is an individualized form of counselling and guidance activities. It addresses the needs of the students to have a friend, a counsellor, and a confidante on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring begins with the faculty and depends upon the healthy relationship between faculty and students.

### **Mentor**

A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his /her academic pursuits and emotional and psychological development, particularly in the latter's transition phase. The mentor also guides his wards in how much they should try to achieve and how. St. Paul's College has adopted and implemented a mentoring system as a student support measure. The system, though flexible, functions along well-defined lines.

Each faculty member is the mentor of a group of 20 to 25 students allocated to him/ her by the head of the department. The teacher mentor collects personal information from the ward without touching sensitive issues or forcing any

information out of the wards and then provides the needed counselling to the wards. Critical issues are brought in the notice of the head of the department. The teacher meets the wards informally outside class hours as well and guides them regarding their career options. A documented record (Mentor's Diary) of the mentoring process is maintained by the mentor teacher and the head of the department for reference purposes.

### **Responsibilities:**

#### The Mentor

- Meets the group of students at least twice a month.
- Continuously monitors, counsels, guides, and motivates the students in all academic matters.
- Advises students regarding choice of electives, project etc.
- Contacts parents/guardians if situation demands e.g., academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc.
- Advises students in their career development/professional guidance.
- Keeps contact with the students even after their graduation.
- Intimates HoD and suggest if any administrative action is called for.
- Maintains a detail progressive record of the student (format attached).

#### The HoD

- Meets all mentor of his/her department at least once a month to review the proper implementation of the system
- Advises mentors wherever necessary.
- Initiates administrative action on a student when necessary.
- Keeps the head of the institute informed about the various activities undertaken in this regard from time to time.

## **The Academic Council**

The academic council of the institution discusses mentoring related issues at least once in a year. During these meetings it revises / upgrades the system if necessary.

## **University Examination Policy**

St. Paul's College, Kalamassery is affiliated to M G University, Kottayam and hence we strictly follow the guidelines provided by the University for the Conduct of both internal and external examinations. These Guidelines will be provided by the university when there is change in syllabus.

Examination cell handles all matters related with the conduct of examinations. The cell consists of principal, university exam assistant, internal examinations coordinator and one office staff. More members will be added to the cell as per the requirement. The list will be published in the beginning of each academic year.

For the University Examinations, the following matters will be taken care by the exam cell.

- Collection of exam fee from students
- Exam registration
- Timetable announcement
- Internal uploading and sending to university.
- Assigning and informing invigilators
- Packing of papers

Preparation of bills and the amount will be disbursed once we receive it

## **Instructions to Invigilators**

- No candidates need be admitted if they do not have valid hall tickets.

- No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- Strict silence must be maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc.
- Don't enter into the examination hall if you have no duty.
- Keep alert vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the chief superintendent or COE
- Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
- Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
- See that candidates who leave the examination earlier than half an hour of the scheduled time for the close of the examination have surrendered their question papers with their name and register number written on them.
- Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator

Monthly test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the university. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

## **Placement Cell Policy**

The role of the career and placement cell in St. Paul's College is of a facilitator and councilor for placement related activities. St. Paul's adopts the policy of inclusiveness of students of all categories and different performance levels in providing the opportunities keeping intact the unbiased social justice to all. The cell comprises representatives from faculty and students and functions with a responsibility to organize company visits, student database, prepare placement brochure, communicate to the companies, support placement activities, and organize various campus placements drives.

The major objectives of the cell include

1. Design and organize training programs to the students on strategically relevant competencies along with academics to make them ready for industry fields.
2. Organize periodical review on effectiveness on the training programs and establish a process for continuous learning.
3. Organize industry visits, expert sessions to update the knowledge on industrial recent trends.
4. Set up and strengthen the network with alumni.
5. Organize and coordinate campus placement programs to fulfil the commitment of every aspirant.

### **Terms of Placement Cell**

1. The term of a student constituted cell is one year since the student representatives are from final year. In case a member not showing interest or not complying with the activities, a new member of the same branch is nominated with the concurrence from the head of department.
2. The cell committee will meet twice in semester. On emergency whenever a placement activity is scheduled, the committee will meet with either the

particular department or with all the department coordinators as per placement requirements. Minutes of the meeting will be shared either through mail or through hard copy.

