



# HR POLICY



## INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO M.G UNIVERSITY, KOTTAYAM, ESTD: 2002)

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# HR POLICY

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# HR POLICY

## A GLIMPSE OF THE COLLEGE

Indira Gandhi College of Arts and Science is a first grade Post Graduate institution of higher education established in the year 2002 at Nellikuzhy about 5 KM from Kothamangalam –The Educational Hub of Kerala. The institute offers 17 UG and 10 PG programmes in arts, science, commerce, and management. The College is approved by the Govt. of Kerala and affiliated with Mahatma Gandhi University, Kottayam. The institution is certified with ISO 9001:2015. It is founded & managed by the Indira Gandhi Memorial Trust. The Trust also owns and manages 13 educational institutions including Indira Gandhi Institute of Dental Sciences, Indira Gandhi Institute Engineering and technology, Indira Gandhi College of Paramedical Science etc.

## OUR VISION

To be a leading institution that provides quality education, prioritizing the holistic development of students to equip them with academic excellence and virtues essential for becoming global professionals and valuable citizens of the nation.

## OUR MISSION

Our mission is to provide a transformative education that empowers students to reach their highest potential. We are committed to:

- Delivering a rigorous and comprehensive curriculum that fosters intellectual growth and critical thinking.
- Promoting social responsibility and community engagement through service learning and extracurricular activities.
- Upholding ethical standards and integrity in all endeavors.
- Encouraging innovative research and development to address real-world challenges.
- Fostering a diverse and inclusive environment that respects and celebrates differences.

Specific goals and objectives that will help achieve our vision and mission.

# HR POLICY

## GOALS

1. **Academic Excellence:**  
Enhance the quality of education and academic programs.
2. **Community Engagement:**  
Strengthen ties with the local and global community through partnerships and outreach programs.
3. **Ethical Leadership:**  
Instill strong ethical values and leadership skills in students.
4. **Research and Innovation:**  
Promote cutting-edge research and innovation.
5. **Inclusive Environment:**  
Cultivate a diverse and inclusive campus culture.

## OBJECTIVES

1. **Academic Excellence:**  
Develop and update curriculum regularly to meet industry standards.  
Recruit and retain high-quality faculty and staff.  
Provide continuous professional development for educators.
2. **Community Engagement:**  
Establish community service programs and partnerships with local organizations.  
Encourage student participation in volunteer and outreach activities.  
Organize events and workshops to address community needs.
3. **Ethical Leadership:**  
Integrate ethics courses and workshops into the curriculum.  
Encourage participation in leadership programs and clubs.  
Recognize and reward ethical behavior and leadership.
4. **Research and Innovation:**  
Increase funding and resources for research initiatives.  
Foster collaborations with industry and academic institutions.  
Support student-led research projects and innovation competitions.
5. **Inclusive Environment:**  
Implement policies and practices that promote diversity and inclusion.  
Provide support services for underrepresented groups.  
Organize cultural awareness programs and events.

# HR POLICY

## ACADEMIC & ADMINISTRATIVE WINGS

### THE MANAGING COMMITTEE

The Managing Committee of the institution is the pinnacle body of the college which abides as per the MG University Rules with policy making, setting framework for implementation of the proposed goals and finalizing the strategic plan.

### THE COLLEGE COUNCIL

The College Council consists of the Principal, Vice Principal, IQAC Coordinator and all Heads of the Departments . The Principal will be the Chairman of the Council. It is a body to advise the Principal in all internal affairs of the Institute. The council will meet as often as necessary, at least once in a month.

### IQAC

The Institute has an Internal Quality Assurance Cell (IQAC) to ensure and monitor the quality and standards of its operations. The IQAC serves as a vigilant guardian, overseeing all activities and assessing the performance of each unit. Wherever necessary, it provides recommendations for corrective measures. The IQAC is chaired by the Principal and comprises of 12 members from the teaching staff , who are nominated by the Principal.

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## APPOINTMENTS, PROMOTION, AND SERVICE RULES

### APPOINTING AUTHORITY

The Management is the competent authority for appointing employees, based on recommendations from the selection board. The Selection Board includes the Principal, Head of the Department, and a management Representative. The management will issue appointment orders. All staff appointments at the college must be approved by the governing body, either through the chairman or an authorized representative. Appointment orders are issued to selected candidates, who must then submit a joining letter.

### PROBATION

Upon initial appointment, employees will be on probation for six months, extendable by up to one year if needed; during this period, they may be terminated with three months' notice or salary in lieu of notice. Upon successful completion of probation, teachers receive a written confirmation, but those deemed unsuitable by the Management Committee may be discharged based on annual performance evaluations. Teachers must fulfill their duties and report to the Principal and Head of Department, adhering to the institution's rules and regulations.

### DUTIES OF TEACHERS

- 1. Designing and Delivering Lessons:** Teachers will create lesson plans, develop content, and deliver engaging lectures.
- 2. Assessing Student Performance:** Teachers are responsible for assigning home conducting assessments, and grading tests.
- 3. Creating a Safe and Enriching Environment:** Teachers will foster a positive classroom atmosphere, encourage student participation, and promote critical thinking and creativity.
- 4. Supervising Projects and Field Trips:** Teachers will oversee student projects to ensure they meet academic goals and organize field trips to enhance practical learning experiences.
- 5. Implementing Administrative Decisions:** Teachers will carry out the decisions of relevant administrative and academic bodies.



# HR POLICY

## WORKLOAD

The teacher's workload will be determined according to the guidelines set by the UGC and Mahatma Gandhi University, with assignments made by the Head of the Department and Principal in accordance with these norms.

## MAINTENANCE OF RECORDS OF ACADEMIC WORK

Records shall be maintained by the teacher regarding the number of working hours engaged by him/her. Such records shall be made available for inspection by the principal.

## PERFORMANCE APPRASIAL

The performance appraisal will cover teaching, research, and extracurricular activities. Teachers must complete a self-appraisal form and submit it to the Principal at the end of each academic year. Evaluations will be based on feedback from students, the Head of the Department, the Principal, and the management.

## QUALIFICATION

The qualifications required for each position will be determined by the Management Committee in accordance with the regulations set forth by the University Grants Commission (UGC) and the University. These qualifications may be updated periodically to reflect current standards and regulations.



# HR POLICY

## PAY AND OTHER BENEFITS

### FIXATION OF PAY

The Management sets each employee's salary at the time of appointment based on their experience and additional qualifications.

### SALARY INCREMENT

Annual salary increments are provided to staff members who complete at least one year of continuous service. Eligible staff members also receive benefits from the Employees' Provident Fund and ESI in accordance with government rules.

### STAFF WELFARE FUND

The Management allocates a staff welfare fund annually for staff development, staff tours, faculty development programs (FDP), and other related activities.

### TERMINATION

1. **Termination of Service:** The management reserves the right to terminate the service of any faculty member or staff by providing a one-month notice.
2. **Resignation Notice:** If an employee wishes to resign after their confirmation, they are required to provide written notice to the management. It is preferable that this notice be given at the end of a semester.

### RESIDENTIAL ACCOMMODATION

Hostel accommodation is available for male and female faculty members, if needed

### SALARY PAYMENT

Salaries are paid monthly, with regular staff members receiving their salary through their bank accounts by the 5th day of the following month. Staff must submit their bank account number and PAN card to the Accounts Section upon joining. Deductions for Provident Fund, ESI, TDS, and Professional tax are applicable each financial year.

## LEAVE POLICY

### 1. Casual Leave Requests:

Employees may request casual leave under the direction of the Principal. Other types of leave be granted by the Managing Committee based on eligibility.

### 2. Attendance Recording:

All staff members must record their attendance using the auto attendance system. Failure to do so upon entering or leaving the institution will result in being marked absent.

### 3. Casual Leave Entitlement:

**Teaching Staff:** Entitled to 15 days of casual leave per calendar year.

**Non-Teaching Staff:** Entitled to 12 days of casual leave and 12 days of sick leave annually.

### 4. Leave Application Process:

Leave requests must be submitted on official forms obtained from department heads.

Forms should be forwarded to the Principal.

Leave requests require approval at least two days prior to the leave date, except in emergencies.

### 5. Paid Leave for PhD Coursework:

Faculty members pursuing a PhD for their coursework are eligible for paid leave.

### 6. Leave on Official Duty (LOD):

Requires prior sanction from the Principal.

Submission of a duty certificate is mandatory.

Holidays occurring during LOD will be counted as unpaid unless otherwise specified.

## CODES OF CONDUCT

### CODE OF CONDUCT FOR THE PRINCIPAL

- **Uphold Moral Standards:** Maintain the moral standards expected of the faculty.
- **Daily Management:** Oversee the day-to-day management of the institution.
- **Implement Measures:** Consistently implement innovative and suitable measures to achieve the college's vision and goals.
- **Initiate Development Projects:** Start development initiatives in line with management policies.
- **Preserve Academic Environment:** Ensure and enhance the intellectual environment of the college, promoting research and academic excellence.
- **Supervise Administration:** Oversee, clarify, and instruct the institution's administration and take corrective actions as necessary.
- **Maintain Discipline:** Uphold institutional discipline and work effectively with non-teaching staff, personnel, and students.
- **Ensure Equal Treatment:** Provide equal and unbiased treatment to all campus members and ensure equitable opportunities for students.
- **Improve Financial Stability and Infrastructure:** Work towards enhancing the college's financial stability and infrastructure.
- **Approve Scholarships and Funding:** Approve new scholarships and funding for extracurricular and academic activities.
- **Authorize Departmental Programs:** Ensure that any departmental programs are approved before execution.
- **Report and Address Misconduct:** Immediately report incidents of sexual harassment, POCSO, sexual abuse, and violence against scheduled castes and tribes, and file official complaints with the relevant authorities.
- **Act on Cell Reports:** Take prompt action based on reports from the Women's Cell and Grievance Redressal Cell.
- **Promote Collaborative Responsibility:** Encourage a sense of collaborative responsibility among all college personnel and students.

