UNION CHRISTIAN COLLEGE ALUVA

POLICY DOCUMENTS

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ANTI-RAGGING POLICY

An anti-ragging policy is a set of rules and regulations that prohibit ragging activities in a college setting. The policy is in line with the guidelines set forth by the University Grants Commission (UGC) and the Supreme Court of India.

Objectives:

1. Preventing harassment and abuse: The policy should prevent harassment, bullying, and abuse of any kind that may be experienced by students at the hands of their seniors or peers.

2. Promoting a safe and secure environment: The policy should promote a safe and secure environment for all students, faculty, staff, and visitors, free from any form of physical, mental, or emotional abuse.

3. Encouraging responsible behavior: The policy should encourage responsible behavior by all students and promote a culture of respect, equality, and non-discrimination among the students.

4. Providing a framework for disciplinary action: The policy should provide a framework for disciplinary action in cases of ragging activities, including the investigation, adjudication, and imposition of appropriate sanctions.

5. Creating awareness and educating students: The policy should create awareness among students on the negative consequences of ragging and educate them on appropriate behavior and conduct.

6. Ensuring compliance with laws and regulations: The policy should ensure compliance with relevant laws and regulations related to ragging, and provide a mechanism for reporting and addressing violations.

An anti-ragging policy is designed to promote a safe and secure environment for all students, prevent harassment and abuse, encourage responsible behavior, provide a framework for disciplinary action, create awareness and educate students, and ensure compliance with relevant laws and regulations.

- As per the policy, ragging in any form is strictly prohibited on the college campus, in the hostel, or outside the campus. The college authorities take a zero-tolerance approach towards ragging and take appropriate measures to prevent, prohibit and punish those who engage in ragging.

- The anti-ragging policy of also mandates that all students and their parents/guardians must sign an affidavit stating that they will not indulge in or support any act of ragging. The parent as well as the student signs the affidavit at the time of admission. The policy also requires that the college display the anti-ragging helpline number prominently on the campus, in the

hostel, and other places to ensure that students can report any incident of ragging promptly.

- The college authorities conduct awareness programs and workshops to educate students about the consequences of ragging and the need to maintain a safe and healthy environment on the campus. The policy also provides for the constitution of an Anti-Ragging Committee and an Anti-Ragging Squad to monitor and prevent any incident of ragging on the campus.

Anti-Ragging Committee

An Anti-Ragging Committee is a statutory body set up by educational institutions to prevent and prohibit any incidents of ragging within the institution's premises or outside. The committee is responsible for ensuring that the institution maintains a safe and healthy environment for all students and takes strict action against any individuals found guilty of ragging. As per the guidelines of the University Grants Commission (UGC) and the Supreme Court of India, every educational institution must constitute an Anti-Ragging Committee consisting of faculty members, administrative staff, and students from various departments or disciplines. The committee members are appointed by the institution's authorities and must include at least one female member. The college has an anti-ragging committee has 9 members including 3 faculty members one student representative, one member from the local Panjayath, One NGO member, PTA president, Senior Superintendent representing non- teaching staff and a journalist.

The Anti-Ragging Committee is responsible for:
Creating awareness among students about the consequences of ragging.
1. Conducting regular surveys and inspections to identify areas where ragging may take place.
2. Maintaining a record of all complaints received and taking appropriate action against the accused.
3. Conducting surprise raids and visits to hostel rooms and other places where students may gather.
4. Coordinating with the Anti-Ragging Squad to take action against those found guilty of ragging.
5. Conducting regular meetings to review the progress made in preventing ragging incidents and taking corrective measures wherever necessary.

The Anti-Ragging Committee plays a vital role in ensuring that students are not subjected to any form of harassment or humiliation on the campus or outside. The committee's efforts help in creating a safe and healthy learning environment that fosters personal and academic growth.

Anti-ragging Squad

The college authorities take strict action against any student found guilty of ragging, which may include suspension, rustication, or even expulsion from the college. The policy aims to create a safe and healthy environment for all students on the campus and promote a culture of mutual respect, understanding, and cooperation. The college

has an Anti-Ragging Squad officials appointed by the principal to prevent and prohibit any incidents of ragging within the institution's premises or outside. The squad members are responsible for monitoring the campus and taking strict action against any individuals found guilty of ragging.

The college has constituted an anti-ragging squad as per the guidelines of the University Grants Commission (UGC) and the Supreme Court of India, consisting of faculty members, administrative staff, and students from various departments or disciplines. The squad has one female member also.

The Anti-Ragging Squad members are responsible for:

1. Regular patrolling of the college campus, hostels, and other areas where students may gather.
2. Conducting surprise checks to ensure that no students are subjected to any form of harassment or bullying.
3. Responding to complaints of ragging received from students or any other source and taking immediate action.
4. Assisting the Anti-Ragging Committee in creating awareness among students about the consequences of ragging.
5. Coordinating with the local police authorities and other agencies to prevent and prohibit incidents of ragging.
6. Maintaining a record of all complaints received and actions taken.

The college anti-Ragging Squad plays a crucial role in ensuring that students are safe and protected from any form of harassment or bullying on the college campus or outside. The squad members' efforts help create a safe and healthy learning environment that promotes personal and academic growth. By upholding the objectives of anti-ragging policy, the college can create a positive and productive learning environment that benefits all members of the college community.
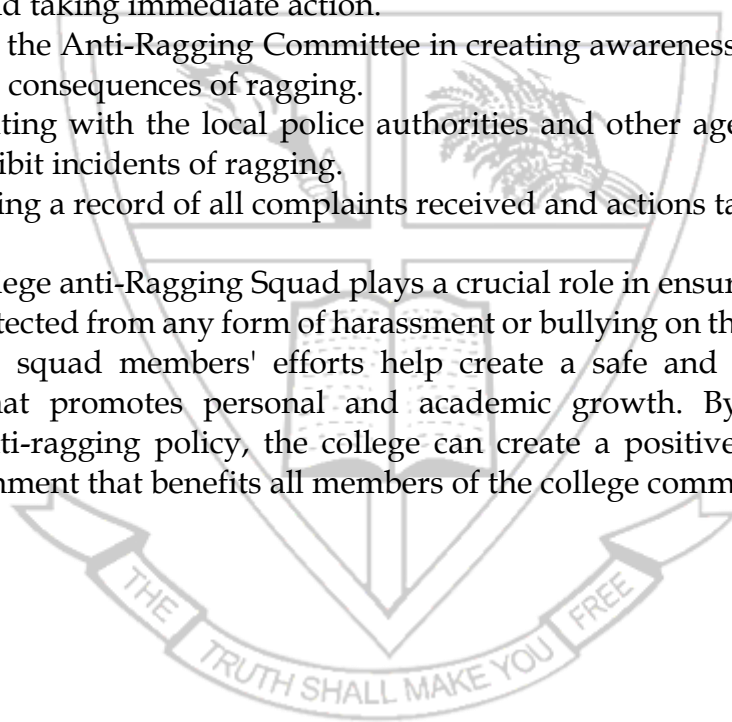
ANTI-HARASSMENT POLICY

Union Christian College, Aluva is committed to providing a safe and respectful environment for all students, faculty, staff, and visitors. As such, the college has a zero-tolerance policy towards sexual harassment in any form. This policy applies to all members of the college community, including students, faculty, staff, and visitors.

Sexual harassment is any unwelcome or unwanted conduct of a sexual nature that interferes with an individual's ability to work, study, or participate in college activities. Sexual harassment may be physical, verbal, or visual, and may include but is not limited to:

1. Unwelcome physical contact, such as touching, hugging, or kissing.

2. Sexual advances, propositions, or requests for sexual favours.

3. Verbal abuse of a sexual nature, such as comments or jokes.

4. Displaying sexually suggestive or explicit materials, including images or text, in public or private spaces.

5. Using technology to engage in any form of sexual harassment, including sending explicit messages or images, making sexually explicit comments on social media or other online platforms, or creating or sharing sexually explicit content.

Reporting Sexual Harassment

If you believe that you have experienced sexual harassment, you should report it immediately to the college's designated Title IX Coordinator, who will investigate the matter and take appropriate action to ensure that you are protected from further harassment. You can also report sexual harassment to any college official, including faculty, staff, or administrators.

Confidentiality

All reports of sexual harassment will be kept confidential to the extent possible. The college will respect the privacy of all parties involved in the investigation, and will only disclose information on a need-to-know basis. The college will not retaliate against anyone who reports sexual harassment, and will take appropriate measures to protect individuals from any retaliation.

Consequences of Sexual Harassment

The college takes allegations of sexual harassment very seriously, and anyone found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination or expulsion. The college will also take appropriate measures to remedy the effects of sexual harassment, including providing support services to the victim.

Conclusion

Union Christian College, Aluva is committed to creating a safe and respectful environment for all members of the college community. Sexual harassment will not be tolerated in any form, and the college will take prompt and appropriate action to investigate and address all reports of sexual harassment.

CONSULTANCY POLICY

The college recognizes the importance of consultancy services in supporting the development of the local community, providing opportunities for faculty members to share their expertise and engage in meaningful work with external clients and generating revenue. As such, we have developed a consultancy policy to guide the provision of consultancy services by faculty members and staff.

The following policies and procedures will guide the implementation of consultancy services at the college:

Eligibility:

1. Faculty members and staff who wish to provide consultancy services must have the necessary expertise, qualifications, and experience in their field. They must also have the approval of their department head or supervisor.

Types of Consultancy Services:

2. The college will provide consultancy services in areas related to the expertise of faculty members and staff. These may include, but are not limited to, research and development, training and capacity building, project management, and policy analysis.

Client Selection:

3. The college will only provide consultancy services to clients who align with our mission, values, and ethical principles. Additionally, clients must be willing to enter into a written agreement outlining the scope of work, timeline, deliverables, and fees.

Fee Structure:

4. The college will establish a fee structure for consultancy services that is competitive and reflective of the expertise and experience of the faculty member or staff member providing the service. Fees will be reviewed annually and adjusted as necessary.

Conflict of Interest:

5. Faculty members and staff must disclose any potential conflicts of interest when providing consultancy services. Additionally, they must avoid any situation that may compromise their objectivity or independence, or create the appearance of impropriety.

Intellectual Property:

6. Any intellectual property developed as part of consultancy services will be the property of [College Name], unless otherwise agreed upon in writing with the client.

Reporting:

7. Faculty members and staff must report all consultancy services provided the college. These reports should include the nature of the consultancy services provided, the client, fees charged, and any intellectual property developed.

The college is committed to providing high-quality consultancy services that align with our mission, values, and ethical principles. We believe that these services provide a valuable opportunity for faculty members and staff to share their expertise and engage in meaningful work with external clients.
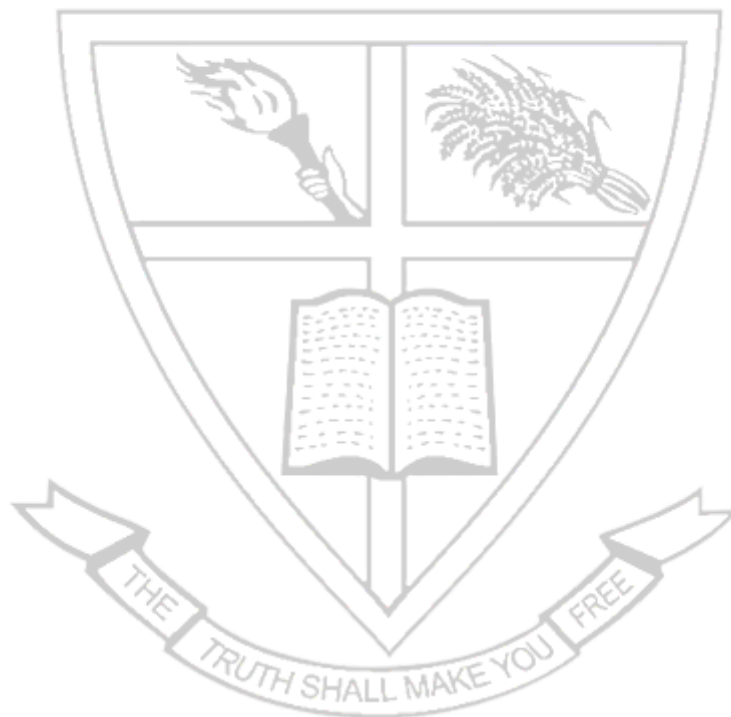
CURRICULUM DEVELOPMENT POLICY

Introduction:

Union Christian College is an arts and sciences aided college affiliated to Mahatma Gandhi University, Kottayam. The college is committed to providing high-quality education to its students and ensuring that they are well-equipped with the knowledge and skills necessary for success in their chosen fields. The college follows the curriculum provided by the university but executes the curriculum at the college level through various components of its curriculum development policy. This policy document outlines the various components of our curriculum development policy, including programme outcomes, course outcomes, curriculum delivery plan, tutorial plan, mentoring, academic auditing, remedial sessions, and curriculum enhancement.

Programme Outcomes:

Union Christian College aims to produce graduates who are competent, creative, and socially responsible individuals. Our programme outcomes are aligned with the vision and mission of the college and the university's curriculum and are designed to ensure that our graduates have the necessary knowledge and skills to succeed in their chosen fields. Additionally, we (a committee?) have identified programme-specific outcomes for each of our undergraduate and postgraduate programmes.

Course Outcomes:

The course outcomes for each paper are prepared at the department level in alignment with the programme outcomes and the university's curriculum. They are designed to ensure that our students are able to understand and apply the concepts effectively.

Course Delivery Plan:

To ensure the structured delivery of courses each faculty prepares a course delivery plan for the allotted papers. Faculty will use various teaching methods, including lectures, discussions, group work, and practical exercises to help students achieve the course outcomes. The college will provide modern technology and resources to enhance the delivery of the curriculum.

Tutorial System

The college provides tutorial support to its students to help them with their academic needs. The tutorials are designed to provide students with extra help and support when needed. The head of the department ensure that the tutorials are aligned with the course outcomes and offer them in various formats, including group tutorials and one-on-one tutorials. The tutorials are delivered by faculty members and provide students with feedback on their progress and areas for improvement.

Mentoring:

The college offers mentoring services to students to provide them with guidance and support for academic, personal, and career-related matters. The mentoring programme is designed to provide students with a supportive environment in which they can develop their skills and

knowledge. Each faculty acts as a mentor to a group of 5-6 students and meets on a weekly basis to provide students with feedback and advice on their academic progress and help them set and achieve their personal and career goals.

Academic Auditing:

The college conducts periodic academic audits at the department level to asses the progress and identify the mismatches in teacher delivery and student outcomes. Measures will be taken at the departmental level to address the gaps.

Remedial Sessions:

The college offers remedial sessions to students who need extra help and support. The remedial sessions are aligned with the course outcomes and are offered in a variety of formats, including group sessions and one-on-one sessions. The faculty members provide students with feedback on their progress and areas for improvement and help them develop the skills and knowledge they need to succeed.

Curriculum Enhancement:

The college offer certificate and value-added courses that are aligned with the university's curriculum and relevant to the needs of the industry. Our certificate and value-added courses provide students with opportunities to enhance their skills and knowledge and to gain a competitive edge in the job market. We regularly review our certificate and value-added courses to ensure that they remain relevant and up-to-date.

Conclusion:

Union Christian College is committed to providing high-quality education to its students and ensuring that they are well-equipped with the knowledge and skills necessary for success in their chosen fields. Our curriculum development policy is designed to achieve these goals by providing a structured and supportive learning environment. The college follows the curriculum provided by the university but executes the curriculum at the college level through various components of the policy. The programme and course outcomes are aligned with the vision and mission of the college and the university's curriculum. The curriculum delivery plan ensures that the courses are delivered in a structured manner, while the tutorial system, mentoring, and remedial sessions provide students with additional support when needed. The academic auditing ensures that the progress is tracked and measures are taken to address the mismatches. The certificate and value-added courses provide students with additional opportunities to enhance their skills and knowledge. Overall, our curriculum development policy aims to provide students with a high-quality education that prepares them for success in their chosen fields.

POLICY FOR DISABLED FRIENDLY CAMPUS

This policy document outlines the procedures for a disabled friendly campus in Union Christian College , Aluva, based on the guidelines and regulations of the University Grants Commission (UGC).

Objective:

The objective of this policy document is to establish and promote a Disabled-Friendly Campus in Union Christian College, Aluva. The initiative aims to create an inclusive and accessible campus environment that ensures equal opportunities and support for individuals with disabilities.

1. Accessibility and Infrastructure:

1.1 Barrier-free Campus: a. The college will ensure that the campus infrastructure is designed and maintained in compliance with accessibility standards, including ramps, elevators, wheelchair-accessible pathways, and designated parking spaces. b. Adequate signage and tactile indicators will be provided to assist individuals with visual impairments.

1.2 Accessible Facilities: a. All college facilities, including classrooms, libraries, laboratories, restrooms, and recreational areas, will be made accessible to individuals with disabilities. b. Assistive technologies and equipment, such as braille printers, screen readers, and hearing loop systems, will be made available for students with specific needs.

2. Inclusive Education and Support:

2.1 Admission and Enrollment: a. The college will ensure that the admission process is accessible, fair, and transparent for students with disabilities, in accordance with the guidelines set by the university and UGC. b. Reasonable accommodations, such as extended exam time, scribes, or assistive devices, will be provided during entrance examinations, interviews, and assessments.

2.2 Curriculum and Instruction: a. The college will make reasonable adjustments to the curriculum and instructional methods to cater to diverse learning needs. b. Faculty members will be encouraged to adopt inclusive teaching practices, such as providing accessible course materials, using assistive technologies, and implementing universal design principles.

2.3 Support Services: a. The college will provide specialized support services, including academic counseling, note-taking assistance, sign language interpretation, and assistive technology training, to students with disabilities. b. The appointment of a dedicated disability support coordinator will ensure the provision of timely and appropriate support to students.

3. Awareness and Sensitization:

3.1 Disability Awareness Programs: a. Regular awareness programs and sensitization workshops will be conducted for students, faculty, and staff to foster an inclusive campus culture and promote understanding and acceptance of individuals with disabilities. b. Disability-related issues, rights, and etiquettes will be incorporated into orientation programs for new students and employees.

3.2 Sensory Sensitivity: a. Efforts will be made to create a sensory-friendly environment, considering factors such as lighting, noise levels, and visual clutter, to accommodate individuals with sensory sensitivities or conditions such as autism.

4. Grievance Redressal and Accessibility Audit:

4.1 Grievance Redressal Mechanism: a. The college will establish a grievance redressal mechanism to address concerns or complaints related to accessibility, discrimination, or any other issues faced by individuals with disabilities. b. The process will be transparent, confidential, and ensure prompt resolution.

4.2 Accessibility Audit: a. Regular accessibility audits will be conducted to assess and address barriers in the campus environment, infrastructure, and facilities. b. Findings from the audits will inform improvement plans and necessary modifications.

5. Collaboration and Partnerships:

5.1 Collaboration with Disability Organizations: a. The college will establish collaborations with disability organizations, NGOs, and relevant stakeholders to enhance support services, share best practices, and promote inclusive initiatives. b. The partnerships will facilitate the exchange of knowledge, expertise, and resources for the benefit of individuals with disabilities.

5.2 University and UGC Compliance: a. The college will ensure compliance with all relevant university and UGC guidelines and regulations concerning disability rights, accessibility, and support services. b. Reports and necessary documentation will be submitted to the university and UGC within the prescribed timelines.

6. Monitoring and Evaluation:

6.1 Disability Support Committee: a. A Disability Support Committee will be established, comprising representatives from different departments and stakeholders, to oversee the implementation of disability-friendly policies and monitor their effectiveness. b. The committee will regularly review the progress, address emerging challenges, and recommend improvements to ensure continuous enhancement of the disabled-friendly campus initiative.

DISABLED FRIENDLY POLICY

The Disabled Friendly Policy of Union Christian college is aimed at providing an inclusive and accessible learning environment for students with disabilities. The policy is in compliance with the guidelines of the University Grants Commission (UGC) and the Rights of Persons with Disabilities Act, 2016.

As per the policy, the college authorities provide reasonable accommodations to ensure that students with disabilities have equal access to educational opportunities. The college ensures that all infrastructure, facilities, and services are accessible to students with disabilities. The policy also mandates that the college provides disability-related support services to enable students with disabilities to achieve their full potential.

Objectives:

1. Promoting inclusivity: The policy should promote inclusivity by providing equal opportunities for people with disabilities in all aspects of college life, including education, employment, and participation in college activities.
2. Ensuring accessibility: The policy should ensure accessibility by providing physical, digital, and communication access for people with disabilities, including accessible buildings, technology, and communication tools.
3. Eliminating discrimination: The policy should eliminate discrimination by identifying and addressing any barriers to access or participation that people with disabilities may face, and by taking action to prevent discrimination and promote equal treatment.
4. Providing support and resources: The policy should provide support and resources for people with disabilities, including accommodations, assistive technology, and other resources that enable full participation in college life.
5. Promoting awareness and education: The policy should promote awareness and education on disability issues, including disability rights and accessibility, and foster a culture of respect and inclusivity for people with disabilities.
6. Ensuring compliance with laws and regulations: The policy should ensure compliance with relevant laws and regulations related to disability rights, including the Americans with Disabilities Act (ADA), and provide a mechanism for reporting and addressing violations.

