ESTD:1817

POLICY DOCUMENTS

CMS COLLEGE KOTTAYAM
(AUTONOMOUS)

College with Special Heritage Status
College with Potential for Excellence
Re-Accredited by NAAC with 'A' Grade

CMS COLLEGE KOTTAYAM
(AUTONOMOUS)   Affiliated to Mahatma Gandhi University, Kerala

Kottayam, Kerala 686 001
India

NAAC Accredited with A Grade (Third Cycle)
UGC College with Potential for Excellence
UGC Special Heritage Status
UGC PARAMARSH Mentor College
NIRF India Ranking 2022 (College): 81

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Introduction

The policy document of CMS College Kottayam is a regulatory framework of the institution based on the vision of being a centre of excellence in providing high-quality education through teaching, learning and research. The policy has therefore been developed to orchestrate higher education through knowledge sharing and dissemination as pedagogical practice. The curiosity-driven approach of inquiry is fervently directed to focus on production and conservation of knowledge through research. The institution is equally keen on perpetuating a culture backed with human values to lay emphasis on the attainment of wisdom.

The distinctive educational approach of the College in compliance with its rich heritage encompasses four domains of knowledge- hermeneutic, analytic, critique and aesthetic which gets reflected in the institutional policies. The policies thus offer an insight into holistic development by envisioning an education system that contributes to seamlessly sustainable progress reflecting a truly global perspective. The College strives to provide the ideal environment for a quintessential education emphasising and relying on the exchange of concepts through discourse to get new perspectives.

The policies are constantly designed and altered by addressing the foreseen changes in line with organisational requirements, vision, mission and values. The committees that frame the policies are convened in regular intervals to deliberate on the need for such modifications. The policy document is communicated to stakeholders through multiple platforms and is published on the institution's website for access and awareness among faculty, staff, students, and all others in the community. This document is the best way forward for developing and optimising the impact of the institution with continuous involvement of all the stakeholders in both academic and non-academic spheres.

PRINCIPAL
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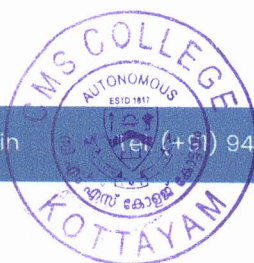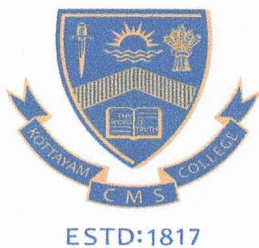
1. GOVERNANCE POLICY

The purpose of the development of a Governance Policy is to:

- Classify the powers of the institution and outline the controls delegated.
- Develop an effective plan to direct the stakeholders toward achieving the organisation's vision and mission.
- Composing a comprehensive, accountable, and dedicated management system.
- Ensure the legal and ethical functioning of the institution.
- Ensure the planning and implementation of academic activities as timely and effective.
- Evaluate and confirm the eminence in actions within the scope of the institution.

SCOPE OF GOVERNANCE

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

OBJECTIVES

- Establish, maintain, evaluate, control and accomplish the vision and mission of the college.
- Shape leadership that is innovative and responsive.
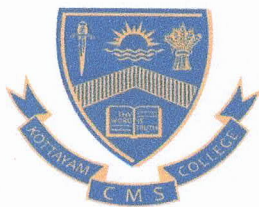
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- Develop a strategic framework that will ensure the implementation of institutional plans.
- Ensure knowledge to every student which transmutes them to good citizens.
- Endorse and protect the privileges and autonomy of staff and students.
- Enforce high standards of teaching, research and integrity among staff for academic excellence.
- Develop proficient aptitude through ability building ingenuities.
- Ensure that the organisation is operating in an open, fair, and transparent manner.
- Provide data that is consistent and dependable.
- Ensure equality and ethical values among students.
- Develop a culture of environmental stewardship among students.

CMS College (Autonomous), Kottayam, functions in specific verticals as detailed below, which is inclusive yet not exhaustive.

1. STRATEGIC PLAN

Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders
- To foster students' development through dynamic and experiential learning by reinforcing values.
- To support learning, research, and skill development by strengthening physical facilities
- To focus on employability, entrepreneurship, and skill development to help students in achieving goals
- To enhance faculty competency through capacity-building programs and research.
- To maintain sustainable financial status to ensure academic stability
- To augment administration, faculty, and student connectivity

Scope: Stakeholders of the institution

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2. ADMINISTRATION

Purpose

- To oversee the academic and administrative operation of the institution.
- To develop and revise policies and procedures
- To implement policies and carry out strategic plans.
- To ensure compliance with rules and regulations of Government, Statutory bodies and Regulatory bodies
- To guide, recognize and regulate on financial matters of the institution
- To have standards and evolving curriculum and teaching process respectively
- To make the campus a safe, secure and eco-friendly place to live.
- To audit, evaluate and reassess the institutional activities.

Scope: Stakeholders of the college

List of Areas and their Activities

- Policies and Procedures Governance - HR management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilisation of Academic support facilities, Finance, Audit, Student and Staff programmes, Welfare measures, Operation of councils and committees, Maintenance and replenishment, Examination, Audit and evaluation, Career and guidance.
- Controller of Examinations (COE) - BOS, Fee payment, Exam commencement, Question paper setting, Conduct of regular and supplementary exams, Malpractice prevention, Evaluation/re-evaluation, Result declaration, Mark sheets, and Degree certificates provision.
- Internal Quality Assurance Cell (IQAC)- Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, teachers, employer & alumni, Paramassh scheme.

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- Data Management - Student records, Staff records, Resources data, Infrastructure and facilities, Library, and Admission. Career Guidance and Counselling Cell, Placement, Innovation Incubation Centre, Entrepreneurship development cell.
- Audit & Accreditation - Green audit, Academic and Administrative Audit, ISO, NAAC, AICTE, Swachatha, ARIIA and NIRF, Gender audit.
- Inclusive environment- Eco-friendly campus, Discrimination, and Harassment free initiatives, Observing national/international days and festivals.

3. ACADEMICS

Purpose

- To provide student-centric Outcome Based Curriculum
- To expose students to research and technology to induce independent critical thinking
- To focus on promoting societal learning through participatory action-learning activities.
- To promote a unified and need specific academic culture

Scope: Students

List of Activities

- Curriculum - OBE, Experiential/Participative Learning, Feedback system.
- Tutorial system - Bio-data, student activity records, Advance level/slow learners-methods to support learning, Problem-solving, student performance appraisal.
- Academic flexibility - Eg: CBCS, Add-on courses.
- Use of ICT - Light board classes, Youtube channel, educational theatre, E-resources, online evaluation - general awareness, LMS, Wi Fi, Smart classrooms
- Supplementary Enrichment Programmes - Trainings, Internships, MOODLE, and Cross-cutting programmes- Eg: Workshop/seminar/guest lectures/conference.
- Research - Funded Projects and Non-funded projects, Research guide award.
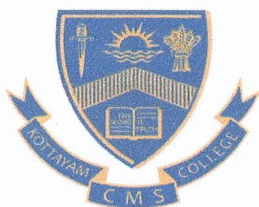
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- Academic culture – Discrimination-free campus and Gender equality and equity.

- TLP and Evaluation - Methods of delivery, work diary, feedback on teachers, online attendance.

- Research on Interdisciplinary and inter-departmental activities, resource sharing, Innovative ecosystem, patency, and innovation awards.

- Awards: Best outgoing student award, award for securing admission for higher studies in top ranking institutions, PhD student award.

4. ADMISSION

Purpose

- To attract students from various geographical areas.
- To provide undivided merit-based, fair, and transparent admission.
- To support the growth in higher education as a contribution to national development.
- To aid finance mobilisation for institutional development

Scope: Students and Management/Administration

List of Actions

- Demand Ratio - Total number of candidates registered, the total number of candidates admitted

- Enrolment - Enrolment percentage - Transfer students - Course transfer within the college -Dropouts
- Student diversity record (Regional/Nationality/Community/Religion/Minority)
- Data of students - Differently challenged students - Sports person - Economically weaker students -Ex-service/military.

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5. INFRASTRUCTURE AND FACILITIES

Purpose

- To meet the evolving needs of student-centric learning systems.
- To foster the demands in research and career aspects
- To provide a supportive environment for academic and extracurricular activities.
- To render a safe and secure campus environment.

Scope: Stakeholders and community

List of Amenities

- Physical facilities - Office, Blocks, Pathway and Pavement, Washrooms, Power room, water management, emergency exit, Fire safety, Street lights, GPS, and QR coding.
- Classrooms, Laboratories, and Research Facilities
- ICT infrastructure - Eg: computers, Wi fi bandwidth, LAN, LMS, smart classroom, e-content development facility- EMMRC, free Wifi.
- Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes, Plagiarism software, nature of automation and membership, digital archives, independent cubicles for research students.
- Sports and Cultural facilities - Indoor and outdoor facilities- Games, yoga intra/inter-college cultural and sporting events, Academic Tourism- Hues of times, aquarium, mural painting.
- Maintenance and Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation, Solar panels, Solar grid tie, biogas plant, Rain water harvesting, Charging pit, High tension electric line, and Automated water management.
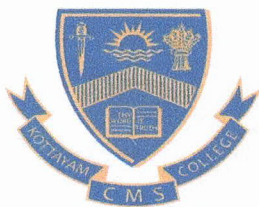
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- Facilities for Waste Management - Solid and liquid wastes, e-waste, Waste recycling, water conservation, wastewater recycling, Incinerator, Green cover, compost.

- Additional in-campus provisions - IGNOU study centre, Bank, Neve Square, Post office, Cooperative store, Hostel for boys and girls, and Foodservice centres, and medical facilities.

- Facilities to support people with special needs, Ramp, Scribe, Differently-abled friendly washrooms, signboards, assistive tools (Initiated by the Centre for Disability Studies)

- TV hour security and CCTV cameras.

6. STUDENT SUPPORT AND PROGRESSION

Purpose

- To equip the students with domain specific and non-domain-specific skills
- To inculcate a value system among students.
- To support the students financially through scholarships
- To motivate and help in upward progression of students in career

- To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students

Scope: Students

List of Activities

- Mentor-mentee system - Remedial Classes, counselling
- Grievance Redressal and Welfare measures - Grievance committee-sexual anti-harassment, anti-ragging, financial support- scholarship, medical assistance.
- Competency building programmes - Academic programmes (Seminars/workshops/guest lectures/conference and Advanced and Slow

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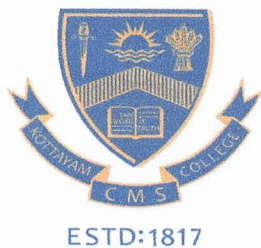
learner-based supportive actions) - Linguistic development programmes - Competitive exam coaching (JRF/NET/JAM...)

- Modules on Human Values - Value education, women studies, language classes, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs and Forum events, and Publications - Student Magazines.
- Feedback system and student satisfaction survey - Curriculum enrichment, faculty capacity building and infrastructure and facilities.
- Alumni engagement on Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career counselling, Skill training, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - MOUs with other institutions and industry, Research, Internship and Inter-institutional activities.

- Students' performance (Curricular and extracurricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.

7. RECRUITMENT, CAREER PROGRESSION, AND CAPACITY BUILDING

Purpose

- To appoint competent and committed faculty members and support staff
- To enhance learner-centered teaching methods through training and orientations.
- To support faculty members in meeting the needs of evolving education for upgrading the curriculum
- To enhance staff capabilities for fostering higher-order thinking among students.
- To upraise the competency of faculties to meet technological and digital evolution in education

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- To provide training, wellness programmes, and welfare measures to boost the productivity of faculties and support staff

Scope: Faculty

List of Activities

- Career development programmes - Faculty Development Programmes, ICT Training, Refresher courses, and Skill Training.
- Wellness programmes and Welfare Measures - Gym Facility, ESI benefits, Health awareness camps, cultural and sporting activities, Loans, Maternity Leave, etc.
- Financial support - Conferences, workshops, training, and membership fee for professional bodies.
- Teachers' Day celebrations - Awards, Honouring the retired staff.
- Training for implementing new ICT concepts - In-house and out-campus training.
- Aiding research, patency & consultancy activities- Seed money, Incentives for publications/Ph.D, support from government and non-government agencies, Publications.
- Performance Appraisal - Incentives, salary increments, promotions
- Staff Cooperative society
- Seed money to teachers for applying for research grants.

8. COLLABORATION & INFLUENCE

Purpose

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

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Scope: Faculty members, Support staff, and students

List of Activities: Consultancy

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

9. FINANCIAL MANAGEMENT

Purpose

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

Scope: Planning, Allocation, and Controlling Institutional Finances

List of Activities

- Review and decision-making on fund mobilisation
- Financial decisions and budget from each department's Budget & Expenditure
- Infrastructure & Physical facilities
- Academics (Eg: BOS, Lab, Seminars, etc.) - Students (Placement, training- soft skills, communication skills, life skills, technology training, scholarship/freeships)
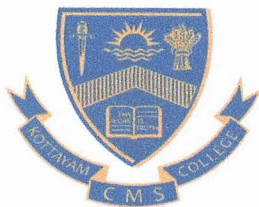
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- Administration (Aided and self-financing offices, audit) - Seed Money for Research - Faculty Development programmes - Maintenance Stationeries, Salary & Contracts.

- Equipment - Staff & student trainings - Cultural & Sports events - ICT (Hardware & Tools investment)

- Mobilisation - Government Agencies (Infrastructure, research, etc.) – Non-governmental agencies - Individuals/ Alumni sponsors - Management - Consultancy - Incubation Centre - Student Council & Department Association of Admission.

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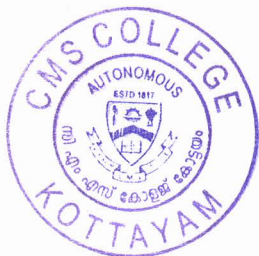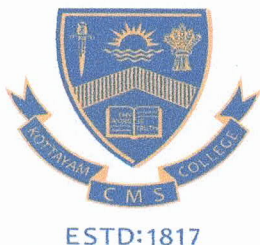
2. WELFARE POLICY

C.M.S College Kottayam provides various Welfare Schemes to create an efficient, satisfied workforce for the Institution.

Objectives of Welfare Scheme:

1. Improved staff physical and mental well-being will help to foster a positive work environment.
2. Offering educational opportunities, leisure opportunities, and medical benefits to help workers improve their quality of life.

Welfare Measures for Teaching and Non-teaching staff:

1. Increments:

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

2. Pension and Gratuity benefits:

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

1. The state government contributes its share towards the General Provident Fund.
2. The Government pays gratuity to the employee on attaining Superannuation

3. Leaves provided:

According to the State government's policy, the following paid leaves are authorised for the employees:
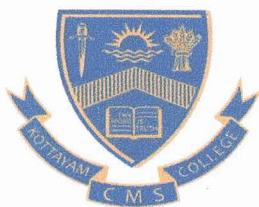
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1. Casual leave
2. Sick leave
3. Maternity leave
4. Medical leave
5. Paternity Leave
6. Study leaves for Faculty Improvement Programs (FIP)

4. Incentives:

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

1. The Institution sponsors registration fees to teachers for presenting papers and attending state, National, and International seminars, conferences, symposia, Refresher Courses, and other faculty development programs.
2. The institution offers non-teaching staff members free use of its facilities for family celebrations.
3. The Institution endorses faculty who acquire Ph.D./M. Phil. degrees.
4. Leave Encashment is provided for unveiled leaves.
5. Employee Provident fund for staff (Under Government Schemes).
6. Institute ties up with other colleges for faculty development and conducting activities.

5. Grievance Management System (GMS)

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

6. Financial Support:

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

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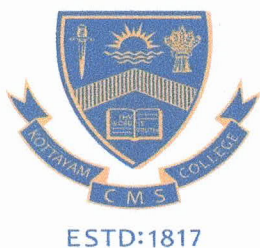
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3. Advance salary is granted to the staff in need.

7. Infrastructure:

The institute has established well developed infrastructure.

1. The faculty is allowed to use ICT, Infrastructure, and Library and take the assistance of the manpower.

2. Separate faculty rooms for teaching staff, spacious seating arrangement in administrative offices and separate adequate sanitary facilities for teaching and non- teaching staff are made available.

3. The Institution allows its premises free for the use of Family Celebrations of non-teaching staff.

8. Medical Assistance:

1. Both teaching and non-teaching staff are covered by the State Government's Salary Grant Scheme and are qualified to benefit from the Government Health Scheme by being reimbursed for medical expenses.

2. Free medical check-up is provided to all the staff members.
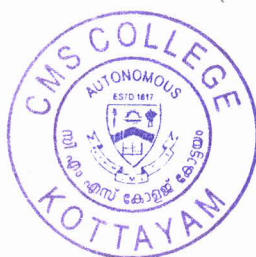
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3. POLICY ON PROFESSIONAL DEVELOPMENT GRANT FOR FACULTY

Introduction

The faculty at CMS College (Autonomous), Kottayam are given opportunities to learn new things that have an impact on student performance, such as ways to teach students more effectively, stay current with technological advancements, and gain a deeper understanding of their subject matter. The College's objective is to attain excellence by providing outstanding education via teaching, learning, research, and extension activities. This is clearly in line with that mission.

Underlying Principle

Faculty members in higher education institutions must modify their curriculum and pedagogy to take into account changes in technology and learning styles in order to remain responsive to those developments. This strategy gives faculty members the chance to advance individual growth by enhancing efficiency and effectiveness. Instilling confidence in oneself, one's abilities, and one's career also fosters a supportive environment for the College's objective.

Scope: This policy applies to all faculty members-both permanent teachers and teachers on contract.

Terms and Conditions

- The applicant must be a full-time teacher.
- The proposed professional development course should be fully in line with the College's mission, programme objectives, and goal of motivating student learning by raising the standard of instruction and services offered to students.
- meets the requirements of the discipline or department of the applicant

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- Prepare to impart new knowledge to colleagues through presentations, workshops, discussions, and/or reports.
- The class may consist of regional, national, internet, and off-campus professional conferences, seminars, or workshops;
- The course must be connected to pedagogical and educational content, ICT-enabled instruction, and the formation of collaborations with industry in order to foster a deeper grasp of the subject;
- Requests for training and development opportunities are assessed in light of the College's faculty members' fair access to such programmes.
- As a rule, a faculty can receive this grant only once in an academic year

Application

Application on the specific format along with a description of how this training impacted student learning, and how it is beneficial to your department and institution in general should be submitted to the College Office. It should be supported by the brochure of the course, and receipt of the fee paid. Applications will be processed only after all of the documents have been received in the College Office. A Committee with Principal as the Chairperson will scrutinise the application and decide upon the amount to be awarded. The applicant will be notified of his/her application status after the review by the Committee.