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## CODE OF CONDUCT FOR THE TEACHERS

- **Probationary Period:** The appointment is subject to a 6-month probationary period starting from the date of joining.
- **Notice Period for Resignation:** Teachers must give at least one month's notice, preferably at the end of a semester, if they decide to resign during or after the probationary period.
- **Verification of Certificates:** Present original copies of all educational certificates for verification upon joining.
- **Leave of Absence:** Announce any leave of absence in advance unless it's an emergency. Submit a leave application to the Principal before taking leave.
- **Unapproved Leave:** Leave taken without prior notice or extending beyond the approved period will be considered as leave without pay.
- **Working Hours:** Standard working hours are from 09:30 am to 4:00 pm, Monday to Friday, with potential for flexible scheduling for special programs.
- **Self-Appraisal and Feedback:** Annual self-appraisal and feedback collection from students and the Head of the Department will influence continuation of service.
- **Availability:** Be available as required by the organization, with working hours subject to scheduling based on institutional needs.
- **Adherence to Standards:** Execute responsibilities with diligence and passion, maintaining the moral and intellectual standards set by the college administration.
- **Professional Development:** Continuously enhance knowledge, skills, and professional tools to effectively perform duties.

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- **Respectful Conduct:** Maintain respect and decency in interactions with authorities, colleagues, and students.
- **No Unauthorized Termination:** Cannot terminate others or cease duties without reason or prior approval from management.
- **Anti-Institutional Activities:** Refrain from engaging in or supporting organized anti-institutional activities or harmful behaviors.
- **Gifts and Money:** It is forbidden for teachers to request or receive presents or money from students, parents, or business associates, either directly or indirectly.
- **Adherence to Rules:** Strictly follow the institute's norms and regulations, which may be periodically updated.
- **Performance and Behavior:** Immediate termination will occur if a teacher displays subpar performance, behavior, or commits infractions.
- **Diligence and Respect:** Perform duties with diligence, loyalty, and respect towards management and authorities.
- **Accountability:** Teachers are accountable to the Principal for academic matters and to both the Principal and administrator for financial and administrative issues.
- **Confidentiality:** Maintain confidentiality of college information and do not disparage the staff or organization during or after employment.
- **Service Allocation:** Teachers may be assigned to any area of the college and involved in college activities.
- **Advancement and Skills:** Chances for advancement are based on the ability to accomplish tasks and participate in college events; skills in various areas like the computer lab, library, and events are recommended.
- **Engagement:** Actively engage in the institution's activities and collaborate with its objectives.

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- **Salary Payment:** Salary will be transferred to the bank account by the 5th of each month.
- **Receipt of Rules:** Teachers will receive the Service Rules and Code of Conduct upon joining.
- **Grounds for Termination:** Employment can be terminated for professional incompleteness, infractions of the code of conduct, willful neglect of responsibilities, failing to perform assigned duties, disobedience, opposition to the establishment, violation of moral principles, and non-adherence to exit regulations.
- **Syllabus Completion:** Ensure that the course syllabus is completed within the time allotted by the Head of Department and Principal and that the subjects overseen yield satisfactory outcomes.
- **Mentorship:** Lead, support, and motivate students in the teaching-learning process as a mentor.
- **Guidance Compliance:** Follow the Principal and Head of Department's guidance on attendance, assignments, and internal exams.
- **Documentation:** Submit teaching plans, log books, class registers, and mentor-mentee records as instructed by the Principal.
- **Campus Presence:** Remain on campus until the conclusion of college hours.
- **Casual Leave:** Eligible for 15 days of casual leave per year.
- **Protests and Strikes:** Participation in protests, strikes, or criticism of the college administration or its policies is prohibited.
- **No Incitement:** Avoid agitating or inciting students or staff against the college management.
- **Avoid Disruptions:** Refrain from actions that disrupt the college's daily schedule or curriculum

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## CODE OF CONDUCT FOR THE NON-TEACHING STAFF

- **Cooperation:** Non-teaching staff must cooperate with the administrator and follow the principal's directions.
- **Formalistic Environment:** They should work to maintain the college's formalistic environment through their assigned tasks.
- **Sub-delegation:** Sub-delegating responsibilities is not permitted without the principal's prior approval.
- **Premises Policy:** Leaving the college premises during working hours requires the principal's approval.
- **Rules Adherence:** Staff must fully comply with the college's rules and regulations.
- **Decency and Civility:** They are required to treat students, staff, and coworkers with decency and civility.
- **Decorum:** Non-teaching staff must maintain the decorum of the college grounds, displaying civility, truthfulness, self-control, equity, and justice.
- **Responsibility:** They are accountable for the tasks assigned to them.
- **Document Privacy:** Staff must protect the privacy of documents in their office.
- **Grievances:** Any grievances related to divisional operations should be directed to the Administrator.
- **Stock Register:** Staff in department laboratories must maintain a stock register for all items and equipment and are responsible for these items and documents.
- **Damage Tracking:** Non-teaching staff should keep track of any items damaged by students.
- **Prohibition of Intoxicants and Bribery:** Consumption of alcohol, intoxicants, and acceptance of bribes are prohibited; staff is expected to be morally upright.
- **File Delays:** Deliberate delays of files will result in strict action.



# HR POLICY

## CODE OF BEHAVIOR FOR THE STUDENTS

To ensure a respectful, productive, and harmonious academic environment, we expect all students to adhere to the following code of conduct:

### 1. General Behaviour

- Conduct yourself with grace, decency, and politeness at all times. Our college values a family-like atmosphere, which thrives on friendly interactions, peaceful coexistence, and respect for all individuals. Avoid any actions that disrupt this environment.

### 2. Campus Etiquette

- Wear the prescribed college uniform consistently.
- Use English as the medium of communication on campus.

### 3. Daily Routine

- Begin your day with the 10:00 am prayer song and conclude with the 4:00 pm National Anthem. Stand and participate respectfully in both.
- Be in your classroom before the second bell at 9:50 am.

### 4. Classroom Conduct

- Do not enter or exit a classroom without the instructor's permission. Entry into faculty rooms is allowed only with prior authorization.
- During class hours, refrain from lingering in the canteen, hallways, verandas, stairwells, or porticos.

### 5. Academic Integrity

- Maintain honesty in tests and assignments. Avoid plagiarism, factual misrepresentation, and accessing unauthorized or inappropriate content online.
- Actively engage in college-related activities.

### 6. College Associations

- Join one or more college associations to participate in cooperative learning and extracurricular activities. Refer to the handbook for association details and staff contacts.

### 7. Behavioural Expectations

- Avoid whistling, howling, or yelling in the auditorium or classrooms.
- Adhere to strict discipline during college sessions. Irregular attendance, disrespect toward teachers, neglect of assignments, lack of interest in learning, or offensive behaviour may lead to expulsion.

### 8. Disciplinary Actions

- Violations of the code may result in fines, suspension, denial of attendance, withholding of term certificates, forfeiture of educational benefits and scholarships, issuance of a Transfer Certificate (TC), or other actions deemed appropriate by the Principal.
- Discuss personal or academic issues with your class teacher and use the Grievance Box or Grievance Redressal Cell for complaints.

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## 9. Property and Environment

- Handle college assets such as library books, lab equipment, and furniture with care. Use classroom lights, fans, and water judiciously.
- Maintain cleanliness in classrooms and on campus. Avoid defacing college property, and you will be liable for any damage. Noncompliance may result in disciplinary action.

## 10. Campus Conduct

- Assist in maintaining a clean campus by using dustbins and avoiding littering. The use or possession of alcohol, drugs, tobacco, or similar substances is prohibited. Participation in political, social, communal, or anti-national activities is strictly forbidden and will lead to severe penalties.

## 11. Events and External Participation

- Do not organize, attend, or participate in events, strikes, or agitations sponsored by student organizations or political parties without proper authorization. Unauthorized posting on notice boards or distributing materials requires Principal approval.

## 12. Access and Activities

- The campus is monitored by CCTV. Obtain permission from the Principal, Head of Department, or relevant class teacher to organize functions or invite outsiders. Access to buildings after regular hours also requires Principal approval.

## 13. Study Tours and Picnics

- Participation in study tours and picnics is mandatory. Submit applications for exemptions to the Principal well in advance. Consumption of alcohol, smoking, or other intoxicating substances during trips is strictly prohibited.

## 14. Relationships and Misconduct

- Foster healthy and inclusive relationships. Report any relationship affecting academic performance or the college's reputation. The Principal has authority over student behaviour both on and off campus, including serious misconduct affecting the college's reputation.

## 15. Political Activity and Campus Vehicles

- Political activity on campus is prohibited, and vehicles are not allowed entry. Students facing criminal charges or suspension may not return to campus without Principal approval.

## 16 Principal's Authority

- The Principal's decisions regarding student behaviour are final and binding.

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## **PERSONAL APPEARANCE AND DRESS CODE**

**Students are required to wear the college uniform during special classes and on all working days. On specific occasions, they may wear color dresses with prior approval from the principal. It is expected that all students dress neatly, modestly, decently, and with dignity, adhering to rigorous modesty standards.**

## **IDENTITY CARDS**

**Identity cards are mandatory for students to wear at all times. Payments, certificate issuance, mark lists, and other transactions will only be processed upon presentation of the identity card.**

# HR POLICY

## ATTENDANCE AND LEAVE

### 1. Attendance Requirement:

Students must attend all classes as per the academic timetable.

### 2. Attendance Recording:

A common attendance register is kept, with attendance recorded at the beginning of each hour.

Only the first five minutes of the hour are designated for attendance. Arriving after this time results in being marked absent.

### 3. Teacher Responsibilities:

Teachers mark attendance in an individual register and in Embase software for each course or subject subject during every class period.

Internal assessment marks are awarded based on attendance.

Students with irregular attendance will be reported to the principal.

### 4. Absence Classification:

Missing one hour during either the forenoon or afternoon session is considered a half-day absence.

### 5. Permission for Absence:

Students must obtain the teacher's permission in advance to miss a class.

Authorization from the principal is required for absences longer than one class or for leaving the college campus.

### 6. Minimum Attendance Requirement:

A minimum of 75% attendance is required throughout the semester.

Students with less than 75% attendance are not permitted to take university exams.

### 7. Principal's Discretion:

The principal may excuse absences up to 10 % per semester if the attendance rate is at least 65%.

This leniency applies for a maximum of two semesters. Students not excused must repeat the course with the next batch.

### 8. Consequences for Unauthorized Absences:

Missing ten consecutive working days without permission may result in removal from the register.