A disabled-friendly policy is designed to promote accessibility and inclusivity for people with disabilities, eliminate discrimination, provide support and resources, promote awareness and education, and ensure compliance with relevant laws and regulations. By upholding these objectives, the college can create a more inclusive and welcoming environment for all members of the college community, including those with disabilities

Some of the key features of the Disabled Friendly Policy of the college may include:

Accessible Infrastructure: The college provides an accessible environment for students with disabilities, including ramps, elevators, accessible washrooms, and other facilities. Union Christian College provides the following facilities to disabled students. These modifications are designed to ensure that physically disabled students can navigate the college premises and participate in academic and extracurricular activities.

Infrastructure for Physically Disabled

Some of the infrastructure modifications that may be present in the college for physically disabled students include:

- Wheelchair Ramps: The college may have wheelchair ramps at all entry and exit points to enable students with disabilities to access the buildings easily.
- Accessible Restrooms: The college may have accessible restrooms equipped with grab bars, raised toilet seats, and other modifications to ensure that physically disabled students can use them easily.
- Parking Spaces: The college may have designated parking spaces close to the entrance of the building for physically disabled students.
- Classroom Modifications: The college may have wheelchair-accessible desks and chairs, height-adjustable tables, and other modifications to enable physically disabled students to participate in classroom activities.
- Assistive Technology: The college may provide assistive technology devices and software, such as screen readers, voice recognition software, and speech-to-text converters, to enable physically disabled students to access course materials and complete assignments.
- Signage and Braille: The college may have signage in braille and large print to aid visually impaired students in navigating the premises.

The infrastructure modifications for physically disabled students in the college ensure that they have equal access to all educational opportunities and facilities. The college authorities are responsible for ensuring that these modifications are in compliance with the guidelines of the University Grants Commission (UGC) and the Rights of Persons with Disabilities Act, 2016.

Blind Student support

Blind students in Union Christian college is provided with special assistance to ensure that they can access course materials, participate in classroom activities, and complete assignments.

Some of the ways in which the college can help blind students are:

1. Braille Materials: The college can provide course materials, textbooks, and other reading materials in braille format for blind students.
2. Audio Books: The college can provide audio books of course materials and other reading materials to aid blind students in their studies.
3. Screen Readers and Assistive Technology: The college can provide screen readers and other assistive technology devices and software to aid blind students in accessing digital course materials and completing assignments.
4. Note-Taking Assistance: The college can provide note-taking assistance to blind students during lectures and classroom discussions.
5. Scribe Assistance: The college can provide scribe assistance to blind students during examinations and other assessments.
6. Braille Signage: The college can have signage in braille and large print to aid visually impaired students in navigating the premises.
7. Disability Support Services: The college can provide disability support services such as counseling, academic coaching, and other resources to aid blind students in their studies.

Awareness Programs: The college also conducts awareness programs and sensitization workshops to promote an inclusive and respectful environment for students with disabilities.

Reasonable Accommodations: The college provides reasonable accommodations to students with disabilities, such as extra time during examinations, alternative format materials, and modified curriculum.

The Union Christian College college authorities are ensuring that these services are in compliance with the guidelines of the University Grants Commission (UGC) and the Rights of Persons with Disabilities Act, 2016. The college also works with blind students to create an Individualized Education Plan (IEP) that outlines the accommodations and support services that they require to achieve academic success. The Disabled Friendly Policy of the college aims to promote an inclusive and supportive environment for students with disabilities. The college authorities ensure that students with disabilities have equal access to educational opportunities and provide them with the necessary support to help them succeed academically and personally

E-GOVERNANCE POLICY

E-governance policy is a framework that enables the use of electronic and digital technologies to manage and deliver public services efficiently and effectively. The objective of an e-governance policy is to streamline government operations and make them more accessible, transparent, and responsive to the needs of the governance in the college. The policy aims to leverage technology to enhance services and enable all citizens   to access services from anywhere and at any time. The e-governance policy is also intended to promote good governance by improving accountability and reducing corruption through transparency and efficiency.

Objectives:

- Improving Accessibility: The policy aims to improve accessibility to services for all citizens by providing online platforms and services that are accessible and user-friendly.
- Enhancing Efficiency: The policy is intended to improve the efficiency of government operations by automating processes, reducing the time taken to deliver services, and eliminating redundant processes.
- Promoting Transparency: The policy is designed to promote transparency in College operations by providing citizens with access to information on government activities and services.
- Increasing Accountability: The policy aims to increase accountability in College operations by ensuring that government officials are held responsible for their actions and decisions.
- Enhancing Service Delivery: The policy is intended to enhance the quality of services by providing citizens with timely, accurate, and reliable information and services.
- Fostering Innovation: The policy is designed to foster innovation in operations by encouraging the use of new technologies and digital solutions.

The designing an e-governance policy for Union Christian College required careful consideration of various aspects of the college's operations. Thefollowing are the considerations incorporated by the college for the policy:

1. Information Management: The policy addresses how information will be collected, stored, managed, and shared within the college. The policy also defines the roles and responsibilities of staff members who are responsible for information management.
2. Online Portal: The college has an online portal that is accessible to students, faculty, and staff. The portal provides access to a variety of services, including course registration, grade reports, library resources, and administrative functions.

3. Online Payment: The policy encourages and facilitates online payment of fees, tuition, and other charges to reduce the administrative burden of manual payments.
4. Online Learning: The policy outlines how the college will support and deliver online learning to students who are unable to attend classes in person. This includes the use of virtual classrooms, online resources, and other digital tools.
5. E-Administration: The policy specifes how the college will manage administrative tasks electronically, including maintaining student records, managing course schedules, and providing timely notifications to students.
6. Security: The policy ensures that all online transactions and communications are secure, and that appropriate measures are in place to protect sensitive information.
7. Accessibility: The policy ensures that the online portal and other digital resources are accessible to all students, including those with disabilities.
8. Training: The policy requires training for faculty, staff, and students on the use of digital tools and resources to ensure that everyone is able to fully utilize the e-governance system.
9. Evaluation: The policy outlines a process for evaluating the effectiveness of the e-governance system and making improvements as needed.

Thus the e-governance policy is intended to transform college operations by leveraging technology to improve service delivery, enhance accountability, and promote good governance. By adopting an e-governance policy, College can improve the lives of citizens and promote economic growth and development. The e-governance policy of the college prioritizes the needs of students, faculty, and staff, and aim to streamline administrative processes while improving the quality of education and services offered by the college.
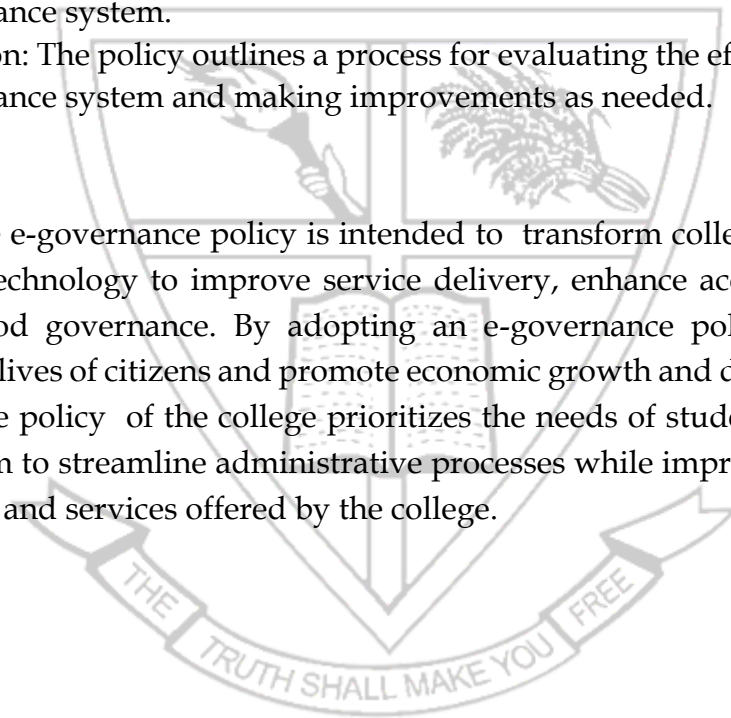
ENVIRONMENT PROTECTION AND SUSTAINABLE DEVELOPMENT POLICY

Environmental protection and sustainable development policy refers to a set of measures and practices designed to protect the environment and promote sustainable development. The policy seeks to balance economic, social, and environmental concerns and ensure that natural resources are conserved for future generations. The following are some objectives of an environmental protection and sustainable development policy:

1. Protect the environment: The primary objective of the policy is to protect the environment from pollution, degradation, and other forms of harm. For this the following can be done.
    a) Sustainable Practices: Encourage and promote sustainable practices in the college such as reducing energy consumption, reducing water usage, waste reduction, recycling, and composting.

    b) Energy Conservation: Encourage the use of energy-efficient lighting and appliances, and promote turning off electrical equipment when not in use. Consider using renewable energy sources such as solar and wind power.

    c) Transportation: Encourage the use of public transportation, carpooling, and cycling, and promote the use of electric or hybrid vehicles on campus.

    d) Water Conservation: Promote water conservation practices such as reducing water consumption, using low-flow toilets and showerheads, fixing leaks, and harvesting rainwater.

    e) Waste Management: Implement an effective waste management system that includes recycling, composting, and responsible disposal of hazardous waste.

    f) Green Spaces: Develop and maintain green spaces on campus, such as gardens and parks, and promote the use of native plants and trees to support local biodiversity.

    g) Awareness and Education: Educate students, faculty, and staff about environmental issues and encourage participation in activities that promote sustainable practices.

    h) Environmental Monitoring: Regularly monitor and assess the environmental impact of college activities and implement necessary changes to reduce negative impacts.

    i) Compliance: Ensure compliance with all relevant environmental laws and regulations, including those related to air and water quality, hazardous waste, and pollution prevention.

j) Continuous Improvement: Continuously review and improve the college's environmental protection policies and practices based on new information and feedback from stakeholders.

2. Promote sustainable development: The policy aims to promote economic and social development that meets the needs of the present without compromising the ability of future generations to meet their own needs. To promote sustainable development in Union Christian College, the following policies can be implemented:

   a) Develop and implement a sustainability plan: The institution has developed and implement a sustainability plan that outlines goals, targets, and strategies for promoting sustainable practices in all aspects of its operations.

   b) Incorporate sustainability into the curriculum: The institution can incorporate sustainability into the curriculum by offering courses and programs that focus on sustainability issues, such as climate change, renewable energy, and sustainable agriculture.

   c) Promote sustainable behavior among students and staff: The institution can promote sustainable behavior among students and staff by providing information and education on sustainable practices and encouraging the adoption of sustainable behaviors, such as recycling, using public transportation, and reducing energy consumption.

   d) Reduce energy consumption: The institution can reduce energy consumption by implementing energy-efficient measures such as switching to LED lighting, using energy-efficient appliances, and implementing energy-saving policies, such as turning off computers and lights when not in use.

   e) Reduce waste generation: The institution can reduce waste generation by implementing waste reduction policies such as reducing the use of paper, recycling and composting, and reducing the use of disposable products.

   f) Encourage sustainable transportation: The institution can encourage sustainable transportation by providing bike parking facilities, promoting public transportation, and providing incentives for carpooling and electric vehicle use.

   g) Promote sustainable procurement: The institution can promote sustainable procurement by sourcing products and services from environmentally and socially responsible suppliers.

   h) Develop and maintain green spaces: The institution can develop and maintain green spaces such as gardens and parks, and promote the use of native plants and trees to support local biodiversity.

3. Reduce greenhouse gas emissions: The policy seeks to reduce greenhouse gas emissions and mitigate the impacts of climate change. The following are the measures that can be taken to reduce it.

a) Energy efficiency: The college can promote energy efficiency measures such as installing energy-efficient lighting, heating, and cooling systems, and improving insulation to reduce energy consumption.

b) Renewable energy: The college can promote the use of renewable energy sources such as solar, wind, or geothermal power to reduce greenhouse gas emissions.

c) Carbon offsetting: The college can participate in carbon offsetting programs that fund projects to reduce greenhouse gas emissions elsewhere, such as reforestation or renewable energy projects.

d) Green transportation: The college can promote sustainable transportation options such as public transportation, cycling, and carpooling, and encourage the use of electric or hybrid vehicles on campus.

e) Sustainable food: The college can promote sustainable food practices such as reducing food waste, sourcing local and organic food, and reducing meat consumption, which has a high carbon footprint.

f) Waste reduction: The college can implement policies to reduce waste, such as recycling, composting, and reducing the use of disposable items.

g) Green spaces: The college can develop and maintain green spaces on campus, such as gardens and parks, and promote the use of native plants and trees to support local biodiversity and sequester carbon.

h) Education and awareness: The college can educate students, faculty, and staff on the impact of greenhouse gas emissions and promote behavior changes that reduce emissions.

4. Conserve natural resources: The policy aims to conserve natural resources such as forests, water, and biodiversity for future generations.

5. Encourage green technologies: The policy seeks to encourage the use of green technologies and renewable energy sources to reduce carbon emissions and dependence on fossil fuels. Like
   a) Procurement: The college can adopt a green procurement policy that prioritizes purchasing energy-efficient equipment and products that use renewable materials and have a low carbon footprint.
   b) Investment: The college can invest in green technologies and energy-efficient infrastructure such as solar panels, wind turbines, and other renewable energy sources.

c) Research and development: The college can invest in research and development of green technologies such as carbon capture and storage, electric vehicles, and energy-efficient buildings.

d) Education: The college can offer courses and programs that educate students and staff about green technologies and their potential benefits for the environment and society.

e) Partnerships: The college can partner with local organizations and businesses that are focused on developing and promoting green technologies and support their efforts through collaboration and resource-sharing.

f) Innovation: The college can encourage innovation and entrepreneurship among students and faculty by providing resources and funding for green technology startups and projects.

g) Certification: The college can seek green technology certification such as LEED (Leadership in Energy and Environmental Design) certification, which recognizes buildings and facilities that meet high environmental standards.

6. Encourage responsible consumption: The policy aims to encourage responsible consumption and production patterns, reduce waste, and promote the circular economy.

7. Ensure compliance: The policy seeks to ensure compliance with environmental laws and regulations and hold individuals and organizations accountable for environmental violations.

8. Promote awareness and education: The policy aims to promote awareness and education on environmental issues and encourage public participation in environmental decision-making processes.

The environmental protection and sustainable development policy of Union Christian College aims to balance economic, social, and environmental concerns to ensure a sustainable future for all. By promoting sustainable development in an educational institution requires a multi-faceted approach that involves developing policies and strategies to reduce energy consumption, waste generation, and promote sustainable practices among students, faculty, and staff. It is also important to integrate sustainability into the curriculum and promote sustainability awareness and education. The policy to reduce greenhouse gas emissions in Union Christian college prioritizes measures that reduce energy consumption, promote renewable energy, sustainable transportation, and food practices, and increase waste reduction and carbon sequestration. The progress should be monitored regularly and adjust policies as needed to achieve greenhouse gas reduction targets.

STUDENT'S CODE OF CONDUCT

Students code of conduct includes actions that students are expected to follow while attending the educational institution. The code of conduct typically outlines the expected behavior of students while on campus, attending events, and when representing the institution in the community. The purpose of the student's code of conduct is to provide students with clear guidelines for behavior and to promote a safe and respectful learning environment for all members of the college community. A student code of conduct is a set of rules and guidelines that outline the expectations of behavior for students in a college setting.

Objectives:

1. Promoting a safe and respectful environment: The code of conduct should promote a safe and respectful environment for all members of the college community, including students, faculty, staff, and visitors.

2. Ensuring academic integrity: The code of conduct should ensure academic integrity and prevent academic misconduct, including plagiarism, cheating, and other forms of academic dishonesty.

3. Encouraging responsible behavior: The code of conduct should encourage responsible behavior by students, including adherence to college policies and regulations, respect for property, and appropriate use of college resources.

4. Preventing disruptive behavior: The code of conduct should prevent disruptive behavior that interferes with the learning environment or the rights of others, including harassment, bullying, and other forms of misconduct.

5. Providing a framework for disciplinary action: The code of conduct should provide a framework for disciplinary action in cases of misconduct, including the investigation, adjudication, and imposition of appropriate sanctions.

6. Fostering a sense of community: The code of conduct should foster a sense of community among students and promote the development of responsible and ethical citizens who contribute positively to society.

A student code of conduct is designed to promote a safe and respectful learning environment, ensure academic integrity, encourage responsible behavior, prevent disruptive behavior, provide a framework for disciplinary action, and foster a sense of community among students. By upholding these objectives, the college can create a positive and productive learning environment that benefits all members of the college community.

The code of conduct typically includes rules related to:

Academic integrity: Academic integrity refers to the ethical standards and values that underpin the pursuit of knowledge, learning, and scholarship in higher education. In

a college affiliated to Mahatma Gandhi University, academic integrity is of utmost importance, and students are expected to uphold the highest standards of academic integrity in all their academic endeavors. Here are some key aspects of academic integrity for Union Christian college students:

1. Plagiarism: Plagiarism is the use of someone else's ideas, words, or work without proper attribution. College students must ensure that any work submitted is their original work or properly cited and referenced. The college may use plagiarism detection tools to identify cases of plagiarism.

2. Cheating: Cheating is any form of dishonest behavior intended to gain an unfair advantage. This includes copying answers during tests or exams, using unauthorized materials during exams, or collaborating with others without permission.

3. Academic Misconduct: Any form of academic misconduct, such as fabrication or falsification of data, is prohibited in a college affiliated to Mahatma Gandhi University.

4. Ethical behavior: Students must demonstrate ethical behavior in all academic activities. This includes giving credit to others when appropriate, avoiding conflicts of interest, and following research protocols.

5. Proper citation and referencing: Students must follow appropriate citation and referencing guidelines while citing sources in their academic work. Any source used in academic work should be properly cited and referenced.

6. Responsible use of technology: Students must use technology responsibly, including avoiding plagiarism or academic dishonesty when using online sources.

7. Reporting violations: If a student observes any violation of academic integrity, they should reported to the Principal of the college. Violations of academic integrity results in serious consequences, such as enquiry, suspension, or even expulsion. Therefore, it is crucial for students to understand and follow the guidelines of academic integrity in their academic work to maintain the integrity of the college and their own personal integrity as well.

8. Respectful behavior: The college has rules related to treating others with respect, avoiding harassment and discrimination, and promoting inclusivity.

9. Safety and security: The college also has rules related to ensuring the safety and security of the college community, such as rules prohibiting weapons, drugs, and other dangerous items on campus.

10. Attendance and punctuality: Rules related to attendance, tardiness, and absences from class.

11. Only students having a minimum of 75% average attendance for all the courses can register for the examination. Condonation Fees for shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the entire duration of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

Benefit of attendance may be granted to students attending University/College Union/ Co-Curricular activities by treating them as present on the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Students who are not eligible even with condonation due to shortage of attendance shall repeat the course along with the next batch.

12. Use of technology: Rules related to the use of technology, such as cell phones, laptops, and other devices while on campus. The Department of Higher Education, Govt. of Kerala, vide its order no. (RT) 346/05 dated 01 Mar 2005, has prohibited the misuse of IT in Institutions of Higher Education in Kerala. Accordingly, the use of Mobile Phones, Camera Phones, Music Phones, etc. by students inside the campus is strictly prohibited. Ordinary Mobile Phones should be kept switched off during working hours. Indecent cinematic dances and fashion shows are also prohibited in the campus.

13. Disciplinary actions: Consequences for violating the code of conduct, such as detention, suspension, or expulsion.

Need for Code of Conduct

1. The policy emphasizes the importance of personal integrity and the need for ethical behavior in all aspects of college life. It prohibits actions that compromise personal integrity, such as plagiarism, cheating, stealing, and lying.

2. The policy outlines the procedures for maintaining academic integrity in the classroom, including guidelines for writing and submitting assignments, plagiarism checks, and penalties for academic misconduct.

3. The policy outlines the expectations for professional conduct for all faculty and staff. It prohibits any behavior that conflicts with the best interests of the college, such as conflicts of interest, bribery, and harassment.

4. The policy emphasizes the importance of respectful behavior towards others, including students, faculty, staff, and visitors. It prohibits any behavior that violates the dignity of others, such as discrimination, bullying, or harassment.

5. The policy has outlined the guidelines for the use of college resources, including computers, internet, library, and other facilities. It should prohibit any misuse

of college resources, such as using college resources for personal gain or for illegal activities.

6. The policy should emphasizes the importance of ethical decision-making in all aspects of college life. It provides guidelines for making ethical decisions and resolving ethical dilemmas.

7. The policy encourages students, faculty, and staff to report any kind of violations of the ethical code of conduct. It provides a mechanism for reporting violations, protecting the identity of the whistleblower, and providing appropriate support.

8. The policy outlines the consequences of violating the ethical code of conduct. It includes penalties for different types of violations and the process for investigating and imposing penalties.

9. The policy provides training and education on ethical behavior and decision-making. It provides resources for students, faculty, and staff to learn about ethics and provide regular workshops and seminars.

10. The policy ensures that the ethical code of conduct is reviewed regularly and updated to meet changing needs and expectations. It involves all stakeholders in the review process and seek external feedback to ensure that the policy meets the best practices in the field.