3. Placement activities performed by the cell is a service extended to students and does not carry any guarantee on securing a job opportunity.
4. Students will be informed about any campus drive through emails and their HoDs will also be communicated. It is the student's responsibility to see the placement notice and submit his/her resume to the student coordinators as per the deadline specified in the notice. No resume will be accepted after the deadline specified in the notice.
5. Students are advised to thoroughly check the profile and background of each company and take informed decisions before applying to any company participating in campus placement. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned. Placement cell will not be liable for any default from the company's end at later stage.
6. Students participating in placement activities must keep their identity card with them at the time of pre-placement training (PPT)/Test/Group Discussion/Interviews etc. and produce the same when asked by the visiting team, placement cell coordinator or their representatives.
7. Students are not allowed to share their personal contacts (via any means) with the companies coming for campus recruitment (either during interviews or during the preliminary screening phase).
8. Any concerns or queries related to company specific placements should be directed to the placement cell coordinator who will clarify the details with the company officials.
9. In case if the student needs to contact a company (due to any unforeseen circumstances) prior permission must be sought from the coordinator of placement cell.
10. Defaulters would be subject to disciplinary actions as per the discretion of placement cell.

11. In case a student is not willing to join the company to pursue higher studies or for any other reasons after accepting the offer, he/she should inform both the company and placement cell.
12. All queries/communications from students should be routed to the placement officer through the placement cell student coordinator only.
13. It is the responsibility of the student to check that he/she meets all the eligibility criteria which might be required at the time of joining (academic, medical, etc.) for the opportunity he/she is applying.
14. Any sort of unprofessional behaviour or not adhering to any of the policies during the placement session may lead to debarring from placement process and warrant an appropriate disciplinary action.
15. Selected participants need to submit a copy of their offer letter to placement cell to obtain NOC for joining.

### **Policy on Student Assistance Scheme**

Student Assistance scheme is a program intended to provide financial aid to the students coming from poor and economically backward communities.

The funds are raised for this scheme by collecting a small portion from the staff on a monthly basis. The eligible Students are identified by a selection committee consisting of Principal, Vice Principal, HoDs and scheme coordinator at the beginning of each academic year. The funds will be distributed to the selected students (nearly 10 students) monthly.

## **Policy - Vincent De Paul**

### ***St. Vincent de Paul society at St. Paul's college***

St. Vincent de Paul society began in 2012 and functioning as a voluntary organization for the well-being of poor students in our college. It has 12 active members. Society provides number of services like financial help to adopted students, medical relief, visit to homes of adopted students, providing exam fees, spiritual enlighten of members and students, secret collection etc

### ***St. Vincent de Paul society activities 2017-18.***

Adopted students: Vincent de Paul society has adopted eight students and providing Rs. 500/- per month to each for to meet their homely needs as well as educational needs. Other activities involves distribution of study materials like, book, pen and Umbrella for the adopted students of the college.

- Distribution of stationeries: At the beginning of every year Vincent de Paul society distributed Rs. 500/- to each of eight adopted students for purchasing stationeries and study materials.
- Mid-day meals are arranged for poor students in the college canteen.
- Home visit: Members of Vincent D' Paul visited the homes of adopted students of the Department of Economics and Physics and gave Christmas gift.
- Spiritual enlightenment: For the spiritual enlightenment of Vincent D' Paul members and students holy mass will be celebrated at St. Paul's Church in the beginning and end of the academic year.
- Rosary of Divine Mercy: In October, members steered a ten-day rosary recitation in the college.
- Christmas gift: During Christmas season Christmas gifts will give to all adopted students.

## **Sexual Harassment Cell Policy**

### **Prevention of Sexual Harassment Committee**

As per the guidelines of UGC, NAAC and the Supreme Court Prevention of Sexual Harassment Committee has been established by St. Paul's College, Kalamassery to provide a healthy and congenial atmosphere for the staff and students at the College. The committee has well-developed guidelines and norms for a policy to uphold zero tolerance towards sexual harassment. The college has entrusted the task of developing principles and procedures for combating sexual harassment to this committee. It promotes measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by organising awareness programmes and campaigns for the benefit of all members of the College.

### **Objectives**

1. To fulfill the directive of the supreme court, as per UGC directives and the Mahatma Gandhi University in respect of implementing a policy against sexual harassment
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases.
3. To ensure equal access of all facilities and participation in activities of the college
4. To create a secure physical and social environment which will deter acts of sexual harassment.
5. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

### **Powers of the Prevention of Sexual Harassment Committee**

1. The committee shall have the power to summon witnesses and call for documents or any information from any employee/student.