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4. HUMAN RESOURCE (HR) POLICY

CMS College (Autonomous), Kottayam, is committed to its vision of transforming the youth through holistic education, thereby creating a more enlightened society. In realizing this vision, one of the greatest assets at our disposal is human resources. The success of the institution's endeavours greatly depends on its staff, which is founded on values of integrity and service and an attitude of positivity. The Human Resource Management and Code of Conduct policies have been established to govern the way the staff is expected to behave in the workplace. These policies are written statements of the institution's standards and objectives, which include all areas of employment, including recruitment, compensation, termination, benefits, and employee relations. The policies clarify expectations of performance and behaviour and help create a desirable workplace culture.

Selection and Appointment

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

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

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

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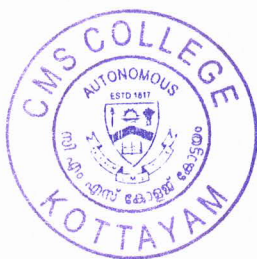Kottayam, Kerala 686 001
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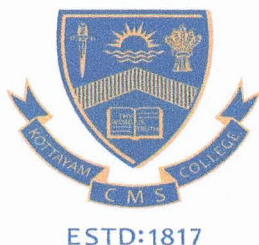UGC PARAMARSH Mentor College
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Procedure

1. The method of selection is based on
   - The initial phase is a technical interview with a selection committee that includes the Interview board members- the principal, the individual departments' HOD, and a domain expert.
   - Qualification, presentation, and personal interview will be used to make the final decision.
   - Experience, communication ability, and value system are all important factors.

2. All selected employees are placed on a one-year probationary period. Those who meet the specified merit standards may be promoted to full-time regular status after one year.

3. Candidates shall be selected on merit and suitability, as decided by the Interview Board and a rank list of suitable candidates will be prepared based on merit.

4. The rank list of selected candidates will normally be maintained for 6 months or more, depending on need. If the number of candidates on the rank list exceeds the number of vacancies, these additional candidates shall remain on the list until a new advertisement is published for an open position with the same terms and conditions.

5. Offer letters signed by the Manager shall be dispatched to selected candidates for acceptance.

6. If the candidate accepts the offer, the appointment order signed by the Manager, C.M.S College (Autonomous), Kottayam shall be issued.

7. The teaching staff members are recruited as per the rules and regulations of the University, UGC, Government, and AICTE. In other cases, the teaching staff members are recruited based on their prior field/industry experiences. The selection is made as per the procedure of C.M.S College Management.

8. Appointment of retired persons will be on contract and an institute-approved consolidated Salary is provided.

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Pay scale

1. Assistant Professor

I.   Persons entering the teaching profession in C.M.S College (Autonomous), Kottayam shall be designated as Assistant Professor, 7 CPC Level 10, and shall be placed in rationalised entry pay of Rs. 57700/-.

II.

     i.   An Assistant Professor with a completed service of 4 years possessing Ph.D. Degree in a relevant discipline shall be eligible for moving to, 7 CPC Level 11 and shall be placed in rationalised entry pay of Rs. 68900/-.

     ii.   Assistant Professors possessing M.Phil degree in the relevant discipline shall be eligible for moving to, 7 CPC Level 11 and shall be placed in rationalised entry pay of Rs. 68900/-.at Stage II after completion of 5 years of service.

     iii.   Assistant Professors possessing Post-Graduate degrees in the relevant discipline shall be eligible for moving to, 7 CPC Level 11 and placed in rationalised entry pay of Rs. 68900/-at stage II after completing 6 years of service.

III. An Assistant Professor with a completed service of 5 years shall be eligible for moving to, 7 CPC Level 12 and shall be placed in rationalised entry pay of Rs. 79800/-.

1. Associate Professor

.Associate Professors shall be placed at 7 CPC Level 13 A in rationalised entry pay of Rs. 131400. Assistant Professors completing 3 years of teaching in the 7 CPC Level 12 shall be eligible to move to the designation of Associate Professor, subject to conditions prescribed by the UGC Regulation 2018.

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2. Professor

.Associate Professor completing 3 years of service at 7 CPC Level 13 A and possessing a PhD degree in the relevant discipline shall be eligible to be appointed and designated as Professor, moving to, 7 CPC Level 14 subject to other conditions of academic performance as laid down by the UGC Regulation 2018. No teacher other than those with PhD shall be promoted, appointed, or designated as a Professor. The rationalised entry pay for the post of Professor shall be Rs. 144200.

A Professor can be promoted to the post of Senior Professor at academic level 15 under CAS. Promotion shall be based on academic achievement in accordance with the UGC Regulations. The rationalised entry pay for the post of Professor shall be Rs. 187700.

Performance Appraisal

All faculty members will be evaluated by students attending their courses at the end of each term. The manager of C.M.S College (Autonomous), Kottayam, communicates regularly with the concerned faculty member to collect and distribute feedback on his/her course performance. If a faculty member receives negative feedback from two consecutive terms, he or she will be sent for training or development programs and if he or she does not improve in teaching even after these efforts, the service is liable to be terminated.

Uses of Performance Analysis:

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

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Faculty Development Policy

- Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar by the faculty members are encouraged by the IQAC.
- Faculty members are provided with financial support to attend conferences/workshops and towards membership fees of professional bodies.
- Faculty members are encouraged to undertake training, consultancy, and research.
- Faculty members are encouraged to undertake Major and Minor Research Projects, research sponsored by AICTE, UGC, and ICSSR, etc.
- Seed money for research is provided to the faculty members based on the merit of the research proposals.
- Faculty members are encouraged to undertake additional certifications related to their domain area of academic or research specialisation.
- Faculty members are encouraged to enrol for doctoral research.
- Faculty members are encouraged to become affiliated university-approved research guides.

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

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

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Policy for Leaves/ Holidays & Working Hours General Rules

The general Rules for leave, holidays, and working hours are followed as per KSR Part I

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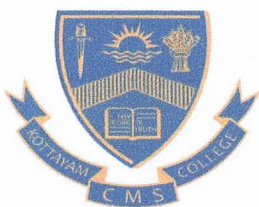NIRF India Ranking 2022 (College): 81

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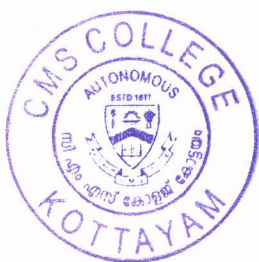
5. QUALITY POLICY

The Quality Policy of the institution states the strategies and processes that will help the institution maintain a system of quality assurance and sustenance in all activities. It ensures and improvises quality in its mechanism through the following heads:

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

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

Teaching and Learning: The institution's central focus is to provide quality teaching and learning through regularly updated curriculum, learning materials, conducive learning environments, and support services.

Approval and Monitoring: The College has formal mechanisms for approval, monitoring and review of its programmes and activities. There are mandatory committees like Governing Council, Academic Council, and Boards of Studies of various disciplines and Staff Council to take appropriate decisions and ensure timely execution of resolutions. There are committees dedicated towards ensuring the proper implementation of its academic, co-curricular and extracurricular activities.
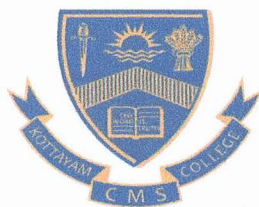
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Participatory Planning and Good Governance: The institution is committed to equitable work distribution and deployment of responsibilities amongst its staff. Various committees are formed to undertake tasks related to curricular, co-curricular and extracurricular activities. The institution ensures democratic decision making, transparency, responsiveness, and accountability.

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

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

Quality Assurance of Faculty Members: The College follows government and university standards for the recruitment of competent faculty members. The performance of staff is evaluated periodically using mechanisms that include self-appraisal, feedback provided by students, and a performance-based appraisal system. The institution also identifies competency needs and provides appropriate training and professional development to meet those needs.

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

Administrative Support: The college ensures that it has sufficient qualified and

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committed administrative and support staff in all areas of its functioning.

Capacity Building: The College provides capacity building programs for faculty and administrative staff members on a regular basis.

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

Information, Education & Technology: The College recognizes the importance of information and technology (ICT) as a developmental, educational, and administrative tool that should be widely accessible and utilised by the entire academic community.

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

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

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

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

Resource Mobilization and Management: The institution regularly reviews its
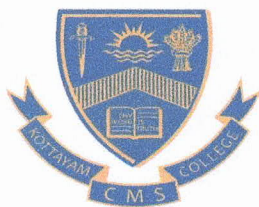
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resources to ensure that they are sufficient to meet requirements. The institution identifies and analyses the resources available for Programme priorities and seeks to augment them with new legitimate areas of resource mobilisation.

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

Commitment to the Nation: The institution's mission is to contribute to the development of the country by inculcating human values and social responsibilities among its academic community. It does this through various clubs, forums, cells, and other community initiatives.
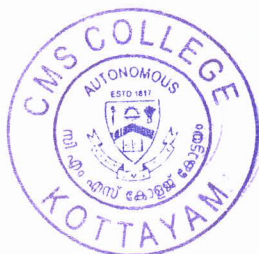
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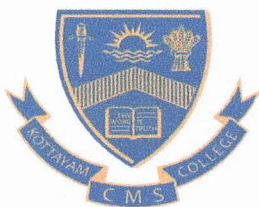
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6. ANTI-RAGGING POLICY

Preface

The anti-Ragging policy of CMS College Kottayam is published as a guideline for continuously contributing, monitoring and enforcing the implementation of the Anti-ragging activities in the campus.

The College has adopted a coherent and effective anti-ragging policy, which is based on the 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' [hereinafter referred to as the 'UGC Regulations']. The UGC Regulations were drafted in accordance with the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC Regulations shall apply *mutatis mutandis* to the College.

It is an important integral to upkeep the safety and educational ambience on the campus and off the campus for its student community. The Ani-Ragging Committee functions with the core objectives of upholding and uplifting the mission of the institute and prohibiting, preventing and eliminating any conduct by any student or students which constitutes ragging and in doing so, enhances the quality of life at the campus.

Definition of Ragging

As per 3rd amendment in UGC Regulation on 29th June 2016, the definition of ragging is: (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or other) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origin, linguistic identity, place of birth, place of residence or economic background.

Ragging Constitutes One Or More of the Following Acts:

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

ii.   indulging in rowdy or undisciplined activities by any student or students which

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causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

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

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

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

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

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

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

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

Areas and Focus of the Policy

Deal the Punishable incidences of Ragging includes 1. Abetment to ragging 2. Criminal conspiracy to rag 3.Unlawful assembly and rioting while ragging 4. Public nuisance created during ragging 5. Violation of decency and morals through ragging 6. Injury to body, causing hurt or grievous hurt
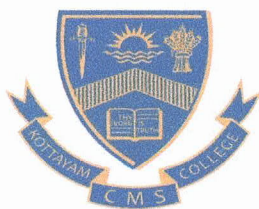
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7. Wrongful restraint 8.Wrongful confinement 9. Use of criminal force 10.Assault as well as sexual offences or even unnatural offences 11.Extortion 12.Criminal trespass 13.Offences against property 14.Criminal intimidation 15.Attempts to commit any or all of the above-mentioned offences against the victim(s) 16. Physical or psychological humiliation 17. All other offences following from the definition of "Ragging".

This institution is to ensure that every student and parent submits an online undertaking at *www.antiragging.in* during the academic year. We have also planned that in the admission form, add a mandatory column pertaining to the Anti-Ragging Undertaking Reference number.

Objectives of the Policy (Anti-Ragging Measures)

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

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

iii.   The Principal of the College directly supervises the Anti-Ragging Activities.

iv.   The Anti-Ragging squad shall ensure strict vigilance on the activities of students, especially during the arrival of new batches at the beginning of the academic year.

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

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

vii.   The College identifies all vulnerable locations and ensures a constant vigil and watch at such locations.

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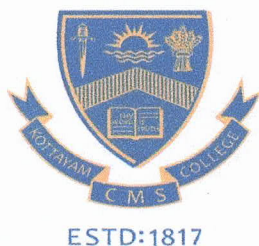NIRF India Ranking 2022 (College): 81

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

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

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

Areas of Intervention

i. Installing CCTV cameras at vital points to monitor student actions.

ii. Conduct Anti-Ragging workshops and seminars

iii. Regular interaction and counselling with the students, identification of trouble-triggers and mention of Anti-Ragging warnings in the institution's e-prospectus and e-information booklets/brochures must be ensured

iv. Carry out surprise inspection of hostels, students, accommodation, canteens, rest cum recreational rooms, toilets and bus stands.

v. Display the Anti-Ragging posters available on the UGC website at all prominent places like admission centres, departments, libraries, canteen, hostel, common facilities and so on.

vi. Organize all other measures which would augur well in preventing/quelling ragging and any uncalled-for behaviour/incident must be undertaken.

Implementation Mechanism for Redressal of Ragging Cases

The mechanism for the redressal of Ragging Cases includes the constitution of the Anti-Ragging committee and Anti-Ragging squad.

Constitution of Anti-Ragging Committee

The Anti-Ragging Committee is nominated and headed by the Principal and consists of representatives of civil and police administration, local media, Non- Government organizations involved in youth activities, representatives of faculty members and parents, representatives of students belonging to the freshers' category as well as seniors and

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non—teaching staff. It monitors the anti-ragging activities of the college, considers the recommendations of the Anti-Ragging Squad and anti-ragging and takes appropriate decisions based on the nature of the incident including specifying suitable punishment for those found guilty

Anti-Ragging Squad

A Mobile squad shall be formed from time to time to facilitate upkeeping and upholding the objectives of the anti-ragging policy. The squad shall be nominated by the Principal with the representation of various members of the campus community.

The Anti-ragging squad is formed for overseeing the implementation of the recommendations of the anti-ragging committee. The Anti-Ragging Squad shall be maintaining vigil, oversight and patrolling functions and shall remain mobile, alert, and active at all times in the campus. In any case of ragging sighted, the situation shall be secured and reported to the Anti-Ragging Committee for further course of action.

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

i.   Suspension from attending classes and academic privileges.

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

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

iv.   Withholding results.

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

vi.   Suspension/ expulsion from the hostels and mess

vii.   Cancellation of admission.

viii. Rustication from the institution for a period ranging from 1 to 4 semesters.

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

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

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

The Anti-Ragging Committee of the College shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. And, also the victim should be taken for counselling.

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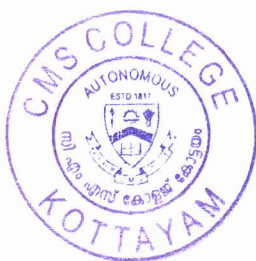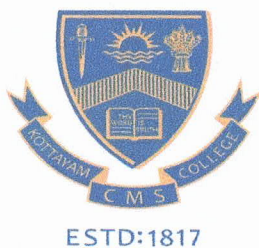
7. POLICY ON PREVENTION OF SEXUAL HARASSMENT

Preface

The policy on the prevention of sexual harassment at CMS College Kottayam is published as a guideline for continuously contributing, monitoring and enforcing the implementation of the prevention of sexual harassment activities in the campus. This policy applies to all categories of students and employees of CMS College, including permanent, temporary, and contract workers, visitors, trainees, and interns.

The College has adopted a coherent and effective policy, which is adapted from the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

Definition of Sexual Harassment

Sexual harassment is gender-based verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's dignity, work, or academic performance or creating an intimidating, hostile, or offensive working environment.

Sexual Harassment Constitutes Any of the Following Acts:

1. An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates, or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all the following unwelcome acts or behaviour (whether directly or by implication), namely:

(a) Unwelcome sexual advances (verbal, written, or physical)

(b) Demand or request for sexual favours

(c) Making sexually coloured remarks

(d) Any other type of sexually-oriented conduct

(e) Showing pornography.

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2. Anyone (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:

(a) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours

(b) Implied or explicit threat of detrimental treatment in the conduct of work

(c) Implied or explicit threat about the present or future status of the person concerned

(d) Creating an intimidating offensive or hostile learning environment

(e) Humiliating treatment likely to affect the health, safety dignity, or physical integrity of the person concerned.

Areas and Focus of the Policy

CMS College has a zero-tolerance policy for any act of sexual harassment of any kind and any act of suppressing or distortion of such facts or evidence and retaliation. CMS College is committed to take all necessary steps in ensuring that its staff works in a safe and respectful environment that is conducive to their professional growth and promotes equality of opportunity.

Inquiry: All claims of sexual harassment will be promptly and thoroughly investigated by the ICC in accordance with the principles of provisions of the Regulation

Conciliation: The complainant may seek to settle the matter through conciliation with the respondent. Once it is sought, the College shall facilitate the conciliation process through ICC, to the full satisfaction of the aggrieved party.

Protection: Ensuring that this Policy and its provisions for the protection of employees and students from sexual harassment do not get misused, the ICC shall recommend disciplinary action against such persons who filed false or malicious complaints. It is hereby clarified that the mere inability to substantiate a complaint or provide adequate proof shall not by itself imply a false or malicious complaint.

Objectives of the Policy (Preventive Measures of Sexual Harassment)
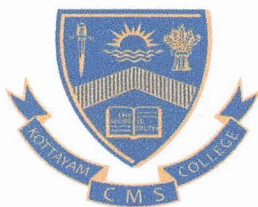
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In order to foster a safe and respectful environment, the college will take the following proactive steps in preventing sexual harassment and resolving disputes of this nature:

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

Areas of Intervention

CMS College strongly condemns and prohibits sexual harassment against all genders. Sexual harassment is unlawful, and this Policy will apply to all Students, Faculty, Non-teaching staff, and individuals engaged by or associated with the Institute and its Campus, regardless of their position, nature, and duration of their involvement.

The college forbids any form of retaliation against or victimization of, anyone who has filed a complaint of sexual harassment or has cooperated with the ICC in any investigation of a complaint of sexual harassment.

Constitution of Internal Complaint Committee (ICC)

In furtherance to the law, CMS College's principal has constituted an Internal Complaints Committee to further gender sensitization and to investigate allegations of sexual harassment
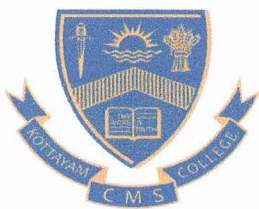
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at the Campus. At least one-half of the total members of the ICC shall be women. The term of office of the members of the ICC shall be a period of three years. The college reserves the right to add to, remove, or replace the ICC members from time to time.

(i)   A Presiding Officer who shall be a woman faculty member employed at a senior level and not below an Associate Professor in the college, nominated by the Principal: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(6).

(ii)   Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have the legal knowledge, nominated by the Executive Authority.

(iii)   Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through the transparent democratic procedure.

(iv)   One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Implementation Procedure for Prevention of Sexual Harassment

Any student of the College aggrieved by any acts of sexual harassment can inform the Internal Complaints Committee.

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within Three months of the occurrence of the incident.

- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential if it is so desired, except to use the same for discreet investigation.