Code of Conduct for students by M G University

Prohibition on Political Activity inside the campus (Abstract)

(a) No student of the college shall get himself involved in any political activity by him/her or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.

(b) Taking part in any political activity by organizing students or to cause gathering inside the college campus for the purpose of doing any activity as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

(c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

Grievance Redressal Cell

In Union Christian college there is a students Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken to frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the College and suggest and implement remedial measures (See page 30 to know your Grievance Redressal Committee Members).

Right to Appeal

A student against whom the disciplinary orders have been passed; shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statue 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he/she was prevented by sufficient cause from preferring the appeal within the time.

Special rules

a) Academic Work and Leisure

Nobody has any right to be in the College at all unless he is doing his/her academic work as well as he/she can do it. An idle or careless student or teacher is guilty of committing a fraud on the community. Hard and conscientious work throughout the year— not on the eve of the examination only — by teacher and student alike would greatly help to ensure a happy and successful college life.

A major part of our college work is done in the class rooms. Therefore we should all strive to create that congenial atmosphere in the class rooms, where it would be possible for the teacher to give his/her best and the student to receive to the limit of his /her capacity. A conscious effort is needed to preserve the atmosphere suitable for concentrated academic work.

But college life cannot be entirely taken up with study. It is hoped that every student will get much pleasure and profit from games, debates, discussions and in the company of other students. We should try to make sure that whatever we do to amuse ourselves in our leisure moments does not interfere with other people's studies or with their liberty.

Games

It is most desirable that every students plays some open-air game in the evening. Those who have not previously played any, would find it easier to begin at the beginning of the college year rather than a few months later. When we are not ourselves playing, but instead are watching an inter-collegiate or inter-departmental match we should remember that our college expects every member to show appreciation of both the teams. Those who play matches as well as those who watch need to remember that it is a part of a sportsman's training to take victory with good grace avoiding arrogance and accept defeat honourably without despair and ill will.

Rules

During the inter-collegiate and inter-departmental matches / games, players and spectators are expected to maintain the decorum and show appreciation to all teams.

Care of Property - Every student is expected to take care of the buildings, grounds and furniture of the college. Students are requested not to liter the campus, and to use the separate containers/ bins meant for the waste material, the biodegradable, and the plastic waste.

Meetings, debates etc.- Meetings and debates should be carried on with the order and dignity befitting an academic society.

 Special rules for the Societies and the College Union - Secretaries of the Societies and the College Union are requested to observe the following rules:
1. Do not invite speakers to the college without first consulting the President of your Society or Staff advisor, and the Principal.
2. Whenever a meeting is arranged in the college give particulars about it to the Principal sufficiently early. This will also help to avoid conflict with the other programmes in the college.
3. It is better to avoid entertainers from outside the college community since it is student enterprise that the college wants to encourage. If under special circumstances outside agencies have to be invited, the details of the performance must be explained to, and permission obtained from the Principal before appointments are fixed with those agencies.

      The student's code of conduct is typically provided to students at the beginning of the College year and is often included in the Academic Calendar. Students are expected to read and understand the code of conduct and to comply with its rules and expectations. The code of conduct is an important tool for promoting a positive and

safe learning environment and for helping students to develop the skills and habits needed for success in school and in life.
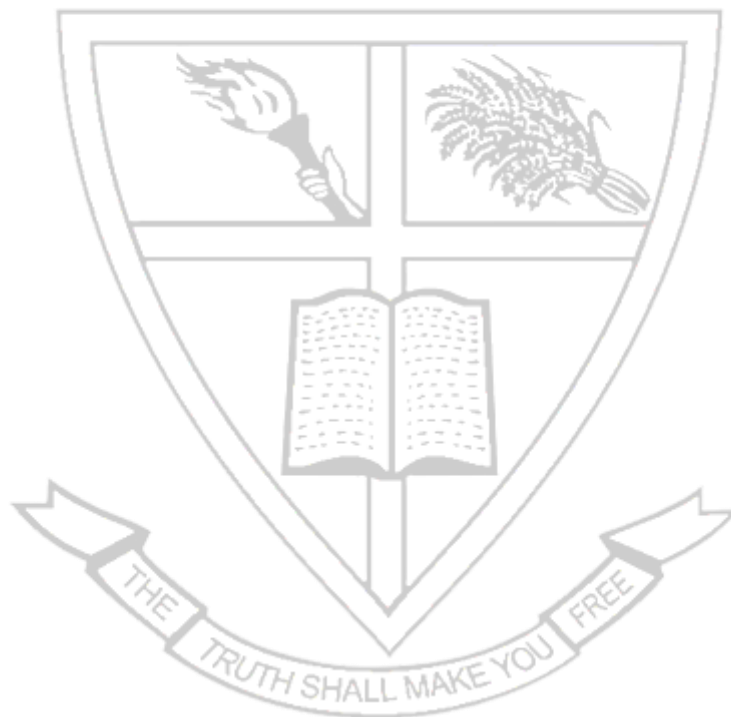
EXAMINATION POLICY

An examination policy for an affiliated college is a set of guidelines, rules, and regulations that govern the process of conducting examinations for students. The policy outlines the rules and regulations related to conducting exams. This policy describes the procedures for providing accommodations to students with disabilities or other special needs. The policy may outline the procedures for ensuring the security and confidentiality of exam materials, including the prevention of exam leaks and the safeguarding of student information. Having a clear and well-defined examination policy can help ensure fairness, consistency, and transparency in the examination process, as well as promote academic integrity and high standards of education.

Objectives

Having an exam policy is particularly important because U C College is a recognized academic institution that is accountable to a larger governing body.

1. The policy can help ensure that the college is adhering to the regulations and standards set by the university, and it can help to maintain the college's reputation as a credible academic institution.
2. Exam policy ensures fairness, consistency, and transparency in the examination process.
3. It helps to establish a standard set of procedures that all faculty and students are expected to follow, which can minimize the possibility of errors, inconsistencies, or bias in the examination process.

Overall, having an exam policy is an essential aspect of running an academic institution, as it helps to ensure that the examination process is fair, transparent, and consistent for all students.

Scope of the Policy

The scope of an examination policy for a college typically includes all aspects of the examination process, from downloading the question paper to sending the answer scripts back to the controller of examination office. The policy is designed to provide clear guidance and expectations for all parties involved in the examination process, including faculty, students, and staff**.**

The Policy of the College regarding the conduct of examination is as follows:

Evaluation of all courses (Papers), theory / practical and project / dissertation shall be done in two parts, namely by Continuous Internal Assessment **(CIA)** and by the End Semester Examination **(ESE).** 25% of the total marks will be set apart for the first component and

75% for the second component for PG and for UG it is 20% and 80% respectively. The continuous internal assessment shall be done by the course teachers based on the guidelines set by the Academic Council of Mahathma Gandhi University.

At least two In semester examinations and one End Semester Examination shall be conducted. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, paper reading, home assignments, viva voce etc shall be adopted.

The aggregate minimum for a pass in each course is 40% with a separate minimum of 30% for CIA and ESE.

For practical examinations

(a) Marks for external evaluation: 40 (b)Marks for internal evaluation: 10

Components Internal evaluation of Practical Marks

Attendance 2

Test Papers (1X4) 4

Record* 4

Total 10

Formative Assessment-

1. Assessment of Students will be through tests, examinations, seminars, assignments, and or other modes as decided by the University to which the college is affiliated along with BOS and Academic Council of the University.

2. **Components**
   Components of Internal Evaluation of theory Marks
   Attendance 5
   Assignment /Seminar/Viva 5
   Test paper(s) (1 or 2)(1x10=10; 2x5=10) 10
   Total 20

   a. Continuous Internal Assessments (CIA) – There will be a committee for conducting the Internal formative assessments in the College. Two such assessments/ Semester will be conducted in the college following a centralized time table and the rest will be conducted by the respective departments. CIA will be for a total of 40 marks while the End Semester Examination (ESE) will be for a total of 80 marks for arts subjects and 60 marks for Science subjects.

      1) ASSIGNMENTS: Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

      2). SEMINAR/ VIVA: A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

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

b. End Semester Examinations will be held on dates as prescribed in the University Academic Calendar unless otherwise determined by the institution for reasons best known to the University.

c. Assessment (both Continuous and End Semester) can/will be either wholly internal or wholly external or a combination of both methods.

d. All assessment methods are compulsory and students must necessarily attend and undertake all the testing components administered for a particular subject. e. Students who fail to complete the tests / seminars /assignment will have to meet the Principal with valid reasons for missing the same.

Students who have missed an exam/test will be permitted to appear again which will be conducted in their respective departments. In exceptional circumstances,

alternate/appropriate measures may be taken by the Principal in keeping with the policy of the institution.

f. Students who have missed one/two CIAs as they were representing college in some event / due to a death in the immediate family, will be administered the tests after due process. g. The above ordinances may be altered through the special authority vested with the Principal.

2. Students must carry their College Student ID card for CIAs and the Hall ticket for external University examinations, to the Examination.

3. Material provided/appliances permitted at U C College - Examination Policy

a. Students will be provided with answer books and additional sheets if required. No other sheets of paper will be permitted for use for the CIA (written test in a central facility) and ESE.

b. Students can bring Log Books / Tables, etc. if required as per the question paper.

c. Calculators will be permitted if required and after checking by the Hall invigilator / teacher.

4. Any malpractice which violates academic integrity will be taken note of and student dealt with appropriately in keeping with the policy of the institution on Academic Integrity. Students must follow the examination policies. Failure to do so would be considered a violation of Academic Integrity. Information about examinations will be provided by the examination schedule displayed on the respective notice boards.

Exam Conduct

The policy of Union Christian College outlines the rules and regulations for exam conduct, including the code of conduct for students and invigilators, the use of mobile phones, the rules for breaks, and the penalties for malpractice.

Exam Security

The policy of the college ensures that the exams are secure and free from malpractice. The college should take measures to prevent cheating, including using different versions of the exam, monitoring the exam halls, and using technology to detect plagiarism and cheating.

Grievance Redressal Committee

Internal assessment shall not be used as a tool for personal or any other type of vengeance. A student has all rights to know how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism has been envisaged. A student can approach the upper level only if grievance has not been addressed at the lower level.

Level 1: Department Level: The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: **College level**: A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: **University Level**: A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester.

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

The External Examination Cell

In accordance with the guidelines of the Mahathma Gandhi University, UnionChristian College , Aluva , has an examination cell headed by the Chief Superintendent of Examinations, who will be a permanent faculty appointed by the Principal. The Principal also appoints Two Assistant Superintendents nominated depending on the quantum of work in the examination cell. The team will be assisted by an Examnation clerk and an Office attendant. Teachers working in the College shall be allotted examination duty by the team as per the requirement.

Responsibilities of Superintendent

The Superintendent shall be responsible for the conduct of all external University examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The superintendent of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Superintendent of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled of the academic calendar given by the University

The Asst. Superintendent of Examinations shall in charge in the absence of the chief superintendent

Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be acquainted with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

1. Providing assistance for the preparation and printing of answer booklets for various examinations
2. Providing assistance for the preparation of all concerned forms and registers relating to applications, collecting applications, Preparing bills, issuance of Hall tickets and putting seating arrangements.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Only students having a minimum of 75% average attendance for all the courses can register for the examination. Condonation Fees for shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the entire duration of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal

assessment. Benefit of attendance may be granted to students attending University/ College Union/ Co-curricular activities by marking them as present on the days of absence, on production of participation/ attendance certificates, within one week from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation due to shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

All students are to do a project in the area of core course. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out inside or outside the campus. Special sanction shall be obtained from the Vice- Chancellor to the new generation programmes and programmes on performing arts where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department in the sixth semester and is to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation are compulsory for all subjects and will be conducted at the end of the programme.

There shall be supplementary exams only for the fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/ improvement, for other semesters the students can appear along with the next batch. A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester. A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester. A candidate who has not secured minimum marks/credits in internal examinations can redo the same registering along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.

General Policies

End Semester examination answer scripts is sent to the controller of Examination office where they mask the candidate's identity information or by bar-coding the answer sheets. Then it is send to different valuation camps where it is valued.

Students are expected to follow the rules and regulations of the examination manual given By Mahathma Gandhi University.

2. Unauthorized devices such as mobile phones, smart watches etc. are not allowed in the examination hall. The usage of a scientific calculator is permitted for those examinations only if the paper setter gives instructions.

3. Students must not write their names nor indicate their identity or make any personal comments anywhere on the answer sheet.

4. Students who fall ill or have an emergency before the examination should inform the examination committee; during an examination should inform the invigilator.

5. A student with less than 75% attendance in a course will not be allowed to appear for the End Semester Examination (ESE) in that course. He/She can apply for condonation to the university.

6. Condonation Fees for shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the entire duration of the programme may be granted by the University on valid grounds. Students who are not eligible even with condonation due to shortage of attendance shall repeat the course along with the next batch**.**

7. Students with disabilities should submit a written request for examination modifications to the university and get an order issued allowing them concessions.

8. Students with disabilities appearing for the examinations must provide appropriate documentation of her/his disability to qualify for modifications.

The college is committed to a smooth conduct of examinations based on the examination policy which provide clear guidelines and expectations for all aspects of the examination process, with the goal of ensuring fairness, consistency, and transparency in the examination process. A well-defined examination policy helps college to ensure fairness, consistency, and transparency in the examination process, as well as promote academic integrity and high standards of education.
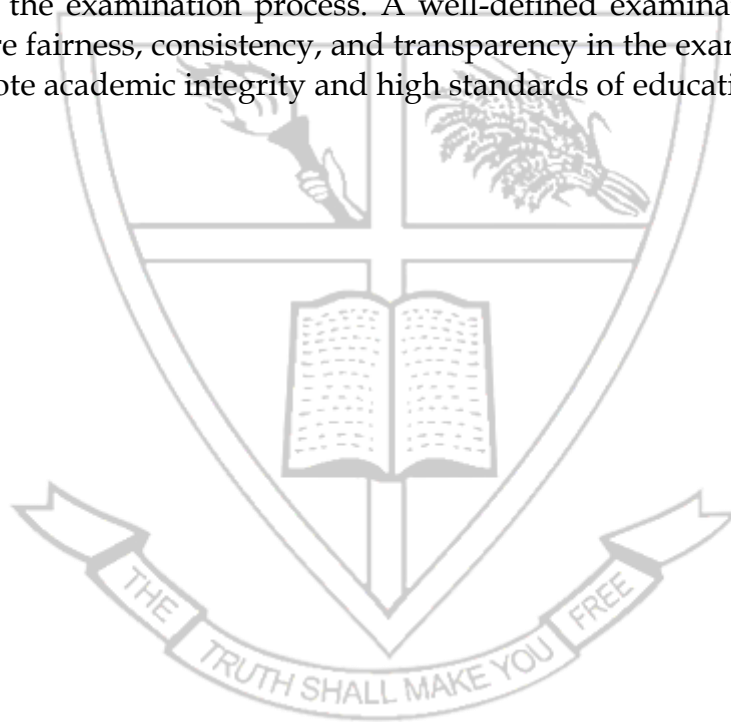
EXTENSION SERVICES POLICY

The college recognizes the importance of serving the wider community beyond its immediate campus and academic activities. In pursuit of this goal, the institution is committed to engaging in extension services that contribute to the social, economic, and cultural development of the community. The following policy outlines the principles and procedures that will guide the extension services activities of the college.

Principles

1. Community engagement: The college will actively seek opportunities to engage with the community in activities that are aligned with the college's mission and vision.
2. Responsiveness: The college will be responsive to the needs of the community and adapt its extension services programs accordingly.
3. Collaboration: The college will collaborate with external organizations and institutions to maximize the impact of its extension services programs.
4. Diversity and inclusivity: The college will strive to ensure that its extension services programs are accessible to and inclusive of diverse members of the community.

The following policies and procedures will guide the implementation of extension services at the college:

1. Scope of Extension Services:
   The extension services provided by [College Name] will focus on activities and initiatives that promote community development, social justice, and environmental sustainability. These activities may include but are not limited to, community outreach programs, research projects, training and capacity-building workshops, and advocacy campaigns.

2. Collaborations and Partnerships:
   The college will seek to collaborate with community organizations, non-governmental organizations, government agencies, and other institutions to identify areas of need and develop programs that address these needs.

3. Resource Mobilization:
   The college will leverage its existing resources and networks to mobilize additional resources, including funding and expertise, to support extension services. This may include seeking grants and funding from external sources and partnering with other institutions to pool resources.

4. Monitoring and Evaluation:
   The effectiveness of extension services will be monitored and evaluated on an ongoing basis to ensure that they are meeting the needs of the community and achieving the intended outcomes. Evaluation will be based on a range of indicators, including community participation, sustainability of initiatives, and impact on community development.

5. Ethical Considerations:
   The college is committed to conducting all extension services with integrity and in accordance with ethical principles. All activities will be conducted in a manner that is respectful of local cultures, values, and beliefs, and will prioritize the needs and interests of the community.

6. Reporting:
   An annual report on extension services will be submitted to the college administration, highlighting the activities conducted, outcomes achieved, and lessons learned. The report will also include recommendations for improvement and future directions for extension services.

The college will prioritize extension services programs that address issues related to education, health, environment, and social justice. Additionally, the college will provide opportunities for faculty, staff, and students to engage in extension services activities to promote civic engagement and contribute to the development of the community.

The college is committed to contributing to the social, economic, and cultural development of the community through its extension services activities. We believe that this policy will guide our efforts to engage with the community in meaningful and impactful ways.

Feedback Policy

I. Faculty Feedback
    Introduction:

    Union Christian College is committed to providing high-quality education to its students, and we believe that feedback is a crucial component of the learning process. This policy document outlines the various components of our feedback policy, including the types of feedback, feedback mechanisms, timing and frequency of feedback, and the use of feedback to improve the teaching and learning process.

    Types of Feedback:

    We provide two types of feedback to our students: formative feedback and summative feedback.

    1. Formative feedback is given during the learning process and is designed to help students understand their progress and identify areas for improvement. This type of feedback is intended to be developmental and constructive, and it is typically given throughout the semester after the internal examinations.
    2. Summative feedback is given at the end of a course or semester and is designed to provide a summary of a student's performance. This type of feedback is typically used to evaluate student achievement and assign grades. This is provided during the parent-teacher meetings

    Feedback Mechanisms:

    We use a variety of mechanisms to provide feedback to our students, including written feedback, oral feedback, and peer feedback.

    1. Written feedback is provided through comments on assignments, papers, and exams. Written feedback includes specific comments on areas of strength and areas for improvement.
    2. Oral feedback is provided through face-to-face meetings with faculty members or during class discussions. This type of feedback is typically provided during office hours or after class and is designed to be more personalized than written feedback.
    3. Peer feedback is provided through group work or peer review assignments. This type of feedback is designed to help students learn from one another and develop critical thinking skills.

    Timing and Frequency of Feedback:

    We provide feedback to our students regularly throughout the semester. We also provide regular progress reports to our students, which highlight areas of strength and areas for improvement.

    Use of Feedback:

    We believe that feedback is essential to the teaching and learning process, and we use feedback to improve the quality of our courses and instruction. We use student

feedback to identify areas for improvement and make changes to our delivery plans and teaching methods accordingly.

Conclusion:

Union Christian College is committed to providing high-quality education to its students, and we believe that feedback is a critical component of the learning process. Our feedback policy is designed to provide students with regular and constructive feedback that helps them understand their progress and identify areas for improvement. We use a variety of feedback mechanisms and provide feedback regularly throughout the semester. We also use feedback to improve the quality of our courses and instruction. Overall, our feedback policy is designed to create a supportive and engaging learning environment that promotes student success.

II. Student Feedback

Introduction:

Union Christian College is committed to providing a high-quality education to our students and continuously improving our programs and services. One way we achieve this is through gathering feedback from our stakeholders, including students, faculty, staff, and other members of our community. This policy document outlines the feedback mechanisms and procedures that the college has in place to ensure that we receive and act on feedback in a timely and effective manner.

Types of Feedback:

Union Christian College solicits feedback from a variety of sources to ensure that we receive input from all stakeholders. The following are the types of feedback we collect:

1. Student Feedback:
    a. Academic Feedback: This feedback is collected from students to assess their satisfaction with academic courses, teaching quality, curriculum design, and program outcomes. The feedback is collected regularly through course evaluations, mid-term feedback, and exit surveys.
    b. Non-Academic Feedback: This feedback is collected from students to assess their satisfaction with services provided by the college, such as library facilities, canteen, hostel facilities, extracurricular activities, and more. The feedback is collected through feedback forms and online platforms.
2. Faculty and Staff Feedback:

    This feedback is collected to assess their satisfaction with the work environment, opportunities for professional development, and more. The feedback is collected through surveys, focus groups, and one-on-one meetings.

3. Alumni Feedback:

This feedback is collected from alumni to assess their satisfaction with their education at Union Christian College, their preparedness for careers, and their overall experience. The feedback is collected through alumni surveys and one-on-one meetings.

Feedback Collection Procedures:

The college has several mechanisms in place to collect feedback from stakeholders. The following are the feedback collection procedures:

1. Course Evaluations:
   The college conducts course evaluations at the end of each semester to gather student feedback on teaching quality, course design, and program outcomes. The feedback is collected anonymously through a standardized online survey.