2. The committee shall have the power to recommend the action to be taken against any person found guilty of
  - (a) sexually harassing the complainant;
  - (b) retaliating against / victimizing the complainant or any other person before it; and
  - (c) making false charges of sexual harassment against the accused person.

### **Women Empowerment Cell policy**

St. Paul's College Kalamassery has established a Women Empowerment Cell in the college campus to empower and safeguard the rights of female members; faculty, staff and students of the college. The WEC works to promote gender sensitivity in the college and conduct diverse programmes to educate, sensitize both male and female members and produce a harmonious atmosphere on the campus. It works for the welfare of the students and faculty towards preparing them as competent professionals to take up greater challenges in the academic sphere.

#### **OBJECTIVES**

- \* Intellectual and social upliftment of female students and staff through lectures, seminars, awareness programs and other welfare activities.
- \* To identify and promote strong leadership and growth of women as individuals in their own right.
- \* To develop the self-confidence of women in building their capacity.
- \* Training the women to impart knowledge of opportunities and resources available.

- \* To educate girl students on women specific health issues and measures
- \* Creating social awareness about the problems of women, gender equity and prevention of sexual harassment.

## **Research Policy**

The research policy has been drafted by the research committee to provide the basic norms and guidelines for aiding the research activities of the institution. It is mandatory that all research activities should conform to the rules and regulations set down by the affiliating University, viz. Mahatma Gandhi University, Kottayam and UGC

### **Objectives of the Research Policy:**

- To facilitate the establishment of an academic culture that promotes research aptitude and fosters a scientific temperament among both faculty and students.
- To coordinate the research activities of the College and synchronize them with the College's vision and mission.
- To ensure that professionalism, integrity and honesty are adhered to in all research activities, that the safety and well-being of researchers are not compromised and that there is no conflict of interest between researchers and the research policy of the College.
- To discourage and eliminate plagiarism and other such malpractices.
- To promote interdisciplinary research and identify areas that will prove beneficial to the society and contribute to the development of the nation.

### **Mechanism For Implementation of Research Policy:**

- The faculty shall be encouraged to pursue research in order to enhance their subject knowledge and professionalism, as well as for the benefit of the student community and society.
- The Research Committee shall identify and disseminate information

regarding opportunities for undertaking research projects and receiving funds for research from various research, industry and government institutions.

- Faculty shall be encouraged to take up original research work leading to a research degree– be it pure, applied or empirical. Faculty who has already received their Research degrees shall be encouraged to take up research projects.
- Students shall also be encouraged to pursue original work as part of the projects submitted to the University in partial fulfillment of the requirement for the award of an undergraduate or postgraduate degree.
- Both faculty and students shall be encouraged to present their findings in monthly meetings organized by the Research Committee.
- All researchers shall be encouraged to present their work through academic events and to publish their findings in national and international journals of repute.
- The Research Committee shall take the initiative to look into the procedures and feasibility of providing seed money, granting leave to and adjusting the workload of deserving faculty for advanced research.
- All research proposals- institutional, from faculty or students, shall be screened by the Research Committee and approved, with suggested alterations/improvements before submission.
- The Research Committee shall encourage inter – academic and industrial linkages including MOUs to facilitate the free flow of knowledge and experience that leads to better research.
- All Departments shall be actively encouraged to develop into Research Centres.

## **Extension Activity – Policy Document**

Extension activities of the college are so designed to promote social participation of the students to benefit and empower the larger community and instill humanitarian values among the student community. The major extension activities of the college will be conducted through the support of NSS unit and Social outreach club of the institution. The extension activities are aimed at providing the students with an opportunity to build their skills outside the four walls of the classroom & also in making them socially responsible citizens.

The policy statements guiding extension activities within the institution are as follows:

- The extension activities will be undertaken independently by the institution or jointly with governmental & non-governmental organisations.
- The college, in its outreach programmes, will always give priority to the needs of the educationally, socially and financially marginalised communities.
- The college will focus on scaffolding the school children to achieve higher in studies by encouraging them to pursue higher education.
- The college will extend helping hands to the victims of natural calamities.
- The activities of the institution will mainly focus on schools, women, adolescents, and migrant workers on topics like communication and soft skills, waste management, e- governance, and environment protection.
- All the extension activities of the institution will be aiming at sensitising students and staff to the needs of society and promoting in them the spirit of social commitment.
- The annual project plan for various extension activities will be drafted at the beginning of the academic year itself and its implementation will be ensured by the principal with the support of NCC and Social outreach club.