- The ICC shall, upon receipt of the complaint, send one copy of the

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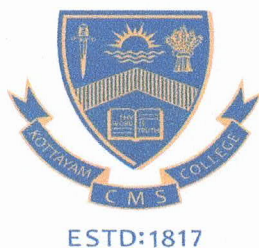UGC PARAMARSH Mentor College
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complaint to the respondent within a period of seven days of such receipt.

- Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents and names and addresses of witnesses within a period of ten days.

- At the first meeting, the Committee members shall hear the complainant and record his/her allegations. The complainant can also submit any corroborative material with documentary proof, oral or written material, etc. to substantiate his/her complaint.

- Thereafter, the person against whom a complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an 'Enquiry' shall be conducted.

- The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Principal of the college. Copy of the findings or recommendations shall also be served on both parties to the complaint.

- In the event, that the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offense of Sexual Harassment, the same would be dropped after recording the reasons thereof.

- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

- As mandated by the law, the inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with ICC recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Principal. A copy of the findings

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and/or recommendations shall also be provided to the complainant and the respondent.

- The Principal shall act on the recommendations of the ICC within a period of thirty days from the receipt of the inquiry report unless an appeal against the findings is filed within that time by either party.

- An appeal against the findings and/or recommendations of the ICC may be filed before the Principal by either complainant or the respondent, within a period of thirty days from the date of the recommendations.

- If the Principal decides not to act as per the recommendations of the ICC, it shall be only on the basis of reasons recorded and conveyed to the ICC, complainant, and respondent. If on the other hand, the Principal decides to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the person against whom action is decided to be taken. The Principal shall proceed only after considering the due reply or hearing the aggrieved person.

The Internal Complaint Committee of the College shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of sexual harassment and the nature and gravity of the incident of sexual harassment. Also, the victim should be taken for counselling.

Punishment and Compensation

1. **For students**

   Where the respondent is a student of the Institute and is found guilty of sexual harassment, depending upon the severity of the offense, the ICC may recommend any or a combination of the following penalties for sexual harassment or unwelcome sexual conduct.

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(i)   Withhold privileges of the student such as access to the library, auditoria, and halls of residence, transportation, scholarships, allowances, and identity card.

(ii)   Suspend or restrict entry into the campus for a specific period

(iii)   Expel and strike off the name from the rolls of the institution, including denial of readmission, if the offence so warrants

(iv)   Award reformative punishments like mandatory counselling and, or, the performance of community services

2. For Faculty/Non-teaching staff/other employees

If the respondent is an employee of the college and is found guilty of sexual harassment, then the ICC may recommend any punishment in accordance with the service rules.

The aggrieved person is entitled to the payment of compensation. The college shall issue directions for payment of the compensation recommended by the ICC and accepted by the Principal, which shall be recovered from the offender.

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8. POLICY ON GRIEVANCE REDRESSAL MECHANISM

Preface

The policy on the Grievance Redressal Mechanism of CMS College Kottayam is published as a guideline for continuously contributing, monitoring, and enforcing the implementation of the Grievance Redressal activities in the campus to provide an environment where there are no barriers for the teaching – learning activities and effective functioning of the College. The Grievance Redressal Mechanism at the College comprises Six Systems:

- Student Grievance Redressal Committee

- Grievance Redressal Mechanism related to Examination

- Grievance Redressal Mechanism for the Employees

- Anti-Ragging committee

- Internal Complaints Committee

- Grievance Redressal Mechanism for the persons with disabilities and those belonging to the deprived sections such as SC, ST, and OBC categories.

Student Grievance Redressal Committee handles the general grievances of students that comes under the University Grants Commission (Redress of Grievances of Students) Regulations, 2019. The redressal of grievances of students regarding Examinations is handled by the Office of the Controller of Examinations.

Equal Opportunity Cell expedite legal redressal in matters of violation of equal opportunity in the case of the persons with disabilities and those belonging to the deprived sections such as SC, ST, and OBC categories. Any grievance/complaint relating to ragging and sexual harassment will be addressed by the Anti- Ragging committee (constituted as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009) and Internal Complaints Committee (constituted based on University Grants Commission

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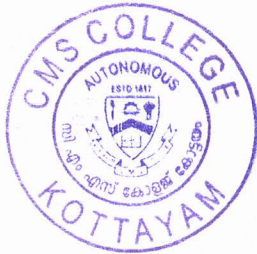NIRF India Ranking 2022 (College): 81

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(Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 respectively. CMS College Kottayam has published separate policy documents on Anti-Ragging and Prevention of Sexual Harassment.

The college has adopted a coherent and effective policy on the Student Grievance Redressal, which is based on the 'University Grants Commission (Redress of Grievances of Students) Regulations, 2019'. CMS College enlivens the philosophy of "the right to a fair hearing and the right to a fair treatment without bias". In furtherance of the credo, a transparent system for the timely redressal of student grievances is instituted, making the student community and the departments function together efficiently and without fail. The College recognizes the importance of a Grievance Redressal Committee and the institution is dedicated to its function of addressing and resolving academic and administrative issues affecting the students. It serves as a conclusive platform for the student to express his/her concerns in accordance with the rules and regulations abided by the college. The Committee functions with the core objective of providing opportunities for the redressal of certain grievances of students who are already enrolled as well as those seeking admission to the College. Accordingly, every grievance is entitled to a fair and impartial inquiry and is given special care in maintaining the confidentiality of the complainant, if needed. The efficacy of the system ensures a hassle-free and conducive educational environment at the college.

Matters of Grievance

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the college that comes under the University Grants Commission (Redress of Grievances of Students) Regulations, 2019.

Objectives of the Policy

- To formulate the policy to investigate and review complaints or grievances of students

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and faculties.

- To create awareness of the availability of members for students and faculties to report grievances.
- To investigate the causes of the grievances.
- To ensure an effectual solution depending upon the gravity of the grievance.

Areas and Focus of the Policy

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

Grievance Redressal Committee

The Grievance Redressal Committee of the college functions with the aim to address and resolve the academic and administrative issues pertaining to the students. The Committee functions as a bridge between the student community and the College to redress the grievances of the students in the campus. The Committee serves as a platform for a student to express his /her concerns in accordance with the rules and regulations of the College.

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Every grievance or complaint received by the Committee is enquired about in an impartial and confidential manner.

Areas of Intervention of the Committee:

- ☐ To uphold the legacy of the college by ensuring harmonious relations between students, teachers and management.
- ☐ To create a platform where students can open up their minds regarding academic, administrative and personal matters.
- ☐ To ensure adequate participation in the decision-making table.
- ☐ To assure that every grievance raised has been properly addressed within the stipulated time period.

Grievance Redressal Committee and its Procedure

A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), with the following composition, namely:

a) Principal of the college – Chairperson;

b) Three senior members of the teaching faculty to be nominated by the Principal – Members;

c) A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

(ii) The term of the members and the special invitee shall be two years.

(iii) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

(iv) In considering the grievances before it, the CSGRC shall follow principles of natural justice.

Grievance Submission Process:

The institution offers both offline and online grievance submission options for students.
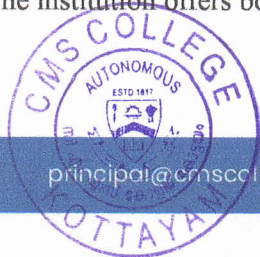
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9. DIVYANGJAN POLICY

Preface

The CMS College Kottayam (Autonomous) aims to deliver an inclusive framework in higher education that also includes a person with disabilities through constructive action and sufficient accommodation. Our college aims to make education and other services accessible to all without discrimination and provides special care and support to make the differently-abled, self-reliant, and independent. We aim to provide a barrier-free learning experience to all students including the disable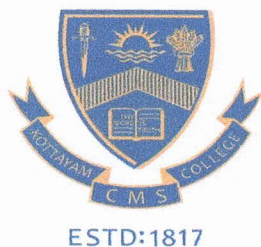d by bearing in mind the current challenges they face in the higher education sector. The college maintains all crucial measures to make the infrastructure and facilities coherent to all without discrepancy, providing special measures for those who fall under the category of Divyangjan (Differently Abled).

The College strictly abides by "the Rights of Persons with Disabilities Act, 2016" which prohibits discrimination against individuals with physical and mental disabilities. Moreover, CMS College wanted to create a need-based approach towards students with disabilities through the creation of an inclusive education that aims to take policy proposals towards greater accessibility for the disabled in higher education.

Divyangjan

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given institute program or activity.

Objectives of the Policy

- To provide accessible and inclusive education at the college.
- To create a culture that is inclusive, non-discriminatory, and non-exploitative for all in all spheres of work and education.
- To create a suitable and robust regulatory mechanism for the effective delivery of services for disabled students and Staff of the college.
- To ensure implementation of all legislations with respect to persons with disabilities.

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- To ensure full participation of persons with disabilities in all activities of the college and to provide them equal opportunities for development.
- Facilities are provided from time to time as per government rules.
- To ensure awareness programmes for all the teachers and non-teaching staff regarding the issues of accessibility.
- To provide necessary budget allocation to achieve the above objectives.

Areas and Focus of the Policy

- College provides admission as per the direction of the law (Section 16 PWD Act 2016).
- Provisions in the infrastructure facility (like a ramp, rail, wheelchairs, toilet, and apps to support teaching learning in the library) for their easy access to campus facilities and College.
- Observation of important days and inclusion of disabled in college functions helped to bring attention to issues that impact the disability community and increase awareness of

  the need for integration of people with disabilities into the mainstream of society.
- College wholeheartedly facilitates special necessities such as scribe and extra time for writing examinations, where applicable.
- The college office facilitates the judicious availability of scholarships provided by the State government.
- College offers motivational talks, webinars, and conferences to motivate the students.
- The College office shall maintain the records of Divyangjan students and the College Principal shall assign duties & responsibilities to teaching and non-teaching staff to resolve the difficulties faced by Divyangjan students.

Areas of Intervention

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Admission: A person who has been certified by a recognised agency for his/her disability is given admission through a reservation policy. The admission policy of the college offers 5% reservation for persons with disabilities in all the courses offered by Institute. The college will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities 2016 (Section 16 PWD Act 2016) and as per government regulations from time to time.

Examination: Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities. The guidelines and regulations have been issued by the examination department for the use of scribes in exams. The visually impaired students will be provided with scribes to write their exams.

Placement: The Placement cell shall provide support to the students with disability and assist them in getting appropriate employment after their studies. A counsellor-cum placement officer shall be

appointed for further guidance. The college shall provide Counselling for students with disabilities on the types of courses they can study at higher education.

Learning Support: Assess the Educational needs of persons with disabilities enrolled in higher education and provide accessible textbooks and study material to all students. Conduct regular Remedial Coaching Classes for persons with disabilities.

Library facilities: Provide accessibility to study materials including Audio Books, Web accessibility, Braille books, etc.

Accessibility: The College shall provide various provisions for creating a disabled-friendly campus. The campus should be barrier-free and accessible for persons differently-abled. Special parking areas and Ramps are made to ensure free movement of the students, employees, and visitors. Special Toilet is available in an easy-access area for students, employees, and visitors, and wheelchairs are provided for disabled students in the campus.

Implementation of the Policy

Students who are differently able are entitled to access all schemes, facilities, and services in the College without discrimination. The college shall provide barrier-free access, library
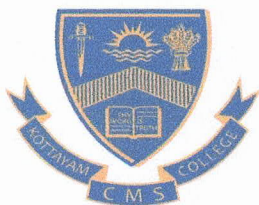
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resources, scribe, and the required relaxation in examination to all students with a disability as per the equal opportunity, protection of rights, and full participation. The College teaching and non-teaching staff shall unscrupulously follow the above policy and it shall be suitably published on the College website.

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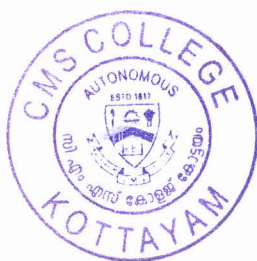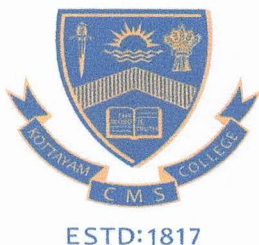
10. IT-CYBER SECURITY POLICY

C.M.S College (Autonomous), Kottayam, is committed to provide secure and efficient IT-Infrastructure in terms of hardware, software and internet facilities. A software team caters to the complete IT-related matters of the college through the college ERP, and CMS Eduware making academic, administrative and admission processes transparent.

IT POLICY

- Sets up standards and procedures for procurement, maintenance and upgradation of IT-infrastructure.

- Ensures legal and appropriate use of IT infrastructure on campus.

- Lays down strategies for secure access of Network Resources.

- Has clear strategies for Backup of Server Data.

HARDWARE AND SOFTWARE MAINTENANCE

- College has 4 Servers and 195 Computers for Students support (Ratio), 48 for office purposes and 47 Computers for Faculty; all managed and secured by the software team in tandem with the Estate Manager.

- CMS Eduware is equipped to engage both academic and office administration. The entire Admission process was held online which was of help during the two years of the pandemic. Student attendance, faculty work diary, fee remittance (payments and reports) is managed internally. Evaluation Management (internal and external examinations) and

- feedback (student, faculty and curriculum),   Question Banks, Invigilator

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scheduling, Result monitoring are also covered by the software. Data is secured by https for CMS-Eduware as https://services.cmscollege.ac.in/

- A fully functional Educational Multimedia Resource Centre functions on campus.

- The college youtube channel has 16k subscribers accessing lightboard classes.

- Faculty login is available as a mobile application.

- Students can find essential updates on their dashboard, accessible through the student log in.

- Bulk sms service is available to the students.

- Google Suite provides unlimited storage capacity.

- The Software team provides training on the use of Software and Hardware to the Staff and Students. Original Microsoft Campus Package renewable service is used in the campus.

- License and Agreement for Windows OS License upgrades, Microsoft Teams and cloud service, Antivirus Quick Heal, K7 Total Security, Mcafee are used.

- Firewall is installed for Security of Networks and data.

NETWORK

- Internet Connection with 200 MBPS Bandwidth of dedicated Leased Line from Asianet and 12 MBPS Leased Line from Railnet.

- Updation and maintenance of computer Networking in the campus are internally done by the technical staff regularly .

- Global Naming & IP Addressing conventions are used.

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- College has its own domain address 'CMS' and all faculties have been allotted with email addresses under college domain.

- CMS Eduware is linked to the college website https: //cmscollege.ac.in/

Surveillance and Security Devices

- 140 CCTV cameras are installed and run as added security in all blocks for smooth working of the institution.

- Data is stored and made available through viewable port to Principal, Estate Manager and Security staff.

Database

- Highly official data is protected with firewall security and highest level of authentication

- Server configuration is done in such a way that daily backup of data automatically takes place at 5 pm everyday.

- The security of administrative and academic data in CMS Eduware and Google Drive are ensured by reliable software and legitimate agreements and licenses.

E-Waste

- The IT policy takes care of the disposal of e-waste

- Electronic goods are put to optimum use

- The minor repairs are set right by the Laboratory assistants and technical staff

- E-waste and hazardous waste management is done in a safe and secure manner in collaboration with Clean Kerala Company Limited, an authorized e-waste management agency
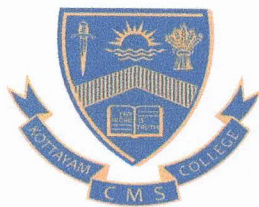
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- The major e-waste such as unusable instruments/equipment's, CRTs, Printers, Computers are sold out.

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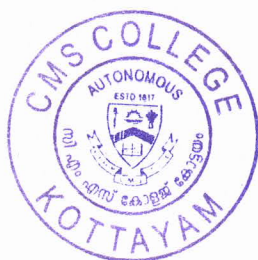
11. E-GOVERNANCE POLICY

Objectives:

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

The objectives of C.M.S College (Autonomous), Kottayam, include increasing transparency in the management of the institution and enhancing better governance through interaction and exchange of information among stakeholders. The institution offers various interactions and privileges to its stakeholders through the "Enterprise Resource Planning" system. These include the Principal, Manager, Controller of Examinations, Academic Department Heads, Deans, IT-Administrator, Faculty members as well as non-teaching staff. Students can also login using a unique username and password provided by the institution.

1. **The Principal:** The Principal oversees both administrative and academic functions as well as acting as the institution's head. He has access to data on student admission, student status, attendance, internal and external grades, semester timetables, exam dates, mark entry status, and other academic assignments. Additionally, the Principal gets access to individual student and faculty member profiles.

2. **Controller of Examinations:** The principal serves as the Chief Controller of Examinations for the college's examination programme. The Chief Controller of Examinations, with assistance from two deputy CoEs and his office staff, has carried out the directives of the college administration. Each semester, the Governing Council and all other examination procedures are properly reported and given to the college authorities. The CoE has access to the college's other academic programmes as well as

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the examination schedule, student attendance, exam application status, access to marks uploaded by faculty members, a list of students from each programme who are applying for examinations, payment of examination fees, and the generation of hall tickets. The Controller of Examination (CoE) is in charge of overseeing the examination procedures. The CoE has the authority to set the exam times as well as to unlock and unlock the mark entry portal for faculty members. According to the timetable, CoE can also build different components for each course.

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

4. **Faculty:** The Faculty members will have access to student attendance of respective batches in which they are engaging sessions. They will have access to mark entry portal time table, attendance status of individual students, number of sessions engaged for each batch. Faculty members can notify the students regarding their attendance status, assignment status and other relevant matters.

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

6. **Students:** Each student has a unique username and password through which the student can login to the portal. It enables them to check time table, attendance, internal marks, semester examination result, application for examination, examination schedule, academic time table and other relevant academic matters. The students are required to make all the remittances and fees through the online portal of the college.

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

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12. LIBRARY POLICY

The CMS Library (Collins) Policy aims to create an institutional structure that will support a successful and dynamic library and information service that satisfies the information demands of all stakeholders. It serves as a reference for both library employees and patrons while interacting with the resources and services provided by the library. The policy emphasises the library's efforts to integrate itself with academic activities and research, and it promotes stakeholders' active participation in these activities. The policy manual offers instructions on how to acquire library materials, handle any technological issues with them, and arrange them for best use. The methods for delivering library services to customers are also included in the rules and regulations established by the authorities for the management and operation of the library.

As a developer and steward of rare and exceptional collections, as a distributor of information essential for teaching, learning, and research, and as a contributor to the attainment of the institution's strategic goals, Collins Library plays a significant role. The library is intended to continuously look for ways to successfully improve the calibre of research and teaching by facilitating access to global knowledge. A library's vision and mission, which are in line with those of the institution, demonstrate the significance of the organisation.

VISION

To provide a student-centred learning environment by facilitating access to comprehensive resources and services in support of the academic community's research, teaching, and learning needs.

MISSION

Provide quality information resources and quality services to stimulate creativity, intellectual curiosity and lifelong learning

SCOPE

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The library policy applies to all students, teaching staff, and non-academic staff of the college, as well as to outside persons and institutions that make use of the Collins Library.