2. Exit Surveys:
   The college conducts exit surveys for final-year students to gather feedback on their overall experience, the quality of teaching, and their preparedness for careers. The feedback is collected anonymously through a standardized online survey.

Feedback Forms:

The college provides feedback forms for students and other stakeholders to provide feedback on various services provided by the college. The forms are available at various locations across the campus and can be submitted anonymously.

Feedback Analysis and Action:

The college analyzes feedback collected from various sources to identify areas for improvement and to take action to address concerns. The following are the procedures for feedback analysis and action:

Analysis of Feedback:

The college analyzes feedback collected from various sources to identify areas for improvement and to take action to address concerns. The analysis is done by a feedback analysis committee, which comprises representatives from various stakeholders.

Action Plan:

The feedback analysis committee prepares an action plan to address concerns identified through feedback analysis. The action plan includes specific measures, timelines, and responsible persons.

Implementation:

The college implements the action plan to address concerns identified through feedback analysis. The implementation is monitored by the feedback analysis committee to ensure that the measures are effective.

Feedback on Action Plan:

The college provides feedback to stakeholders on the action plan implemented to address concerns identified through feedback analysis. The feedback is provided through reports, meetings, and other communication channels.

Conclusion

Union Christian College is committed to using feedback as a tool for continuous improvement. The college values the feedback received from its stakeholders and uses it to improve the overall experience of its stakeholders. The college collects both student feedback and stakeholder feedback and analyzes the feedback to identify areas for improvement. The feedback collected is used to develop and implement action plans to address areas for improvement.

FORMATION OF CLUBS POLICY

A club is a group of students who share common interests or goals and come together to pursue those interests or goals. Clubs can be academic, social, cultural, athletic, or service-oriented. Union Christian College has clubs like debating club, Fashion Club, Nature club, Film Club, music clubs, literary clubs, drama clubs, environmental clubs, sports clubs, and community service clubs etc.

Objectives:

- Creating a sense of community: Clubs provide a platform for students to interact and collaborate with like-minded individuals, fostering a sense of community and camaraderie among students.
- Promoting leadership skills: Clubs offer opportunities for students to develop leadership skills by taking on responsibilities, managing projects, and organizing events.
- Enhancing academic and intellectual pursuits: Academic and intellectual clubs offer opportunities for students to engage in debates, discussions, and scholarly pursuits, fostering intellectual curiosity and critical thinking.
- Developing social and cultural awareness: Social and cultural clubs offer opportunities for students to explore and appreciate different cultures and ways of life, promoting social and cultural awareness and understanding.
- Encouraging athletic and fitness pursuits: Athletic clubs promote fitness, health, and well-being among students, while also providing opportunities for students to develop their athletic skills.
- Fostering community service: Community service clubs promote volunteerism and civic engagement, allowing students to give back to the community and develop a sense of social responsibility.

A policy for the formation of various clubs in an arts and science college affiliated to Mahatma Gandhi University may include the following guidelines:

1. Purpose: The policy should outline the purpose and objectives of forming clubs. It should define the types of clubs that can be formed, such as academic, social, cultural, athletic, or service-oriented clubs.
2. Approval process: The policy should outline the process for approving club formation, including the submission of a proposal outlining the club's purpose, objectives, and activities.
3. Eligibility: The policy should define the eligibility criteria for club membership, including minimum enrollment requirements and any other relevant criteria.
4. Advisor selection: The policy should specify the selection process for club advisors, including eligibility criteria and responsibilities.

5. Code of conduct: The policy should outline a code of conduct for clubs, including guidelines for responsible behavior, non-violence, respect for others, and adherence to the college's values and policies.
6. Funding: The policy should outline the funding process for clubs, including guidelines for fundraising and budget management.
7. Review and monitoring: The policy should provide for regular review and monitoring of clubs to ensure compliance with the policy and to address any issues that may arise.

The policy for forming various clubs in Union Christian college should promote responsible behavior, adherence to college values and policies, and a positive learning environment. It should provide guidelines for the formation, operation, and dissolution of clubs to ensure that they contribute to the college's mission and values. It should also encourage student participation and leadership, and foster a sense of community among students with common interests. It should offer a range of benefits to students, including the development of leadership and social skills, academic and intellectual growth, cultural and social awareness, and athletic and fitness pursuits. Clubs also contribute to the college's mission and values by fostering a positive learning environment and promoting responsible behavior, adherence to college policies, and a sense of community among students.
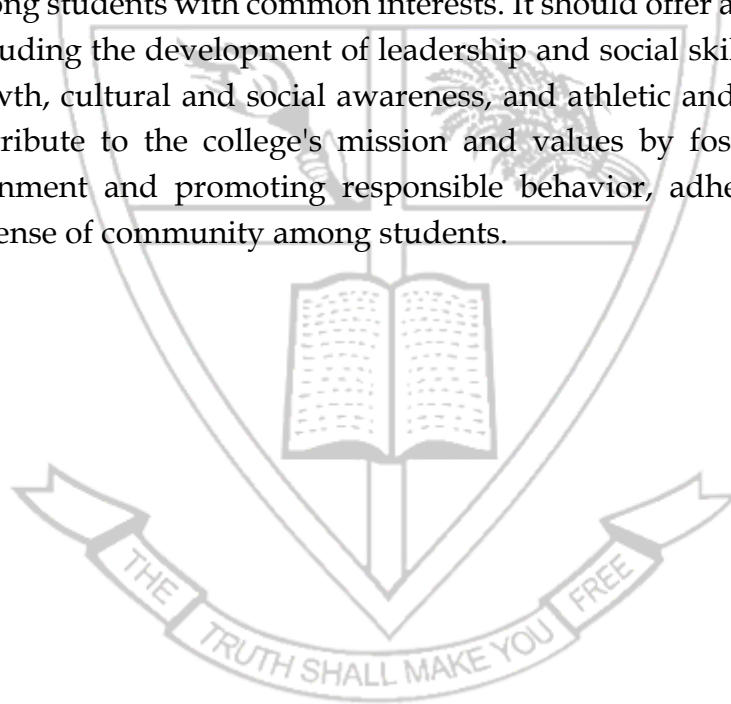
FUND RAISING POLICY

Union Christian College is a 100 years old college with its cosmopolitan and secular character, commitment to the values of humanism and liberalism, and steadfast allegiance to the nationalist struggle. The College has left an indelible mark in the history of Higher Education in Kerala.

Vision and Mission

Serve the nation by facilitating and modeling wholesome and socially relevant education to actualize the values of humanism. The College is committed to providing an education that facilitates the holistic growth of students, and brings out the best in them so that they would serve our nation and humanity at large and the eco system

With its rich history spanning nearly a century, the U. C. College is blessed with its own unique traditions and a family of alumni and friends living all around the globe, who have achieved great success in careers and in life. These alumni and friends look to UCC with great warmth and gratitude and yearn to maintain a lifelong connection with their *alma mater*. The U. C. College Alumni Association was established in response to this recognized need. It was designed to provide a forum for connection and fellowship for the alumni and friends globally with the U. C. College community as a whole. The intent is to create a lasting bond of friendship between all alumni everywhere, a bond that will be enjoyable and rewarding to the college and the alumni.

The college warmly welcomes recommendations from the alumni on improving the academic quality, supporting research projects, promoting industrial liaison in collaborative research, international linkage, or developing value-added alumni projects. It is too prosaic to state that the college will greatly benefit from the financial support of alumni who have richly benefited from a UCC education and who are willing to share their blessings with the generations that follow them through the portals of UCC. It is pleasing to note that a number of alumni endowments have already been established in UCC that offer scholarships to deserving students. Much more financial resources are needed by UCC especially to meet the long recognized need to vastly improve its infrastructure. That will continue to be the greatest need in the coming years.

In North America, a non-profit organization of the alumni and friends, under the name Union Christian College Alumni Association of North America (UCCAANA) was formed and registered in 2006 as a legal entity. This organization has the stated mission to provide a forum for networking among the alumni and to support the *alma mater* in academic renewal & excellence. It has set up an educational endowment in UCC also. Besides, chapters of UCC Alumni have been actively functioning in various parts of India such as New Delhi,Madras, Bangalore etc.

Objectives:

Fundraising is an effective way for an arts and science college raise money to support various programs, projects, and initiatives. The Objectives of the fund raising are the following

1. Scholarships and Financial Aid: One of the most common fundraising goals for colleges is to support scholarships and financial aid programs for students who need it. This can help make higher education more accessible and affordable for students who may not otherwise be able to attend college.

2. Infrastructure and Facilities: The college may also seek to raise funds to improve its infrastructure and facilities, including building new classrooms, laboratories, and research facilities, upgrading technology, and improving campus amenities.

3. Research and Development: Another fundraising goal may be to support research and development initiatives that promote innovation, discovery, and scientific progress in various fields of study.

4. Community Outreach and Service: The college may also seek to raise funds to support community outreach and service programs that provide opportunities for students to engage in service-learning and volunteer activities in the local community.

5. Faculty Development: The college may also seek to raise funds to support faculty development initiatives that provide training, professional development opportunities, and research support to faculty members.

6. Endowment: The college may also consider establishing an endowment fund to provide a stable and long-term source of funding for the college's programs and initiatives.

Fundraising goals -
   To raise money to support various programs, projects, and initiatives like
   a) Scholarships and Financial Aid: One of the most common fundraising goals for colleges is to support scholarships and financial aid programs for students who need it. This can help make higher education more accessible and affordable for students who may not otherwise be able to attend college.
   b) Infrastructure and Facilities: The college may also seek to raise funds to improve its infrastructure and facilities, including building new classrooms, laboratories, and research facilities, upgrading technology, and improving campus amenities.

   c) Research and Development: Another fundraising goal may be to support research and development initiatives that promote innovation, discovery, and scientific progress in various fields of study.

   d) Community Outreach and Service: The college may also seek to raise funds to support community outreach and service programs that provide

opportunities for students to engage in service-learning and volunteer activities in the local community.

e) Faculty Development: The college may also seek to raise funds to support faculty development initiatives that provide training, professional development opportunities, and research support to faculty members.

f). Endowment: The college may also consider establishing an endowment fund to provide a stable and long-term source of funding for the college's programs and initiatives.

The specific fundraising goals for Union Christian college depends on the college's mission, values, and priorities. By identifying and pursuing these goals, the college can create a sustainable fundraising program that benefits the college and its students for years to come.

Fundraising team:

A fundraising team can help develop and implement fundraising strategies. This team can include college staff, alumni, and community members who have experience in fundraising or who are interested in supporting the college's mission. The college has fund raising team with the Principal as the chair person. It has members from teaching and Non teaching staff, Management, Academic council, Alumni and PTA. Their responsibilities are as follows

1. The fundraising team helps develop a comprehensive fundraising plan that outlines the college's fundraising goals, strategies, and tactics. This plan should include identifying potential donors, developing fundraising materials, and organizing fundraising events.
2. The fundraising team identifies potential donors, including individuals, corporations, foundations, and alumni. They can also develop strategies for engaging with these donors and building relationships with them.
3. The fundraising team plans and organizes fundraising events, such as galas, auctions, and charity runs, to raise money for the college's programs and initiatives.
4. The fundraising team develops fundraising materials, such as brochures, newsletters, and social media campaigns, to promote the college's fundraising efforts and inform donors about the impact of their contributions.
5. The fundraising team also builds relationships with donors and cultivate ongoing engagement and support. This may include sending regular updates, hosting donor appreciation events, and recognizing donors for their contributions.
6. The fundraising team monitors and evaluate the effectiveness of the college's fundraising efforts and make adjustments to the fundraising plan as needed. This may include tracking fundraising metrics, analyzing donor feedback, and making improvements to fundraising strategies and tactics.

The college has a donor recognition programme which helps encourage individuals and organizations to support the college's fundraising efforts. This has outlined the different levels of giving and the recognition that donors will receive for their contributions.

The college has established guidelines for accepting donations to ensure that all gifts are legal, ethical, and aligned with the college's mission and values. This includes guidelines for accepting gifts from corporations, foundations, and individuals.

The college has a communication plan can which helps promote the college's fundraising efforts and keep donors informed about the impact of their contributions. This includes developing a newsletter, social media presence, or website to promote fundraising efforts and share updates with donors.

The college also regularly monitors and evaluates its fundraising efforts to ensure that they are aligned with its goals and are effective in raising funds. This includes tracking fundraising metrics, analyzing donor feedback, and making adjustments to the fundraising plan as needed.

Fund raising policy of Union Christian college strictly depends on the college's mission, values, and priorities. This fundraising policy has helped Union Christian college to establish clear guidelines and strategies for raising funds to support its mission and goals. By developing a comprehensive fundraising plan and engaging donors and supporters, the college has created a sustainable fundraising program that benefits the college and its students for years to come. By identifying and pursuing these goals, the college can create a sustainable fundraising program that benefits the college and its students for years to come.
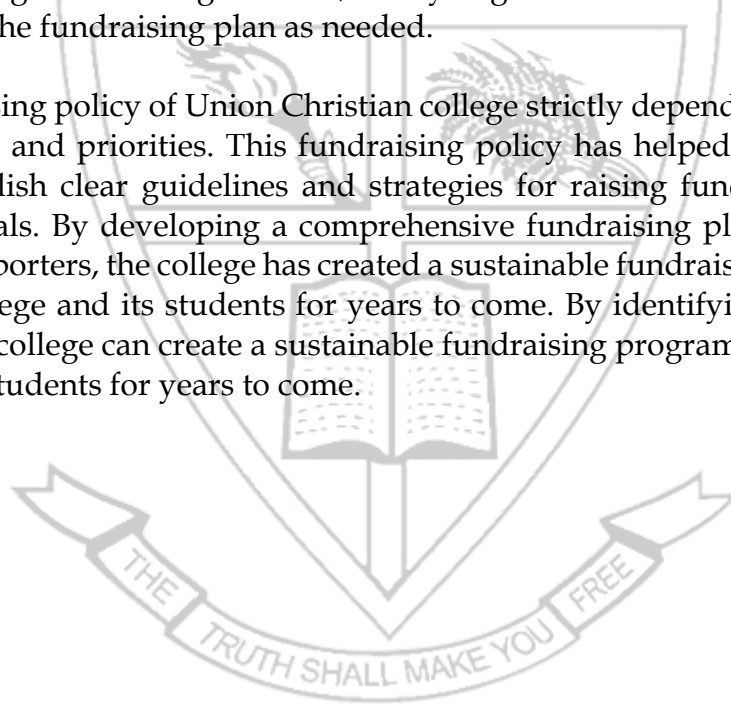
GENDER EQUITY POLICY

Gender equity policies are designed to promote equality and fairness for all genders in educational institutions. A gender equity policy in a college is designed to promote gender equity and create a safe and inclusive environment for all students, faculty, and staff, regardless of gender.

Objectives:

1. Promoting gender equity and equality: The policy should establish guidelines and practices to promote gender equity and equality, including identifying and addressing gender-based disparities and providing equal opportunities for all genders.
2. Preventing gender-based discrimination and harassment: The policy should establish guidelines and practices to prevent gender-based discrimination and harassment, including providing training on identifying and reporting such incidents and taking prompt and effective action when they occur.
3. Providing support and resources for gender-based issues: The policy should establish guidelines and practices to provide support and resources for gender-based issues, including access to counseling and other support services for students, faculty, and staff who experience gender-based discrimination or harassment.
4. Encouraging diversity and inclusion: The policy should establish guidelines and practices to encourage diversity and inclusion, including promoting the participation of women and other underrepresented genders in all aspects of college life.
5. Providing education and awareness: The policy should establish guidelines and practices to provide education and awareness on gender issues, including promoting understanding of gender-based disparities and promoting respect for all genders.
6. Ensuring compliance with laws and regulations: The policy should ensure compliance with relevant laws and regulations related to gender equity and equality, including Title IX, and provide a mechanism for reporting and addressing violations.

A gender equity policy is designed to promote a safe and inclusive environment for all genders, address gender-based disparities and discrimination, and provide support and resources for those who experience gender-based issues. The policy should also promote awareness and understanding of gender issues and ensure compliance with relevant laws and regulations. The gender equity policy in Union Christian Colleges typically aims to create a safe and inclusive learning environment where individuals of all genders can thrive and achieve their full potential. Some common features of gender equity policies in Union Christian college includes

1. Prevention of discrimination: The policy includes provisions to prevent discrimination based on gender or sexual orientation. This includes preventing harassment, intimidation, or any other form of discrimination against students, faculty, or staff.

2. Gender-sensitive curriculum: The policy ensures that the college's curriculum is gender-sensitive and inclusive. This involves incorporating gender perspectives into the course content and ensuring that the curriculum is not biased towards any particular gender.

3. Gender-sensitive language: The policy may encourage the use of gender-sensitive language throughout the college. This may involve avoiding gendered language in official documents, using gender-neutral pronouns, and ensuring that all communication is inclusive and respectful of all genders.

4. Gender-sensitive facilities: The policy ensures that the college's facilities are designed to be gender-sensitive and inclusive. This involves providing gender-neutral restrooms, creating safe spaces for individuals of all genders, and ensuring that all facilities are accessible to everyone.

5. Gender-sensitive support services: The policy ensures that the college's support services are gender-sensitive and inclusive. This involves providing counseling services that are sensitive to the needs of individuals of all genders and ensuring that all support services are accessible to everyone.

6. The college also conducts awareness programmes among students to make them more responsible and respect all genders. Awareness programs on gender sensitivity are conducted with the intension of promoting gender equity and creating a safe and inclusive learning environment. These programs aim to raise awareness about gender-related issues and help students and faculty to develop a better understanding of gender-based discrimination and the importance of gender equity.

Types of awareness programs on gender sensitivity that colleges organizes include:

1. Workshops and training sessions: These programs provide participants with the opportunity to learn about gender sensitivity through interactive workshops and training sessions. The sessions may cover topics such as gender identity and expression, gender stereotypes, gender-based violence, and the importance of creating an inclusive learning environment.

2. Guest lectures and talks: Inviting guest speakers who are experts in gender-related issues to give talks and lectures is another effective way to raise awareness about gender sensitivity. These talks can cover a wide range of topics related to gender equity, such as gender and the workplace, gender and politics, and gender and health.

3. Awareness campaigns: Colleges organizes awareness campaigns to promote gender sensitivity and raise awareness about gender-related issues. These campaigns may include social media campaigns, posters and flyers, and public events such as rallies and marches.

4. Film screenings and discussions: Screenings of films and documentaries that address gender-related issues are also screened in an effective way to promote gender sensitivity. Following the screening, a discussion or panel session can be held to facilitate further dialogue and engagement.

5. Student-led initiatives: Encouraging students especially student unions to lead their own initiatives can also be an effective way to promote gender sensitivity. These initiatives could include creating gender-inclusive spaces, organizing events and campaigns, and conducting research and advocacy work on gender-related issues.

Thus the gender equity programmes conducted in Union Christian college are an essential tool for promoting gender equity and creating a safe and inclusive learning environment. By engaging in these programs, students and faculty can develop a better understanding of gender-related issues and work together to create a more equitable and inclusive society

POLICY DOCUMENT: GREEN CAMPUS, CLEAN CAMPUS

This policy document outlines the procedures for addressing the green campus clean campus initiatives taken by Union Christian College, Aluva. , based on the guidelines and regulations of Mahathma Gandhi University and the University Grants Commission (UGC).

Objective:

The objective of this policy document is to establish and promote a Green Campus, Clean Campus initiative in Union Christian College, Aluva. The initiative aims to create an environmentally sustainable and clean campus, fostering awareness, responsible behavior, and active participation of all stakeholders.

1. **Environmental Sustainability:**

1.1 Energy Conservation: a. The college will promote energy-efficient practices, such as the use of LED lighting, energy-saving appliances, and renewable energy sources wherever feasible. b. Awareness campaigns will be conducted to educate students, faculty, and staff on energy conservation techniques.

1.2 Water Conservation: a. The college will implement water-efficient practices, including rainwater harvesting, use of water-efficient fixtures, and periodic maintenance of water systems to prevent wastage. b. Awareness programs will be organized to educate the college community about the importance of water conservation.

1.3 Waste Management: a. The college will establish an effective waste management system, including segregation, recycling, and composting of waste. b. Awareness drives will be conducted to promote waste reduction, reuse, and responsible disposal practices among students, faculty, and staff.

2. **Green Infrastructure and Landscaping:**

2.1 Sustainable Infrastructure: a. The college will strive to construct and maintain sustainable buildings, considering energy efficiency, green materials, and eco-friendly construction practices. b. Efforts will be made to maximize natural ventilation, lighting, and green spaces in the campus design.

2.2 Biodiversity Conservation: a. The college will encourage the preservation and enhancement of biodiversity within the campus by maintaining green spaces, planting native species, and creating habitats for local flora and fauna. b. Educational initiatives will be undertaken to raise awareness about the importance of biodiversity conservation.

3. Transportation and Mobility:

3.1 Sustainable Transportation: a. The college will promote sustainable transportation options, including carpooling, cycling, and the use of public transport among students, faculty, and staff. b. Adequate infrastructure, such as bicycle parking facilities and pedestrian-friendly pathways, will be provided to encourage sustainable commuting.

3.2 Emissions Reduction: a. The college will aim to reduce greenhouse gas emissions associated with transportation by adopting fuel-efficient vehicles, promoting electric vehicles, and organizing awareness campaigns on emission reduction.