Casual leave is allowed for up to ten days per year, with a maximum of seven consecutive days, including weekends

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- 9. Medical Leave:** Students absent due to illness for three days or more must provide a medical certificate. This will be considered medical leave.
- 10. Leave Without Supporting Certificate:** Missing ten consecutive working days or two weeks without leave and not providing a supporting certificate will result in removal from the rolls.
- 11. Other Duties (OD) Leave:** Students deputed for other duties may receive attendance benefits by completing the relevant OD form, getting it countersigned by the responsible professor, and submitting it to their faculty in charge.
- Separate applications must be submitted for each day of absence; failure to do so will result in being marked absent.
- 12. Attendance for College Functions:** Attendance during practice sessions for college functions held during class hours is granted only with the principal's express consent.

## GRIEVANCE REDRESSAL POLICY

### 1. Grievance Redressal Committee:

The college has a Grievance Redressal Committee led by the Principal.

The committee is responsible for investigating and assessing the validity of student complaints, including harassment cases.

### 2. Department Level:

Relevant Heads of Departments (HoDs) facilitate grievance redressal at the department level.

### 3. Filing a Grievance:

Complaints should be filed truthfully.

### 4. Ways to File a Grievance:

**In-Person:** File a grievance directly with the department head.

**Grievance Redressal Cell:** Submit a grievance to the head of the Grievance Redressal Cell.

### 5. Written Note:

Leave a written complaint in the Suggestion Box located in the Main Block, addressed to the officer in charge

## OBJECTIVE:

### 1. Maintain College Honor:

Ensure a conflict-free environment within the college.

Encourage and promote cordial and pleasant interactions between students and teachers.

### 2. Encourage Open Communication:

Foster an environment where students feel comfortable voicing their complaints and issues freely and honestly without fear of victimization.

### 3. Facilitate Anonymous Feedback:

Provide a Suggestion/Complaint Box in front of the Main Block for students to submit written complaints and suggestions for improving administrative and academic processes.

### 4. Promote Understanding and Respect:

Ensure that students have a comprehensive understanding of their peers, teachers, and college administration.

Encourage staff members to be kind and avoid any form of cruelty towards students.

### 5. Encourage Respectful Conduct:

Promote respect for the rights and dignity of all individuals.

Encourage students to exercise restraint and patience during conflicts.

### 6. Prohibit and Address Harassment:

Enforce a strict prohibition against any form of harassment both inside and outside the college.

Strongly recommend immediate reporting of any violations related to ragging and discipline to the principal.

## EXAMINATIONS POLICY

Each course's evaluation plan is based on both internal and external exams.

### INTERNAL EXAMINATIONS

The Internal Examination Cell (IEC) provides direction and oversight for the institute's internal examinations. Each academic year begins with an IEC meeting where decisions are made regarding the timing and manner of internal tests in addition to establishing the standards for assessments. Internal exams account for 20% of each course's total grade. Two internal assessments are carried out each semester: one in the midst of the term and one right before the university exams at the end of the term. It comprises of two written exams, attendance in class, assignments, a voice exam, and seminars. Periodic internal examinations and class tests will be held. Unauthorized absences from such assessments and examinations will result in serious consequences.

### EXTERNAL EXAMINATIONS

The University administers the external test at the conclusion of each semester. 80% of the entire grade for each subject is awarded for university exams, which have theory, practical, and viva voice components.

### INTERNAL EVALUATION

With regard to internal evaluation, the institution has a clear policy and is dedicated to offering students a range of internal assessments that monitor, gauge, and guarantee quality. The college utilizes a variety of assessment techniques in addition to university examinations to guarantee uniformity in the quality requirements.

- The design of internal evaluation cells for it to be impartial, transparent, genuine, dependable, and fair to all pupils.
- To provide a fair evaluation of students' abilities and accomplishments and to assist their advancement, the assessment needs to be thorough and comprehensive.
- The evaluation process needs to generate accurate, dependable, and consistent outcomes quickly. There should be internal exams and model exams before the university exams.
- The college administers a two-stage preparatory exam before the university exams.
- In order to ensure performance parity, valuable answer sheets are promptly returned to students, and face-to-face interactions between the concerned teachers, students, and parents ensure effective intervention.
- Periodically, supplements, class tests, surprise tests, and modular assignments are administered. Offers lectures and homework to make sure students are actively engaged in the educational process
- Creative approaches should also be used for work-based evaluation, formative and summative assessments, and functional skill evaluation in addition to the methods mentioned above.



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- To guarantee that students and assessors can readily perceive and comprehend it, the internal evaluation system as a whole is routinely examined.
- Without exception, participation in the internal evaluation is required of all students. Parents of students who would like to request a re-examination should come to the college and make the necessary application.

## INTERNAL EVALUATION

- There will be frequent class exams and internal examinations; internal assessments are given twice a semester, once in the middle of the semester and once before the university examinations. In the event of an absence from such exams and examinations without prior notification, serious notice will be taken.
- Each exam requires students to sign the attendance sheet.
- When attending the exam, students need to bring their hall ticket, college uniform, and their college identity card.
- It is recommended that students store their personal goods outside the test hall. Examiners cannot be held responsible for any misplaced items.
- The examination room should be completely silent and under CCTV Surveillance.
- It is completely forbidden for students to share exam-related items with others in the examination hall.
- Students are only permitted to carry what is allowed according to the test requirements.

## E- GOVERNANCE POLICY.

E-Governance, or "Electronic Governance," employs information and communication technologies (ICT) such as Wide Area Networks, the Internet, and Mobile computing to enhance governance. It leverages ICT to transform data and information exchange into a more efficient, effective, transparent, and accountable process.

The major benefits of using ICT include;

1. **Quick Data Availability:** Enables rapid access to data and information.
2. **Increased Productivity:** Enhances the efficiency and output of tasks and processes.
3. **Improved Search Functionality:** Facilitates more effective and efficient searching of data and information.
4. **Minimal Human Resources:** Reduces the need for extensive human intervention through automation.
5. **Controlled Accessibility:** Allows for regulated access to information and resources.
6. **Improved Quality:** Enhances the accuracy and quality of information and processes.
7. **Time-Saving and Profitable:** Saves time and increases profitability by streamlining operations.
8. **Improved Consistency:** Ensures uniformity and consistency in data and process execution.
9. **Efficient Predictability:** Enhances the ability to forecast and predict outcomes more accurately.
10. **Cloud-Based Data Storage:** Provides scalable and accessible storage solutions via the cloud.

## OBJECTIVES

1. **Implement E-Governance:**
  - Make e-governance available throughout every part of the institute.
2. **Promote Smart Classrooms and Centralized Library:**
  - Develop and support smart classrooms.
  - Enhance the functionality of a centralized library.
3. **Enhance Administrative Functionality:**
  - Improve the efficiency and effectiveness of administrative operations.
4. **Establish Wi-Fi Campus:**
  - Provide comprehensive Wi-Fi coverage across the campus.
5. **Create a Consistent Website:**
  - Develop a consistent and reliable website to record and display the overall workings of the campus.
6. **Promote Active Social Media Presence:**
  - Utilize social media platforms, including Instagram and WhatsApp groups, to unify and engage every department within the institute.
7. **Global Promotion of Vision and Mission:**
  - Promote the institution's vision and mission on a global scale.

# HR POLICY

## Management Information System (MIS) Implementation:

### 1. Adopt Enterprise Resource Planning (ERP) Software Solutions:

- Use **EMBASE PRO SUIT** and **FORESIGHT SOFTWARE** for managing both scholastic and operational needs.

### 2. Online Registration:

- Improve the simplicity and speed of registration compared to traditional paper methods.
- Maintain an accessible and up-to-date student database, including addresses, mobile numbers, and email IDs.

### 3. Student Progress Tracking:

- Facilitate tracking of student progress and status by each staff member.
- Ensure the student database is updated annually.

### 4. Online Study Groups and Remedial Classes:

- Form online study groups for students needing additional support.
- Provide adequate online remedial classes.

### 5. Library Facilities:

- Utilize barcodes for efficient entry and book lending in the library.
- Update the library collection yearly and add new books as needed for each department.
- Implement and use a **Library Management System (LMS)**.
- Utilize digital library services and online learning resources such as **DELNET** and **N-LIST**.

### 6. Funding and Resource Maintenance:

- Allocate a budget for e-governance maintenance every financial year.
- Coordinate the use of this budget strictly under the Principal's supervision.
- Upgrade resources such as projectors, computers, Wi-Fi facilities, and lab instruments based on requirements.

## MAINTENANCE AND UTILISATION POLICY

A well-maintained college infrastructure is crucial for creating a positive learning environment and ensuring the efficient operation of facilities. The college maintenance policy outlines the methods, procedures, and responsibilities involved in the upkeep and maintenance of the college's infrastructure, including buildings, classrooms, laboratories, grounds, equipment, and other assets. Classrooms and lecture halls are kept well-ventilated and are equipped with suitable tables, chairs, whiteboards, ceiling fans, and LED lamps to ensure a comfortable and effective learning space.

### Infrastructure maintenance and management.

1. **Supervision:**
  - The administrative officer is responsible for overseeing all infrastructure maintenance activities.
2. **Civil Team Responsibilities:**
  - The Civil Team will implement all maintenance and development activities as per the requirements submitted by the administrative officer.
  - They are responsible for executing necessary civil work to support infrastructure upkeep and improvements
3. **Power Supply:**
  - A generator is installed on campus to ensure a continuous power supply.
  - The generator must be serviced and maintained regularly to ensure optimal performance.
4. **Water Facilities:**
  - Water purifiers and packaged water are installed throughout the campus.
  - These facilities will be periodically inspected to ensure they provide adequately filtered and safe drinking water.
5. **Routine Maintenance:**
  - The technician in charge, under the supervision of the civil team, will perform routine maintenance according to a set maintenance schedule.
  - All maintenance activities will be recorded in the maintenance register.
6. **Maintenance Review:**
  - At the end of each semester, the administrative officer and the civil team will review the completed maintenance work to ensure it meets required standards.
7. **Laboratory System Maintenance:**
  - System maintenance in laboratories will be carried out based on recognized needs and demands.
8. **UPS, Computer, and IT-Related Maintenance:**
  - Annual Maintenance Contracts (AMC): UPS and computers will be maintained under AMC for consistent and reliable performance.
  - AMC Coverage: The AMC includes regular servicing and prompt repair of any issues.

# HR POLICY

**System Administrator Oversight:** The system administrator will monitor and manage all IT-related maintenance.

## 9. Regular Inspections:

- Regular inspections will be conducted by civil team and administrative officer to assess the condition of buildings, classrooms, labs, libraries, sports facilities, and other campus areas.
- Inspections will identify necessary maintenance tasks, safety concerns, and areas requiring improvement.