Library advisory committee (LAC)

As per the government circular 169/94/H.Edn. dated 22.11.1994

The committee recommends and advises all matters related to the organisation and services of the college library. LAC facilitates the library's functioning, meets twice a year and major decisions regarding the improvement and development of the library, as well as any operational issues, if any, are taken according to the opinion of LAC. The committee also attempts to identify emerging and innovative trends affecting library services and implements new strategies to better engage students

LAC constitution:

- Chairman (Principal)
- Secretary (Librarian)
- HoDs-5
- Student representative-1

The principal should preside over the committee as chairman and the librarian should function as the secretary of the committee. To give opportunity to students to ventilate their needs and grievances.

Structure of library policy

Membership policy

Membership of the library is open to teachers, students, research scholars, administrative and technical staff of the college.

E-resources policy

Collins library offers the best possible e-resources for the access of students as well as faculty.
It follows various practices in encouraging the maximum use of e-resources.

- Each faculty is encouraged to give the students assignments/seminars which prompt the students to mandatorily make use of the e-resources.

Library budget & finance policy

- The main sources of income for Collins Library are the PD Account and the UGC Grant.

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Collection development policy

The collection reflects the various disciplines at the institution and the information needs of the faculty, students, and staff. Libraries have no choice but to subscribe to electronic resources in a changing world. Collins Library serves its users by providing access to subscribed databases and e-resources like N-LIST, Magzter, and the British Council Digital Library. Moreover, suggestions regarding new resources are taken from the users through the Google form available on the library's web page and the suggestion book kept at the circulation counter.

UGC provides funds to faculties who wish to undertake minor or major projects. After the completion of their project, the investigator's books acquired through minor or major projects must be deposited in the library

Stock verification policy

As per the General Financial Rules 2005(Rule No: 194), physical stock verification of the library documents is conducted once in every three years to update the accurate stock of the library.

Weeding out policy

As per the Govt. Circular No.27855/A3/2000/H.Edn, the maximum no of books that can be written off in a year is 0.5% of the books in circulation .

Procurement of lost book

The loss of the book should be immediately reported to the librarian.

For loss of books, the following procedure will be followed: as per G.O. 1028/A3/93.H.Edn. dated May 28, 1993.

- If new editions or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one.
- If the lost book is not available for replacement, the value of the lost book will be realised at the following rates:
- Ten times the face value of the books that were published prior to 1946
- Six times the face value of books published prior to 1970.

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- Three times the face value of the books in all other cases.
- If the book value cannot be ascertained from the library stock registers, compensation will be   fixed on the basis of the market price of similar publications at the time of fixation.

Liability for missing books

As per Govt. Circular No: 27855/A3/2000/H.Edn. dated 8/12/2000,

- The missing books from the library should be each person's responsibility, based on their job duties.
- The entire staff working in the library is responsible for the proper accounting of the books and other articles in the library.
- The maximum number of books that can be written off in a year is 0.5% of the books in circulation.
- The library staff will be responsible for the loss of books in excess of the permissible number, and the cost of such books will be recovered from the library staff in equal shares.
- The person who is transferred out of the institution due to a transfer or promotion will be relieved of their duties upon executing an undertaking to the effect that any liabilities imposed on them in relation to the missing books during the period they worked in the institution will be remitted by them, as shown in the relieving order

No dues certificate

A "No Dues Certificate" concerning library membership will be issued by the library only after the library dues are fully cleared upon programme completion. An employee can get a "No Dues Certificate" for resigning or relieving only after fully clearing his or her library account.

Maintenance policy

Library maintenance is done by management by providing the budget required. Library software is maintained by AMC. Disinfecting and keeping the library clean is done on a daily basis by cleaning staff appointed for the purpose. Whole collection including infrastructure is periodically examined for the purpose of removal, repair, or replacement of materials. Proper pest management is done to minimise the problems caused by insects.

Circulation policy

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As per Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE:

The loan period is 14 days for all categories of users though there is a difference in the maximum number of books that can be borrowed at a stretch.

The maximum numbers of books that can be borrowed by the various categories are as follows:

UG Students   : 3

PG Students   : 7

Research Scholars   : 7

Teachers   : 10

Non – teaching staff : 3

ID cards must be produced when borrowing books. A borrower shall, before leaving the Library, ensure that all books issued to him/her on loan are complete and intact.

Fines

1. A fine of Rs.1 /- will be imposed per day for each book overdue.
2. Borrowers are responsible for any damage inflicted on the books loaned and will be charged.

Theft

Taking books out of the library without using the proper procedures outlined above will be considered as theft

Library facilities/Services

Core concept of library service:

☐ Information is for use

☐ Every user his information

☐ Every information its user

☐ Save the time of users

☐ Information is growing dynamically
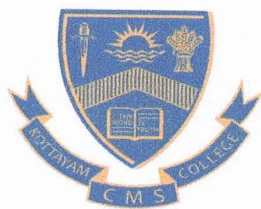
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Services:

- Circulation (Issue, Return, Reservation, Maintenance)
- Reference (Quick Reference, Reference Assistance)
- ISBN allocation
- User Orientation (Orientation Classes, Technology supported training)
- Technical Processing Classification using DDC number, Automation using Koha 19.05.04.000 ILMS
- Reprographic facility
- Computer & Internet facilities

ICT services

The library offers an up-to-date Online Public access Catalogue (OPAC) and remote access to databases. Facilities for online referencing and reading as well as for thesis writing are provided, along with computer facilities. An "In Out" management system is also implemented at the entrance for recording the visits of library stakeholders.

References

1. G.O.1028/A3/93.H.Edn. dated 28/05/1993
2. G.O.169/94/H.Edn. dated 22.11.1994
3. G.O: 27855/A3/2000/H.Edn. dated 8/12/2000
4. Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE

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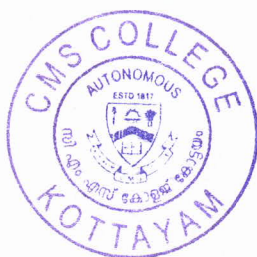UGC PARAMARSH Mentor College
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13. MENTORING POLICY

Mentoring is a structured process of providing guidance and support to students. The objective is to deliver an effective, reliable mentoring system that motivates students to excel in both academic and non-academic fields.

The objective of Mentoring System:

● To offer mentees a support system during the decisive phases of their academic, professional, and intellectual development.

● To offer emotional support to the students.

● To assist students in building life skills through value-based education and service-oriented programs.

● To provide opportunities for the teaching staff to understand the perspectives and attitudes of students.

Role of Mentors

● Mentors must meet their mentees regularly.

● The mentor should maintain a record of mentoring and do follow-up. The printed register book for recording details of mentoring is provided by IQAC to each mentor.

● All meetings held between mentor and mentee will be kept confidential.

● Mentors provide information and advice to the mentee and encourage the mentee to proactively make decisions and set objectives according to their development.

● Mentors will help the students to grasp the challenges and opportunities present in college and society and develop a smooth transition in life.

● Mentors should make efforts to motivate mentees, build their self-assurance, stimulate their creativity, recognize their contributions, and navigate their path toward independence.

●Mentors should treat mentees with self-esteem and admiration.

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•Mentors will offer advice to academically underachieving students and are crucial in assisting troublesome individuals in resolving their academic, extracurricular, and personal issues.

•These reports should be assessed by a group of educators on a regular basis, and the principal, academic deans, and ultimately the IQAC should serve on a committee that oversees these reports' effectiveness.

Role of Mentee

● Each mentee is anticipated to be consistent and prompt for his/her sessions with the mentor.

● The mentee should establish clear objectives along with the mentor and work diligently to achieve targets.

● Mentees shall extend total cooperation to the Mentoring Programme procedure anticipating self-growth and progression.

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14. GREEN CAMPUS AND ENVIRONMENT POLICY

The Green Campus and Environment Policy is a pioneering initiative of the campus that supports **eco-friendly and sustainable** behaviours both on and off campus. The idea presents a chance for the institution to take the initiative in reinventing its **environmental culture** by fostering environmental ethics among the faculty, employees, and other stakeholders. As the campus is in a state of dynamic balance, the Institute also envisions a **clean and green campus** through the adoption and adaptation of environmentally friendly practices among students and employees. The policy takes into account the **environmental diversity** and provides a **coexisting area** for all living things. The policy is the habitat for numerous different species of flora and fauna.

Set apart with a rich flora and fauna, biodiversity studies on birds, DRAGONFLIES, butterflies, earthworms, ants and spiders can be carried out effectively in the campus. Leading in the interest of a balanced ecosystem, the campus preserves and maintains the robust functions of the plants and animals that host the community. From birds and insects, to bats and squirrels, the trees provide a canopy for many species of wildlife.

Given the size and richness of the campus, the policies we implement are rooted in preserving the ecosystem without disturbing the **equilibrium of the community**. The ecological balance is maintained with utmost care to endorse our vision of **living in balance with nature**. Even after two centuries of **natural succession** and expansion the campus maintains the stability of its ecosystem. In the name of development, the College has not encroached into the natural forest by cutting down trees or removing plants, as it would affect the soil ecology and the water management. Advancing in a time of unchecked urbanisation, the campus promotes **eco consciousness** through each generation of students who graduate from this institution. There are many ways to be involved and make a difference, and a chief initiative is a **plastic-reduced campus** as a precaution to protect the planet.

The estimated electricity consumption daily is **320 KW** and the college now runs on solar energy making the campus energy sustainable. A project to sell **60 KW to the KSEB grid** is underway.

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Strategies

- To sustain the natural diversity of the campus for the benefit of the stakeholders and the society.

- To adhere strictly to a plastic free environment and be an inspiration to others by being committed to reducing our own plastic consumption and to foreshorten their environmental impact through sustainable procurement, waste management schemes, and the efficient use of energy and water.

- To ensure responsible waste management focused on reuse and recycling practices.

- To minimise energy consumption while increasing energy efficiency through innovative and far-sighted strategies.

- To preserve and protect existing natural resources including soil, water, flora and fauna.

- To create environmental awareness and broaden environmental education through curriculum inclusion and sensitisation programmes.

- To eliminate the use of chemical pesticides by promoting organic farming utilising the mulch from dry leaves compost and other chemical-free alternatives.

- To conserve land and increase land productivity through organic farming and other sustainable practices.

- To enhance the campus landscaping to promote academic tourism and balance accessibility for campus visits.

- To protect existing water resources that meet the complete water needs of the college and promote rainwater harvesting.

- To renovate, and repurpose existing buildings after carefully assessing the practicality, location, and replacement costs.

- To encourage the use of environmentally responsive transportation inside the campus like bicycles.

- To conduct Green audit on a regular basis to identify problems, measure efficiency and further improve the environmental strategies.

- To design the campus buildings and exterior spaces to encourage discourse, to stimulate interactions, to foster a sense of shared community.

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- To create blended spaces where students and faculty can relax at the same time engage in the pedagogical process in harmony with the serene environment.

- To recognise historically significant aspects and the heritage of the campus while restoring the buildings to accommodate the changes.

- To consistently pursue the use of renewable resources and reduce wastage of non-renewable resources.

- To implement practices to increase reliability, maintain natural equilibrium and reduce greenhouse gas emissions.

- To introduce programmes to create an environmental awareness among the public through programmes like campus visit, QR Coding, Bird watching, Vermiculture, Epiculture, Pisciculture, organic farming etc.

- To maximise the use of solar energy by categorically increasing the production of solar energy through the increased installation of solar panels in a five-phase project.

- To augment the ecosystem through several government schemes like 'Nagaravanam' project (City Forest Project) in association with the Kerala Forest Department.

- To extend the best practice of eco-consciousness to the nearby areas and in the adopted villages like setting up of mangrove forests, plastic ban and energy-efficient strategies.

- To minimise the use of plastic and promote the governmental order to use eco-friendly alternatives for plastic.

- To train our employees and students through activities under 'Swachch Bharat Abhiyan' undertaken by NSS, NCC and Nature Club to make them 'Go Green Specialists' and partners to plant trees each year.

- This policy will be communicated to the students and employees via internal communication channels and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the NSS, NCC and Nature Club Convener and its members under the guidance of the Principal of the college.

- To strive towards a "greener campus".

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The College won the **Green Champion Award**- 'One district one Champion' a Swachh Bharat initiative by the Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education under the Ministry of Education of the Government of India in 2021. This title is conferred on CMS for its proactive commitment towards a cleaner environment manifested in various green initiatives.

Abiding by the policy, CMS College has decided to promote **shared mobility and clean transportation**. The policy ensures environmental sustainability, pollution reduction, energy efficiency and conservation to create a healthy ecosystem. The college has also encouraged the **use of bicycles** in the campus.

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14(a). Ban on Single-Use-Plastics- Policy Document

1. The institution shall undertake a systematic campaign to reduce the usage of plastic, especially of single use plastic.

2. The use of single-use plastic items by the stakeholders is detrimental to the environment, public health, and welfare of the society.

3. The distribution of single-use plastic items requires utilisation of natural resources and results in the generation of greenhouse gas emission.

4. Banning the use of single-use plastics in canteens, hostels and in all the premises of the College.

5. Littering of plastic bags and bottles in the college grounds and premises is strictly prohibited

6. To conduct awareness sessions, training programmes and workshops on the harmful impacts of single use plastics.

7. Encourage students, faculty and administrators to avoid bringing non-bio degradable plastic items to the institution

8. Encourage students to sensitise their respective households about the harmful effects of plastics and make their households 'plastic free'.

9. Mandate all departments/offices to avoid the use of plastic water bottles, encourage use of alternative solutions like jute files, paper folders, cloth bags, paper bags etc. for programmes, instead of plastic bottles, bags, covers and other goods on the campus.

10. The College shall make provisions to provide environment friendly cups and plates for serving food on the occasions of programmes organised by different clubs and associations.

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14(b). Restricted Entry of Automobiles - Policy Document

1. Students are not allowed to use any motorised vehicle inside the college campus.
2. No type of vehicle shall be used during celebrations inside the college Campus/Hostels.
3. Student's vehicles shall be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
4. No student shall be permitted to enter the campus with four-wheelers and park near the ground.
5. There are only limited slots available to all students, which shall be allotted on a First come first served basis.
6. Vehicles must be parked only in allotted slots.
7. No students shall be allowed to bring a two wheeler above 350 cc inside the campus.
8. Visitors' with cars/two wheelers need to enter in the visitors' register at the main entry gate. A vehicle token shall be issued to them, which shall have to return at the gate during the exit.
9. The vehicles of the employees with a valid and appropriate sticker only shall be allowed.
10. Employees are discouraged from using vehicles inside the campus in order to maintain the environment conservation policy of the college.
11. Employees are encouraged to use electric vehicles instead of fossil fuel vehicles to commute to college.
12. All motor rules which are enforced by the road transport authority shall be applicable inside campus.
13. Vehicle speeds shall be limited to 30 Km/hr inside campus.
14. Students are strongly advised to use public transport/bicycles for commuting to college to promote the green initiatives of the college. They shall also disseminate the idea of making use of public transport wherever possible, reduce pollution and sustain a Green Planet.

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14(c). Use of Bicycles/Electric Vehicles - Policy Document

On abiding with the Green Policy, CMS College has decided to promote shared mobility and clean transportation. The policy ensures environmental sustainability, pollution reduction, energy efficiency and conservation and to create a healthy ecosystem. The college has also encouraged the use of bicycles within the campus.

Key Policy Drivers:

1. To support the National commitment to reduce GHG emissions.
2. Improving the air quality.
3. Promoting shared mobility and clean transportation.
4. Operational efficiency and savings.
5. Bicycles to improve physical health and general well-being.
6. To strive for a 'greener campus'.

Strategies:

1. All sorts of fossil fuel based transportation systems are restricted inside the campus.
2. Bicycles are made available for the use of students and staff.
3. Staff and students are encouraged to use bicycles to move around the campus.
4. The flora and fauna conservation is made possible through the reduced emissions of greenhouse gases and pollutants.
5. In a phase by phase manner, the college is to implement an only electric vehicle policy inside the campus.
6. The staff and students are to be made aware of the necessity to switch to electric vehicles for their daily commute.

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15. ENERGY MANAGEMENT POLICY

Introduction

The Environmental and Energy Policy is binding for CMS College campus and all of the academic, curricular and extracurricular activities and operations. It will help us to embed efficiency and environmental awareness into our every-day activities, thus helping us realise the expectations of the stakeholders and society. This policy statement is concerned with the increase in the production, delivery and use of electrical energy, and its effect on the environment.

CMS's commitment to the environment stems from the vision and mission statements abiding for the environment, climate change and society. Climate change and its impact on the environment are considered as the key sustainability changes to the society which affects the stability and ecology of the society, at large. CMS through its innovative initiatives and leadership is committed to the society to assume a major role in environment protection and climate change moderation.

CMS adapts itself to the 'Swachh Bharat Abhiyan', the most significant campaign by the Government of India, through its active participation in generating power through renewable energy sources. CMS College has introduced several innovative ideas for green initiatives, energy efficiency and sustainability in the campus.

CMS College has a balanced ecosystem and the authorities are vigilant to preserve the stability of the internal environment through various sustainable practices. The strategies we implement are not short-sighted, but rooted in a heritage of two hundred years to make responsible progress in sustainable development by preserving the biota. The college has always been successful in propelling its resources for various environmental programmes to sensitise the students in their role in preserving the natural ecosystem. The College has grown by multiples in the past few years in preserving the biota and building on the sustainability factor. Solar Panel Installation in the campus contributes to the wider growth of renewable energy by taking a visible step towards a

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tangible way to lower the carbon footprint and reduce greenhouse gas emissions. Being the cheapest form of power, the college is trying to replace 30-50% of the power needs with solar energy in a five-phased project. The first two phases are complete and 33 percent of the entire energy requirement of the campus is met with solar energy.

Principles

The principles and programmes of the College are set out and followed by being accountable to the wider community of its stakeholders including management, staff, non-teaching staff, students, alumni and parents by displaying a steadily reliable see-through system.

• The Energy policy is developed to focus on areas where we have significant impact in line with economic viability, environmental protection and social equity by adhering to the educational mission and vision.

• Compliance to economic responsiveness with honest advertising and committed to the well-being of the community with the implementation of innovative policies and procedures.

• The continued appropriation of nature through sustainable projects like utilising solar energy to run the entire campus paving the way for a clean energy future.

• The five-phases of solar installation is aimed at grid-connected solar plants to cater to the energy requirement of the college as well as supply to the grid.

Project implementation and management plan:

As a responsible higher education institution, we contribute to the well-being of all the stakeholders by actively engaging in sustainability drives in social, environmental, educational and cultural realms. The principles and programmes are aligned with the two-year old heritage alongside the rising demands of the times.

Two phases of the project are complete and 33 percent of the energy requirement of the college has been met.

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Energy Usage Policies

CMS College pledges to fulfil its commitment to the environment through the following levels of actions:

- To improve the carbon efficiency by 50% by 2025 compared to previous years.