4. Awareness and Education:

4.1 Environmental Education: a. The college will integrate environmental education and sustainability-related topics into the curriculum to enhance students' knowledge and understanding of environmental issues. b. Workshops, seminars, and awareness campaigns will be organized to engage students, faculty, and staff in environmental conservation activities.

4.2 Green Practices Training: a. Training programs will be conducted to equip the college community with knowledge and skills related to sustainable practices, waste management, energy conservation, and other relevant areas.

5. Collaboration and Partnerships:

5.1 Stakeholder Engagement: a. The college will actively engage students, faculty, staff, and local community members in the Green Campus, Clean Campus initiative. b. Partnerships will be forged with relevant organizations, NGOs, and government agencies to leverage their expertise and resources for effective implementation.

5.2 Knowledge Sharing and Best Practices: a. The college will participate in knowledge-sharing platforms and networks to exchange best practices and experiences in sustainable campus initiatives. b. Regular reporting on the progress and achievements of the Green Campus, Clean Campus initiative will be shared with the university and UGC.

6. Monitoring and Evaluation:

6.1 Sustainability Committee: a. A Sustainability Committee will be formed

GRIEVANCE REDRESSAL POLICY

This policy document outlines the procedures for addressing and resolving grievances raised by students, faculty, staff, and other stakeholders of an Arts and Science College affiliated to Mahathma Gandhi University in Kerala, based on the guidelines and regulations of the University Grants Commission (UGC).

Policy Statement

It is the policy of Union Christian College, Aluva to provide an effective and efficient mechanism for addressing and resolving grievances raised by students, faculty, staff, and other stakeholders, in compliance with the regulations and guidelines of the UGC. The policy is a firm stand of zero tolerance to discrimination, harassment and promotes equality and tolerance of diversity.

Objectives

- To provide a transparent, fair, and accessible mechanism for addressing and resolving grievances raised by students, faculty, staff, and other stakeholders.
- To promote a culture of trust, accountability, and responsiveness in the College community.
- To ensure that grievances are addressed and resolved in a timely and effective manner.
- To provide appropriate remedies and redressal for grievances raised by students, faculty, staff, and other stakeholders.

The Procedure

Submission of complaints: Any member of the College community who has a grievance may submit a written grievance to the Principal or relevant committees, either in person or through the online provision of the college website.

Acknowledgment of complaints: The college shall acknowledge receipt of the grievance within 3 working days and initiate the grievance redressal process. The Principal shall direct the complaints received to the relevant committee in consultation with the staff council members.

Review of complaints: The committee shall review the complaint and gather relevant information and evidence as needed to investigate the issue. The committee may formally request a response from the person or Department against whom the grievance has been raised.

Mediation or conciliation: If the grievance can be resolved through legally prescribed mediation or conciliation, the committee shall facilitate the process to achieve a mutually acceptable solution.

Formal hearing: If the grievance cannot be resolved through mediation or conciliation, the committee shall conduct a formal hearing, giving the parties involved

an opportunity to present their case and provide evidence. All evidences and responses would be duly recorded and acknowledged by signature of the parties.

Decision: The committee shall provide written recommendations to the Principal, within the stipulated period of receiving the complaint. The Principal in consultation with the Staff Council shall make decisions based on the recommendations of the committee. The decision shall include appropriate remedies and redressal for the complaint, such as compensation, apology, or corrective action. The final decisions would be intimated to the complainant and the other parties involved

Appeal: If the person who raised the complaint is not satisfied with the decision of the committee, they may appeal to the Principal of the College within 15 days of receiving the decision. The Principal shall review the appeal and provide a final decision within 30 days of receiving the appeal.

Record-keeping: The College shall maintain records of all complaints received, investigated, and resolved, including the date of receipt, the nature of the complaint, the parties involved, the steps taken to investigate the grievance, the decision, and any remedies or redressal provided. The college is also committed to the confidentiality of the records and the privacy of individuals.

Communication: The College shall communicate this policy to all relevant stakeholders, including faculty, staff, and students, and ensure their awareness and compliance with the policy.

Review and Revision: This policy shall be reviewed and revised as needed to ensure compliance with the regulations and guidelines of the UGC, State and Central Government and to promote an effective and efficient mechanism for addressing and resolving grievances.

This policy document outlines the procedures for addressing and resolving grievances raised by students, faculty, staff, and other stakeholders Union Christian College, Aluva based on the guidelines and regulations of the UGC. The College is committed to providing an effective and efficient mechanism for addressing and resolving grievances, in compliance with regulations and guidelines, and to promoting a culture of trust, accountability. Students are informed of the various provisions and committees that function in the college for grievance redressal; during their induction to the program, details published in college website and through the college calendar distributed to individual students.

The college promotes democracy at all levels of management and among students and therefore has maintained and open door policy for ant grievances. Through the democratically elected Students Union, Department Associations, the statutory College Council and various committees under grievance redressel mechanism, the college ensures appropriate and timely redressal of complaints.

The Committees for Grievance Redressal

1. College Grievance redressal Cell

2. Internal complaints committee

3. Anti-ragging committee

4. SC/ ST monitoring cell

5. Anti-sexual harassment cell

The members of the committee are decided by the college staff council in accordance with the periodic directives of UGC, Kerala Government and the Central Government.

1. **Grievance Redressal Cell**: The College has a Grievance Redressal Cell (GRC) in accordance with the UGC regulations 2018 consisting of a Chairperson and members appointed by the Principal. The GRC shall be responsible for receiving, reviewing, and resolving academic and nonacademic grievances raised by individual students, faculty, staff, and other stakeholders.

GRC shall consist of the following members:

1. Chairperson: The Chairperson of the GRC shall be Principal or a senior faculty member nominated by the Principal of the College.

2. Convener: The Convener of the GRC shall be a faculty member nominated by the Chairperson.

3. Members: The GRC shall consist of 2 to 3 members, including faculty members, non-teaching staff, and student representatives, nominated by the Chairperson and Convener in consultation with the Staff Council of the College.

4. Tenure: The tenure of the GRC members shall be for a period of 2 years, and they shall be eligible for re-nomination.

5. Training: The members of the GRC shall undergo regular training and orientation to update their knowledge and skills in handling grievances and ensure their awareness and compliance with the policy and procedures.

6. Conflict of interest: Members of the GRC shall declare any potential conflict of interest in handling a specific grievance and recuse themselves from the process if necessary.

7. Confidentiality: The members of the GRC shall maintain strict confidentiality and not disclose any information related to the grievance to anyone who is not directly involved in the grievance redressal process.

By constituting the GRC members in this manner, the College aims to ensure a diverse and representative membership, with the necessary expertise and training to handle grievances effectively and fairly, while maintaining confidentiality and impartiality.

2. **Internal complaints committee (ICC)**: is a mandatory committee in all organizations to address the issues of sexual harassment. It is constituted under the UGC regulations 2015, read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act SHWW 2013 and as per AICTE regulations against the sexual harassment of women in higher education institutions.

ICC may conduct inquiry based on the legal provisions of the relevant law and may keep records following all legal procedures and may also issue reasoned order and may also take disciplinary action of lying under oath or providing misleading information intentionally.

The Chairman of the ICC may destroy the records of the procedure after the conclusion of the procedure and the time for the appeal has lapsed.

1. members: 50% of the members should be women.

   1. The chairperson / Presiding officer: shall be a woman employed at senior level in the workplace.

   2. Two faculty members

   3. One nonteaching employee

   4. One member from NGO / familiar with issues of sexual harassment

   5. Two democratically elected student representatives in case the complaint involves students.

2. Training: The members of the GRC shall undergo regular training and orientation to update their knowledge and skills in handling grievances and ensure their awareness and compliance with the policy and procedures.

3. Conflict of interest: Members of the GRC shall declare any potential conflict of interest in handling a specific grievance and recuse themselves from the process if necessary.

4. Confidentiality: The members of the GRC shall maintain strict confidentiality and not disclose any information related to the grievance to anyone who is not directly involved in the grievance redressal process.

ICC is committed to spread awareness about policy of the college against sexual harassment. The committee shall take initiative to create awareness about harassment and legal procedure of the complaints through classes during orientation program at the induction of students and faculty to the college and yearly campaigns by various clubs for students and faculty in the college.

3. Anti-ragging committee: constituted according to the UGC Regulations on "curbing the menace of Ragging in Higher Educational Institutions, 2009", Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory for all universities/ institutions.

The Anti-Ragging Committee (ARC) ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus.

Anti-Ragging Squad and monitoring cell: work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments.

Students and Parents Undertaking Affidavit; In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year.

College has displayed the email address and contact number of the Nodal Officer of the Anti-Ragging Committee in the website, college calendar, and through notice boards in various campus areas.

1. Members: the Principal in consultation with the College council and in accordance with the periodic directives from UGC and national and State governments constitutes the anti-ragging committee, squad, monitoring cell. This is subject to review every

year. Seniority & experience of the faculty members in the committee in handling the complaints and Gender parity is ensured

1. The Anti-Ragging Committee shall be headed by the Principal
2. Two representatives of faculty members: students Dean and another faculty member
3. Representative of Parents (nominated by PTA)
4. Two Students belonging to the fresher's category as well as seniors
5. Non-teaching staff.
6. Area newspaper reporter
7. The president of local Panchayat.
8. Member from an NGO, with experience in dealing with ragging related issues.

2. Legal measures: The college strictly follows all the legal and criminal proceedings with regard to ragging complaints. The squad may conduct on the spot enquiry, observing a fair and transparent procedure and take follow up actions.

3. Procedure: On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal shall immediately determine if a case under the penal laws is made out and if so, either on own or through a member of the Anti-Ragging Committee shall file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

4.   SC/ST monitoring cell: is formed as per the guidelines of committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. The cell has the responsibilities of maintaining social equity, equality, justice and inclusiveness in campus. The committee also monitors the compliance to reservation policy and ensures smooth functioning of processes during staff selection, student admissions, obtaining scholarships and fee structure during their course of study. The committee has the responsibility of monitoring and maintaining records of SC ST students in campus, the funds and facilities provided for them. The committee also has the responsibility to conduct enquiry and provide recommendations to the Principal in case of any violations of rights or discrimination is reported or observed within the campus.

1. Members:

    1. Chairman: The Principal of the college

    2. Secretary: senior faculty member of the college belonging to backward community

3. Two faculty members with experience in handling the issues related to backward castes.

4. President of the local Panchayat

5. Non-teaching staff member belonging to backward community.

2. Procedure: in case of any lapse/ violations to the SC ST Act or complaints of discrimination is brought to the attention of the Principal, He/ She may take immediate measures to rectify the same. In case the remedy cannot be done immediately the Principal may seek recommendations from the committee and resolve the matter in an urgent manner. The committee may recommend legally prescribed punitive or criminal proceedings on which the Principal may take final decision in consultation with the College Staff council. The Principal or the committee shall have the responsibility of communicating the actions taken to the complainant and the college community to ensure that no such situation happen again.

5.   Anti- Harassment Cell: The UGC (Prevention, Prohibition, and Redress of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation, 2015 is a federal law that prohibits sexual harassment of women employees and students in higher education institutions. Regulation 2 (l) presents a gender-neutral vision of the term 'student'. The provision clarifies that 'student' signifies an individual enrolled in a particular program in a higher educational institution thereby avoiding sensitizing a specific gender. The cell ensures equity, equality and fair treatment of students and staff regardless of region, class, caste, sexual orientation, minority identification, and being differently-abled. The cell has the responsibility of sensitising the college community against sexual harassment, ensure fairness of treatment and equality of all members within campus, conduct inquiry and recommend punitive/ corrective action to the Principal in case of any harassment.

Members: 50% of the members shall be women or other gender minority.

1. Dean of Students affairs
2. One senior faculty of the college.
3. Two female faculty members with experience in dealing with issues of gender based discrimination
4. Member of non-teaching staff.
5. The Staff Council may nominate a Student - identified with discriminated community may be included in case of a case involving specific harassment of a student.

2. If any complaint or observation of harassment the Principal may take immediate action or corrective steps in consultation with the College Staff Council. If not the committee may be directed to look into the matter and suggest recommendations

within stipulated time. The Decisions will be communicated to the complainant and college community and also right to appeal against the decision and get modifications is maintained.

3. The cell may conduct periodic surveys, sensitization campaigns to ensure an environment of equality within campus.
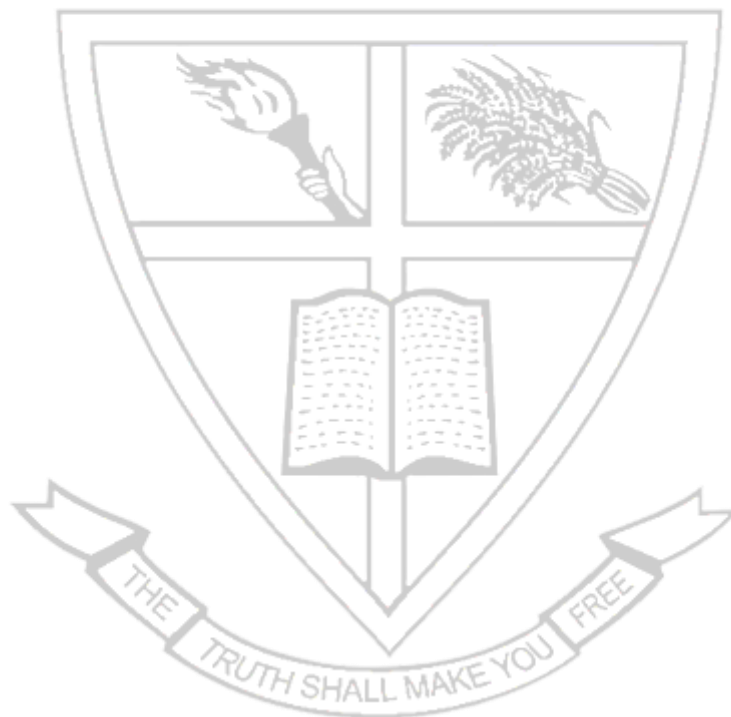
INFRASTRUCTURE DEVELOPMENT POLICY

Union Christian College, Aluva recognizes the importance of providing a modern, safe, and functional infrastructure for our students, faculty, and staff. The college's Infrastructure Development Policy outlines our commitment to ensuring that our facilities are well-maintained, accessible, and conducive to learning and research.

Vision

1. Our vision is to provide a high-quality infrastructure that meets the needs of our college community while preserving the historical significance of our heritage building.

Scope of Policy

2. This policy applies to all infrastructure-related activities and services within the college, including construction, renovation, maintenance, and repair.

Preservation of Heritage Building

3. The college is committed to preserving the historical significance of our heritage building. We will ensure that any infrastructure development or renovation is done in a manner that does not compromise the structural integrity, aesthetics, or historical value of the building. The college will seek professional advice from architects, engineers, and other experts to ensure that any renovation or development is done in a way that respects the heritage of the building.

Safety and Accessibility

4. The safety and accessibility of our facilities are paramount to the college. We will ensure that our facilities meet all relevant safety standards and regulations. We will also ensure that our facilities are accessible to all members of the college community, including those with disabilities. The college will make every effort to remove any physical or structural barriers that may prevent access to our facilities.

Sustainable Development

5. The college is committed to sustainable development practices. We will strive to ensure that our infrastructure development projects are environmentally friendly and sustainable. This includes the use of renewable energy sources, energy-efficient lighting, and water-saving technologies. We will also promote sustainable transportation options, such as cycling and public transit, to reduce our carbon footprint.

Budgeting and Planning

6. The college will develop a long-term infrastructure development plan to guide our investment in facilities. The plan will be developed in consultation with the college community and will take into account the needs of students, faculty, and staff. The college will also ensure that appropriate budgetary provisions are made for infrastructure development and maintenance.

Project Management

7. The college will ensure that infrastructure development projects are managed in a professional and efficient manner. This includes the use of qualified and experienced project managers, adherence to project timelines, and regular communication with stakeholders. The college will also ensure that appropriate quality control measures are in place to ensure that infrastructure development projects meet the desired standards.

Review and Update

8. This policy will be reviewed periodically to ensure that it remains relevant and effective. Any updates or changes to the policy will be communicated to the college community.

The college is committed to providing a high-quality infrastructure that meets the needs of our college community while preserving the heritage of our historical building. We believe that a modern, safe, and sustainable infrastructure is essential to providing a conducive learning and research environment for our students and faculty.

INSTITUTIONAL COLLABORATIVE POLICY

Introduction

Union Christian College, Aluva recognizes the importance of collaboration in achieving its mission to provide high-quality education, conduct cutting-edge research, and serve its community. The purpose of this policy is to provide guidelines for collaboration with educational institutions, research organizations, industry partners, and other stakeholders. This policy applies to all faculty, staff, and students of Union Christian College who engage in collaborative activities.

Objectives and Scope

The objectives of collaborative activities are to:

1. Enhance the quality and scope of research and education.
2. Foster interdisciplinary collaboration and knowledge-sharing.
3. Increase the visibility and reputation of Union Christian College, Aluva as a leader in research and education.
4. Establish long-term relationships with partners who share our vision and goals.

The scope of collaborative activities includes, but is not limited to:

1. Joint research projects
2. Student exchange programs
3. Industry partnerships
4. Collaborative degree programs
5. Conferences, seminars, and workshops
6. Joint publications and patents

Criteria for Partner Selection

Union Christian College, Aluva will collaborate with partners who meet the following criteria:

1. Reputation: Partners should have a strong reputation in their respective fields.
2. Expertise: Partners should have expertise that complements the strengths of Union Christian College, Aluva
3. Resources: Partners should have the necessary resources to support the collaborative activities.
4. Commitment: Partners should be committed to collaboration and have a shared vision and goals with Union Christian College, Aluva.

Roles and Responsibilities

Union Christian College, Aluva] and its partners will have the following roles and responsibilities:

1. Communication: The partners will communicate regularly to ensure that the collaborative activities are on track and that any issues are resolved in a timely manner.
2. Decision-making: The partners will make decisions collaboratively, with input from all stakeholders.
3. Project Management: The partners will manage the collaborative activities in a manner that is efficient, effective, and transparent.
4. Resource Allocation: The partners will allocate resources fairly and transparently, based on the needs of the collaborative activities.

Intellectual Property Rights

The ownership and use of intellectual property developed as a result of the collaborative activities will be governed by the following guidelines:

1. Sharing Data: Partners will share data and research findings in a timely and transparent manner.
2. Publication: Partners will collaborate on publications and other research outputs, and will provide appropriate attribution to each partner.
3. Patents: Partners will collaborate on patent applications and will share the benefits of any patents that are awarded.
4. Confidentiality: Partners will respect each other's confidential information and intellectual property rights.

Monitoring and Evaluation

Union Christian College, Aluva will monitor and evaluate the effectiveness of the collaborative activities based on the following metrics:

1. Quality of research and education outcomes
2. Student and faculty satisfaction
3. Reputation and visibility of Union Christian College, Aluva
4. Long-term sustainability of partnerships

Continuous Improvement

Union Christian College, Aluva will regularly review and update this policy to ensure that it remains relevant and effective. The policy will be reviewed at least once every three years, or as needed.

Conclusion

Union Christian College, Aluva is committed to collaboration as a means of achieving its mission to provide high-quality education, conduct cutting-edge research, and serve its community. This policy provides guidelines for collaboration with partners who share our vision and goals. By implementing this policy, Union Christian College, Aluva will establish long-term relationships with partners, enhance its reputation, and achieve its strategic objectives.
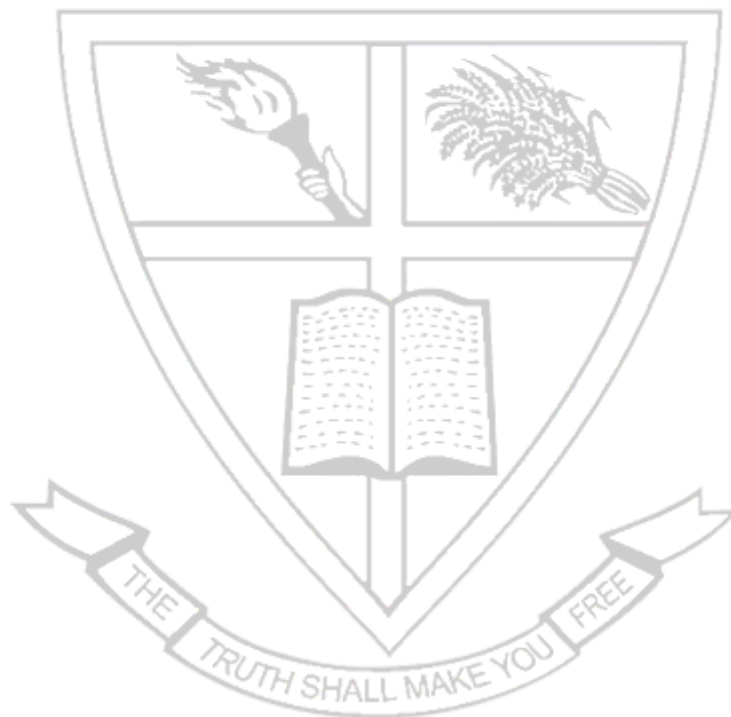
INTERNATIONAL STUDENT EXCHANGE

SERVICE-LEARNING POLICY

The policy document outlines the principles and procedures for International Student Exchange Service-learning program. The program is designed to provide students opportunity to gain implement service-learning, have cross-cultural experiences, develop leadership skills, and engage in community service in a foreign country. The program is open to students from different disciplines and academic backgrounds.