## 10. Cleaning:

- Cleaning personnel will be responsible for maintaining campus cleanliness on a daily basis.

## LABORATORY MAINTENANCE

Each lab is managed by a faculty member, with aid from lab assistants. They are in charge of keeping the labs' instruments and consumable supplies stocked. The head of the department notifies the administrator if any maintenance is required for the labs or lab equipment. Following clearance from the principal, personnel from the relevant company perform the necessary repairs.

## CLASS ROOM MAINTENANCE

The classrooms are well-decorated, with desks and benches neatly organized. Faculty members clean the whiteboards after each session, and an attendant uses water to clean them every evening. Housekeeping staff are responsible for cleaning the classrooms daily. Students are instructed to dispose of waste properly in the trash containers. If there are electrical issues with fans, tube lights, furniture, or whiteboards, the student representative should report them to the class in charge. The class in charge will verify the issue with the Head of Department (HOD), who will record it in the maintenance register. The Civil Team will then rectify the issue. Additionally, students are responsible for turning off lights and fans before leaving the classroom.

# HR POLICY

## LIBRARY MAINTENANCE

The campus library ensures that its book selection meets the different requirements and interests of the academic community, encouraging intellectual curiosity and promoting study. It has digital indexes and catalogs, subscriptions to magazines and newspapers, offers internet access, digital resources, and plenty of study space. The library features stacks and a reference section. Newspapers are disposed of once a year based on the date they were purchased. Furthermore, old books, journals, and magazines are taken care of to prevent deterioration. A fire extinguisher is available at the library as a precautionary measure in the event of a fire. Staff and student opinions are collected on a regular basis to help enhance the library. The log of student entry and book lending is digitalized to avoid hassle. An experienced librarian and other library staff are present at all times. Along with lending books, each class is given specific study hours in the library to encourage reading.

## ELECTRICALS AND OTHER MAINTENANCE

The in-house electrician/plumber maintains the electrical or plumbing systems and resolves minor issues. Major works are carried out following estimating calculations and require Administrative Officer and the principal's consent. The college has high-speed internet connections. CCTV cameras are installed in crucial spots across the college to protect the safety of both staff and students. Periodic maintenance and services for the college's CCTV and internet infrastructure are done. As part of its general development, the college provides a variety of sports facilities, which are supervised by the Physical Education Department. The maintenance of these sporting facilities comprises operations such as leveling the fields, establishing cricket pitches, etc. An adequate parking facility is given to both students and faculty members.

## REMEDIAL POLICY

**INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE, we is committed to the academic success of all our students. Recognizing that some students may need additional support to achieve their academic goals, we have established a comprehensive remedial education policy.**

**The purpose of our remedial education policy is to provide targeted support to students who demonstrate challenges in core subjects, ensuring they are prepared to undertake college-level coursework.**

**The college has implemented numerous remedial policies to enhance the well-being of its students. The Slow Learners and Advanced Learners program is a remedial initiative designed to assist teachers and students in identifying those who require additional learning support. Accordingly, the proposed guidelines were submitted to the staff council for perusal and ratification.**

**At the beginning of each academic year, the Principal organizes a staff meeting where he provides guidelines to the staff regarding various academic activities to be carried out throughout the session. One of these activities is the implementation of the bridge course at the start of this session. As a tentative timetable is announced at the beginning of the session, the Head of Department (HOD) in each department holds a meeting with their faculty members to determine the strategy for implementing the bridge course. The guidelines after final approval are:**

- **All departments are advised to conduct either post admission tests or class tests based on the basic concepts of each discipline.**
- **Delineate the students as advanced, average, and slow learners according to the scores of the test.**
- **Provide remedial classes compulsorily to all students below 50% scores and to those students with genuine interest. Familiarize the basics of each discipline according to the syllabus for bridge courses and remedial courses. Give clarifications and remedial coaching for the topics in each semester to the beneficiaries.**
- **Advanced learners are encouraged to pursue higher goals and are provided with additional support. They receive extra inputs and guidance to enhance their career planning and growth, including special coaching for higher-level competitive examinations.**
- **The department and individual teachers provide proper guidance and support to the slow learners to help them in their academic progress.**
- **Bilingual explanations and discussions are provided to the slow learners after class hours to enhance their understanding.**
- **Slow learners are motivated to engage in various clubs to increase their involvement in the academic activities of the department.**
- **Group assignments and projects are given to the slow learners.**
- **The students are encouraged to participate in value-added course content beyond the syllabus programs.**
- **Students are encouraged to enroll their names in MOOC courses.**



# HR POLICY

- **Meritorious students are annually honored with prizes and certificates through the Academic Excellence Award. These awards are presented by distinguished individuals as recognition of their outstanding academic achievements.**
- **Advanced learners should be provided the opportunity to represent the college in National and State level intercollegiate competitions.**

## RESERVATION POLICY

**INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE** adheres to the reservation policy in accordance with the guidance provided by the government of Kerala and the Mahatma Gandhi University of Kottayam for admissions to different programs. Our college holds a strong commitment to supporting economically disadvantaged, socially underprivileged, and needy students.

Enclosed here with a comprehensive reservation policy outlining the specific details.

### ADMISSION PROCEDURE

#### 1. Centralized Admission Process:

**Mahatma Gandhi University (MG University) has implemented a centralized admission for undergraduate and postgraduate programs at its affiliated colleges.**

#### 2. Online Registration:

**Online registration through the MG University website is compulsory for both UG and PG admissions.**

#### 3. Admission Guidelines:

**Admissions are conducted in accordance with the guidelines set by MG University.**

#### 4. Application Procedure:

**Candidates are required to apply online through the MG University single window system before the specified deadline**

#### 5. Management Quota Admission:

**For admission under the management quota, candidates must complete the college application form online and submit the required certificates along with the application.**

#### 6. Allotment Card:

**All candidates must present an allotment card during the admission process.**

#### 7. Interview Attendance:

**Candidates who fail to report for the interview on the designated day mentioned in the allotment memo will not be eligible for admission**

#### 8. Finalization of Admission:

**Admission will be finalized after the interview, which must be attended by the parent or guardian.**

# HR POLICY

Candidates seeking admission to UG/PG Programme should produce the following documents at the time of the interview.

- **Application form**
- **Admit card (For merit seat only)**
- **Registration form-college copy**
- **Mandatory Fee Challan**
- **Qualifying certificates: SSLC/+2/Higher Secondary/Degree (Original+3 copies) TC from the institution last attended**
- **Conduct certificate from the head of the institution last attended**
- **Migration certificate (for CBSE/ other than Kerala HSE)**
- **Recent passport size photograph -3 copies**
- **Community/Income certificate (For Merit Reservation Seat**
- **Certificates for NSS, NCC, Arts, Sports and certificates providing physical abilities, if any (original+ copy)**

## SCHOLARSHIP POLICY

Education has become increasingly expensive compared to the past, leading many students to abandon their studies due to a lack of financial support. To assist such students, the management offers scholarships to help them achieve their educational goals. Since educational loans involve lengthy procedures, formalities, and repayment, some students may not be able to access them. The institution provides scholarships to selected students based on academic merit and financial need, allowing them to pursue education they might not otherwise afford and alleviating the burden of debt.

The institution has established a scholarship committee comprising the Principal, Vice Principal, General Manager, Administrative Officer, Management representative and three senior staff members as conveners. Scholarships are awarded based on academic performance (exam marks) and the financial capacity of the students. The scholarship policy is designed to offer one scholarship, reduction in tuition fees, or tuition fee waivers to meritorious and economically disadvantaged students in each discipline every academic year.

### Benefits of Scholarships

- 1. Financial Relief:**

Scholarships provide essential financial relief to students, helping to alleviate the burden of educational expenses.
- 2. Enhanced Educational Opportunities:**

Scholarships offer enhanced educational opportunities, enabling students to access resources and programs that might otherwise be out of reach.
- 3. Recognition and Merit:**

Scholarships recognize and reward academic merit, acknowledging students' hard work and achievements.
- 4. Personal and Professional Development:**

Scholarships contribute to personal and professional development by supporting students in their educational and career goals.
- 5. Accessibility and Affordability:**

Scholarships make education more accessible and affordable, reducing financial barriers to higher learning.
- 6. Attracts and Retains Talent:**

Scholarships attract and retain talented students by providing the financial support needed to pursue and complete their education.
- 7. Support for Students in Need:**

Scholarships provide crucial support to students in need, helping them continue their studies despite financial challenges.

# HR POLICY

## Objectives of Scholarship

1. **Financial Aid:**  
To provide financial assistance to students who lack the means to afford higher education.
2. **Support for Diverse Backgrounds:**  
To support students from various social and economic backgrounds.
3. **Encouragement of Academic Excellence:**  
To encourage and support students with outstanding academic achievements.
4. **Removing Financial Barriers:**  
To ensure that financial barriers do not hinder talented students from pursuing their education.
5. **Enhancing Institutional Reputation:**  
To enhance the institution's reputation by attracting students with exceptional performance.

## Various schemes under management scholarship policy

1. **Single Parent Scheme:**  
Provides financial assistance to children of single parents who face financial difficulties due to raising children alone, supporting their pursuit of higher education.
2. **Merit-Based Scholarship Scheme:**  
Awards scholarships based on academic achievements or outstanding performance in academic or non-academic fields, recognizing hard work and motivating students to excel.
3. **Economically Backward Scheme:**  
Offers financial assistance to students from low-income families or those facing financial hardship, enabling them to pursue higher education.
4. **Rank Holders Scholarship Scheme for Higher Education:**  
Provides scholarships for rank holders pursuing higher education in the institution: 100% tuition fee scholarship for first-rank holders, 75% for second and third-rank holders, and 50% for fourth to tenth-rank holders. This scheme recognizes academic excellence and supports deserving students. It will be introduced in the academic year 2024-25.
5. **Waiver of Tuition Fees:**  
Grants a waiver of tuition fees to students who are unable to pay their fees, helping them to complete their higher education.
6. **Launch Pad Innovation Scholarship:**  
Supports students with innovative ideas that have potential business or social impact, fostering a culture of innovation and entrepreneurship within the institution.

# HR POLICY

## Eligibility criterion

### 1. Submission of Requisition Form:

Students must submit the scholarship requisition form to the scholarship committee.