- To reduce local air pollution emissions by 2025 by promoting the use of public transportation, and banning the entry of vehicles into the campus.

- To comply with applicable international, regional and national environmental regulations, as well as legal requirements regarding energy consumption and energy efficiency.

- To adopt a green procurement philosophy.

- To adopt a sustainable water conservation and water management philosophy.

- To assess our energy usage and measure its impact on the environment.

- To install photovoltaic solar panels for the generation of alternative energy.

- To install LED bulbs in the complete campus to save energy.

- To take additional measures to continuously improve our energy consumption.

- To develop and maintain an environmental management system which is ISO: 14001 and an Energy Management System based on ISO: 50001.

- To ensure the availability of necessary resources to achieve our objectives.

- To encourage use of advanced technology to minimise energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.

- To engage in dialogue with the government agencies, municipal corporations and the affiliating university and actively work with the local organisations in the areas of environment, energy efficiency and sustainable development.

- To monitor and respond to emerging environmental and energy issues.

- To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.

- To provide information and training opportunities on energy saving measures.

- To offer opportunities for employees and students to engage in initiatives that contribute to environmental protection.

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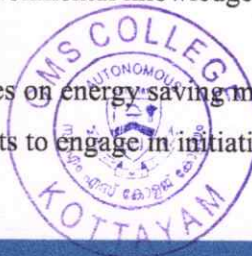
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16. WATER MANAGEMENT POLICY

Water management is the biggest and strongest network that strives to provide for the development and regulation of water supply in the campus on the basis of sustainability and self-sufficiency. Freshwater resources in the campus will be adequate to meet domestic, economic development, and environmental needs. The College is to acquire a hundred percent sustainability in catering to the water needs of approximately 3200 people a day along with that of the flora and fauna in the campus. The daily water requirement amounts to one lakh twenty thousand litres per day sourced from the four wells and two rainwater harvesting tanks. Distribution of water in forty acres of sprawling campus is a challenge but the College has to attain sustainability using innovative techniques. For the maintenance of water bodies, purification, and other related services, we have a completely dedicated office and personnel.

The Water Management Policy of the College outlines the water conservation strategies which sit alongside the overall sustainability practice of the institution.

The campus has a completely automated irrigation system which is one of the largest in India supplying 70,000 litres of water on a daily basis through a sprinkler system. Water dispensed from the four wells in the campus, is utilised to serve the requirements of the three hostels, departments, canteen and the whole campus. Testing, as well as auditing, is done by the Science department on a regular basis in a six-month duration by measuring and monitoring the quality of water.

The natural sources of water available in the campus are to be well maintained to meet the needs of the entire College without compromising on water quality. When the whole neighbourhood buys water, the campus is sustainable and preserves water through several strategies. The Virgin Forest in the campus has a natural slope that helps to retain the rainwater and acts as a reservoir to recharge and store water. Hence, the well adjacent is a perennial source of water even during the scorching summer of Kerala.

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Principles of Water Management

- To protect and promote the Natural Water Retention Measures of the campus by restoring ecosystems as well as the natural features of the campus.

-To support Green Impact and Sustainability by contributing to integrated goals dealing with nature and biodiversity conservation and restoration, landscaping, etc.

-To safeguard and enhance the water storage potential of landscape, soil, and aquifers using natural processes.

-To regulate the flow and transport of water to and from the wells without direct intervention or modification of the ecosystem.

-To incorporate more green impact initiatives like green roof, rainwater harvesting, permeable paving, Sustainable Drainage Systems etc.

-To prioritise green over grey solutions to provide sustainable and cost-effective solutions.

-To create innovative strategies to generate ecosystems related services like water supply, water treatment etc.

-To ensure restricted and optimal water utilisation by installing sensor based taps developed by the IT team.

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17. WASTE MANAGEMENT POLICY

CMS College is committed to reducing its impact on the environment with its efficient waste management policy to minimise waste generation and increase recycling. The key focus of this policy is to manage waste responsibly in a hierarchical order focusing on prevention and reduction and by creating coherent long-term action-plans which are integrated into the sustainability practice of the institution. At the outset, we try to minimise the amount of waste created along with reuse and recycle strategies across the campus to reduce carbon footprint and waste disposal costs. From collecting the waste, the institution takes vigilant steps to identify the type of waste to segregating the waste in colour-coded bins for reusing, recycling and disposing. Energy Recovery is yet another focus of the waste management policy.

The institution's green campus and environment policy play a pivotal role to ensure that even the purchasing procedures incorporate consideration of sustainability issues and whole-life costing, and work with staff to support more engagement with suppliers on the topic of waste minimisation. We will deliver campus-wide campaigns to encourage reductions in the use of single-use disposable items. The scheme supports and encourages departments across the campus to reduce their own environmental impacts with practical ways to reduce waste, use materials wisely and reduce costs.

Waste Hierarchy
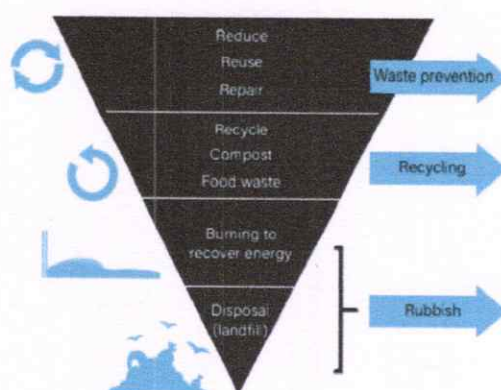
Principles of Waste Management

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- Clearly labelled bins showing 'what goes in this bin' to inform the users.

- Ensuring that all the waste is disposed of without harming the environment and endangering human health.

- Recycling bins and general waste bins must be made accessible to make the right choice at the point of disposal.

- Dry mixed recycling bins accept all types of paper, card, books and magazines, as well as most plastics (containers and bottles - clean and dry only), tins and cans.

- Food waste bins are available in hostels and the College canteen which produce sufficient volumes of food waste. Leftover food, preparation scraps and out-of-date food can all be segregated for recycling. Material is sent for anaerobic digestion to generate energy and produce soil improver for organic farming.

- A glass recycling stream is available to avoid putting glass into other waste streams.

- Ensuring bin colours, sizes and types are consistent across the campus.

- Bins must be sufficiently large to avoid spillage and contamination.

- Bins must be lined with appropriate lining.

- Separate waste collection systems exist for e-waste, batteries, ink and toner cartridges, and hazardous, chemical and clinical waste so that they never go into the recycling or general waste bins.

- All of our non-hazardous waste is either recycled or used to generate energy.

- Ensuring awareness of recycling procedures, by the use of clear, simple, and up-to date signage, and incorporation of simple staff/student inductions and training procedures on waste.

- Ensuring the staff and students are aware of the waste recycling procedure of the College.

- Identifying and acting on common issues such as contamination and overflow of bins.

- The liquid waste from laboratories is treated and used for irrigation purposes.

- The sewage water from the canteen, hostels, and other buildings is also utilised for organic farming and gardening.

- An MoU is signed with the Kerala government for efficient waste collection and disposal services.

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- Working with our waste service provider to increase recycling and to monitor and measure waste production.
- Biogas plant, vermicomposting, pipe compost, and dry leaves compost are some of the methods used for decomposition.
- The dry leaves compost modelled on Thumboormuzhi aerobic waste treatment plant for organic waste reuse.
- In collaboration with Clean Kerala Initiative, the campus engages waste disposal drives especially of the electronic waste.
- Dustbins kept in all the necessary places at accessible points are cleared on a daily basis.
- Sanitary napkins are disposed of in incinerators installed in the campus.
- Optimal use of paper in the campus by promoting digital substitutes than taking print outs. For example, e-billing.

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18. GENDER EQUALITY POLICY

CMS College (Autonomous) Kottayam, throughout its more than two hundred years of service to society, has strived to progress by providing a gender-equal and gender-sensitive space of education. The fact that the college is one of the first higher education institutions in the country to open its gates to female learners strengthens this commitment of the institution. The policy decisions are framed by the college in order to guarantee equal opportunity and ensure the inclusivity of students and staff of all genders alike.

- The Women's Study Centre is constituted to identify and address gender issues, and also to engage in awareness and sensitisation of gender issues in order to work towards gender parity.

- To make prioritised efforts to provide a supportive environment in the college through a responsive complaint mechanism to address discriminatory attitudes within the college and in practice.

- The institution follows a zero-tolerance policy on sexual harassment. Mechanisms are ensured to comply with the governmental and UGC statutes with respect to dealing with such crimes.

- To continue efforts to improve the gender sensitivity of all students, faculty, research scholars, and non-teaching staff at the college through seminars and sessions with experts, such as speakers, authors, and other experts in the field. To introduce additional courses on gender and gender studies for an increased understanding of concepts of masculinity and femininity and gender stereotypes. To promote gender champions among students to ensure continued efforts in creating a gender-sensitive educational system.

- To create a gender-responsive administrative, teaching, and learning in the college.

- All members of the institution are expected to respect and work cooperatively under the leadership or authority of anyone called to lead a task or fulfil a role, regardless of gender.

- To optimally serve the interests of all sexes in studies, research, training and development activities.

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- To provide equal opportunities for recreation and participation in cultural and sports activities for all alike.

- Attempts to be made to increase awareness of the public including youth on the importance of gender equality.

- Ensure regular infrastructural modifications to accommodate members of all genders. Provide safe and hygienic sanitary facilities and gender-specific restrooms.

- Conduct gender audits periodically and ensure that gender equity and gender equality are maintained.

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18(a). Annual Gender Sensitization Action Plan

CMS College envisions to be a centre of excellence for imparting value-based liberal education aimed at promoting inclusive and holistic growth of the learner. In order to achieve this the college has initiated various events, programmes, workshops and seminars to sensitise and construct an inclusive campus. Gender equity is to be achieved by implementing a 5-year Gender Sensitisation Action Plan that stresses on providing equal opportunity for students, teachers and staff irrespective of gender and to empower those from the weaker sections. The plan is implemented through a combined effort of various departments, clubs and associations along with the partnership of various governmental and non-governmental organisations.

Objectives

- Construct a Gender inclusive educational space.
- Promote gender equity and equal opportunity
- Holistic development of students, staff and members of the college community without gender bias.
- Sensitise the college and community to be aware of the function of Internal Complaints Committee
- Legal awareness is to be provided to sensitise students and staff on issues of sexual harassment.
- Provide a safe campus to members of all sections of the college community.

Action Plan

- Ensure adequate representation for male and female members in all major decision making bodies of the college.
- Ensure support for academic deliberations on issues of gender through seminars, dissertations, workshops and curricular modifications.

- Conduct outreach and extension programmes that create awareness among the general public on gender issues and legal opportunities.

- Provide support for girl students to participate and excel in sports and cultural activities.

- Conduct regular medical camps and awareness programmes related to women's health and hygiene.

- Organise functions on special days such as International Women's Day, National Girl Child Day, Breast Cancer Awareness Day, International Day for Elimination of Violence against Women.

- Ensure activities to improve the physical and mental health of the female students and staff.

- Counselling centre is to provide counselling to any student, or staff, in need of care.

Committees Involved

- Women's Studies Centre

- Internal Complaints Committee

- Anti-ragging Cell

- Student Welfare Committee

- Equal Opportunity Cell

- Santhwana Counselling Cell

- Departments and Clubs

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19. EXTENSION AND OUTREACH POLICY

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

Operational Guidelines

- Information regarding these programs is disseminated through notices and Heads of Departments.
- The college appreciates the services provided by students and faculty by considering their working for such activities as on duty.
- The network with the community is to be developed through NSS and NCC activities, clubs, cells, initiatives, faculty expertise, MoUs and social initiatives.
- The faculty in charge of the above units will give appropriate training to the students before starting their work in communities.
- The College will provide students with quality facilities that enable them to participate meaningfully in community extension activities.
- The respective faculty shall monitor and ensure effective community engagement of the students.
- Students involved in community outreach activities are required to observe appropriate standards of behaviour in all interactions with the campus, local and online communities.
- All students must adhere to the college requirements regarding community work such as obtaining consent from parents/guardians, informing the faculty, HoDs of their departments and maintaining the records of their activities.

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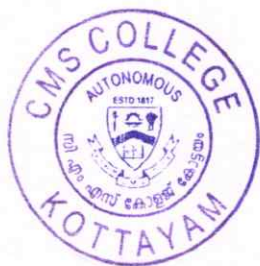UGC PARAMARSH Mentor College
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- The students are expected to maintain a record of the community extension activities in the prescribed format. The reports of the activities are to be submitted to the Coordinator of the Programme at the end of each academic year.

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20. SAFETY AND SECURITY POLICY

C.M.S College (Autonomous) Kottayam is committed to providing and maintaining a safe, healthy work and learning environment for faculty members and students. The college has set out its aim in its safety and security policy and guidelines as outlined by the University Grants Commission.

The primary function of the Safety and Security Policy is to advise, assist and support staff, students, and visitors to manage health and safety within the college. We continuously strive for improvement and expect all our staff, students, and visitors to help us achieve by following our policies, procedures and guidelines. The college encourages cooperation on matters of health and safety between all concerned parties and expects them to act responsibly whilst on college premises..

ACCIDENTS AND FIRST AID

The college makes every effort to ensure measures are in place to control health and safety risk at the college.

If any accident occurs on our college premises the following contact points would be there.

1. Security Office or Gate
2. Police Control Room: 0481 2410100
3. Accident Care & Transport Service: 9496555200, 0481-2790025 (Caritas Hospital)
4. Class teacher/ HOD
5. College Information Centre (0481 2566002) immediately. First aid is provided, if necessary.

FIRST AID

The college has signed an MoU with Caritas Hospital Kottayam. In case of emergencies the hospital will provide a nurse or a doctor to attend to it. Or ambulance service will be arranged in order to take the injured person to the hospital.

IN CASE OF ANY EMERGENCY
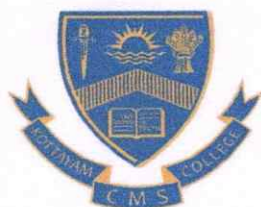
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- Leave the building by the nearest and safest exit or as directed by the staff or firemen.
- Escape routes or stairways to vacate premises.
- Close doors behind you.
- Proceed to the designated assembly area.
- Do not take risks.
- Do not delay or stop to take your personal belongings
- Do not re-enter the building until instructed to do so.

VISITORS

The college extends a warm welcome to all visitors. Visitors should enter their personal details before entering the campus. For directions or assistance, they can approach the reception desk or information Centre. Security personnel is to monitor all visitors.

SAFETY MEASURES ON CAMPUS

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

- **The Internal Complaints Committee ICC** (Anti-sexual harassment committee) was established as per the laws of the land to ensure gender justice and that no harassment is done on the basis of sexual differences on campus.

- **The Grievance Redressal Committee** is the body responsible for addressing the grievances of students of the college. This is a mechanism for dealing with issues related to exams.

- **The Discipline Committee** helps the principal maintain discipline in the campus. It develops strategies for improving discipline, meets when required, and conducts investigations and prepares reports regarding actions to be taken.

- **The Anti-Ragging Committee** and ethics committee works in collaboration with the discipline Committee, foresee the possibilities of ragging, and organises awareness programs to create a friendly campus. It also documents activities done to prevent ragging and sends reports to 16 concerned centres as required. In the event of any complaints or instances, it meets, makes inquiries and suggests disciplinary actions.

- Vehicular traffic on the campus is restricted to only the staff and handicapped students.

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- **Identity card** for prevention of unauthorised entry: Students and staff should wear easily identifiable and authentic IDs and wearing of such cards in the premises is mandatory.

- The college has a CCTV surveillance system that functions 24/7 and security personnel guarding all the campus round the clock, complete with a security room.

- The entrance of the college is carefully monitored at all times to prevent unauthorised entry and keep visitor's records daily.

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

- Code of Conduct, Policy Documents and College Calendar are displayed on the college website. A handbook and calendar are given to all students at the beginning of the academic year. Important rules, regulations and helpline numbers are displayed in the website, digital display board, notice board, canteen etc.

- Separate **Hostels** are available for girls and sports quota students. Hostel boundaries are protected by walls of such height that it cannot be scaled over easily. Entry point in the hostel is restricted to one gate and 24/7 security guard and CCTV is ensured.

- **Counselling service**: Full-time counsellor is appointed. The students, if they face any mental tensions, are encouraged to seek the help of the counselling centre. Each batch is taken periodically to share their problems and stress with the counsellor and students are able to overcome the hurdles that they face in their life.

- **Awareness programs** are organised through talks by officials of police and public administration departments, as well as various personalities and informative audio-video lectures and presentation arrangements. These events cover issues related to safety of personal belongingness, vehicles, personal information at ATMs and special event safety, sexual harassment and violence against women, healthy relationships and healthy sexuality, importance of communication and respecting personal boundaries during menstruation and fitness.

SAFETY MEASURES AS PART OF STUDENT ORIENTATION AND TRAINING

- All students will be briefed about the safety measures on the campus and would be asked to abide by them during the initial phase of their entry.

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- Together with Anti ragging orientation to senior students at the beginning of the year, safety orientation will be given.

- Staff also will be oriented regarding safety measures on the campus during their induction.

- Mock safety drills shall be held periodically.

- Physical education department/NCC/NSS/Women Cell shall organise periodic sessions in safety and self-defence.

SAFETY OF STUDENTS WHILE THEY ARE ON EXCURSION/TOURS/ACADEMIC TRIP

- Department heads should ensure that expedition activities are conducted under the guidance and supervision of at least two teachers, one of whom is a female teacher. The number of students who can participate in such expeditions can be adjusted according to the factors such as duration of the journey, weather conditions, type of route and manageability.

- Institutions/departments should make travel arrangements well in advance and circulate them to parents/guardians of students who are setting out on a journey.

- Institutions/departments must get consent letters from students' parents or guardians before sending them on a tour. No excursion or trip may be conducted unless the institution can guarantee that students will not be at risk of any emergencies or accidents.

- In preparation for a tour, students should be given pre-tour training that includes a briefing on the geography, climate, hazardous location and risks zones in the proposed destination; a review of the code of environmental protection; emergency procedures; and basic first aid. Teachers should remind participants of the importance of safety precautions, team spirit, and discipline.

- The institution/department is required to obtain all permits mandated by the Higher Education Department of the State Government, from the Deputy Director of Collegiate Education, Kottayam.

- The institution/department should ensure that each student is medically fit to be

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part of the excursion tour.

- If the expedition involves camping, such sites should be free from hazards such as flooding, dangerous slope, falling rocks etc.
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to maintain constant contact with their parents/guardians in case of an emergency. This would also facilitate communication between students and their teachers during crises.