Objectives of the Program

1. To provide students with an opportunity to gain cross-cultural experiences and enhance their global awareness.
2. To promote international understanding and cooperation through cultural exchange and community service.
3. To create a sustainable and mutually beneficial relationship between the participating institutions and the host community.

   Eligibility criteria

1. The program is open to students from different disciplines and academic backgrounds.
2. Students must have a minimum GPA of 2.5 to be eligible to participate.
3. Students must have a valid passport and obtain any necessary visas or permits for travel.
   Program Components:
1. Pre-Departure Orientation: All selected students will attend a pre-departure orientation that will cover topics such as health and safety, cultural awareness, and program expectations.
2. Community Service Project: Students will work on a community service project in the host country. The project will be identified in collaboration with the host institution and will align with the goals of the program.
3. Cultural Exchange: Students will engage in various cultural activities to enhance their understanding of the host country's culture and history.
4. Reflection and Evaluation: Students will be required to complete reflective exercises and evaluations to assess their learning outcomes and program effectiveness.
   Program Duration: The program duration will be a minimum of four weeks and a maximum of eight weeks.
   Program Costs:

1. The program costs will include airfare, lodging, meals, and local transportation.
2. The students will be responsible for any additional costs, such as travel insurance, visa fees, and personal expenses.

Program Evaluation: The program will be evaluated regularly to ensure its effectiveness and sustainability. Evaluation will include feedback from students, host institutions, and community partners.

Conclusion: The international student exchange service learning program is designed to provide students with an opportunity to gain cross-cultural experiences, develop leadership skills, and engage in community service in a foreign country. The program will promote international understanding and cooperation through cultural exchange and community service. The program will be evaluated regularly to ensure its effectiveness and sustainability.

LAB USAGE POLICY

A lab usage policy is a set of guidelines and procedures that govern the use of laboratory facilities in an academic institution or research center. Laboratory usage policies are put in place to ensure the safe and effective use of laboratory facilities by students, faculty, and staff. These policies in Union Christian College aims to promote safe laboratory practices, prevent accidents and injuries, and ensures that laboratory resources are used efficiently.

Objectives:

1. Ensuring safety: The policy should establish guidelines and practices to ensure the safety of all lab users, including proper handling of hazardous materials, the use of personal protective equipment, and regular safety inspections.
2. Protecting equipment and materials: The policy should establish guidelines and practices to ensure that lab equipment and materials are used and maintained properly to prevent damage or loss.
3. Ensuring fairness and accessibility: The policy should establish guidelines and procedures to ensure fair and equitable access to lab facilities for all users, regardless of their department or research group affiliation.
4. Promoting good lab practices: The policy should establish guidelines and practices to promote good lab practices, including proper labeling and documentation of experiments, maintenance of accurate records, and proper disposal of waste materials.
5. Encouraging collaboration: The policy should encourage collaboration and communication between lab users, including sharing of equipment and expertise, and promoting a culture of open communication and teamwork.
6. Supporting research and education: The policy should support the research and educational missions of the institution by providing access to high-quality lab facilities and resources, and encouraging the use of these resources to support research and education.

A lab usage policy is designed to promote safe, efficient, and effective use of lab facilities and resources, while ensuring fairness, accessibility, and collaboration among lab users, and supporting the research and educational missions of the institution. Some common features of laboratory usage policies in Union Christian college are specific to each department and general policy includes the following

1. Access and scheduling: The policy specifies who is authorized to use the laboratory facilities and when they can be used. This involves scheduling laboratory time in advance and ensuring that laboratory access is limited to authorized individuals.
2. Safety procedures: The policy outlines the safety procedures that must be followed when using the laboratory facilities. This may include guidelines for

the use of protective equipment, the handling of hazardous materials, and emergency procedures.

3. Equipment usage: The policy specifies the appropriate use of laboratory equipment and ensures that laboratory resources are used efficiently. This includes guidelines for the use and maintenance of laboratory equipment, as well as policies for reporting equipment malfunctions or damage.

4. Breakage fee : Breakage fee is collected from students every year to ensure that they handle the apparatus carefully and are responsible while doing the experiment.

5. Storage and disposal: The policy specifies procedures for the storage and disposal of laboratory materials. This includes guidelines for the storage of hazardous materials, procedures for the proper disposal of chemicals and other materials, and policies for the cleanup of spills and other accidents.

6. Conduct and discipline: The policy outlines expectations for conduct in the laboratory and specify the consequences for violations of laboratory policies. This includes disciplinary action for unsafe laboratory practices, misconduct, or violations of laboratory policies.

Specific laboratory usage policies of Union Christian College ensures safe laboratory practices, prevent accidents and injuries, and ensures that laboratory resources are used efficiently. Students and faculty will be given clear cut instructions and they use user Manual while doing the experiments.
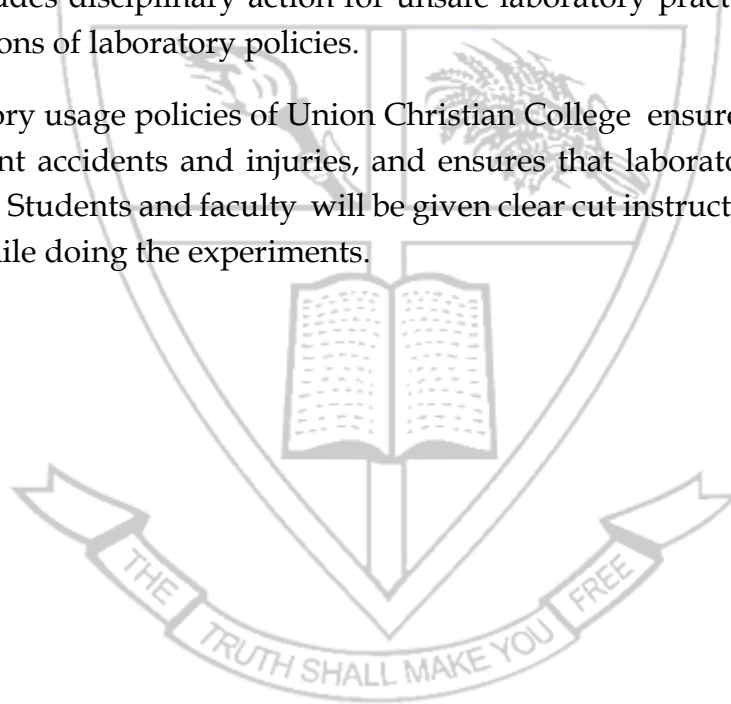
LIBRARY POLICY

The library is an integral part of the college's mission to foster innovation, creativity, and service mentality among staff and students. The Library at UCC is more than nine decades old, having a building of 9300 sq. feet in size. Being the central hub of the teaching-learning activities of the college, the library caters to the educational needs of the academic community. It is now fully automated with international software *Alice for Windows*, and has been networked with all the teaching departments. The library community includes more than 2000 students, 144 faculty members, 58 non-teaching staff members, and several administrative committee members. The library provides access to information resources that support the academic, research, and professional needs of the college community.

Mission

The primary mission of the Library, in line with the mission of the College, is to pro-actively collect, organize, and disseminate information to serve students, faculty and other staff on the rolls of the college to meet their educational, professional and recreational needs. As a policy we promote the publication and use of educational resources in open access mode, and encourage scholarly discourses of academic community.

Objectives

The library is an important resource for the college community and supports the college's mission of fostering innovation, creativity, and service mentality. This policy outlines the library's collection development, access and circulation, technology and services, intellectual freedom, and collaboration. The library staff will regularly review and update this policy to ensure that it aligns with the needs of the college community and supports the college's mission.

1. Provide guidelines for the development, management, and use of library resources and services.
2. Ensure that the library collection supports the academic, research, and professional needs of the college community.
3. Establish procedures for access and circulation of library materials.
4. Provide technology and services that support research and learning.
5. Uphold the principles of intellectual freedom and provide access to a broad range of ideas and viewpoints.
6. Promote collaboration with academic departments and other campus units to support the college's mission of fostering innovation, creativity, and service mentality.
7. Ensure that library resources and services are accessible to all members of the college community.
8. Foster a culture of respect for library materials and equipment, including responsible borrowing and return of materials.
9. Ensure that the library staff is adequately trained and equipped to provide quality services to the college community.

10. Regularly review and update the library policy to ensure that it aligns with the needs of the college community and supports the college's mission.

Collection Development:

The library collection is developed and maintained to support the curriculum and research needs of the college community. The collection includes a variety of resources in various formats, including books, journals, databases, and multimedia materials. The library collaborates with academic departments to identify and acquire resources that support the curriculum and research needs of the college community.

Resources & Services: At present, the library has 83,000 printed books, and subscription to more than 6000 online journals & 3 million e-books through N-LIST (INFLIBNET) program. (To access the resources under the NLIST program, users require login ID and Password. Contact the librarian to get your login details). The bound volumes of journals are kept as part of the main collection, and available for reference.
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Though general Information literary sessions are usually offered at the beginning of the academic year, customized sessions could be reserved for special groups of students at any time.

 Access and Circulation:

Working time: The library will be open to all members of the college community during regular hours of operation. The library remains open on all working days from 8.30 am. to 4.00 p.m.

Users must present a valid college ID card to borrow materials. The loan periods for materials will vary based on the type of resource and user category. Users may renew materials online or in-person, as long as there are no holds on the item. Overdue fines will be charged for materials returned late. Users are responsible for the materials they borrow and will be charged for lost or damaged items.

Rules
1. Strict silence must be observed inside the library. Group study and discussions are not permitted in the silent areas of the library . If groups of students require space for group study, on request, the librarian may make necessary arrangements for the same subject to the availability of space.
2. Books, umbrellas, bags and other personal belongings should not be taken into the library. They may be left on the benches/ shelves provided for the purpose at the entrance. However each person may take one note book into the reading room for the purpose of taking notes.
 Loan Privileges
Loan privileges of different categories of users are as follows:
Category of users Number of books Loan period
Undergraduate students 3 books at a time 14 days

Postgraduate students 8 ″ 14 days
Faculty members 10 ″ 14 days
Non-teaching staff 3 ″ 14 days
Research Scholars (FT) 4 ″ 14 days

1. Book borrowed from the Library must be returned within a fortnight, and can be renewed further for period of a fortnight if the book has no reservation
   a. Absence from the college will not be accepted as an excuse for not returning the books in time.
   b. If the due date of return of a book falls on a weekend or short holidays the books must be returned on the next working day itself.
   c. Books borrowed for use during Onam, Christmas and Summer vacations should be returned not later than the third day after the reopening of the college.
   d. Final year degree and postgraduate students may keep the books only until the issue of their hall tickets.
2. A fine of Re. 1/- per day of default on each book will be levied in the case of books not being returned on the due date.
3. If a student is absent from the college on grounds of continued illness or any other exceptional circumstances of the kind on the date on which a book falls due, it shall be competent for the Principal to replace the fines accumulating during the days of the student's absence by a nominal fine of Re. 1/- per book provided the student makes special representation to him.
4. Borrowers shall be responsible for the books which stand as borrowed under their names. If a book is noticed to be damaged at the time of issue, the attention of the Librarian should be called to the fact. All marks made in the books will be considered as damage.
5. The loss of a book should be reported to the Librarian as soon as possible. The borrower is liable to pay the default fine on the book till the date of such report and from that date he will be held responsible for replacing the lost book or paying the cost of replacement of the book.
6. All the books borrowed from the Library by students and members of staff must be returned by the 15th of March every year for the annual stock verification of the Library.
7. No one can borrow more than one copy of the same book except for use in the college and with the express permission of the Principal.
8. Hall tickets (for university final examination) and transfer certificates will be issued, and caution deposit refunded only after clearing all the dues to the library
9. A member of the staff who takes leave for more than six months must return all the books borrowed from the library before proceeding on leave. Those who are taking leave for study purpose can borrow books with the written permission of the Principal for a specified period.
10. Dog-earing the pages, scribbling on pages, tearing pages, spoiling and injuring the binding will be held to be serious damage to the books and in such cases they are either to be replaced by new copies or got bound by the borrower as the case may be, or the cost thereof should be paid by the borrower.

11. If a borrower is unable to return the books on the due date, the books would be considered as lost. The library will then take steps to order new ones. If a borrower who is on the staff of the college desires so, the cost would be recovered in not more 12 instalments.

12. For lost books, the replacement cost will be charges as per the following procedure: i) If new edition or copies of the lost books are available with the book suppliers, the lost book has to be replaced by a new one ii) If the lost book is not available for replacement the value of the lost book will be

13. realized as per the following rules:

    Date of publication of the lost book Amount to be recovered
    a. Prior to 1951 8 times the original cost, with a minimum of Rs. 250/-
    b. Between 1951 and 1970 6 times the original cost, with a minimum of Rs.250/-
    c. Between 1971 and 1990 4 times the original cost, with a minimum of Rs.250/-
    d. After 1990 Twice the original cost
    e. Book with an archival value The Library Committee should decide on the amount

14. to be recovered

15. f. If the book value cannot be ascertained from the Library Stock Register Compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

16. Sub-lending and transferring of books to other person's name are not allowed

17. Books from the reference section (including books which are out of print) shall not be taken outside the library

18. Books taken from the library shall be returned when called for. Those who fail to do so will be subjected to the usual fine.

19. Students are not allowed to borrow periodicals from the library.

20. Current issues of magazines may be taken out by the members of the staff after 4.00 p.m. But they should be returned by 9.00 a.m. on the next day

21. The library staff should not in any case be requested to issue books in contravention of any of these rules, nor are they allowed to take books in their account for the use of other students or outsiders.

22. Research scholars working under the guidance of the faculty members of the college may use the library during working hours. Reference books and bound volumes of journals will not be issued to such users.

23. Retired teachers may make use of the services of the library with permission of the Librarian and Principal, subject to the rules and regulations of the library. Those who would like to borrow books from the library have to apply for this services, and to remit an amount of Rs. 1000/- (Rupees thousand only) at the Bursar Office as a security deposit (refundable). Such users can borrow one book at a time for a period of 14 days. If such a borrower is unable to return the books on the due date, the books would be considered as lost. The library will then take steps to order new ones, and in that case the security deposit will be used for that purpose.

Technology and Services:

1. The library provides access to technology and services that support research and learning. Which includes:
   a) The library is connected to a 150 Mbps internet connectivity which the users could make use of for their academic purposes
   b) Computer workstations with internet access and software for research and writing
   c) Printing, scanning, and photocopying services
   d) Interlibrary loan services for materials not available in the library's collection
   e) Reference and research assistance from trained library staff
   f) Instructional sessions on research skills and information literacy

Intellectual Freedom:

The library upholds the principles of intellectual freedom and provides access to a broad range of ideas and viewpoints. Materials are selected based on their scholarly merit, educational value, and relevance to the curriculum and research needs of the college community. The library does not censor or remove materials based on their content or viewpoint, except in cases where the material violates the college's code of conduct or applicable laws.

Collaboration:

The library collaborates with academic departments and other campus units to support the college's mission of innovation, creativity, and service mentality. The library has partnership with faculty to develop instructional materials, provide research support, and offer instructional sessions. The library also collaborates with student organizations to provide programming and resources that support student learning and engagement. Library promotes cooperative collection development and resources sharing agreements that are mutually beneficial on local and regional level. Right now, the U. C. College Library has an institutional membership in American Library, Chennai which offers great services to our users.

The college is devoted to providing quality education to its students and emphasis is placed in supporting the academic endeavors of the clientele of the Library to implement, enrich, and support the curriculum and to stimulate users' interests in reading and learning. The Library serves as an information and educational hub of the college community. Secondarily, the library aims to help the community of all interests and all socio-economic backgrounds external to the College, subject to the limitations of financial and material resources. In order to meet this mission, the College Library aims to grow as an archive of accumulated knowledge in all formats and a catalyst for the advancement of scholarship. We yearn to provide information literacy to all our users to transform the society into an information society.

<div align="center">**PERFORMANCE APPRAISAL POLICY**</div>

A performance appraisal policy is a set of guidelines that outlines how an organization evaluates and measures the performance of its employees. The policy provides a framework for assessing employee performance and determining rewards, promotions, and development opportunities.

Objectives:

1. Evaluate employee performance: The primary objective of a performance appraisal policy is to evaluate the performance of employees. By assessing the performance of employees against defined criteria, organizations can determine whether employees are meeting job expectations and contributing to the success of the organization.

2. Identify strengths and weaknesses: A performance appraisal policy helps identify the strengths and weaknesses of employees. By providing regular feedback on performance, employees can identify areas where they are excelling and areas where they need to improve.

3. Determine rewards and recognition: A performance appraisal policy helps determine rewards and recognition for high-performing employees. By identifying top performers, organizations can provide rewards such as bonuses, promotions, and special assignments to encourage continued success.

4. Develop employees: A performance appraisal policy helps identify development opportunities for employees. By identifying areas where employees need to improve, organizations can provide training, coaching, and mentoring to help employees develop new skills and improve their performance.

5. Promote accountability: A performance appraisal policy promotes accountability among employees. By setting clear performance expectations and providing regular feedback, employees understand what is expected of them and are accountable for meeting those expectations.

The policy typically includes the following elements:

Performance criteria: The policy defines the criteria that will be used to evaluate employee performance, such as job-specific goals, competencies, and behaviors.

Performance indicators: The policy specifies the specific measures that will be used to assess employee performance, such as objective metrics, feedback from supervisors, and self-assessments.

Performance appraisal process: The policy outlines the process for conducting performance appraisals, such as the timing, frequency, and methods for evaluating employee performance.

Consequences of performance appraisal: The policy defines the consequences of the performance appraisal process, such as rewards for high-performing employees, professional development plans for employees with development needs, and disciplinary action for employees who do not meet performance expectations.

Training for evaluators: The policy recommends that evaluators undergo training to ensure that they are familiar with the performance appraisal criteria, indicators, and process.

The performance appraisal policy of Faculty members in Union Christian College follows the policy developed by the University Grants Commission (UGC). The UGC policy outlines a framework for evaluating the performance of faculty members based on teaching, research, and service.

Key elements of the UGC performance appraisal policy-

1. Criteria for evaluation: The UGC policy outlines criteria for evaluating the performance of faculty members, including teaching effectiveness, research output, professional development, and community engagement.
    - Teaching effectiveness: The quality of teaching provided by the faculty member, including student feedback, teaching evaluations, and course materials.
    - Research and scholarship: The faculty member's contributions to research and scholarship, such as publishing in peer-reviewed journals, presenting at conferences, and obtaining research grants.
    - Service to the institution: The faculty member's contributions to the institution, such as participating in committees, serving as an advisor, and providing mentorship to students.
    - Professional development: The faculty member's commitment to professional development, including attending workshops, seminars, and conferences, and obtaining advanced degrees or certifications.
    - Collaboration and teamwork: The faculty member's ability to work effectively with colleagues, students, and staff.

2. Diversity and inclusivity: The faculty member's commitment to promoting diversity and inclusivity within the institution and the classroom, such as creating an inclusive learning environment and promoting cultural awareness.

3. Contributions to the community: The faculty member's contributions to the broader community, such as participating in community outreach programs or volunteering in community organizations.

4. By evaluating faculty members based on these criteria, institutions can ensure that faculty members are meeting the expectations for their roles and responsibilities within the institution. Additionally, this approach can help faculty members understand the performance expectations and motivate them to improve their performance and contribute to the success of the institution.

5. Weightage of criteria: The UGC policy assigns weightage to each criterion based on the nature of the institution and the discipline. For example, teaching effectiveness may be given more weightage in teaching-focused institutions, while research output may be given more weightage in research-focused institutions.

6. Performance indicators: The UGC policy provides a list of performance indicators for each criterion. These indicators help evaluators to assess the performance of faculty members objectively.

- Teaching, Learning and Evaluation: This includes the quality of classroom instruction, course design, and student engagement. Performance indicators under this category may include course development, student feedback, and evaluation, and the use of innovative teaching methods.

- Co-curricular, Extension and Professional Development Related Activities: This includes the faculty member's involvement in professional development activities, such as attending conferences, seminars, and workshops. Performance indicators under this category may include publication in peer-reviewed journals, presentation in national or international conferences, contribution to the community, and organizing or conducting training and development programs.

- Research, Consultancy, and Extension: This includes the faculty member's research and consultancy contributions, including publications, patents, and grants. Performance indicators under this category may include the number of research publications, research projects completed, and grants secured.

- Administration and Management: This includes the faculty member's contributions to institutional administration, such as serving on committees, contributing to policy development, and taking up leadership roles. Performance indicators under this category may include the number of administrative duties assigned and completed.

- Professional Values and Ethics: This includes the faculty member's adherence to professional values and ethics, such as fairness, integrity, and accountability. Performance indicators under this category may include ethical practices followed in research, responsible conduct of academics, and adherence to institutional policies and guidelines.

7. Performance appraisal process: The UGC policy outlines a process for conducting performance appraisals, including self-assessment, peer evaluation, and supervisor evaluation. The process should be conducted annually to provide regular feedback to faculty members.