### 2. Required Documentation:

**General:** Academic records and proof of annual income must be provided as requested.

**Single-Parent Scholarship:** Must include the death certificate of the deceased parent or proof of divorce and an income certificate.

**Merit-Based Scholarship:** Awarded based on the percentage of marks secured in the qualifying exam.

**Economically Backward Scholarship:** Requires submission of income certificates.

**Launch Pad Innovation Scholarship:** Requires proof of talent and efficiency in innovative or entrepreneurial skills.

### 3. Database and Communication:

The scholarship committee will maintain a database of all awarded candidates and track their academic progression.

### 4. Award Specifications:

The scholarship award will specify the amount, type (full/partial/tuition fee waiver, special categories), and duration.

### 5. Multiple Scholarships:

Students can receive only one scholarship at a time, except for government scholarships, during their academic period.

## Guidelines for awarding scholarships

### 1. Annual Award Process:

Scholarships are awarded annually based on merit and financial need, aimed at supporting financially disadvantaged students.

### 2. Application Invitation:

The scholarship committee invites applications from students at the beginning of each academic year.

### 3. Personal Interview:

A personal interview will be conducted by the scholarship committee to verify the genuineness and eligibility of the student.

### 4. Criteria for Awarding:

Scholarships are awarded based on the student's financial background, academic performance, and conduct.

### 5. Annual Review:

Eligibility for the scholarship is reviewed annually.

#### Cancellation of Scholarship:

Scholarships will be cancelled if the student experiences academic failures or engages in disciplinary issues.

# HR POLICY

## **7. Limit on Multiple Scholarships:**

**Students may receive only one scholarship at a time, except for government scholarships, during their academic period.**

## **8. Performance Requirements:**

**Awarded students must maintain satisfactory performance in all semesters, avoid backlogs, and adhere to the model code of conduct.**

**In addition to the management scholarship, the college provides support for students to avail of national and state scholarships, including:**

- **The Post-Metrics Scholarships**
- **Single Girl Child Scholarship**
- **E-Grants**

**This support helps students to access additional financial aid opportunities beyond the college's internal scholarship programs.**

## ANTI RAGGING POLICY

In response to ragging, Indira Gandhi College follows a "Zero-Tolerance Policy" as mandated by the State Government, the UGC, and the Supreme Court. The legislation stipulates that any student found guilty of ragging shall suffer dire repercussions.

Racial discrimination has destroyed many innocent people's lives as well as their academic careers. Any behavior that injures a student's dignity, either directly or indirectly is strictly prohibited on the campus. We make sure that anti-ragging policies are strictly followed and will take appropriate action, such as suggesting appropriate penalties to those found guilty based on the anti-ragging squad's recommendations. The concerned student will be given the chance to defend their behavior if the authorities learn of any ragging occurrence. Strict action, up to and including expulsion, will be taken against the student in question if the explanation is deemed inadequate.

### VISION

To establish an atmosphere free from ragging by democratic principles, tolerance, understanding, compassion, and sensitivity among the students in order to promote responsible citizenship

### MISSION

To foster an atmosphere of safety and security that allows students to achieve both academically and personally, as well as to encourage a culture of respect, tolerance, and diversity on campus.

### OBJECTIVES

- To raise awareness among teachers, staff, and students regarding the detrimental impacts of ragging on victims' physical and mental well-being as well as the prospects of those who commit the act.
- To create a reliable system for receiving and handling ragging-related complaints, and to guarantee that complaints are handled promptly, discreetly, and impartially
- To keep a close eye and be vigilant at all times over the campus in order to stop violent occurrences from happening.
- To perform sporadic inspections and surprise checks and take a stern action against individuals who are found guilty.
- To guarantee that every member of the faculty, staff, and students is informed about the institution's anti-ragging policy as well as their individual rights and responsibilities in combating ragging.
- To help victims of ragging overcome the trauma by providing counseling.



# HR POLICY

The UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009 defines ragging as any of the following behaviors:

- For any trauma and other harmful repercussions of ragging, we offer counseling and support behavior by one or more students regarding the consequences of, mistreating, or treating a new student or any other student rudely, whether it be by written or spoken remarks.
- Indulging in boisterous or unruly behavior by one or more students that annoy, hardships, physically or psychologically harms, or instills fear or apprehension in any freshmen or other students.
- A senior student's act that prevents, disrupts, or disturbs any other student's or freshers regular academic activity.
- Asking a student to do an act that the student would not normally perform and that has the potential to cause or generate shame, torment, or embarrassment, negatively affecting the student's physical or mental health.
- Using a fresher or any other student as a labor force to complete academic assignments given to a group of students or an individual;
- Any act of financial extortion or coercion to force a new student or any other student to make purchases.
- Any act or abuse, whether verbal or by emails, posts, or public insults, that includes the derivation of perverse pleasure, vicarious pleasure, or sadistic thrill from actively or passively taking part in the humiliation of freshmen or any other student.
- Any form of physical or mental abuse, including bullying and exclusion, directed towards a fellow student, regardless of experience level, based on factors such as gender(including transgender), race, religion, caste, ethnicity, color, sexual orientation, appearance, nationality, linguistic identity, place of birth, place of residence, or economic background is unacceptable.

## PUNISHMENTS

The UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 defines that anyone found guilty may face one or more of the following penalties, contingent upon the type and severity of the wrongdoing as determined by the Anti-Ragging Squad:

- A word of caution: send an apology letter
- Academic privileges and attendance at classes are suspended. Removing or withholding fellowships, scholarships, and other benefits.
- Refusing to participate in any exam, test, or other assessment procedure. Retaining outcomes.
- Suspended or expelled from the hostel.
- Prohibited from representing the institution in any local, national, or international meet, tournament, youth festival, etc.
- Admission cancellation.
- Removal from the institution and ensuing ban from entry into any other institution for a predetermined amount of time.

## ANTI-RAGGING COMMITTEE-POWERS AND FUNCTIONS

- To rigorously follow the rules and instructions issued by the Honorable Supreme Court and to keep a close eye out for any instances of harassment.
- To efficiently spread knowledge about the laws that are in place as well as the penalties that can be imposed on individuals found guilty of ragging.
- To receive and look into student complaints of ragging as soon as possible, and to report to the Anti-Ragging Committee with recommendations for appropriate sanctions for the offenders
- To supervise the procedure for obtaining a signed undertaking from every student in accordance with the regulations.
- To carry out awareness campaigns and workshops with the goal of reducing the threat of ragging.
- To furnish students with the essential contact details of the assigned individuals to whom grievances or emergency calls may be directed.
- To provide counseling services and raise students' understanding of the negative impacts of ragging.
- To take all required steps to stop incidences of ragging on campus. To diligently fulfill the duties and guarantee the successful enforcement of the anti-ragging laws.

## GENDER POLICY.

**Gender enters into all of our social interactions. When people interact, their perception of themselves, including identity, rights, and possibilities, clashes with how others see and treat them. Gender equality is a fundamental human right that promotes peace, full human potential, and sustainable development. Empowering women leads to higher productivity and economic prosperity.**

**Around the world, notably in Kerala, there is an emphasis on increasing women's rights and building a society in which men and women can participate equally in all aspects of social, economic, and political life. Higher education institutions serve a unique role in fostering gender parity for men and women. They must ensure that what is taught and learned has a beneficial impact on the lives of male and female pupils. Educators must ensure that all students, regardless of gender, have equal access to campus resources. To achieve gender equity in higher education, all stakeholders must ensure equal participation in classes for both male and female students.**

**The Gender Equity in Campus (GEC) policy aims to increase opportunities for all students, regardless of gender. The college provides superior education and upbringing to the majority of Christians and Muslims in the minority population, as the campus is located in a predominantly minority area. The education system must ensure equal and high-quality education for all pupils, regardless of gender. The Gender Equity Policy aims to eliminate gender-based disadvantages on college campuses.**

**Gender Ambassadors are responsible leaders who create an environment that values and respects girls in their academic institutions. They will increase the ability of young girls and boys to advocate for gender equality and track progress towards gender justice.**

**Indira Gandhi College's gender equity vision prioritizes equal opportunities for all on campus, eliminating gender discrimination in accessing resources, perks, and educational services. India's Constitution prioritizes gender equality and human development, and the government supports international treaties promoting gender mainstreaming. This requires integrating gender concerns into the educational system.**

**In this policy, "gender" refers to culturally acceptable attitudes and behaviors for femininity and masculinity, whereas "equity" emphasizes justice and the absence of bias. Gender equality is the equitable allocation of rewards and duties between men and women, taking into account their unique demands and power dynamics, and addressing any disparities. Discrimination, on the other hand, is the treatment of one sex as inferior to the other, which can have an impact on the allocation of social, economic, and political rewards and influence. The institution's education system is accountable for fostering social justice by ensuring that female and male students have equal and fair opportunities to access, participate in, and benefit from the education offered.**

# HR POLICY

## OBJECTIVES.

- To create an enabling climate inside the institution that treats all genders with dignity and respect.
- To promote a happy learning environment: Gender norms are developed and perpetuated from birth by families, communities, schools, and other social institutions, hence it is critical to implement sensitive activities to foster a good gender equality mindset.
- To guide peers in integrating gender into institutional activities through group discussions, debates, and poster competitions.
- To guide pupils and raise awareness about Women's Welfare Laws.
- To establish accountability for the needs of women: Collaborate with women's rights organizations and women's groups on gender mainstreaming initiatives to maintain a focus on gender equality.
- To raise awareness about the significance of girls' hygiene, wellness, dietary habits, schooling, and safety within society.

## WOMEN EMPOWERMENT POLICY

Gender equality and women's empowerment are essential conditions for our country's advancement. The Women Development Cell (WDC) at the college is committed to elevating female students' self-esteem and confidence as well as gender equality on campus. The primary goals of the cell are to prevent gender-based exploitation and to educate students about their rights and duties under the social and constitutional frameworks.

Mrs. Elza Paulose, an assistant professor in the Department of Bioscience, led the Women Development Cell (WDC) when it was founded in 2018. In order to foster a gender-sensitive campus and wider community, the cell's members, who include faculty members and college students, work together. To empower women and increase awareness of the value of gender equality in society, the WDC hosts a variety of conferences in the fields of academia, technology, medicine, culture, and social work. The driving force behind these campaigns is mostly comprised of college students who take an active role in promoting gender equality and striving for women's empowerment.