## **Environmental policy of the college**

St. Paul's College Kalamassery protects its own environment with its green campus initiatives and maintains a pollution free campus. Environment protection and adopting environment friendly measures are part of every educational policies implemented on the campus. The institution is spread across 15.72 acres and this itself contributes to the green initiatives of the institution. Utilizing its vast campus, different varieties of vegetables, fruits and paddy are cultivated according to seasonal and climatic conditions. The students are encouraged to have hands-on-experience of cultivation in their free time. Each department is allocated space for this activity. The vegetable saplings, technical advice etc. are procured from Vegetable and Fruit Promotion Council and Agriculture office. The college employs full-time gardeners to help the students. The college observes World Environment Day and World Nature Conservation Day every year by planting trees and vegetables with the co-ordination of Green initiatives club, Nature Club, NSS and all other departments. St. Paul's College in association with UST Global started Miyawaki Forest initiative by planting 2500 tree saplings of 130 varieties. In this regard the institution has formulated a policy document with the following objectives for guiding the green initiatives.

### **Objectives of the Policy**

1. To create awareness regarding environmental policy among students and the staff.
2. To maintain pollution free campus
3. To sensitize the students and staff regarding the use of drinking water properly for which, we have provided purified drinking water facilities on the campus.
4. Promote carry bags made of cloth, jute and other recyclable materials.
5. To promote usage of food and other degradable waste as manure for plants and trees.

6. Promote restricted entry of two wheelers and four wheelers inside the campus.
7. Encourage car-sharing and two-wheeler sharing among students and teachers.
8. Reduce the usage of paper for academic work through promoting online submission.
9. Ban the use of all kinds of plastic materials within and on the premises of the campus.

## **Policy for Canteen Services**

### **Purpose**

This policy aims to ensure that College canteen operate as viable businesses while supporting the health and wellbeing of the staff and students.

### **Policy Statement**

The provision of an efficient and effective canteen at the College provides opportunities to reinforce healthy eating practices, provides a service for members of the College community, and presents an opportunity to raise funds for the College.

### **Scope**

Provide an effective canteen service that provides healthy food in a manner that complies with all health regulations and operates in a financially secure and professional manner.

## **Guidelines**

### **Ordering Procedures**

- All dishes are to be ordered through the canteen.
- The canteen will be on all working days.
- Lunch orders need to be booked in advance.
- Late orders will be discouraged.
- The bursar is the only person to approve all canteen capital purchases.

### **Equipment**

The College will provide essential, safe equipment and ensure that it is maintained in good repair and used properly.

### **Promotion**

All information concerning the canteen will be disseminated through the official WhatsApp group of staff and students.

### **Special Activities**

On occasions, the canteen will cater for special activities, as determined by the College management.

### **Trading Time**

- Morning Snack/Breakfast 8:00 am to 11 am
- Lunch 11.00am to 2pm

- Afternoon Tea / Snack 3pm to 4pm

### **Food Safety and Hygiene**

- Canteen functions strictly in accordance with the Food & Safety Standards.
- The canteen will provide a varied selection of foods and drinks that are enjoyable as well as nutritious, low in fat, moderate in sugar and salt and high in fiber.
- The Canteen supervisor will provide evidence of appropriate safe food and personal hygiene skills and knowledge.
- Canteen volunteers and staff will have appropriate training commensurate with their duties.
- The above will be monitored by the canteen committee and reviewed by the bursar.

### **Waste Management**

- The paper & plastic wastes of canteen are separately segregated and handed over to Kudumbasree workers.
- The food wastes from the canteen are fed to the biogas plant of the college.
- The kitchen water collected is used to water the college vegetable garden.

### **Payments**

- Payment can be done either as cash or via Google Pay.
- The College is responsible for all canteen transactions.

- It is the responsibility of the canteen supervisor and the bursar to monitor various aspects of the financial side of the canteen.
- All money from the canteen will be counted and signed for by two people at the close of trading each day.
- Accurate records are to be kept of money received and expended by way of the college's financial data package.
- The Bursar is to review expenditure and cash flow once a term.
- The canteen supervisor is to prepare the annual budget.

### **Auditing**

- The canteen supervisor will perform a stock take at the end of each semester.
- The canteen supervisor along with the canteen committee members use this information, along with the profit and loss statement to perform an audit.
- This information will assist the bursar and canteen supervisor to determine future price increases and stackable items.

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