- Goal setting: The faculty member and the supervisor should set performance goals and expectations at the beginning of the performance appraisal period. These goals should be specific, measurable, achievable, relevant, and time-bound (SMART). The goals should be aligned with the institution's mission and strategic objectives.

- Performance monitoring: Throughout the appraisal period, the faculty member and the supervisor should monitor the faculty member's performance against the established goals and expectations. This can be done through regular feedback sessions and performance reviews.

- Self-evaluation: The faculty member should have an opportunity to provide a self-evaluation of their performance for the appraisal period. This self-

evaluation should include a reflection on their achievements and challenges faced during the period.

- Supervisor evaluation: The supervisor should evaluate the faculty member's performance based on the established goals and expectations. This evaluation should include a review of the faculty member's teaching, research, service, and other contributions to the institution.

- Feedback and discussion: The supervisor should provide feedback to the faculty member on their performance evaluation. This feedback should be specific, constructive, and provide suggestions for improvement. The faculty member should have an opportunity to discuss their performance evaluation with the supervisor and provide their own feedback.

- Performance improvement plan: If there are areas of the faculty member's performance that need improvement, the supervisor should work with the faculty member to create a performance improvement plan. This plan should include specific actions and timelines for improving performance.

- Performance appraisal report: The final performance appraisal report should summarize the faculty member's performance during the appraisal period, including their achievements, areas for improvement, and the performance improvement plan. This report should be shared with the faculty member and used to inform decisions about promotion, tenure, and professional development opportunities.

8. Consequences of performance appraisal: The UGC policy outlines the consequences of the performance appraisal process, including rewards for high-performing faculty members, professional development plans for faculty members with development needs, and disciplinary action for faculty members who do not meet performance expectations.
9. Training for evaluators: The UGC policy recommends that evaluators undergo training to ensure that they are familiar with the performance appraisal criteria, indicators, and process.

By Framing the performance appraisal policy in accordance with UGC performance appraisal policy, Union Christian College can ensure that the performance appraisal process is fair, transparent, and consistent. The policy provides a framework for evaluating the performance of faculty members based on objective criteria and performance indicators, and it recommends regular feedback and consequences for performance. This also can promote continuous improvement, provide feedback and support, and recognize and reward performance. The policy should be developed with input from stakeholders and communicated to all employees to ensure that the performance appraisal process is transparent, fair and consistent across the organization. This well-designed performance appraisal policy can help promote employee engagement, productivity, and organizational success.

POLICY ON INFORMATION & COMMUNICATION AND TECHNOLOGY (ICT)

Union Christian College, Aluva is committed to providing a cutting-edge and modern learning environment for our students, faculty, and staff. To achieve this goal, we have established an Information and Communication Technology (ICT) policy to guide the use of technology within the college.

Vision

1. Our vision is to create a technologically advanced environment that fosters innovation, creativity, and collaboration among our students, faculty, and staff.

Scope of Policy

2. This policy applies to all technology-related activities and services within the college, including hardware, software, networking, and communication devices.

Acceptable Use

3. All members of the college community are expected to use technology in a responsible, ethical, and legal manner. This includes the use of college-owned or personal devices on campus. Examples of unacceptable use include but are not limited to:
   - Harassment or discrimination against others online
   - Sharing or distributing inappropriate content
   - Hacking, cracking, or unauthorized access to college systems
   - Using college resources for personal gain or profit

Security and Privacy

4. The college is committed to protecting the security and privacy of our digital assets and information. We have implemented security measures, policies, and procedures to safeguard against unauthorized access, use, or disclosure of college data. All members of the college community are expected to comply with these measures.

Access and Availability

5. The college provides access to technology resources to all students, faculty, and staff. We strive to ensure that our technology resources are available and functional. However, there may be times when access to technology resources is limited or restricted due to maintenance, upgrades, or other factors.

Support and Training

6. The college provides support and training for the use of technology resources. Faculty, staff, and students can access technical support through the college's helpdesk. Training opportunities are also available to help users develop their technology skills.

Intellectual Property

7. All intellectual property created using college technology resources belongs to the college. This includes but is not limited to software, applications, websites, and other digital content.

Compliance with Laws and Regulations

8. The college complies with all relevant laws and regulations related to the use of technology resources, including but not limited to data privacy, copyright, and intellectual property laws.

WiFi Availability

9. The college provides WiFi access to students, faculty, and staff across the campus. The WiFi network is secured to protect college data and personal information. All members of the college community are expected to use the WiFi network in a responsible and ethical manner and comply with the acceptable use policy outlined in this document. The college's IT department is responsible for maintaining and upgrading the WiFi network to ensure that it remains available and functional at all times. In case of any issues or concerns with WiFi connectivity, students, faculty, and staff can contact the IT helpdesk for assistance.

The college is committed to providing a secure, reliable, and innovative technology environment to support our teaching, learning, and research activities. We believe that technology can enhance the educational experience and help our students and faculty achieve their academic and professional goals.

QUALITY POLICY

The quality policy for Union Christian college outlines its commitment to providing high-quality education and continuously improving its educational programs and services. A quality policy of a college is a statement that outlines the college's commitment to providing high-quality education and services to its students, staff, and other stakeholders.

Objectives:

1. Providing high-quality education: The policy should establish guidelines and practices to ensure that the college's academic programs meet high standards of quality and rigor, are up-to-date, and provide students with the knowledge and skills needed to succeed in their chosen field.
2. Promoting continuous improvement: The policy should establish a culture of continuous improvement, where the college seeks feedback from stakeholders, identifies areas for improvement, and implements measures to enhance its programs and services.
3. Ensuring compliance with regulatory and accreditation requirements: The policy should ensure that the college meets all regulatory and accreditation requirements and maintains a high level of compliance with relevant standards and guidelines.
4. Fostering a supportive and inclusive learning environment: The policy should establish guidelines and practices to promote a supportive and inclusive learning environment, where students feel valued and respected, and have access to resources and support that promote their success.
5. Engaging with stakeholders: The policy should establish guidelines and practices to engage with stakeholders, including students, staff, alumni, and the broader community, to understand their needs and expectations and ensure that the college is meeting their expectations.
6. Providing a safe and secure campus environment: The policy should establish guidelines and practices to ensure that the college provides a safe and secure campus environment for students, staff, and visitors.

A quality policy is designed to ensure that the college provides high-quality education and services that meet the needs of its stakeholders while continuously improving its programs and services to remain competitive and relevant in a rapidly changing environment. The following are the elements of the quality policy of Union Christian college.

1. **Contributing to the academic standing and overall knowledge development of the students**

The college contributes to the academic standing and overall knowledge development of the students in several ways described below

a) Providing quality education: The college provides quality education to the students through well-structured courses, trained and experienced faculty, and modern teaching methods.

b) Encouraging research: The college encourages students to engage in research activities, at UG and PG levels, that can help them gain a deeper understanding of their subject areas and contribute to new knowledge creation. The College has 8 research departments and almost 80% of the teaching faculty are PhD holders.

c) Offering co-curricular activities: The college offers a range of co-curricular activities such as debates, seminars, workshops, and cultural events that can help students develop their skills and knowledge beyond the classroom. The college students participate in Mahatha Gandhi University youth festivals and bag many prizes. They also represent the college in inter university festivals and get prizes. We have a very strong Physical education department and two academies one for Hockey and the other for cricket is functioning in the campus . The students are encouraged to participate in all the events conducted by the parent university. The college also has many elite level players representing university and state in different events.

d) Providing access to resources: The college provides access to a range of resources such as libraries, computer labs, and online databases that can support the academic and research activities of the students.

e) Developing critical thinking skills: The college encourages students to develop critical thinking skills through problem-solving exercises, case studies, and other activities that require them to apply their knowledge to real-world scenarios.

f) Providing career guidance: The college provides career guidance and counseling services to the students to help them make informed decisions about their future and prepare them for the job market.

g) Encouraging community service: The college encourages students to engage in community service activities that helps them develop a sense of social responsibility and contribute to the overall development of the society.

2. Continuous Improvement: The college should has a culture of continuous improvement and regularly assess its performance in terms of teaching and learning, research, and community engagement. The college should use the results of the assessment to identify areas for improvement and implement strategies to enhance the quality of education.

3. Qualified Faculty: The college s recruits and retain highly qualified faculty members who have the knowledge and expertise to deliver high-quality education. The faculty members are encouraged to engage in research, publish scholarly work, and participate in professional development activities to stay current with the latest trends in their field.

4. State-of-the-Art Infrastructure: The college has a state-of-the-art infrastructure that includes well-equipped classrooms, laboratories, libraries, and other facilities that support teaching and learning. The infrastructure is maintained to ensure that it is safe, accessible, and conducive to learning.

5. Industry Collaboration: Many departments of the college has collaborations with industry partners to develop programs that meet the needs of the job market. The college also provides students with opportunities to gain hands-on experience through internships, apprenticeships, and other industry-focused programs.

6. Continuous Feedback: The college seeks continuous feedback from students, faculty, alumni, and other stakeholders to assess the quality of education and identify areas for improvement. The feedback is used to make informed decisions about curriculum, teaching methods, and other aspects of education.

7. Accreditation: The college accreditation from recognized accreditation agencies to ensure that the quality of education meets standards. The college regularly reviews its accreditation status and take steps to maintain or improve it.

8. Social Responsibility: The college promotes social responsibility by encouraging students and faculty to engage in community service and outreach programs. The college also promotes environmental sustainability and support local initiatives to improve the quality of life in the surrounding communities.

9. Ethical Standards: The college promotes ethical standards and integrity in all aspects of education following the mission of its founder members. The college has a code of ethics that guides the behavior of faculty, staff, and students and ensures that the college operates with transparency and accountability.

By providing quality education, encouraging research, offering co-curricular activities, providing access to resources, developing critical thinking skills, providing career guidance, and encouraging community service, Union Christian college contributes to the academic standing and overall knowledge development of the students.
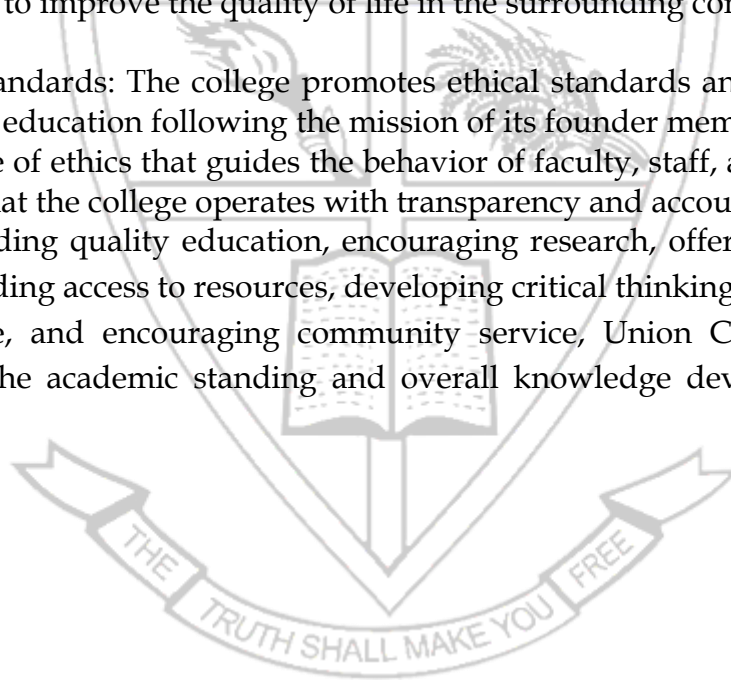
RESEARCH MOBILIZATION

Research mobilization policies of a college included the strategies and guidelines implemented by educational institutions to encourage and support research activities among faculty and students. This policy in Union Christian college typically is in line with that by its parent university which is Mahathma Gandhi University.

This policy has the following elements. The availability of funding resources, grants, and fellowships to support research initiatives, specify the eligibility criteria, application process, and evaluation criteria for obtaining research funding. The policy highlights the availability of research facilities, laboratories, equipment, and resources necessary for conducting research. It may also outline the procedures for accessing and utilizing these resources. The policy emphasizes the importance of adhering to ethical guidelines and regulatory requirements in research, including obtaining appropriate approvals from ethics committees and ensuring the responsible conduct of research and encourages collaborations between researchers within the institution, as well as with external partners such as industry, government agencies, and other research institutions. It may provide guidelines for initiating and maintaining research collaborations. The policy also outlines provisions for research training programs, workshops, and seminars to enhance the research skills and knowledge of faculty and students. It promotes opportunities for professional development in research methodologies and ethical considerations, emphasizing the importance of sharing research findings through publications, conferences, seminars, and other appropriate platforms. It provide guidelines and support for faculty and students to publish their research in reputable journals and present their work at national and international conferences. The policy is to address the ownership, protection, and commercialization of intellectual property resulting from research conducted within the institution. It may specify the procedures for filing patents, copyrights, or licensing agreements. The policy includes mechanisms to evaluate and recognize research contributions, such as awards, honors, and incentives for outstanding research achievements. It also establishes criteria for assessing the quality and impact of research output.

Objectives

1. The policy may seek to foster a culture of research within the college, encouraging faculty members, researchers, and students to actively engage in research activities and contribute to the advancement of knowledge in their respective fields.
2. The policy may aim to increase the quantity and quality of research output from the college by providing the necessary support, resources, and opportunities to facilitate research activities.
3. The policy may promote collaboration and interdisciplinary research initiatives, encouraging researchers from different disciplines within the college to work together on projects that address complex, multifaceted problems.

4. The policy may strive to facilitate access to external research funding opportunities for faculty members and researchers, thereby increasing the college's capacity to undertake ambitious and impactful research projects.

5. The policy may focus on developing and improving research infrastructure within the college, including laboratories, equipment, and other necessary resources, to support and facilitate research activities.

6. The policy may aim to foster collaboration among faculty members, researchers, and students within the college and also establish partnerships with external institutions, industry, and government agencies to facilitate collaborative research endeavors.

7. The policy may prioritize the development of research skills and knowledge among faculty members, researchers, and students through training programs, workshops, and capacity-building initiatives.

8. The policy may emphasize the importance of ethical research conduct and adherence to ethical guidelines and regulatory requirements, ensuring the responsible and ethical treatment of research participants and the integrity of research outcomes.

9. The policy may seek to enhance the visibility and impact of research conducted within the college by promoting research dissemination through publications, conference presentations, and other appropriate platforms.

10. The policy may aim to promote the application of research findings for the benefit of society, encouraging researchers to translate their research into practical solutions, policy recommendations, and contributions to societal development.

Implementation of the Policy

The following steps were the steps taken to implement the policy.

The research mobilization policy is developed by considering the objectives, vision, and priorities of the college and in alignment with the university's research policies. The policy draft is reviewed by relevant stakeholders, such as faculty members, research coordinators, and administrative staff. Once finalized, the policy is approved by the governing body. It is crucial to communicate the research mobilization policy effectively to all faculty members, researchers, and students in the college. This is done through official notifications, faculty meetings, workshops, and orientations. Clear and concise information about the policy, its objectives, and the benefits it offers should be shared with the college community. Adequate resources are allocated to support research activities. This includes budgetary provisions for research grants, infrastructure development, research facilities, and equipment. The policy outlines the process for accessing and utilizing these resources and specifies the eligibility criteria or application procedures for obtaining research funding. To ensure successful implementation of the policy training and capacity-building programs were given to faculty members and students. Workshops, seminars, and short courses are conducted to enhance research skills, introduce research methodologies, promote ethical research practices, and familiarize participants with grant application processes and research compliance requirements.

Establishing research support services can greatly facilitate the implementation of the policy. These services in the college include a dedicated research office with staff members to assist researchers with administrative processes, grant application support, ethical clearance facilitation, and assistance in research dissemination and publication. Regular monitoring and evaluation mechanisms are put in place to assess the progress and effectiveness of the policy implementation. This include tracking the number and quality of research projects undertaken, monitoring the utilization of research funds, evaluating the impact of research outputs, and collecting feedback from faculty and students regarding their experiences with the policy. Based on the monitoring and evaluation results, the research mobilization policy is periodically reviewed and updated to address any gaps or challenges. This ensures that the policy remains relevant and effective in promoting research activities and achieving the desired outcomes.

Outcomes of the policy

The outcomes of a research mobilization policy at a Union Christian college affiliated with Mahathma Gandhi University can be diverse and impactful.

- Increased Research Productivity: A well-implemented research mobilization policy can lead to an increase in the quantity and quality of research output from faculty members, researchers, and students. This can include an increase in the number of research publications, conference presentations, and externally funded research projects.
- Enhanced Research Collaboration: The policy may facilitate collaborations among researchers within the college, as well as with external partners, including industry, government agencies, and other academic institutions. This can lead to interdisciplinary research projects, joint publications, and the exchange of ideas and expertise.
- Strengthened Research Infrastructure: Adequate resources allocated as part of the policy implementation can result in the development and improvement of research infrastructure within the college. This can include well-equipped laboratories, research facilities, and access to specialized equipment and technologies.
- Research Funding Opportunities: The policy can provide guidance and support for faculty members and students in accessing research funding opportunities. This may lead to increased success rates in securing external research grants and fellowships, allowing researchers to undertake more ambitious and impactful research projects.
- Enhanced Research Skills and Knowledge: Through training and capacity-building programs, the policy can contribute to the development of research skills and knowledge among faculty members and students. This can include

research methodology training, data analysis techniques, scientific writing, and research ethics, resulting in improved research competencies.

- Ethical Research Conduct: The policy may emphasize adherence to ethical guidelines and regulatory requirements in research. This can foster a culture of responsible conduct of research, ensuring the ethical treatment of research participants, proper data management, and the promotion of integrity and transparency in research practices.
- Research Visibility and Impact: By promoting research dissemination and publication, the policy can increase the visibility and impact of research conducted within the college. This can lead to a broader recognition of the college's research contributions at regional, national, and international levels.
- Academic and Professional Recognition: The successful implementation of the research mobilization policy can contribute to increased recognition of the college and its researchers in the academic and professional communities. This can include invitations to speak at conferences, collaborations with renowned researchers, and opportunities for prestigious awards and honors.
- Knowledge Transfer and Societal Impact: The research conducted as a result of the policy can contribute to knowledge transfer and societal impact. It may result in innovations, solutions to real-world problems, policy recommendations, and contributions to the advancement of the respective field of study.

In conclusion, the implementation of a research mobilization policy at a Union Christian college affiliated with Mahathma Gandhi University can have significant positive outcomes for the institution, faculty members, researchers, and students. By fostering a supportive and conducive research environment, the college can drive innovation, contribute to societal development, and position itself as a leading institution in research and academia.

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Research Policy

Introduction

Union Christian College, Aluva recognizes the importance of research in advancing knowledge, improving the quality of education, and contributing to the well-being of society. The purpose of this policy is to provide guidelines for research activities at our that support the development of a research culture among faculty and students. This policy applies to all faculty, staff, and students of Union Christian College, Aluva.

Objectives and Principles

The objectives of research activities at Union Christian College, Aluva are to:

1. Promote the creation of new knowledge in various fields of study.
2. Enhance the quality of education by integrating research into teaching and learning activities.
3. Encourage innovation, creativity, and entrepreneurship among faculty and students.
4. Foster collaboration and partnerships with other institutions, industries, and communities.
5. Contribute to the well-being of society by addressing social, economic, and environmental challenges.

The following principles guide research activities at Union Christian College, Aluva:

1. Quality and excellence: Research activities will be conducted with a high level of quality and excellence.
2. Ethics and integrity: Research activities will be conducted with the highest ethical and professional standards.
3. Collaboration and partnerships: Research activities will be conducted in collaboration with other institutions, industries, and communities.
4. Interdisciplinary approach: Research activities will be designed to promote interdisciplinary research and collaboration across disciplines.
5. Continuous improvement: Research activities will be continuously evaluated and improved to ensure their effectiveness and relevance.

Research Governance

Union Christian College, Aluva will establish a research governance structure to oversee research activities and ensure their alignment with the objectives and principles outlined in this policy. The research governance structure will include the following components:

1. Research Committee: A Research Committee will be established to oversee research activities, ensure their alignment with the research policy, and make recommendations for research funding.

2. Research Ethics Committee: A Research Ethics Committee will be established to ensure that research activities are conducted with the highest ethical and professional standards.
3. Intellectual Property Policy: An Intellectual Property Policy will be established to ensure that intellectual property rights are protected and that the benefits of research are shared appropriately.

Research Funding

Union Christian College, Aluva will provide funding for research activities that are aligned with the objectives and principles outlined in this policy. The following funding sources will be available:

1. Internal research grants: The college will provide internal research grants to support faculty and student research activities.
2. External research grants: The college will encourage faculty and students to apply for external research grants from government agencies, foundations, and industries.
3. Industry partnerships: The college will establish partnerships with industries to support research activities that are relevant to their needs.

Research Dissemination

The college will encourage faculty and students to disseminate their research findings through various channels, such as:

1. Publications: Faculty and students will be encouraged to publish their research findings in high-quality peer-reviewed journals and books.
2. Conferences: Faculty and students will be encouraged to present their research findings at national and international conferences.
3. Outreach activities: Faculty and students will be encouraged to share their research findings with the wider community through outreach activities, such as seminars, workshops, and exhibitions.