EMERGENCY CONTACT NUMBERS

College Office	0481 2566002
Information Centre	9446391943
Principal's Office	0481 2566002
Accident Care	1033
Local Police	100, 0481 2410100
Crime Stopper	1090
Vanitha Helpline	1091
Fire	101, 0481 2567444
Ambulance	102, 0481 2790025
Pink Police (Help Line)	1515
Child Line (Help Line)	1098
Cyber Cell	0481 2561304, 9497976002
Excise	0481 2583801

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Anti-Narcotic Cell	1090, 0481 2562304
Women Cell (Help Line)	1091, 181
Anti-Ragging (Help Line)	1800 180 5522

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21. RESEARCH POLICY

Introduction

CMS College Kottayam diligently promotes research among the students, scholars as well as faculty members by adopting notable methods and strategies. The Research Advisory Committee (RAC) is the apex body that integrates the specified functions of the following multiple committees:

- Finance & Infrastructure Committee
- Research Policy Committee
- Collaboration & Consultancy Committee
- Product Development and Commercialisation Committee
- Ethical Committee

The research policy instated by the college is comprised of Research Promotion Policy, Research Quality and Plagiarism Check Policy, Research Grant Policy, Research Ethics Policy, Research Consultancy Policy, and Research Collaboration Policy.

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21(a). Research Promotion Policy

The Research Promotion Policy of the college has devised eminent plans like giving numerous resources to the researchers to vitalize and upgrade their skills and abilities in order to conduct and produce outstanding research papers. The college constantly upgrades the infrastructure facilities and provides financial aid to assist the scholars in the smooth conduct of the research without any hindrances. The huge library of the college gives access to the materials required for carrying out the research effectively.

Principles of the Research Promotion Policy

-Encourage and support faculty in taking up challenging research and development problems to strengthen research culture.

-Endeavours to provide financial assistance to full-time scholars without any additional financial support or fellowships to ensure that they face no difficulties from the beginning to the end.

-Apply for the schemes and policies announced by the state as well as central organizations promoting research in order to enhance the research facilities on a quotidian basis.

-Faculty members are encouraged to apply for patents. They are moreover, given financial aid to proceed with the patent application.

-Possesses a treasure of services with regard to research in labs and centres for research, enabling both the students and teachers to easily access those amenities and services on a regular basis in a cost-effective manner.

- Both the faculties as well as the students are given opportunities to attend various seminars, workshops, and courses that are dealing with the nuances of research to help them expand their knowledge regarding research.

- Provide an opportunity to implement project-based learning so as to expose undergraduates to real-world problems and case studies.

-Faculty members are encouraged to conduct collaborative research with well-known institutions around the world and also to take up editorial duties.

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- Emphasizes research ethics and moral values while carrying out research through seminars and by using plagiarism-checking software like Turnitin which checks for the authenticity of the research papers.

-The Research Promotion Policy is always indulged in its efforts to upgrade the atmosphere for research and to motivate the students and faculty members to create eminent research outputs.

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21(b). Research Quality And Plagiarism Check Policy

Introduction

The Research Quality and Plagiarism Check Policy of the college ensures that every work or research conducted by everyone in the college is free from plagiarism.

General

1. UGC has recently issued guidelines on the above subject vide its gazette notification of 23 July 2018; whereas, assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Undergraduate, Post -Graduate, and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation, and publication of research papers, chapters in books, full-fledged books, and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the University.

2. The said guidelines necessitate that the College undertakes steps essential to enforce Academic integrity in the Academic work being done in the institution.

Definitions

3. The definitions as given in UGC regulations, shall apply. However, some important ones are reproduced below:

(a) "Academic Integrity" is the intellectual honesty in proposing, performing, and reporting any activity, which leads to the creation of intellectual property;

(b) "School Academic Integrity Panel" shall mean the body constituted at the school level to investigate allegations of plagiarism;

(c) "University Academic Integrity Panel" shall mean the body constituted at the University level to consider recommendations of the School academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the University level;

(d) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

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(e) "Script" includes a research paper, thesis, dissertation, chapters in books, full-fledged books, and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments/term papers/project reports/coursework/essays and answer scripts, etc.

(f) "Source" means the published primary and secondary material from any source whatsoever.

Scope of Policy

4. This policy and procedures thereto, aim to describe the steps instituted by the College to curbing academic dishonesty and research misconduct in the form of:

(a) Plagiarism: – Includes incorporating quotation(s) or paraphrasing from the work of another person (s) without acknowledgment and Copying or representing or submitting the work of another person as one's own.

(b) Cheating: Attempting to gain unfair advantage in an assessment by dishonest means and includes cheating in an examination, soliciting or receiving information, or providing information to, another student or any other unauthorized source through written and printed material, including electronic and digital sources and devices, with the intent to deceive while completing an examination.

(c) Misinterpretation of research and publication: Fabrication, falsification of research work, research publications as book chapters, journal articles, and/or conference publications. (d) Utilizing Previously submitted work: Submitting academic/research-related material that has been previously submitted in whole or in substantial part in another course, without prior and expressed consent of the mentor/ teacher.

5. The policy shall not only be applicable for Post- Graduate and Ph. D degree documents but may also be extended to the Undergraduate programs

Documents coming under Preview of Plagiarism Check/Exclusions and Levels

6. The documents shall include the research paper, thesis, dissertation, chapters in books, full-fledged books, and any other similar work, submitted for assessment/opinion leading to the

award of master and research-level degrees or publication in print or electronic media by students or faculty or researcher or staff of CMS College; however, this shall exclude assignments/ term papers/project reports/ coursework/essays and answer scripts, etc.

Levels of Plagiarism: would be quantified into the following levels in ascending order of severity for the purpose of its definition:

(a) Level 0: Similarities up to 10%

(b) Level 1: Similarities above 10% to 20%

(c) Level 2: Similarities above 20%

Plagiarism Norms in the submission of Ph. D thesis and P.G dissertation

(a) The maximum percentage of plagiarism to be waived in Ph. D thesis and P.G dissertations shall be 20% and below (Level 1)

(b) Similarities above 20% shall be asked to resubmit the manuscript

(c) Each student / Scholar shall put the original report on the percentage of plagiarism countersigned by the Supervising Teacher as the second page of their thesis (after the title page).

Plagiarism Norms in the case of Academic and Research Publications

(a) In the case of academic and research publications, the maximum percentage of similarity to be waived is up to 10% (Level 0).

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21(c). Research Grant Policy

Introduction

Apart from all the infrastructure facilities provided, the college also extends financial assistance to the faculties to promote research. The college has its Research Seed Money Grant **(R.E. Newton Research Grant)** to financially assist faculty members to promote and encourage them to take up more promising research assignments and attract external funding.

Objectives of Seed Money Grant Policy

- To instil a spirit of lifelong Teaching and Learning
- To promote professional and personal development through self-awareness
- To aid teachers in fulfilling their duties of providing valuable educational experiences to their students.
- To assist faculties who have the potential and competence to engage in various research themes.
- To create sustainability in research.
- To attract external funding through pilot projects.
- To motivate students to engage in research.

The purpose of the grant is to provide seed money to conduct research by the faculty members and thereby avail further research grants from government and non-government external agencies. The grant amount will be fixed on the basis of the proposals. Shortlisted proposals will be selected on the basis of the evaluation of a panel of referees appointed by the institution. The institution always makes sure that all deserving applicants receive the grant.

The Seed Grant Policy works with a set of aims to which new ones are added on a regular basis. It is solely concerned with the successful accomplishment of those objectives. The Policy aims to build a proper and more enhanced space for conducting research activities, to provide one on one guidance for research, etc. This enhanced environment attempts to support the faculty members. With the realisation that, apart from the financial aid distributed on behalf of the college, the grants and funds for research from the external funding agencies are crucial for better outputs, the

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policy aims to motivate the faculty members to organise projects, to check the quality of the proposals to augment its significance in an international level.

In addition to Seed Money for teachers aspiring to do research, the college provides various incentives with the prime motive of promoting rigorous research. As a part of causing a surge in the publication of research papers, the self-finance departments of the college augments the salary of the faculty members who publish their research papers. Awards are given to the students and faculties to honour them on the completion of their Ph.D. A certificate of appreciation is given to the research guides of the scholars who successfully complete their Ph.D. Moreover, innovation awards as well as lifetime achievement awards are distributed to promote research outputs. The Seed Money Grant Policy along with other financial support facilities aims to foster research among the students as well as the faculty members.

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21(d). Research Ethics Policy

Research carried out by paying proper heed to ethics is always nurtured and regarded as a valid one and therefore, ensuring ethics in research is an inescapable responsibility of every institution. Submission to the laws, norms, as well as morals in research, is irrevocable. Each student and teacher undertaking research is expected to follow a strict pattern of ethics to ensure that their research is qualified on moral grounds. The Research Ethics policy of the CMS College (Autonomous) Kottayam, takes crucial steps to exemplify the role of ethics in research by providing proper instructions and guidelines to the students and research guides. The Research Ethics Committee of the college performs as the apex body that deals with everything in connection to research based on ethics. The Research Ethics Policy of the college endeavors to promote research that pays strict attention to the laws. It is bound to make sure that the students and the research guides abide by the rules and maintain an expected decorum and fulfill their responsibilities in order to ensure that the basic human rights of every living being are respected and preserved.

Prior to the commencement of the research, every student and their guides are responsible for properly going through the rules as well as the laws connected to their specific research areas to make sure that they follow them while carrying out their research. Regardless of the research areas, the students are expected to follow the rules in cases like dealing with the personal data of others, conducting research using living beings, dealing with perilous substances in research etc. With the realization that maintaining ethics while conducting research helps in magnifying the morality of the students, The Research Ethics Policy lists the responsibilities and roles that are expected to be performed not only by the scholars but also by the research guides. The scholars are expected to respect the opinions and suggestions of their guides while carrying out their research. The guides are expected to create a friendly environment for the scholars so that they can clear their doubts and access the assistance of the guides without hindrances. The guides are also responsible for devising as well as fabricating the tasks with regard to research while also ensuring the impartial assigning of roles to the scholars. To clarify the doubts of the scholars,

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mentors have to expand and upgrade their knowledge on a regular basis on various research subjects. The scholars are expected to carry out their research with strong commitment, zeal, and perseverance. They also have to perform their responsibilities as a scholar by paying utmost importance to authenticity and truthfulness.

The Research Ethics Policy ensures that the scholars as well as their publications are free from all malpractices by constantly making the students aware of the strict punishments associated with the violation of laws and practices. The practice of taking credit for others' works and making their accomplishments one's own and even copying their research ideas and sentences in one's own research, namely plagiarism is regarded as a huge misconduct and is strictly prohibited. In addition to that, all practices of degrading, demeaning, teasing, and threatening others in a way of hurting their emotions are also regarded as strong malpractice. The research resources and materials have to be dealt with utmost care. The negligence as well as the improper use and waste of resources are all severe misconduct. The negligence in following ethics in research is never excused and is dealt with punishments therefore the scholars are expected to upgrade their knowledge regarding laws. The punishments for the misconduct are decided as per the gravity of it. Slight misconducts are usually handled through warnings and charging fines and benefits as well as the advantages given as a research scholar are taken away if needed. Unlike those punishments, severe misconducts are dealt with suspension and can go up to the expulsion of the person involved in the malpractice. The Research Ethics Committee of CMS College (Autonomous) Kottayam, is constantly taking measures to ensure ethics in research.

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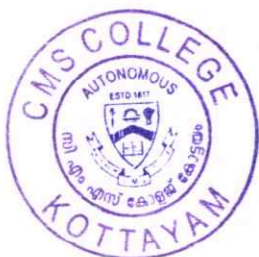UGC College with Potential for Excellence
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21(e). Research Consultancy Policy

CMS College Kottayam (Autonomous) is on a serious mission to create a better world through research, publications, and consultancy activities. The faculty members of the college have been rendering consultancy services to Industry, Corporate Business Units, NGOs, Media, and various other sectors in both remunerative and non-remunerative manner. They will thus have the privilege of consulting with both public and private entities, whether national or international. It is our belief that such activities would eventually contribute to the professional development and stature of the faculty member and that of the college as well. Eventually, these may also lead to innovations and protection of Intellectual Property (IP). The benefit from such collaboration may get enhanced through the professional expertise of the collaborators, and the establishment of long-lasting professional contacts, associations, and relationships.

Consultancy activity within CMS College Kottayam is often associated with other contractual relationships, including research, and service contracts. It is therefore the policy of CMS College to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities. This document draws policy guidelines with regard to the consultancy activities of faculty members.

2. Consultancy- Meaning and Scope

CMS College Kottayam (Autonomous) adopts the UGC definition of consultancy as:

"The provision of expert advice and work crucially depends on a high degree of intellectual input which is for commercial or non-commercial purpose and without the creation of new knowledge.

Consultancy may be carried out either by academic staff or by members of staff who are not on academic contracts such as senior university staff or administrative/ support staff hired for a short duration."

The college uses a broad definition of what constitutes consultancy. Its essential features are:

2.1.1 Consultancy is work of a professional nature, undertaken by college staff in their field of expertise, for clients outside the institution, for which some financial return is provided;

2.1.2 Unlike research, it does not have as a prime purpose of generation of new knowledge;

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2.1.3 Consultancy will produce some form of contracted output which may be partly or wholly owned by the client;

2.1.4 It tends to be governed by short-term contracts, making minimal use of college resources, and involves extra work for existing staff rather than the employment of new staff.

2.2 Excluded from the above definitions:

This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

2.2.1 Authorship of, or royalties from, the publication of books

2.2.2 External examiner duties

2.2.3 Lecture tours and conference presentations or attendance

2.2.4 Editorship of academic journals or the publication of academic articles

2.2.5 Professional arts performances

2.2.6 Any other research activities mentioned under the research and publication policy for which monetary incentives are applicable

2.2.7 Core teaching or teaching-related activities within the institution.

3. Eligibility

The policy permits eligible faculty members to offer their services on a consultancy basis for up to a maximum of 30 days in total through permitted routes in any 12-month period. Nominally 30 days may be interpreted as "30 working days or parts thereof" and does not include consulting done as part of core Faculty activity. However, it is recognised that working within the college environment sometimes may involve weekends or unusual patterns of work. Thus the interpretation of the 30-day rule shall lay with the management whose decision is final.

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4. Conflict of Interest

Faculty undertaking Consultancy activity must ensure that:

• The consultancy work does not create a conflict of interest with the Faculty member's regular work schedule in the college

• The work is marginal rather than core to the research programme of the Faculty

5. Income-Sharing Policy

• The income that the consultancy assignment brings in shall be divided among the faculty member and the College in the ratio of 60:40; or 80:20 depending on the contract between the College and the faculty member.

• This division shall be done after the administrative expenses have been deducted from the total remuneration.

• If a faculty member is instrumental in bringing in a program or assignment which the College allocates to another faculty member, then 5% of the total value of the assignment shall be paid to the faculty member who brought in the project.

• If the assignment comes through the College, then, 5% of the total value of the assignment shall be allocated to the College.

• In the case of an assignment where more than one faculty member is involved, there shall be a coordinator who either volunteers or is appointed by the Principal. The coordinator shall get 5% of the amount after deducting the administrative expenses

• If the coordinator is also involved in delivering the consultancy assignment, apart from his/her role as coordinator, he/she is eligible for his/her share of remuneration in addition to the amount that is distributed to the coordinator.

• All the members involved in the consulting assignment shall be equally compensated with the remaining amount.

• If a faculty member brings the assignment, and also coordinates it, he/she shall be eligible for 10% of the amount (5% for bringing the assignment and 5% for coordinating the activity)

• If it is a training assignment, where other faculty members are included, the amount shall be distributed as per workload, where the remuneration shall not be less than Rs. 3000/- per hour for

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junior faculty (less than 10 years of industry/academic experience), and Rs. 5000/- per hour for senior faculty. The College may, from time to time, revise these rates. Such an amount shall be counted as part of administrative expenses.

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21(f). Research Collaboration Policy

The robust research culture of CMS College Kottayam (Autonomous) prioritises and promotes collaboration with various government, non-government, industry, and community-based organisations at international, national, and local levels. The reciprocal sharing of knowledge, skill, expertise, and resources through such collaborative research engagements aims at enhancing quality and productivity resulting in the creation of new knowledge that benefits society. The research collaboration of the college is specifically focused on three distinct areas that are:

1. Academic and Research institutions
2. Industry and Corporate Sector
3. Community and Cultural field

Through collaborations, the college will work to preserve and increase access to funding and networks to undertake research, both small- and large-scale as well as to ensure that our research and education will spread far and wide. For that purpose, special initiatives are taken at the college level as well as department level to sign MoU with various institutes and companies to undertake research projects, conduct seminars, offer internships, provide skill training, offer placements, research publications, etc.

Objectives of Collaboration

-To improve mobility opportunities for students, and support the role of our staff and students in an interconnected world.

-To equip the students to be industry professionals through internships and training programmes.

-To raise the profile of research and teaching internationally.

-To capitalise and generate uncontested innovative ideas and outputs through strategic collaborative research.

-To promote cross-skilling through Inter-departmental, Intra-institutional, and industry partnerships.

-To take up social responsibility by sharing expertise with the community

-To inform, empower and mobilise alumni to become more involved in support of the College.

- To improve the breadth and depth of public engagement through events and programmes delivered through various collaborators.

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-To support and expand job opportunities for undergraduate and postgraduate students including internships and on-course opportunities to study, undertake research or gain work experience.

-To collaborate with various industries for the implementation of specific research projects as part of their corporate social responsibility activities.

Various ways in which collaboration work include:

- Conducting seminars and events
- Sponsoring research, doctoral research, or joint collaborations
- Offering internships to students during or on completion of the prescribed course
- Corporate Training
- Skill development certification programmes and Professional courses
- Instituting awards for students
- Offering consultancies to faculty, researchers, or students
- Offering market research projects
- Producing research publications
- Recruiting graduates of the College
- Funding projects through CSR
- 'Earn while you learn' programme
- Product-oriented research projects.

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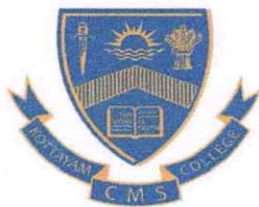UGC PARAMARSH Mentor College
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22. CONSULTANCY POLICY

Introduction

CMS College Kottayam (Autonomous) is an institution of repute offering undergraduate, postgraduate and doctoral programs. It is on a serious mission to create a better world through research, publications and consultancy activities. The faculty members of the college have been rendering consultancy services to Industry, Corporate Business Units, NGO's, Media and various other sectors in both remunerative and non-remunerative manner. They will thus have the privilege of consulting with both public and private entities, whether national or international. It is our belief that such activities would eventually contribute to the professional development and stature of the faculty member and that of the college as well. Eventually, these may also lead to innovations and protection of Intellectual Property (IP). The benefit from such collaboration may get enhanced through professional expertise of the collaborators, and establish long-lasting professional contacts, associations and relationships.

Consultancy activity within the CMS College Kottayam is often associated with other contractual relationships, including research, service contracts. It is therefore the policy of CMS College to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities. This document draws policy guidelines with regard to consultancy activities of faculty members.