### VISION

- Develop the youthful minds, give them authority, and help them become better people.
- To establish an atmosphere that empowers women to reach their maximum capabilities and deliver optimal performance.
- Raising awareness of the significance of gender equality.
- To support female students in becoming self-sufficient and financially independent. To cultivate in female students a positive sense of self-worth and self-assurance.
- To encourage female college student's general well-being.
- To raise awareness among female students on health and cleanliness.
- Educating women about women's welfare laws in order to raise their legal awareness.

The cell aims to create a welcoming and encouraging environment where women may flourish and achieve success in a variety of fields. Through the advancement of equitable opportunities, provision of essential support, and encouragement of personal and professional development, the WDC seeks to enable women to realize their full potential and make noteworthy contributions to the community.

The cell actively works to increase awareness of the importance of equal rights and opportunities for both genders among students and the larger community. The cell helps women acquire the skills and information required for financial independence by offering resources, support, and direction. The WDC encourages female students to attain economic independence, explore a variety of professional options, and enhance their entrepreneurial talents through workshops, seminars, and skill-building initiatives.

# HR POLICY

## ANTI - SEXUAL HARASSMENT POLICY (ICC)

Indira Gandhi College of Arts and Science, Nellikuzhi has made it clear that it will not tolerate any kind of mistreatment or exploitation of women. The institution is totally dedicated to creating an inclusive and encouraging environment where instructors, support staff, and students can work together without worrying about violence, harassment, exploitation, or intimidation. This dedication includes preventing all forms of discrimination, harassment, and violence against women. It is each member's duty to protect the freedom of expression and association, actively advance gender equality, and oppose all forms of violence and discrimination against women. In order to stop incidences of sexual harassment and gender-based violence, the ICC is also in charge of educating the public about these issues and running training programs for staff members and students. The International Covenant on Civil and Political Rights (ICC) also oversees the enforcement of the institution's anti-gender-based violence and sexual harassment policies.

### POLICY AND REGULATIONS OF THE COMMITTEE.

- Ensure staff and students are aware of the problem of sexual harassment, its consequences, and the laws that prevent it.
- Provide a system for handling accusations of sexual harassment.
- In accordance with the Act's rules, the ICC shall specify the process for submitting a sexual harassment complaint.
- The ICC ought to investigate the complaint and provide a report to management.
- In accordance with the act's provisions, the ICC shall suggest that the person who engages in sexual harassment be subject to appropriate measures, which may include a warning, suspension, termination, or other penalties.
- The ICC is responsible for guaranteeing the privacy of the complaint and identifying the complainant, as well as supporting and assisting the complainant throughout the investigation process and the offender.
- The ICC should provide an annual report to management detailing the complaints it has received, the steps it has taken to investigate, and the measures it has taken to take action against the offenders.

### OBJECTIVES

- To stop and deal with instances of gender-based violence and sexual harassment that occur within the organization.
- To educate employees on gender-based violence and sexual harassment, as well as its effects. To give female students and employees a safe and secure workplace.
- To guarantee prompt, considerate, and private handling of sexual harassment allegations.

# HR POLICY

- To respond appropriately to any complaints the ICC receives about the offenders.
- To develop a grievance redressal system specifically for female employees and students at the college.
- To foster a culture of gender intelligence and deference throughout the organization. To encourage gender parity and anti-discrimination in the workplace.
- To empower female staff members and learners to report instances of sexual harassment or gender-based violence without worrying about reprisals or being singled out.

## COMPLAINT REGISTRATION

Any member of the College ICC is accepting complaints regarding sexual harassment.

A "Suggestion Box" has been positioned close to the office where grievance letters can be dropped off, guaranteeing the complainant's secrecy and anonymity.

## CAREER GUIDANCE AND PLACEMENT POLICY.

The institution's Placement Cell is a dedicated department that helps students connect with possible employers. It acts as a critical link between the academic institution and the industry, facilitating student placement in reputable companies and organizations.

Our institution's Career Guidance and Placement Cell motivates and inspires students to achieve their goals. The cell also plays an important role in raising awareness among graduates and postgraduates discussing career planning. The program aims to promote professional growth, creativity, and innovation among students. The cell aims to encourage students to become self-reliant. The cell encourages students to construct professional CVs and stay up to date on available possibilities.

### OBJECTIVES

The Career Guidance Cell at Indira Gandhi College of Arts and Science aims to meet the following objectives for its students:

- To motivate, train, and guide pupils for higher education and competitive tests.
- The IGCAS Alumni Network, which includes individuals who have studied abroad, will be used to motivate and guide current students on a regular basis. The network offers essential insights, information, and support for students interested in studying abroad.
- The institution collaborates with institutes and training centers to provide awareness programs about higher education and job options. Collaborations attempt to guide candidates by providing unique insights into educational and employment options.
- To organize special guests to speak on building a profile and successful career planning. Organize job fairs and department-specific peer coaching to increase employment options for students.
- To help students submit online job applications across sectors.

The Placement Cell's major goal is to increase students' employability and provide them with appropriate professional options. It works to prepare students for the competitive job market by organizing a variety of activities and programs focused on strengthening their professional abilities, resumes, and interview methods. The Placement Cell works with students and recruiters to align industry requirements with students' abilities and objectives. It builds partnerships with top companies and invites them to campus recruiting drives, internships, and industry events. The cell helps students find internships that provide practical experience and exposure to real-world work contexts.



## RESEARCH POLICY

Research is an academic culture to inculcate new knowledge regarding new things. Every educational institution promoting higher education must maintain a culture of research among faculty and students. Research is a process by which the researchers can improve and develop new knowledge regarding the area of study, whether it is social, political, economic, cultural, educational, environmental, medical, etc. Research and developmental activities help to create and disseminate new avenues in knowledge and promote innovation and these will motivate better learning and teaching among faculties and students of Indira Gandhi College of Arts and Science, Nellikuzhi. To promote research publications, make new collaborations, and be a part of an active community, Indira Gandhi College of Arts and Science implemented a research policy.

### VISION

The purpose of research policy is to provide opportunities to offer practical knowledge regarding the importance of research in an academic field. The committee aims to provide opportunities both for faculty and students to develop research orientation and enable them to undertake socially oriented and academically relevant research activities. The committee also aims to promote the interactions of intellectuals and scholars for better insight into the area of research.

### MISSION

The implementation and the updating of research activities is carried out by the research cell of Indira Gandhi college under the guidance of the Principal. The college research policy aims to increase the scope of the research activities, to improve scientific output and efficiency, in accordance with the interests and resources of the institution.

### OBJECTIVES OF RESEARCH POLICY

The principal objectives of the research policy can be outlined as follows:

1. **To Create a Passion for Research:** Foster enthusiasm and interest in research among both students and teachers to encourage active participation in scholarly activities.
2. **Increase Faculty Research Involvement:** Expand the number of faculty members engaged in research to cover a broader range of research areas and disciplines.
3. **Enhance Research Specialization:** Support researchers in developing specialized expertise to improve both the quantity and quality of their publications and patents.
4. **Improve Investment-Output Ratio:** Optimize the balance between research investment and its outputs to ensure efficient and effective use of resources.
5. **Maximize Commercial Exploitation:** Enhance the commercial potential of research outputs by focusing on the practical applications and market potential of research products.

These objectives aim to build a robust research environment that not only advances knowledge but also contributes to innovation and practical applications.

# HR POLICY

## RESEARCH POLICY

The research policy of the college shall include the following guidelines and initiatives to enhance the quality and impact of research activities:

1. **Define Research Quality Standards:** Establish clear guidelines for research quality that will serve as a framework for scholars, teachers, and other stakeholders involved in research.
2. **Conduct Research-Oriented Lecture Series:** Organize lecture series featuring eminent academic professionals and research scholars to inspire and educate both faculty and students about cutting-edge research topics.
3. **Host Workshops on Research Funding:** Conduct workshops to highlight the importance of research and to guide faculty and students on identifying funding agencies and securing grants.
4. **Provide Presentation Opportunities:** Create opportunities for students to present abstracts and synopses of their undergraduate (UG) and postgraduate (PG) projects to gain feedback and recognition.
5. **Facilitate Linkages with Other Institutions:** Develop partnerships with other academic institutions to share research outcomes and disseminate knowledge within the academic community and society at large.
6. **Encourage Publication in High-Impact Journals:** Promote the publication of academic articles in UGC-enlisted and peer-reviewed journals with high impact factors to ensure high visibility and recognition of research work.
7. **Promote Awareness of Free Access Journals:** Inform faculty and students about the availability of free access journals and encourage their use for publishing research findings.
8. **Maintain and Utilize Academic Resources:** Ensure that the college library maintains a comprehensive collection of academic journals and that e-resources are effectively utilized by the research community.
9. **Record Research Activities and Publications:** Systematically document and record the research activities and publications of students and faculty to track progress and achievements.
10. **Share Knowledge on Research Trends:** Keep faculty and students informed about recent developments, trends, and programs that promote academic research and innovation.
11. **Encourage Authorship and Publications:** Motivate faculty and students to contribute to academic literature through authorship and publication, fostering a culture of research excellence.
12. **Ensure Research Ethics:** Uphold high standards of research ethics in the production of research works to maintain integrity and credibility in academic research.

These policies are designed to create a supportive and dynamic research environment that promotes excellence, collaboration, and ethical practices in academic research

## THE INSTITUTIONS HAS DIFFERENTLY ABLED (DIVYANGJAN), BARRIER FREE ENVIRONMENT

The atmosphere at the institution is welcoming to Divyangjans. Divyangjan can experience a barrier-free environment thanks to inclusive education. As it aids in the fight against prejudice and encourages diversity and participation, it is crucial for academics, scholars, and students with disabilities as well as the society in which they reside. The ramp, restroom, tactile route, display boards, and signboards in this establishment make it accessible to people with disabilities. The organization offers assistance technologies, including as websites, software, and resources for counseling, inquiry, and scribe. The institute wants to make sure that student activities may easily access its programs, administration, and activities. All instructors and employees of the Institute are subject to these policies. The national policy for people with disabilities, which addresses their educational rehabilitation, was developed by the Indian government in February 2006. As a result, the institution has incorporated these policies into the process of teaching and learning. The college aims to establish an atmosphere that offers equal opportunities, protection of their rights, and full participation in the academic environment because it acknowledges that individuals with disabilities are important human resources for the organization. The emphasis of the right to education is on the necessity of an inclusive education, which guarantees the right to educational needs fulfillment for students with impairments and learning challenges. Following the state government's requirements, the university offers all students equal chances.