Consultancy- Meaning and Scope

CMS College Kottayam (Autonomous) adopts the UGC definition of consultancy as:

"The provision of expert advice and work crucially depends on a high degree of intellectual input which is for commercial or non-commercial purpose and without the creation of new knowledge. Consultancy may be carried out either by academic staff or by members of staff who are not on academic contracts such as senior university staff or administrative/ support staff hired for a short duration."

The college uses a broad definition of what constitutes consultancy. Its essential features are:

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- Consultancy is work of a professional nature, undertaken by college staff in their field of expertise, for clients outside the institution, for which some financial return is provided;

- Unlike research, it does not have as a prime purpose of generation of new knowledge;

- Consultancy will produce some form of contracted output which may be partly or wholly owned by the client;

- It tends to be governed by short-term contracts, making minimal use of college resources and involves extra work for existing staff rather than the employment of new staff.

Excluded from the above definitions:

This policy does not apply to those activities, paid or unpaid, which are in furtherance of scholarship or general dissemination of knowledge, such as:

- Authorship of, or royalties from, the publication of books

- External examiner duties

- Lecture tours and conference presentations or attendance

- Editorship of academic journals or the publication of academic articles

- Professional arts performances

- Any other research activities mentioned under research and publication policy for which monetary incentives are applicable

- Core teaching or teaching related activities within the institution.

Eligibility

Policy permits eligible faculty members to offer their services on a consultancy basis for up to a maximum of 30 days in total through permitted routes in any 12-month period. Nominally 30 days may be interpreted as "30 working days or parts thereof" and does not include consulting done as part of core Faculty activity. However, it is recognised that working within the college environment sometimes may involve weekend or unusual patterns of work. Thus interpretation of the 30-day rule shall lay with the management whose decision is final.

Conflict of Interest

Faculty undertaking Consultancy activity must ensure that:

- The consultancy work does not create a conflict of interest with the Faculty member's regular work schedule in the college
- The work is marginal rather than core to the research programme of the Faculty

Income Sharing Policy

- The income that the consultancy assignment brings in shall be divided among the faculty member and the College in the ratio of 60:40; or 80:20 depending on the contract between the College and the faculty member.
- This division shall be done after the administrative expenses have been deducted from the total remuneration.
- If a faculty member is instrumental in bringing in a program or assignment which the College allocates to another faculty member, then 5% of the total value of the assignment shall be paid to the faculty member who brought in the project.
- If the assignment comes through the College, then, 5% of the total value of the assignment shall be allocated to the College.
- In the case of an assignment where more than one faculty member is involved, there shall be a coordinator who either volunteers or is appointed by the Principal. The coordinator shall get 5% of the amount after deducting the administrative expenses
- If the coordinator is also involved in delivering the consultancy assignment, apart from his/her role as coordinator, he/she is eligible for his/her share of remuneration in addition to the amount that is distributed to the coordinator.
- All the members involved in the consulting assignment shall be equally compensated with the remaining amount.
- If a faculty member brings the assignment, and also coordinates it, he/she shall be eligible for 10% of the amount (5% for bringing the assignment and 5% for coordinating the activity)

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- If it is a training assignment, where other faculty members are included, the amount shall be distributed as per workload, where the remuneration shall not be less than Rs. 3000/- per hour for junior faculty (less than 10 years of industry/academic experience), and Rs. 5000/- per hour for senior faculty. The College may, from time to time, revise these rates. Such an amount shall be counted as part of administrative expenses.

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23. FINANCE POLICY

The college's financial policy aims at the optimal use of financial resources to achieve its vision and mission.

Objectives

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

Scope of the policy

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

Resource mobilisation plan

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

Cash inflow

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

Cash outflow

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

Monitoring of policy

The implementation and regular monitoring of the resource mobilisation plan shall be done

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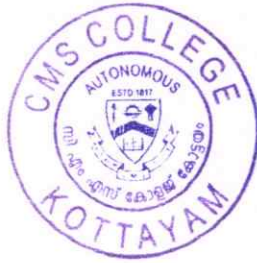UGC College with Potential for Excellence
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by principal and finance officers. Finance officer may check and approve daily payments. Any major rectification, if necessary, shall be done with the approval of the governing body.

Financial Sources of the institution

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

Optimum Utilisation of Funds

- Provided to meet infrastructural development of the college.
- Adequate funds shall be allocated to upgrade classrooms and introduction of innovative teaching- learning practices.
- Financial support shall be provided for providing training for students, teachers, non-teaching and supportive staff.
- Financial support for faculty for attending national and international conferences, workshops and seminars.
- Financial assistance in the name of seed money shall be provided for the faculties to encourage research.
- Scholarships and free-ships for eligible students.

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- Funds for development of sports and cultural activities at college level.
- Purchase of books and periodicals.
- Purchase of equipment.
- Funds and grants from government and non- government agencies shall be utilised by the faculty concerned strictly in accordance with the guidelines of the funding agency and institution.
- Transparency and accountability shall be ensured by conducting periodic audits.

Auditing of Funds

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

Statutory audit

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

Project fund audit

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

Utilisation certificate from the Auditor

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

Internal Audit

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

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24. INFRASTRUCTURE POLICY

CMS college is to put in place various standard operating procedures and policies which are aimed to provide a continuous and sustainable development of its facilities.

The Management council is to periodically review the policies and key actions towards the achievement of the College Vision and Mission, especially the attainment of its excellence in education.

The College Council is to forward the requirements of infrastructures to the main committees. These committees are to analyse the requirements and forward it to the Finance committee to prepare a budget. Funds allotted and works are frequently monitored through the periodic meetings of the committees.

The College Council, Staff/Heads Council and IQAC are also constantly analysing the requirements for improving the overall academic ambience of the College.

Procedures for maintaining and utilising physical, academic facilities:

A core team is to be constituted consisting of the Principal, Management Representative, Estate Manager, Department HODs, Teaching Staff secretary, Non-Teaching Staff secretary to directly take care of the classrooms, faculty rooms, administrative block, seminar halls, auditorium, hostels, gardens, laboratories, sports facilities, gymnasium etc. The procedures given below are to be adopted for maintaining and utilising physical, academic and support facilities:

a) Estate Manager takes care of all the civil work and the physical maintenance with sufficient approvals from the building committee.

b) Housekeeping and cleaning of premises/facilities are ensured under the supervision of staff-in-charge.

c) Seminar halls, auditorium, gymnasium are allotted based on a booking system.

d) Each department has its own trained and dedicated staff to maintain laboratory equipment under the guidance of a lab-in-charge faculty member. Sophisticated testing equipment are allotted based on a booking system. Annual maintenance contracts are in place with suppliers for the maintenance of laboratory equipment.

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e) Library committee functions to ensure the constant enrichment of the library collection at the Collins Library and improve optimal usage.

Laboratories

Given the diversity of laboratory operations, each laboratory policy is customised to suit the individual need of the discipline. All potential laboratory hazards are identified and proximity is warned against. All stages of an investigation, from design through completion, must consider safety as a guiding principle.

Procedures for maintaining and utilising IT facilities

A dedicated System Administrator for IT facilities is responsible for setting the standards and procedures for procurement, maintenance and upgradation of IT-infrastructure. It ensures legal and appropriate use of IT infrastructure on campus and lays down strategies for secure access of Network Resources. There are clear strategies for Backup of Server Data.

Procedures for maintaining and utilising sports facilities:

The sports equipment, gymnasium, playground and various courts are supervised and maintained by the Physical Education Department. The college has two dedicated faculty on rolls along with instructors and coaches for volleyball, wrestling, kabaddi and cricket. They are also facilitated with ground men who maintain and clean facilities and grounds. Ground levelling and other repairs are done annually during the summer vacation. The proper utilisation and maintenance of the Sports Infrastructure is the responsibility of the Faculty of the Physical Education Department. A Stock Register of the Sports equipment is kept in the department and an annual stock verification is performed. First aid kit is kept handy for meeting potential trauma.

Water and Waste Management

Policies are maintained and regularly modified for the proper management of water facilities and waste management.

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There are operative solid, liquid and waste management systems available on campus. Adequate dustbin facilities are available.

The college has a fully functional biogas plant and vermicomposting for biodegradable waste, and an incinerator for plastic and paper waste. Regular supervision of the estate manager helps to maintain them in an optimal working condition.

There are Reverse Osmosis (RO) water plants available for clean drinking water facilities and this is regularly monitored and maintained.

Hostel infrastructure

The responsibility of periodic repair of the hostel infrastructure is vested on the warden who informs the estate manager for resolution. For major infrastructural augmentation, the estate manager consults with the Principal and necessary steps are taken.

Bills are prepared, fees and refunds are managed by the estate manager's office at the Neve Square.. An admission register, complaint book and movement register is kept in the hostel office and entries are to be reviewed.

Canteen

The canteen is to be maintained by the college under the direct supervision of the Principal.

An efficient canteen committee oversees the requirements of the canteen.

The Home Science Department finalises the menu for each day.

The complaints regarding canteen maintenance can be registered in the infrastructure complaint book and regular supervision is done.

Solar and Electrical Power Maintenance

- The solar system is maintained by the electrical engineering department, which is functioning 24 x 7.
- Full- time Electricians and plumbers in each campus preview the maintenance of all electronic and electrical equipment such as lights, fans, AC, generators, UPS, lifts,

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intercoms, and batteries. These items are maintained monthly, and the condition or status of the equipment is entered in the Electrical Log book.

- Contractors are called in when there are major flaws, and the flaws are analysed, reports are submitted, and the flaws are corrected. In cases of replacement, quotations are called and purchases are made as per college policy. Reports of the same are submitted to the Director-Infrastructure on completion of work.

Procedures for maintaining and utilising other supporting facilities:

The Purchase committee: Subject to Government of Kerala's Stores Purchase Manual (G.O (P) No.3/2013/SPD, dated 21.06.2013); the purchase committee will collect and compile list of equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required throughout the year by the office and the departments. Afterwards they manage tendering procedures from the manufacturers, suppliers and dealers until the goods/equipment are delivered. The committee ensures the quality and standard of goods. In the event of disagreement in the Purchase Committee, the matter will be referred to the competent authority for final decision.

Building Committee: The building committee maintains the existing buildings and helps construct new buildings and the committee will arrange for maintenance of the college building, adopt schemes for renovation if and when necessary, select engineer / architect where technical expertise is required for execution, and supervise construction works if done departmentally.

IQAC: The Internal Quality Assurance Cell (IQAC) functions for improving overall quality of the institution. The cell takes care of special projects under grants such as UGC, Special Heritage, RUSA, DBT Star College, B. Voc, Autonomy etc. They also help teachers in matters of promotion through CAS, maintain IT policy etc.

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25. CODE OF ETHICS POLICY

CMS College (Autonomous), Kottayam, upholds high ethical standards in all dealings with students, parents, staff, the society and alumni. In order to formalise this commitment, the Board of Management has adopted the following Code of Ethics Policy. This Code of Ethics Policy does not summarise all of the institution's policies. Every stakeholder must also comply with all other policies set out in the Human Resource Policy, Handbook on Human Values, Professional Ethics and Code of Conduct and other policy documents, as appropriate.

Applicability and Scope

1) **Individual Responsibility:** As fellow-travellers of CMS College, Kottayam, each stakeholder is expected to adhere to the Code of Ethical Conduct and other applicable laws and regulations in all aspects of work. They are also responsible for educating themselves on these laws and regulations so they can apply them effectively. The administration, department heads, and others in supervisory positions are responsible for ensuring that their conduct complies with this Code. No one at CMS College, Kottayam, is authorised to instruct anyone to engage in any illegal activities under any circumstances.

2) **Confidentiality:** The College is entrusted with many kinds of private, confidential, and proprietary information regarding members of the college community, the institution, and its dealings. Those who have access to this information are obligated to maintain its confidentiality by not making unauthorised disclosures of it during or after employment.

3) **Honesty and Fairness:** The College expects its employees to be honest and fair in their relationships with others. Employees are expected to accept responsibility for their actions, report information accurately and work cooperatively with fellow employees and supervisors. Heads/Deans/Supervisors have a responsibility to set examples of honesty and fairness in their relationships with employees.

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

5) **Honesty and Fair Dealing.** CMS College aims to meet its goals honestly and fairly, and

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seeks advantages through superior performance, hard work, and intellectual skill. The college strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, officers, employees, and students and their families.

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

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

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

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

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

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

CMS College (Autonomous), Kottayam, is a non-profit organisation. As a non-profit, the institution receives donations from a wide variety of individuals, alumni, benefactors, corporations, and foundations. All personnel in the institution have a responsibility to use such funds prudently, ethically, and for the purposes for which they are designated. In order to honour donors' intentions, and to protect the institution's not-for-profit status, employees and student organisations using student activity fees and/or profits from institution-related student-operated business may not:

- Make donations with institution funds or assets to other non-profit and/or charitable organisations;

- Use college funds (from budgets, student fee allocations, "profits" from college-sponsored, and student-operated businesses) for fund-raising purposes for other non-profits/charities.

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

9) **Consequences of Violations of CMS College Policies.** Everyone at CMS College is responsible for ensuring that his/her own conduct and the conduct of anyone reporting to anyone fully comply with this Code and with the institution's policies and code of conduct. Violations will result in the taking of appropriate disciplinary action as per the

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rules/laws of the institution/University/Department of Education/Government/UGC. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff, as the case may be. Conduct representing a violation of this Code may, in some circumstances, also subject one to civil or criminal charges and penalties.

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

GENERAL RULES OF DISCIPLINE

1. The students are deemed to have accepted the rules and regulations of the college once they are

   enrolled. Students are expected to obey the following rules:

2. Work in the college begins every morning, with a prayer recited on the public address system.

3. Students are to remain standing wherever they are and participate silently in the prayer.

4. Students should attend classes with regularity and punctuality.

5. Students are required to wear formal dress which reflects professional standards of modesty.

6. Students are to refrain from causing disturbance to anyone inside the classroom or on the campus.

7. Students are expected to be in their seats before the teacher enters the classroom and during free hours they may make use of the Reading Rooms in the General Library.

8. Every Student shall handle college property with care. He/she shall keep the classroom clean and tidy.

9. Students found guilty of writing or making marks on the walls of any building of the college or causing damages to college property shall be severely punished. Loss caused by damage to furniture, implements and equipment belonging to the college will be made

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good by imposing collective or individual fines on all the students. Waste paper should be deposited in the bins provided for the purpose.

10. Students are not allowed (without the prior written permission from the Principal or the concerned HOD):

    a. Social functions in the campus (including birthday celebrations) should be in a civilised manner.

    b. All sorts of political activities are banned in the college. Students are forbidden to take membership in any student organisation of a political nature. Nor are they permitted, within the campus, to lead or partake in any act of propaganda or activity called for by such organisations.

    c. To enter the class rooms and exam halls with mobile phones.

    d. Smoking, drinking alcohol, ragging, eve teasing, using abusive language and other anti-social activities are strictly prohibited.

11. Any notification published on the college website or notice signed/countersigned by the Principal and published on the College Notice Board shall be considered as having been brought to the notice of the college community.

12. Photo identity cards will be issued to all students in the college. Every student is expected to wear it in the College. A student who is unable to produce his ID card on demand shall be reprimanded and fined.

13. Any student who, in the opinion of the Principal, is likely to have an unwholesome influence on others in the campus will have to face disciplinary action.

14. The authority of the Principal in matters of discipline is final

15. Any questions or issues not covered by the foregoing rules shall be decided by the Principal.

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26 ALUMNI RELATIONS POLICY

As one of the oldest colleges in the country CMS College has a rich pool of talented alumni which contributes to the progress of the college by sharing their rich experiences, skills, ideas, time and loyalty with the alma mater. From the Silicon Valley in the United States to the health care system in the United Kingdom and to the top level and middle level management systems in the GCC, CMS College Alumni have left their mark across the five continents. Our rich alumni include people from academia, civil services, industry, art and literature, politics, theology, health care, judiciary, media and sports.

- CMS College is to maintain a constant relationship with the Alumni at all times.
- CMS Alumni chapters function in various parts of the world. Constant communication with these chapters are maintained by the Alumni office functioning in the college.
- The alumni meet (Vidyasouhrudham) is to be conducted annually on the 26th of January, where the alumni general body meeting is convened and major decisions are taken in consultation with the governing council and the principal.
- The Alumni Association is to elect its office bearers in a regular and transparent manner, in accordance with the constitution of the alumni association.
- Alumni relations are to be utilised in order to institute scholarships and endowments for deserving students.
- Alumni are to be made part of the decision making process of the institution by including representatives in major committees of the college.
- Subject experts from the alumni are to be selected to occupy positions in the Board of Studies of different departments.
- Members of the alumni who occupy key positions in various industries are consulted in matters of placement opportunities of the students and in matters of career guidance.
- Alumni funding must be recorded by the finance committee and the utilisation must be in consultation with the governing council of the college. The income and expense particulars must be presented before the alumni on a regular basis.

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- The utilisation of the alumni funds must be done in accordance with the governmental and university statutes.

- The major events and activities of the college are to be informed to the members of the alumni through various social media platforms in addition to the college website.

- The college must ensure disbursement of major alumni scholarships such as the cash prize for the best outgoing students, which amount to 1 lakh rupees each, and the US Chapter scholarship, without a lapse.

- In emergency situations, like in the midst of a pandemic, the college must make use of the alumni relations to provide for the students, essential requirements for the smooth conduct of classes.

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27. OUTCOME BASED EDUCATION (OBE) POLICY

Introduction

CMS College (Autonomous) adopted Outcome Based Education (OBE) to ensure student-centric learning. Outcome Based Education is a student-centric instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program by stating the knowledge, skill and behaviour a graduate is expected to attain upon completion of a programme. In OBE, the educational outcomes are clearly and definitely specified. It determines the curriculum content and its organisation, courses offered, teaching methods and strategies and the assessment processes.

The outcomes are considered in OBE Processes such as Course Outcomes (CO), Program Specific Outcomes (PSO), Graduate Program Outcomes (GPO), and Program Educational Objectives (PEO).

Programme Educational Objectives (PEOs)

PEO refers to specific goals consistent with the institution's mission and vision that are responsive to the expressed interest of programme stakeholders, in particular the requirements of professional bodies. PEOs describe the expected achievements of graduates in their career and professional life a few years after graduation.

Graduate Programme Outcomes (GPOs)

GPO refers to the statements that describe what students are expected to know and be able to perform or attain by the time of graduation. These relate to the skills, knowledge, and behaviour that students acquire through the programme. It is vital for teachers and students to visualise the relevance of GPOs in achieving the overarching PEOs of their programme.

Program Specific Outcomes (PSOs)

Program Specific Outcomes are the statements that assert what the graduates of a specific programme should do and what they are able to do.

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Course Outcomes (COs)

Course Outcome is a statement that describes what students are expected to know and be able to perform or attain upon completion of a course. Each CO contributes to the achievement of PO via curriculum design, course delivery and assessment tasks that are most appropriate to attain that CO.

Outcome Based Curriculum

- Outcome-based education is to approach the curriculum design based on the competencies students should demonstrate at the end of their educational program.
- The outcomes or competencies are to dictate the curriculum content and organisation, the teaching methods and strategies, the course offered, the educational environment and the assessment strategies.
- All curriculum and teaching decisions are to be made based on how best to facilitate the desired final outcome.

Outcome Based Teaching and Learning

- Outcome-based Teaching and Learning (OBTL) is to be a student-centred education approach where the programmes intended learning outcomes are explicitly defined for students to achieve.
- Teaching and learning activities are to be carefully designed to facilitate students to achieve these outcomes.
- The success of OBTL is to be based on evidence from the assessment results and student learning experience.
- Periodic reviews of evidence should lead to continuous improvement of programme quality.

Assessment of Outcome

- The course outcomes are stated in the syllabus of each course. Any allied academic activity is also expected to have outcomes.

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- If the outcomes are not defined for any course or allied academic activity, the faculty member is expected to discuss the same with the HOD immediately.
- The assessment of Outcomes is to be based on the Outcome Based Education Manual of CMS College. The metrics are to be obtained and analysed based on the prescribed format.

Outcomes of the Programme

- Through the implementation of Outcome-Based Education, student enrolment and pass percentage should increase progressively.
- An improvement in students' progression to higher studies from UG to PG and also in placement of students is expected through the implementation of this programme.
- Programme Educational Objectives are to be assessed after several years of their graduation. Feedbacks from the student, the employer and parents are to be collected and analysed.

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28. ASSESSMENT AND EVALUATION POLICY

CMS College Kottayam (Autonomous) is required, as an institution of higher education, to give the utmost importance to the assessment and evaluation process. The various decision-making bodies of the institution work in tandem to construct and enforce the policies related to evaluation and assessment. The evaluation process is conducted in a transparent and systematic manner, adhering to the UGC regulations and university statutes. Assessment and evaluation process are carried out at two levels:

1) Student Evaluation and Assessment

2) Evaluation and Assessment of Faculty Members

1)   Student Evaluation and Assessment

Student Evaluation and assessment are conducted through diversified processes. Formal examination methods are used along with informal methods such as mentor-mentee programmes are utilised for assessing each student in a regular and continuous manner.

System of Examinations

Under Graduate Programmes Examinations

- The evaluation of each course shall contain two parts:

(i) In-Semester Assessment (ISA)

(ii) End-Semester Assessment (ESA)

- The ISA to ESA ratio shall be 1:4.

- There shall be a maximum of 20 marks for ISA and 80 marks for ESA.

- In-Semester Assessment is done by continuous assessment.

- The End-Semester theory examination of all courses shall be conducted at the end of each semester.

Postgraduate Programmes Examinations

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- The evaluation scheme for each course shall contain two parts:

a) In-Semester Assessment (ISA)

b) End-Semester Assessment (ESA)

- The proportion of ISA to ESA will be 1:3.

- The marks secured for each course shall be converted as grades.

- The grades for different semesters and overall programme are assigned based on the corresponding semester grade point average and CMS College Kottayam (Autonomous) cumulative grade point average respectively.

- A separate minimum of 40% is mandatory for both ISA and ESA to pass for every course.

In-Semester Assessment

In semester Assessment contains different components of evaluation, such as, attendance, assignments, seminars, viva, in-semester examination, etc.

In-semester examination.

i.   Retest is allowed only for students who were not able to attend the examination due to medical reasons, or because s/he was representing the college in sports, cultural or academic programmes.

ii.   Retest is not allowed for failed candidates.

End-Semester Assessment

End semester assessment is conducted as Theory Examinations, Practical Examinations and Viva.

End-Semester Examination:

i.Notice should be issued 20 days prior to the date of commencement of examination.

ii.Students are required to register for all course taken during the semester.

iii.Only students with 75% attendance on the 80th working day is permitted to attend the examination.

iv.Students with 65-75% may apply for condonation (to a maximum of 2 times per duration of

    the course.)

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v.Students not having minimum marks for the in-semester assessment shall not be permitted to

appear for the end-semester examination.

vi.No student will be allowed to enter the examination without a valid hall ticket.

vii.Students having special needs are to be allowed to have scribes, concurring with the policy of the college and the university statutes.

Valuation of Examination Papers

i.The college follows a double valuation system.

ii.Domestic valuation is to be conducted by the faculty of the college.

iii.External valuation is to be done by subject experts from other institutions.

iv.If the difference in valuation is under 20%, the average valuation is taken as the final mark.

v.If the difference in valuation is over 20%, a third valuation is conducted.

vi.The students are provided with the provision of scrutiny, revaluation, expert valuation and special supplementary on payment of the respective fees.

Publication of Results

i.After the tabulation and consolidation of the marks, the result is analysed and approved by the Pass Board constituted by the Controller of Examinations.

ii.This is then approved by the Examination Committee of the College.

iii.Finally, the governing council approves the results and the results are published.

Grievance Redressal Mechanism

In order to address the grievance of students regarding In-Semester assessment, a two-level

Grievance Redressal mechanism is established.

1. **Department Level**: The Department cell consists of the HOD (Chairman), Department Coordinator (Member secretary) and Course teacher in charge (Member). If the grievance is not redressed at the Department level, the student shall report the grievance to the College Level Grievance Redressal Cell.

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2. College level: The College level grievances is handled by the Office of the Controller of Examinations.

The redressal of grievances of students regarding End-Semester assessment is entrusted with the Office of the Controller of Examinations.

Attendance Regulation

• Students having a minimum of 75% average attendance for all the courses can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the College on medical grounds.

• Duty Leave attendance may be granted to students for the days of absence, on the production of participation/attendance certificates, within one week, from the teacher in charge of the activity. This is limited to a maximum of 10 days per semester for students who are members of the NSS/NCC/College union and 4 days per semester for students who are members in Value added Programmes. This benefit shall be considered for In-Semester assessment also.

• In no case, the total duty leave availed by a student in a semester shall exceed 10 days.

• Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

Promotion to the next Semester

• Those students who possess the required minimum attendance and have registered for the End Semester Examination during an academic semester are promoted to the next semester.

• Those students who possess the required minimum attendance and progress during an academic semester and could not register for the semester examination are permitted to apply for Notional Registration, to enable them to get promoted to the next semester.

Examination Committee

The examination process in the College is monitored and managed by the Examination Committee. The Principal, who is also the Chief Examination Controller, is in charge of

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the Committee. The other members include the Controller of Examinations, Chief Superintendent of Examinations, IQAC Director, and Deputy Controllers of Examinations.

Office of the Controller of Examinations

The Office of the Controller of Examinations is comprised of the Controller of Examinations, Deputy Controllers of Examinations and other ministerial staff

2) Evaluation and Assessment of Faculty Members

The performance of faculty members is evaluated periodically using mechanisms that include self-appraisal, feedback provided by students, and a performance-based appraisal system.

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29. CAREER GUIDANCE AND PLACEMENT POLICY

The Career Guidance and placement policy offers customised support to help the students to find and pursue their career goals. The Career guidance and placement cell of CMS College is fully equipped to render all the necessary support, guidance and assistance to students through programmes such as outreach, assessment, counselling, curriculum, program and job placement, follow-up, consultation, referral. Arrangements for Pre-Placement Talks, Written Tests, Interviews and Group Discussions are made as per the requirements of the recruiting companies. The focus is on developing new strategies to attract the best from the industry to our campus. The Career Guidance Cell operates round the year to attract reputed firms and industrial establishments.

Objectives

- To maximise the potential of students as well as to help develop and build employability skills across a range of sectors to be acquired by potential recruiters.
- To organise events and workshops on a wide range of career-related topics, run by employers and career advisors
- To conduct exclusive skills programmes for students to help them identify their skills, strength, preferences and motivations.
- To coordinate and encourage students to participate in the recruitment process of potential recruiters.
- To complement this process, workshops and invited talks by industry experts and corporate managers are arranged to provide students better knowledge about the industry.
- To give intensive career-oriented training to students to achieve specific competencies such as self-appraisal, decision making, goal setting, and career planning.
- To create awareness among students regarding available career options and help them in identifying their career objectives.
- To help the students to plan their careers by developing skills and job-search strategies required to achieve their career objectives.

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- To identify potential employers and act as a bridge between students, alumni and employers.
- To take feedback from industry and provide inputs for the curriculum.
- To arrange Industrial visits for various departments.

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30. CORPORATE AND INDUSTRY COLLABORATION POLICY

The collaboration policy will maintain and enhance strong institutional links through collaboration with various international, national and local institutions and organisations. We will work to preserve and increase access to funding and networks to undertake our research with collaborations, both small- and large-scale. By enhancing the public engagement, knowledge exchange and innovation culture of the College, we aim to ensure that our research and education will spread far and wide. For that purpose, the College will work in partnership with public, private, voluntary and commercial organisations, and our alumni. The collaboration policy of the college specifies collaboration in three distinct areas that are:

1. Academic and Research institutions
2. Industry and Corporate Sector
3. Community and Cultural field

The College is deeply linked with various industries and has a corporate link with various institutions, companies, banks, and government organisations. In order to bridge the gap between academics and the industry, each department has collaborated with the respective industries and has signed MoU with various companies to undertake projects, conduct seminars, offer internships, provide skill training, offer placements etc.

Objectives of Collaboration

-To improve mobility opportunities for students, and support the role of our staff and students in an interconnected world.

-To equip the students to be industry professionals through internships and training programmes.

- To be incorporated with CSR projects of various organisations

-To raise the profile of research and teaching internationally.

-To capitalise and generate uncontested innovative ideas and outputs through strategic collaborative research.

-To promote cross-skilling through Inter-departmental, Intra-institutional, and industry partnerships.

-To take up social responsibility by sharing expertise with the community

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-To inform, empower and mobilise alumni to become more involved in support of the College.

- To improve the breadth and depth of public engagement through events and programmes delivered through various collaborators.

-To support and expand job opportunities for undergraduate and postgraduate students including internships and on-course opportunities to study, undertake research or gain work experience.

-To collaborate with various industries for the implementation of specific research projects as part of their corporate social responsibility activities.

Various ways in which collaboration work include:

- Conducting seminars and events

- Sponsoring research, doctoral research, or joint collaborations

- Offering internships to students during or on completion of the prescribed course

- Conducting industry awareness programmes, industrial visits etc.

- Corporate Training
- Skill development certification programmes and Professional courses
- Instituting awards for students
- Offering consultancies to faculty, researchers, or students

- Offering market research projects
- Producing research publications
- Recruiting graduates of the College
- Funding projects through CSR
- 'Earn while you learn' programme
- Product-oriented research projects.

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31. HEALTH AND FITNESS POLICY

This Policy has been developed in compliance with the food management policy and student support policy to manage the impact of a student's health and welfare on themselves and others and upon their ability to successfully complete the course of study. Fitness policy is not restricted to physical health but can be informal or formal and may be triggered by welfare issues or academic study issues that need to be resolved. The policy is inclusive of strategies related to the improvement of physical health, mental health, psychological health, and behavioural, emotional and social questions arising out of the ordinary incidents of life as a student. Fitness as a means of study support is provided by the College to ensure a learning environment where educational objectives are a core element of being a student. This policy also ensures the wellness of faculty and other staff, impacting their health, safety and welfare. The College recognises that individual members of staff may experience difficulties in their personal lives or in their employment circumstances which can affect their ability to carry out their work. Thus, wellbeing programmes are designed for students and staff

Principles

- To promote health through improving access for all the stakeholders to healthy and culturally appropriate food and physical activity.
- To ensure that the health, safety and welfare of all students are safeguarded, and that the best possible assistance is given to those who need additional support.
- To promote healthy eating practices by ensuring that nutritious and ethnic food is served in the campus with a complete ban on junk food.
- To conduct regular awareness programmes and other fitness practices like yoga.
- To customise support for each student after thorough investigation and to formally monitor the student's progress for a specified period of time with an action plan agreed with the student. Mentor- Mentee programme is one such initiative.
- To bring in experts to handhold the students to attain experts in the particular field like the Walk With Scholar programme.

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- To recommend that special academic arrangements, that is reasonable adjustments in the form of a Student Support Plan, be put in place, specifying the nature of the same and the responsibility for their provision.

- To continuously monitor whether the conditions have been met and/or can be met on a sustained basis so that it is appropriate for the student to successfully complete the programme.

An **MoU is signed with Caritas hospital** to cater to the medical requirements of the staff and students. The medical support includes immediate medical care for emergency cases, and monetary concessions for the underprivileged.

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32. FOOD MANAGEMENT POLICY

CMS College has a centralised management system in place to cater to the food requirements of the entire campus including the stakeholders and the visitors. The Centralised kitchen is an initiative committed to supporting and sharing sustainable food practices throughout the College strictly adhering to the FSSAI's large-scale effort to transform the country's food system in order to ensure safe, healthy and sustainable food through the 'Eat Right India' movement. At the budding stage, the College attained sustainability in preparing food to serve the entire campus including the visitors and the three hostels. The food served in the centralised canteen is prepared under hygienic conditions which is more energy efficient and makes waste disposal an easier task. Procuring unadulterated raw materials that meet the international standards are purchased, stored and preserved under the supervision of the Home Science Department. Producing raw materials through organic farming is an ongoing sustainability practice in the campus.

Through various green and eco-friendly initiatives the campus engages the student community in organic farming practices to instil in them a sense of community. The mulch from the dry leaves compost is used as organic manure to grow vegetables and fruits over an area of approximately one acre. Seasonal fruits and vegetables are grown in the campus and harvested promoting crop rotation. Campus farms would allow students to participate in the implementation of intelligent, practical solutions that have real impact on sustainability.

Principles

- Use an externally verified certification scheme to assess the sustainability credentials of the food offered at the College canteen.
- The Centralised kitchen at the canteen to meet the food requirements of the entire campus along with the hostels in serving healthy traditional food and completely discarding the junk food culture.
- We encourage and support our NSS and various department teams to develop their own edible gardens across the campus.

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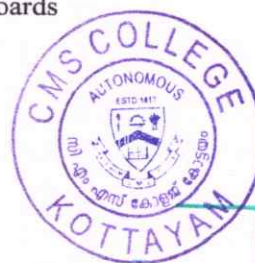UGC Special Heritage Status
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- We promote from garden to plate food culture among students and other stakeholders of the College.

- To promote the "Eat Right India" Movement with the tagline 'Sahi Bhojan. Behtar Jeevan'.

- To provide a place where students could come and volunteer in growing organic vegetables and fruits to broaden the understanding of organic production.

- Hands-on experience in organic farming along with curriculum inclusion to enhance environmental education.

- Getting organically procured raw materials to prepare food under hygienic conditions.

- Using a food safety management system to prepare and serve quality food.

- Complying with Food Safety legislation in the canteen and the hostels too.

- To supply food at subsidised rates to economically backward students as well as hostel students.

- The composting system uses leftover food and kitchen scrap to be used in turn for organic farming.

- Water used for cooking to undergo filtering and regular testing.

- Raw ingredients must be procured only from the vegetable garden or from reliable vendors.

- Proper audit to be conducted and inspection of food and premises of the canteen.

Food Safety is ensured by:

- Regular testing of food and water

- Inspection of kitchen and dining premises

- Inspection of kitchen surfaces, equipment, cutting boards

- Proper pest and insect control measures

- Proper garbage disposal

- Health check-up of food handlers

- Provision of soap for hand-washing

- Gloves and headgear for food handlers

- Lack of quality cleanliness and sanitation agents

- Employ trained staff aware of personal hygiene standards

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33. STUDENT SUPPORT POLICY

The institution is committed to provide thorough support for the students in academic, financial, mental and physical needs. This is to be ensured through various strategies envisioned by the college. Various mechanisms of the institution are to function in tandem to ensure the following.

Academic Support Strategies

- To support each individual student through mentor-mentee programmes, by which, to deliver an effective, reliable mentoring system that motivates students to excel in both academic and non-academic fields.

- To conduct competency building programmes like academic programmes (Seminars/workshop/guest lecture/conference and Advanced and Slow learner based supportive actions), linguistic development programmes and competitive exam coaching (JRF/NET/JAM...)

- To identify students who require additional academic support and provide remedial classes for these students.

- To introduce vocational courses that would enhance the career possibilities of especially academically backward students.

- To provide free coaching classes for competitive examinations for students from backward sections of the society.

- To support students in need, in cases of career development, through the activities of the placement cell.

- Regular national and international seminars/workshops/conferences/colloquiums are to be conducted in order to make the students aware of and participate in the contemporary intellectual deliberations.

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Financial Support Strategies

- The institution is to ensure that students who are admitted on merit shall not discontinue their studies due to financial constraints.

- To ensure that students who are admitted on merit shall not discontinue their studies due to financial constraints.

- Fee waiver is availed to financially disadvantaged students.

- Scholarships are provided to the academically meritorious students.

- Scholarships/Freeships are provided to the students who excel in Fine arts and other co-curricular and extracurricular activities at interzone/university/national/international level.

- The college website and online notifications are to be employed to inform the students on upcoming scholarships and the Scholarship Cell supports the students in availing the specific scholarships earmarked for specific groups of students.

- In addition, the college is to collaborate with alumni, retired faculty and non-government agencies to institute scholarships, freeships, endowments, grants and stipends.

- To introduce internship programmes that provide an opportunity for students to earn while they learn.

- Create awareness among students about governmental grants and scholarships and ensure the receipt of these scholarships and grants for the deserving students.

- The college is to institute a cash award for the best outgoing students of every academic year for those who have excelled academically or achieved global or national recognition.

Mental Support Strategies

- To ensure the mental health of the staff and students full-time counsellors are to be appointed, conducting regular counselling sessions.

- The counselling centre is to function on a regular basis making its services available to the students and staff who need individual counselling and care.

- Mental health awareness programmes, lectures, workshops and activities are to be conducted under the leadership of NSS, NCC and Women's Studies Centre.

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- No type of mental harassment is to be tolerated and is required to be brought to the notice of the Internals Complaints Committee (ICC)

Physical Support Strategies

- The physical education department encourages students to participate in sports and games to ensure development of physical attributes of the students.

- Scholarships/Freeships are provided to the students who excel in Sports at interzone/ university/national/international level.

- Yoga training sessions are to be arranged by the NSS and NCC to support students in their holistic development.

- Self-defence workshops are to be arranged on a regular basis to equip students, especially girl students, to deal with untoward emergency situations.

- Health and medical awareness programmes, for girl students, are to be conducted related to menstrual hygiene and lifestyle diseases like anaemia and reproductive and sexual health.

- The institution is to ensure safety measures to protect the health of the staff and students in situations of an epidemic or pandemic outbreak, adhering to the orders by the public health authorities.

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