The primary goals of the "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1996," which was passed on January 1, 1996, by the Indian government, are to remove obstacles from the lives of people with disabilities and to establish specific guidelines for their integration into society at large. Within their financial means, institutions must construct facilities for the benefit of people with vision impairments, including wheelchair-accessible sidewalk slopes, appropriate symbols for disabilities, and warning signals. In order to ensure that the built environment is free from prejudice, academic buildings feature ramps and elevators, wheelchair-accessible restrooms, and appropriate signs.

### OBJECTIVE

- In order to meet the pedagogical needs of students with learning difficulties, a supportive and encouraging environment must be provided.
- To guarantee that learners with impairments receive equal opportunity to fulfill their academic potential.
- To raise one's degree of confidence

# HR POLICY

## THE FOCUS OF THE POLICY

- To guarantee that features like elevators and ramps in the building are wheelchair-accessible.
- To guarantee that restrooms for the disabled are usable, safe, gender-sensitive, accessible, and functional.
- To guarantee that appropriate text and pictogram signage, like tactile pathways, lighting, display boards, and signposts, are positioned so they are easily viewed and accessible.
- Using masculine and feminine symbols in keeping with regional norms and conventions, along with prominent borders and vivid color contrast, will make them easier to see for all, especially for those who are visually impaired.
- Students with disabilities must get sufficient and appropriate support both inside and outside of the classroom. This support should include assistive technology, the necessary resources, and leadership, faculty, and college communities that are sensitive to their needs. To guarantee that software tools and technology are accessible to individuals with disabilities.
- Provision for inquiry and information; human aid; reader; scribe; soft copies of reading materials, screen reading.
- In order to prevent prejudice, mistreatment, and marginalization of employees and students with disabilities, an inclusive culture must be established.
- To guarantee adherence to all laws concerning individuals with impairments. To offer inclusive and accessible education at the institute.
- To guarantee individuals with impairments full involvement and equitable development possibilities.

## ACCESSIBILITY POLICY

The university should provide a number of accommodations to make the campus accessible to people with disabilities. Faculty members and the administration of the institution should guarantee that available study materials & amenities

## THE PRINCIPLES OF ACCESSIBILITY

- To guarantee that all students with disabilities have access to accessible study materials and textbooks;
- To have programs in place that educate teachers and non-teaching staff about accessibility difficulties.

## EXAM POLICY

To accommodate the needs of students with disabilities, the institution will adapt the lesson plan and assessment framework in a way that is appropriate. The examination department has released the policies and procedures to be used during tests.

# HR POLICY

## ACCESS AUDIT

- Both staff and students have access to the facilities.
- Restrooms and ramps.
- Government regulations govern the provision of facilities on occasion.
- The curriculum for inducting students and employees includes disability sensitization training.

Teachers have received training in helping students with disabilities, especially learning difficulties. There are no barriers and the institution is handicapped-friendly.

The college offers a barrier-free environment so that those with disabilities can use the built environment's amenities and move around it securely and freely. Individuals can participate in daily activities on campus without assistance since the environment supports their ability to function independently. The following amenities eliminate barriers from buildings, locations, and transit systems:

## RAMP

In every block, ramp rails—an inclined plane—are constructed alongside staircases. The ramps are meticulously crafted to meet the needs of individuals with varying disabilities.

## SIGNAGE

Signs guarantee that those with disabilities are aware of the route and way.

## INDIVIDUAL AID

The welcoming desk gives those with disabilities all the information they need to get human assistance.

## SCRIBES

In accordance with requirements for scribes working in examinations, the institution provides scribes for students who have a disability that limits their handwriting.

## GREEN AND ENVIRONMENT POLICY

Green campuses focus mainly on two important elements such as exploration of knowledge capital and environmentally friendly. Green campus initiatives give universities a competitive edge in the global education market by assisting them in finding alternate cost-cutting strategies. A green campus is a place where environmentally friendly practices are adopted among the students along with education in order to encourage eco-friendly and sustainable operations on the campus. The green and environment policy was created with the aim, even a first-year college student would be able to understand the ethical and ecological values, the college upholds with the aid of these policy beliefs.

### PURPOSE

The goal of the green campus and environment policy is to enhance and educate the members of our institutions by protecting and preserving the biomes in the campus.

### SCOPE

The green policy of the campus mainly focuses on the development and promotion of an eco-friendly campus.

### POLICYMAKING

The trash management on campus is kept up to date by using appropriate recycling techniques and disposing of biodegradable material through the proper channels. In order to maintain the sustainability of the campus's green initiatives, members of the community have also been given a number of standards to follow. By organizing multiple awareness campaigns and informative sessions, the college has taken the lead in promoting values among rural communities. Members have been informed about the need to switch from using non-renewable to renewable resources.

The main objectives are as follows:

- To fully eradicate plastic waste from college grounds in order to establish an environmentally sustainable campus.
- To promote all alternative energy sources, including solar energy, biogas, and other power-efficient devices, in order to conserve energy.
- To instill in students and members of rural society the importance of rainwater conservation for a better future.
- To guarantee that the campus is accountable for planting trees, which aid in reducing soil erosion and campus pollution.
- To cultivate in the students a culture of greenery that aids in their preservation of harmony with the natural world.
- To instill in the kids the importance of protecting nature's natural resources for future generations.

# HR POLICY

## EFFECTIVE MEASURES

- Remain plastic-free on campus by refraining from using prohibited plastic items, such as plastic-wrapped bouquets, plastic bags, flex banners, paper cups, plastic water bottles, and plastic wrappers, both at home and on campus.
- Students planted plants to cultivate a feeling of balance with the natural world. Transforming the terrain into verdant meadows adorned with potted plants.
- Develop an abundance of trees and plants that absorb carbon dioxide and produce oxygen.
- Constructing a small pond will provide a water source for the birds who rely on the trees on the campus.

## ENVIRONMENT FRIENDLY CAMPUS

- Providing an eco-friendly atmosphere for the stakeholders of the college. Installing drinking water provisions in all blocks in the campus.
- Restricting the entry of vehicles inside the campus. Permitting more electric vehicles in the college.
- Awareness programs related to the green campus theme.
- Sorting the solid, liquid, chemical and e waste, the college runs a proper waste management system.
- Three colour based waste bins are allocated at different areas of the college for better waste management.

## ENERGY EFFICIENT CAMPUS

- Substitution of e-study materials and other online resources for paper resources in libraries.
- Organized a cycling event to foster the notion of utilizing motorcycles in everyday existence.
- Making use of LEDs and additional solar energy sources with the intention of conserving energy.
- The security personnel of the college closely monitor parking so that no cars are allowed on campus.

## PROBLEM SOLVING

College stakeholders have received education regarding the importance of maintaining the campus's sustainability.

## ENERGY CONSERVATION POLICY

### PURPOSE

The energy that comes from renewable natural resources replenishes itself faster than the life span of a human and doesn't deplete the resources of the earth. These resources have the advantage of being available almost everywhere in one form or another, including biomass, solar radiation, wind, rain, tides, waves, and thermal energy stored in the earth's crust. They have an almost limitless supply. More importantly, they don't significantly harm the ecosystem or the climate. Our organization's energy strategy encourages the use of renewable energy sources, which prevents the depletion of fossil fuels and increases the sustainability of the planet.

### SCOPE

Everyone who has an interest in Indira Gandhi College of Arts and Science, Nellikuzhy the administration, principal, faculty, staff, students, and visitors must abide by the energy policy.

### POLICY STATEMENTS

- Reduce the amount of energy utilized by using energy-efficient equipment.
- It is necessary to encourage making the most of daylight in offices and classrooms. When making a purchase, equipment that is energy-efficient must be prioritized.
- Making the transition to solar energy must be prioritized.
- The institution has established an Energy Monitoring Committee to oversee the utilization of its diverse energy resources.
- Unwanted usage of power is discouraged in the Institute. Use of LED lamps promoted in the institution.
- Sensor-based energy saving is promoted on the campus.

### EFFECTIVE MEASURES

- LED bulbs were utilized in newly built buildings, and they have replaced the majority of incandescent and fluorescent tube lights. The majority of the classrooms, labs, staff rooms, administrative buildings, libraries, and seminar halls have LED lighting systems installed, which are meant to be the most energy-efficient. At now, LED bulbs account for around 20% of the power usage of the lighting system. Equipment that uses less energy must be given priority when making a purchase.
- Energy-efficient electronic gadgets like 5-star-rated equipment are used and maintained regularly to achieve energy conservation.
- Bio gas plant is implemented on the campus for effective energy conservation. Problem Solving.
- Formed an Energy Monitoring Committee with student and staff representatives from all Departments, for effective implementation of the Energy management program.
- Regular Monitoring and benchmarking of resource use and waste generation.
- Solar Power Panel of capacity 9V is installed in the campus and it will meet the power demand of street lights in the campus



# HR POLICY

- **Provide training for faculty and students about Energy Management and energy Auditing.**
- **The energy monitoring committee conducts energy audit every year**

## RESPONSIBILITY

**The Energy Management Team comprises of:**

- **Head of the institution**
- **Staff and Students Representatives**
- **Faculty familiar with Energy auditing Technical Staff**

# HR POLICY

## WATER MANAGEMENT POLICY

### PURPOSE

Resources related to water are vital. Water scarcity, poor management, and the effects of climate change on water resources will all contribute to limited supply and quality, which could then result in unequal distribution, particularly in places where water is scarce. Since it is the foundation of the present water wealth and one of the most contentious issues in realizing the notion of sustainability, it is vital to justify its usage in light of its value. We think that all of our facilities should handle their water resources sustainably. Our main objectives are to better understand the hazards associated with water, set relevant targets, increase our water efficiency, and develop creative solutions to water-related problems. Our campus is equipped with multiple water conservation systems that provide drinking water to the entire organization.

### SCOPE

The water management policy must be actively implemented by all college stakeholders, including the management, principal, teaching and non-teaching staff, students, and all individuals who use the campus facilities

### POLICY STATEMENTS

- **Adequate Water Supply:** Ensure the provision of sufficient water to meet all campus requirements effectively.
- **Clean and Safe Drinking Water:** Always provide clean, secure, and reliable drinking water to all campus users.
- **Prevent Water Waste:** Promptly address and rectify any leakages or wastage to prevent water waste and ensure efficient use.
- **Maintain Water Facilities:** Supply and maintain adequate facilities for the upkeep of water bodies and distribution systems to meet the diverse needs of users.

### INITIATIVES

1. **Water Storage:** Reduce dependence on municipal water supply by storing water in tanks throughout the campus to manage availability effectively.
2. **Improve Drinking Water Quality:** Enhance the quality of drinking water by installing water purifiers across the campus.
3. **Rainwater Harvesting:** Install a rainwater harvesting system to capture and replenish groundwater reserves, supporting sustainable water management.
4. **Utilize Existing Infrastructure:** Leverage overhead tanks for efficient water storage and distribution, and use rainwater collection systems for watering garden plants and recharging groundwater.
5. **Leakage Management:** Address leaks immediately and conduct regular maintenance to prevent water wastage and ensure efficient use

# HR POLICY

## RESPONSIBILITY

The responsibility for implementing and overseeing the water management policy lies with the following members of the Water Management Team:

- **Head of the Institution:** Provides leadership and ensures the policy is integrated into the institution's operations and strategic plans.
- **Staff Representatives:** Represent the interests and concerns of the college staff, helping to implement and adhere to water management practices.
- **Students Representatives:** Advocate for and promote water conservation among the student body, ensuring student engagement in water management efforts.
- **Technical Staff:** Handle the technical aspects of water management, including the maintenance of water systems, installation of conservation technologies, and addressing technical issues related to water supply and quality.

## WASTE MANAGEMENT POLICY

Through outstanding instruction, a strong social conscience, and community service, Indira Gandhi College has a responsibility to improve the lives of people in the community. Our college values each person's obligation to protect the environment for future generations. The finest present for tomorrow will be a better today. The cleaning crew of the college ensures proper disposal of waste, which is a strong policy upheld by the college's stakeholders. The college is pleased with the steps taken by the students to turn waste materials into goods with value added. One of the difficulties that any organization in the postmodern era encounters is waste management. The procedures and activities necessary to handle trash from its creation to its disposal are included in waste management.

### FEATURES IN THE CAMPUS

- Biogas plant.
- Incinerator for disposing of sanitary waste.
- Waste management awareness campaigns from the health service department, NSS, and other departments.
- Student Waste Management Projects.
- A pen booth to gather spent plastic pens.
- Sorting waste using colored containers

### A STATEMENT OF WASTE MANAGEMENT POLICIES

The waste management policy statement of Indira Gandhi College of Arts and Science clearly states the campus's responsibility to lessen its harmful environmental effects by implementing an ingenious and efficient waste management system. Building a Zero Plastic campus will help to create a sustainable environment for the next generation.

### OBJECTIVES OF THE POLICY

- To safeguard the sources of groundwater.
- To make sure all parties involved are aware of the harmful consequences that trash has on the environment, human health, planetary resources, and aesthetics.
- To encourage the campus's waste hierarchy alternatives, which include waste minimization, resource recovery, energy recovery, and waste-to-energy.
- To confer with the scrap dealers regarding the monthly removal of scrap materials from the campus.
- To raise knowledge of waste minimization among those involved in rural society.
- Establish the campus as a model waste management system for rural communities, serving as an inspiration to those who live off campus.

# HR POLICY

## RESPONSIBILITIES AND DUTIES

The Waste Management Team consists of:

- **Principal:** Provides overall leadership and oversight for the waste management strategy.
- **Vice Principal:** Assists in implementing and monitoring waste management practices.
- **NSS Volunteer Students:** Support and participate in waste management initiatives, promoting awareness and engagement among peers.
- **Faculty Coordinators from All Departments:** Coordinate waste management efforts within their respective departments and ensure adherence to policies.
- **Plumbing Staff:** Manage and maintain waste disposal systems and address any related technical issues.
- **Scrap Dealers (with whom an MOU has been signed):** Handle the disposal and recycling of scrap materials as per the agreement.

The team is responsible for developing and executing an action plan to ensure the waste management strategy is effectively implemented and regularly reviewed at periodic intervals.

## ACTION PLAN

1. **Awareness Campaigns:** Provide stakeholders with comprehensive awareness programs on waste and resource management to promote understanding and engagement.
2. **Monitor Resource Use:** Regularly track and review the usage of water and other energy resources to identify areas for improvement and ensure efficient consumption.
3. **Student Recycling Initiative:** Encourage students to recycle old paper into paper bags, which they will deliver monthly to local businesses for reuse.
4. **Plastic-Free Campus:** Implement measures to make the college a plastic-free zone, reducing the reliance on single-use plastics.
5. **Waste Categorization:** Classify waste into categories such as chemical, solid, water, and electronic wastes to manage and handle each type appropriately.
6. **Partnership with Scrap Merchants:** Form agreements with scrap dealers to facilitate recycling and reduce waste disposal, promoting responsible waste management.
7. **Waste Management Instructions:** Provide detailed guidelines on waste reduction, segregation, collection, and disposal to prevent environmental degradation and safeguard health and safety, following global best practices.

## RESOURCE MOBILIZATION POLICY

The main objective of the mobilization policy of the college is to focus on achieving the vision and mission of the institution ensuring accountability and transparency. The governing body coordinates and monitors the optimal utilization of funds for student-centered welfare and development. The institution is a centralized not-for-profit institution with honorary governing body members and the institution ensures that the income generated is best spent within the institution for the holistic growth of the students. There is a financial advisory committee to manage the management funds.

### OPTIMAL UTILIZATION OF FUNDS

1. **Annual Budget Preparation:** At the beginning of each financial year, an annual budget is prepared to ensure the optimal utilization of financial resources based on the institution's needs. The budget is sanctioned after management's verification.
2. **Income and Expenditure Statement:** A detailed statement of income and expenditure is prepared and reviewed by both the principal and management to ensure accuracy and appropriateness.
3. **Revenue Allocation:**
  - **Infrastructural Needs:** Funds are allocated to meet the infrastructural needs of the institution as required.
  - **Faculty Financial Assistance:** Financial support is provided for faculty activities including seminars, workshops, expert talks, association activities, faculty development programs, publications, and research.
  - **Extra-Curricular Activities:** Adequate funds are allocated for sports, arts, and cultural activities to support student engagement.
  - **Scholarships:** Scholarships are awarded to deserving students to assist with their educational expenses.
4. **Fund Mobilization:**
  - **Indira Gandhi Memorial Trust:** Provides financial support and resources for the college
  - **Tuition Fees:** Collected from students.
  - **PTA Contributions:** Donations from the Parent-Teacher Association.
  - **Alumni Contributions:** Financial support from alumni.
  - **NSS Fund:** Funding from National Service Scheme to support community service and related activities
5. **Financial Oversight:**
  - **Financial Advisory Board:** The College has a strong financial advisory board responsible for managing accounts.
  - **Internal and External Audits:** All accounts are audited internally on a regular basis. After the internal audit, accounts are reviewed by an external auditor appointed by the management. Annual financial statements and audit reports are prepared at the end of each financial year.
6. **Daily Transaction Verification:**
  - All day-to-day transactions are verified by the college administrator on behalf of the management to ensure accuracy and compliance.

## EMPLOYEE WELLBEING AND SUPPORT MEASURES

At Indira Gandhi College of Arts and Science, we are dedicated to the well-being and appreciation of our teaching and non-teaching staff. We recognize that our employees are our greatest asset, and their well-being is essential to our success. To this end, we commit to investing in programs and initiatives that support our staff and acknowledge their valuable contributions.

### Comprehensive Staff Welfare Measures

#### 1. Financial Security and Support

- **Employee Provident Fund and ESI:** Ensuring financial security through provident fund contributions and Employee State Insurance for all permanent staff.
- **Festival Bonuses:** Offering bonuses during important festivals to encourage and appreciate the staff.
- **Financial Support:** Providing financial assistance for attending seminars and other professional development activities.

#### 2. Professional Development

- **Professional Development:** Sponsoring and motivating faculty members to participate in seminars, webinars, and other Faculty Development Programmes.
- **Career Guidance:** Providing personalized career guidance to help staff develop their knowledge and advance their careers.

#### 3. Work Environment and Welfare

- **Refreshments and Welfare:** Providing refreshments to teaching, non-teaching staff, and other employees to promote a healthy work environment.
- **Uniform Provision:** Supplying free uniforms for the security staff to maintain a professional appearance.
- **Stationery Supply:** Providing free stationery to faculty members to support their teaching activities.
- **Free Hostel Accommodation:** Providing free accommodation for staff residing on campus.

#### 4. Work Environment and Welfare

- **Emergency Medical Care:** Equipping the campus with an ambulance and first-aid services for prompt medical attention.
- **Free Transport Facilities:** Offering convenient free transport services for staff members.

# HR POLICY

## 5. Orientation and Community Building

- **Orientation Programs:** Conducting orientation sessions for teaching and non-teaching staff at the beginning of the academic year to ensure a smooth start.
- **Cultural Celebrations:** Celebrating all festivals with food and activities, regardless of religion, to foster an inclusive community spirit.

## 6. Recognition and Appreciation

- **Recognition:** Awarding appreciation certificates for achieving 100% results in their subjects.
- **Outstanding Performance:** Providing recognition and appreciation for exceptional performance and contributions.
- **Extra-Curricular Contributions:** Offering appreciation and rewards for the development and involvement in extra-curricular activities, such as admissions and other club activities.

## 7. Recognition and Appreciation

- **Casual Leave: Teaching Staff:** 15 days annually.
- **Non-Teaching Staff:** 12 days casual leave and 12 days sick leave annually.
- **Paid Leave for PhD Coursework:** Available for faculty members pursuing a PhD.
- **Leave on Official Duty (LOD):** Requires prior sanction from the Principal and submission of a duty certificate

## 8. Recognition and Appreciation

- **Casual Leave: Teaching Staff:** 15 days annually.
- **Non-Teaching Staff:** 12 days casual leave and 12 days sick leave annually.
- **Paid Leave for PhD Coursework:** Available for faculty members pursuing a PhD.
- **Leave on Official Duty (LOD):** Requires prior sanction from the Principal and submission of a duty certificate

Our Comprehensive Staff Welfare Measures are designed to support and value our employees through financial security, professional development, health and safety, and recognition. These initiatives aim to enhance staff well-being, foster a positive work environment, and acknowledge their contributions, ensuring a supportive and successful workplace for all.



*Step  
to  
future*



# INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO M.G UNIVERSITY, KOTTAYAM, ESTD: 2002)

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