Conclusion

Union Christian College, Aluva is committed to promoting a research culture that fosters quality, excellence, ethics, collaboration, and innovation among faculty and students. This policy provides guidelines for achieving these objectives and principles through the establishment of research governance, funding, and dissemination mechanisms.

RESERVATION POLICY

Reservation policy for Union Christian College is governed by the rules and regulations set by the University Grants Commission (UGC) and the Government of India. The policy is designed to ensure that students from disadvantaged and underrepresented backgrounds have equal opportunities to access higher education and pursue their academic goals.

Objectives:

- Promote social inclusion: The primary objective of the reservation policy is to provide equal opportunities to students from disadvantaged and underrepresented communities to access higher education and promote social inclusion.
- Address historical injustice: The reservation policy aims to address the historical injustice and discrimination faced by certain communities, including Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Economically Weaker Sections.
- Ensure diversity: The reservation policy ensures diversity in higher education institutions by promoting representation from different communities and creating a diverse learning environment.
- Encourage meritocracy: The reservation policy does not compromise on merit-based selection, but rather provides a level playing field for students from different backgrounds to compete for admission based on their merit.
- Bridge the education gap: The reservation policy helps bridge the education gap between different communities by providing access to higher education for students who may not have had the same educational opportunities.
- Promote economic empowerment: The reservation policy also aims to promote economic empowerment by providing access to education and opportunities for students from economically weaker sections.

As per the UGC guidelines, the reservation policy in educational institutions should be based on the following criteria:

1. Scheduled Castes (SC): 15% of the total seats in an educational institution are reserved for students from Scheduled Castes (SC) category.
2. Scheduled Tribes (ST): 7.5% of the total seats in an educational institution are reserved for students from Scheduled Tribes (ST) category.
3. Other Backward Classes (OBC): 27% of the total seats in an educational institution are reserved for students from Other Backward Classes (OBC) category.
4. Economically Weaker Sections (EWS): 10% of the total seats in an educational institution are reserved for students from Economically Weaker Sections (EWS) category.

In addition to the reservation policy, the college may also have a provision for relaxation of eligibility criteria for candidates belonging to reserved categories. The college may also provide scholarships and financial assistance to eligible students from reserved categories.

The admission process for the reserved category candidates is carried out through a separate application process, and candidates are required to submit relevant documents to prove their eligibility. The selection process is based on merit, as well as the reservation policy.

The reservation policy in Union Christian College is designed to provide equal opportunities to students from different backgrounds and promote social equity and inclusion in higher education. It also aims to promote diversity, meritocracy, and economic empowerment. The policy also creates a more inclusive and equitable higher education system that benefits all students and promotes social justice.

REWARD POLICY

A reward policy in an educational institution is a set of guidelines and principles that define the criteria and processes for recognizing and rewarding achievements, performance, and contributions of students, teachers, and staff members. The reward policy aims to promote a positive learning environment, encourage excellence, and recognize individuals who demonstrate exceptional abilities, skills, and qualities.

Objectives:

a) Encouraging excellence: The reward policy aims to motivate students, teachers, and staff members to strive for excellence in their academic, extracurricular, and professional activities.

b) Recognizing achievement: The reward policy aims to recognize and celebrate the achievements of individuals who demonstrate exceptional abilities, skills, and qualities.

c) Fostering a positive learning environment: The reward policy aims to promote a positive learning environment by creating a culture of recognition and appreciation.

d) Attracting and retaining talent: The reward policy aims to attract and retain talented individuals by providing incentives and rewards that recognize and value their contributions.

e) Enhancing institutional reputation: The reward policy aims to enhance the institutional reputation by recognizing and promoting the achievements of its students, teachers, and staff members.

f) Promoting collaboration and teamwork: The reward policy aims to promote collaboration and teamwork by recognizing the contributions of individuals who work together to achieve common goals.

g) Supporting professional development: The reward policy aims to support the professional development of teachers and staff members by providing opportunities for training, development, and career advancement.

The reward policy of Union Christian College depends on the specific college's policies and procedures. The following are the guidelines and principles given by Union Christian College in the reward policy

1. Recognition of academic excellence: The college may recognize students who have demonstrated outstanding academic performance through awards, certificates, and scholarships.
   Objectives of offering scholarships to students includes:
   o Encouraging academic excellence: Scholarships can motivate students to achieve academic excellence by providing them with recognition and financial support for their hard work and dedication.
   o Attracting and retaining students: Offering scholarships can help attract and retain high-performing students who might otherwise be unable to afford the costs of education.

- o Supporting diversity and inclusivity: Scholarships can support diversity and inclusivity by providing opportunities for students from underrepresented groups or with financial need to access higher education.
- o Promoting community engagement: Scholarships can encourage community engagement and service by requiring recipients to participate in community service or other extracurricular activities.
- o Enhancing institutional reputation: Offering scholarships can enhance the institutional reputation by demonstrating a commitment to supporting students and investing in their education.
- o Promoting career readiness: Scholarships can support career readiness by providing financial support to students pursuing degrees or programs that lead to high-demand careers.

2. Encouragement of research: The college may offer incentives to faculty and students for conducting research in their respective fields.
   - o Cash awards: Teachers who publish their research in reputed journals may be awarded cash prizes or research grants. The limit per year is fixed as 5 papers.
   - o Certificates of recognition: Teachers who publish in reputed journals may receive certificates of recognition from their institutions.
   - o Promotion and tenure: Publications in reputed journals may be considered as a factor for promotion and tenure decisions.
   - o Travel grants: Teachers who publish their research in Reputed journals may be awarded travel grants to attend conferences or present their research at other institutions.
   - o Research collaborations: Teachers who publish their research in reputed journals may be offered opportunities for research collaborations with other institutions or organizations.
3. Promotion of creativity and innovation: The college may offer rewards for creative and innovative projects that contribute to the development of society.
4. Acknowledgment of community service: The college may recognize students who have contributed to community service through volunteer work and social initiatives.
5. Support for extracurricular activities: The college may encourage and reward students who participate in sports, cultural events, and other extracurricular activities.
6. Recognition of faculty contributions: The college may acknowledge faculty members who have demonstrated excellence in teaching, research, and service.
7. Professional development: The college may support the professional development of its faculty and staff by providing opportunities for training, workshops, and conferences.
8. Rewards to NCC and NSS student achievements
9. The National Cadet Corps (NCC) and National Service Scheme (NSS) are two popular extracurricular programs in India that aim to develop leadership qualities, social responsibility, and national integration among young adults. Some rewards that may be offered to NCC and NSS students for their achievements include:

a) Certificates of recognition: Students who participate in NCC and NSS programs and excel in their activities may be awarded certificates of recognition by their respective colleges or universities.

b) Medals and trophies: Students who win competitions or excel in their NCC and NSS activities may be awarded medals or trophies at the local, state, or national levels.

c) Scholarship opportunities: Some colleges and universities may offer scholarship opportunities to NCC and NSS students who have demonstrated outstanding leadership, academic excellence, or social service.

d) Opportunities for higher education: NCC and NSS students may receive preference or special consideration in college admissions or job placements.

e) Community recognition: NCC and NSS students may receive recognition from their local communities for their social service activities.

f) Special training and workshops: NCC and NSS students may be offered special training and workshops to enhance their leadership skills, team-building abilities, and communication skills.

The reward policy of Union Christian College aims to foster a culture of excellence, innovation, and service among its students, faculty, and staff. Overall, awards to teachers for their publications in reputed journals and to attend international conferences can help foster a culture of research and scholarly activities among the faculty members and students enhance the institution's reputation, and contribute to the advancement of knowledge in their respective fields.
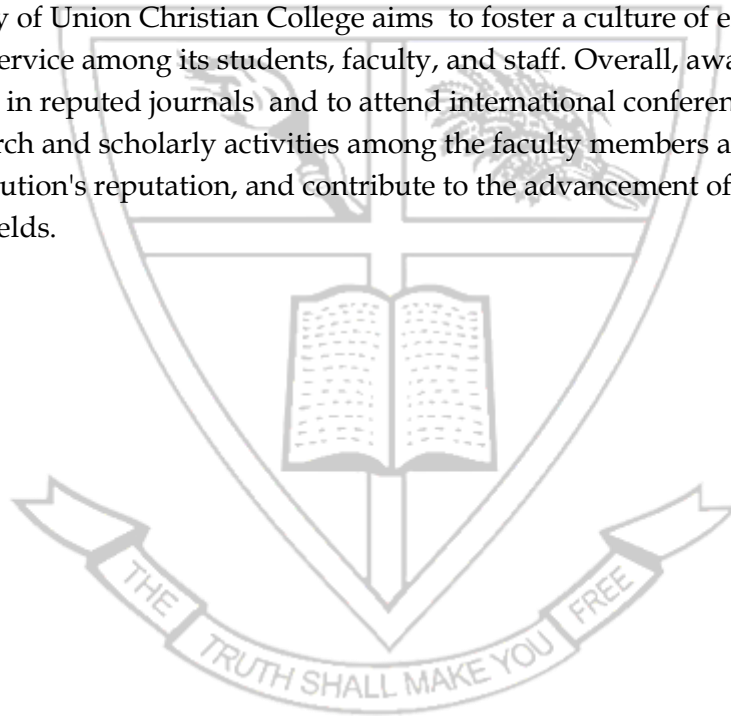
RIGHT TO INFORMATION POLICY

The Right to Information Policy is a set of guidelines and procedures that establish the framework for providing access to information held by public authorities. The policy is based on the Right to Information Act (RTI Act), which is a law enacted by the government of India in 2005 to promote transparency and accountability in the functioning of public authorities. Union Christian College also has formulated this policy based on the RTI act 2005.

Objectives:

1. Promoting transparency: The policy aims to promote transparency in the functioning of public authorities by providing access to information about their decisions, policies, and procedures.
2. Ensuring accountability: The policy is designed to ensure that public authorities are held accountable for their actions by providing information about their performance, budgets, and other aspects of their operations.
3. Empowering citizens: The policy seeks to empower citizens by giving them the right to access information held by public authorities, which in turn enables them to make informed decisions and participate in the democratic process.
4. Preventing corruption: By promoting transparency and accountability, the policy helps to prevent corruption and promotes good governance.
5. Enhancing public trust: By providing access to information held by public authorities, the policy helps to build public trust and confidence in government institutions.

To create a Right to Information Policy for Union Christian college the following steps were taken:

1. Identification of the public information officer (PIO) and appellate authority (AA) for the college as per the guidelines provided by the university and the RTI Act.
2. Preparing a list of categories of information that can be provided under the policy. This may include information related to admission procedures, courses offered, faculty and staff details, academic policies and regulations, financial information, and infrastructure facilities.
3. Developing a system for receiving and processing RTI requests. This may include a designated application form, a fee structure for providing information, and a timeline for responding to requests.
4. Appointing a Faculty to be responsible for carrying out the responsibilities
5. Ensuring that the policy complies with the exemptions and restrictions provided under the RTI Act, such as protecting the privacy of individuals and maintaining the confidentiality of sensitive information.

6. Disseminating the policy to all stakeholders, including students, faculty, staff, and the public. This may include publishing the policy on the college website, displaying it in prominent areas of the campus, and conducting awareness campaigns.

By implementing a Right to Information Policy, the college has enhance its transparency and accountability and promote public trust and confidence. For the college, the Right to Information Policy is a tool for promoting transparency, accountability, and good governance, while empowering citizens and enhancing public trust. It is based on the principle that access to information is a fundamental right that is essential for a functioning democracy.

STAFF SELECTION POLICY

Staff selection policy is a set of guidelines and procedures that an organization uses to hire new employees. It outlines the steps that an organization follows to identify, attract, assess, and select the most suitable candidates for job positions based on their qualifications, skills, experience, and other relevant factors.

The objectives:

1. Recruiting candidates who possess the required qualifications: The policy should outline the minimum qualifications for the position, including education, experience, and any other necessary skills.
2. Promoting diversity and inclusivity: The policy should establish guidelines and practices to promote diversity and inclusion among applicants, including outreach to underrepresented groups, training on unconscious bias, and policies to prevent discrimination and harassment.
3. Ensuring fair and equitable selection processes: The policy should provide clear criteria for evaluating candidates and ensure that all applicants are evaluated fairly and objectively.
4. Conducting thorough background checks: The policy should require comprehensive background checks, including criminal history, reference checks, and verification of education and work experience.
5. Providing clear communication with candidates: The policy should provide clear and timely communication with candidates throughout the selection process, including notifying them of their status and providing feedback on their application.
6. Hiring candidates who align with the college's values and culture: The policy should ensure that the candidates hired share the college's values and culture, and are committed to its mission and goals.

A staff selection policy is designed to ensure that the college hires the best-qualified candidates who can contribute to its success and help achieve its mission and goals while promoting diversity, equity, and inclusion. The staff selection policy of Union Christian College follows the rules laid down by its Parent University (Mahathma Gandhi University) which is as follows

a) Appointments to the posts eligible to receive salary from the Government shall be made only against posts sanctioned by the Government or by such officers as may be authorized by the Government.
b) (1A) Appointments to the lowest grade of teacher in each department of a private college shall be made by the educational agency by direct recruitment on the basis of merit.
c) Appointments of principals shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, or by direct recruitment.

d) Where the appointment of principal is made by promotion, the educational agency shall make the appointment on the basis of seniority cum-fitness.

e) Appointments to the posts, other than those referred to in sub-sections (1 A) and (2), shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, on the basis of seniority-cum-fitness, or if none among them is fit for promotion, by direct recruitment.

f) For making appointment under this section by direct recruitment, the post shall be advertised in such manner as may be prescribed by the Statutes.

g) The educational agency shall not abolish a course of study in a private college without the prior approval of the University.

h) Every appointment under this section shall be made by a written order of the Manager in such form as may be prescribed by Statutes communicated to the person to be appointed, with copy to the University.

i) Every appointment under this section shall be reported to the University for approval.

j) Any person aggrieved by any appointment under this section may appeal to the appellate Tribunal.

Qualifications of teachers. –

1. Teachers of colleges shall posses such qualifications as may be prescribed by the Regulations.

2. Notwithstanding anything contained in any law or in any judgement, decree or order of any court or other authority, any decision or order exempting any teacher from possessing the prescribed qualifications or approving the appointment of any teacher who did not possess the prescribed qualifications or allowing any teacher who did not possess the prescribed qualifications to continue in service, made by any authority or officer of the University of Kerala under the Kerala University Act, 1974 (17 of 1974), before the commencement of this Act shall be deemed to have been made by the authority competent to make such decision or order under this Act as if this Act had been in force at the time when such decision or orders was made, and accordingly all such decisions and orders shall be, and shall be deemed always to have been valid and in accordance with law.

Probation. –

1. Teachers of private colleges shall be on probation for a period of one year within a period of two years: Provided that in exceptional cases, the period of probation may be extended by a period not exceeding one year, subject to the prior approval of the Syndicate.

2. Notwithstanding anything contained in any contract or other document, any teacher working in a substantive vacancy at or after the commencement of this Act shall be deemed to be on probation for the purposes of sub-section (1).

3. The educational agency may, at any time before the prescribed period of probation, terminate the probation of the probationer for want of vacancy and discharge him from service if he was appointed by direct recruitment or revert him to this original appointment if the appointment to the new post was by transfer or promotion.

4. Any probationer discharged or reverted under sub-section (3) shall be given preference in the matter of future appointments to the same post.

5. On satisfactory completion of probation, the educational agency, shall confirm the teacher in the post and if the vacancy is not a substantive vacancy, the teacher shall be allowed to continue in the post for the duration of the vacancy.

6. If, on the expiry of the prescribed period of probation, the educational agency decides that the teacher is not suitable for continuance in the post in which he is appointed, it shall discharge him from service or revert him to his original appointment, as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

7. Where the post held by the probationer is substantively vacant and before the expiry of one month from the prescribed period of probation he is not confirmed under subsection (5) or is not discharged or reverted under sub-section (6), he shall be deemed to have been confirmed in that post.

8. A probationer who is discharged or reverted under sub-section (6) or who is discharged or reverted before the prescribed period of probation otherwise than on the ground of want of vacancy shall be entitled to appeal against the order of discharge or reversion to the Appellate Tribunal and the provisions of section 63 shall, mutantis mutandis apply to such appeals.

The staff selection policy of Union Christian College typically includes the following steps:

1. Job analysis: Identifying the duties, responsibilities, and required qualifications for the job position.
2. Identifying Vacancies in different departments and administrative positions
3. Getting Concurrence from higher education department and getting the posts sanctioned.
4. Sourcing candidates: Identifying sources for attracting potential candidates, such as job boards, social media, referrals, and recruitment agencies.
5. Screening candidates: Evaluating candidates' resumes and application materials to determine whether they meet the basic qualifications for the job position.
6. Interviewing candidates: Conducting interviews with candidates to assess their fit with the organization, job position, and team.
7. Background checks: Verifying candidates' education, employment history, criminal record, and other relevant information.
8. Conducting Interviews to make the best selection decision
9. Selection decision: Making the final selection decision based on the evaluation of all the relevant factors.

This well-designed staff selection policy helps Union Christian college to hire the best candidates, reduce turnover, improve performance, and enhance the organization's reputation.

1. Objectives: The policy should define the objectives of the staff selection process, including identifying highly qualified and competent candidates, ensuring fairness and transparency in the selection process, and attracting a diverse pool of candidates. This included the following
    1. Ensures that the college hires qualified, competent, and motivated individuals who can contribute to the college's mission, goals, and values.
    2. Ensures that the recruitment and selection process is fair, transparent, and objective, and complies with relevant laws and regulations.
    3. Attract a diverse pool of candidates from different backgrounds, cultures, and perspectives, to foster a vibrant and inclusive campus community.
    4. Select candidates who have a passion for teaching, research, and service, and who can inspire and mentor students to achieve their full potential.
    5. Select candidates who have excellent communication, interpersonal, and teamwork skills, and who can collaborate effectively with colleagues, students, and stakeholders.
    6. Select candidates who have a strong commitment to ethical and professional standards, and who can uphold the college's policies and regulations.
    7. Ensure that the selected candidates receive proper orientation, training, and support, to enable them to perform their duties effectively and to grow professionally.
    8. Ensure that the college's resources are used effectively and efficiently, and that the selected candidates receive competitive compensation and benefits.
    9. Promote a culture of continuous improvement, and monitor and evaluate the effectiveness of the staff selection policy regularly to identify areas for improvement.

2. Recruitment: The policy has established guidelines for the recruitment process, including the process for advertising job openings, the minimum qualifications and requirements for the position, and the timeline for application and selection. It has the following steps.

    a) Preparing job advertisements that accurately describe the job position and the requirements, including qualifications, experience, and other essential job-related factors.

    b) Application process: Setting up a user-friendly and efficient application process, including an online application portal, where candidates can submit their resumes, cover letters, and other relevant documents.

    c) Screening: Reviewing the submitted applications to identify the most qualified candidates who meet the essential job requirements.

    d) Shortlisting: Shortlisting the most suitable candidates based on their qualifications, experience, and other relevant factors.

e) Reference checks: Conducting reference checks on the selected candidates to verify their employment history, qualifications, and other relevant information.

f) Regularly monitoring and evaluating the effectiveness of the recruitment policy to identify areas for improvement and to ensure compliance with relevant laws and regulations.

3. Diversity and Inclusion: The policy has established guidelines for ensuring diversity and inclusion in the selection process, including the process for identifying and addressing implicit biases, the strategies for attracting a diverse pool of candidates, and the procedures for ensuring equitable treatment of all candidates.

4. Qualifications and Experience: The policy has defined the minimum qualifications and experience required for each position, including the educational qualifications, relevant experience, and any additional certifications or licenses required.

5. Hiring Procedures: The policy has established guidelines for the hiring process, including the procedures for making job offers, negotiating salaries, and conducting background checks and reference checks.

6. Selection Process: The policy defines the selection process, the process for forming the interview board having the Principal, Manager, the respective head of the department, Government nominee and Subject expert, Fixing the criteria for selecting candidates in accordance with the norms laid down by M G University and UGC and conducting the interview.

7. Orientation and Training: The policy has defined the process for orienting and training new staff members, including the procedures for introducing them to the college culture, policies and procedures, and providing ongoing professional development.

8. Evaluation: The policy also has established guidelines for evaluating staff members, including the criteria for performance evaluation, the process for conducting evaluations, and the procedures for providing feedback and addressing performance issues.

The Staff Selection Policy of Union Christian College ensures that the college has a highly qualified and effective faculty and staff to support its academic mission, while ensuring fairness, transparency, and diversity in the selection process. The policy is developed in accordance with UGC norms and University statute and it is reviewed periodically to ensure that it remains effective and relevant. Overall, the policy attracts and select the most qualified and suitable candidates who can contribute to the college's mission, vision, and values, and to provide them with the necessary support and resources to perform their duties effectively and to grow professionally.

STAFF WELFARE POLICY

Union Christian College has a staff welfare policy to provide support, benefits, and assistance to the staff members of an organization.

Objectives of staff welfare policy in a college

- A staff welfare policy in a college is designed to promote the well-being of staff members, enhance job satisfaction, and create a positive work environment. The objectives of such a policy include:
- Promoting employee satisfaction and engagement: A staff welfare policy can help create a supportive and inclusive workplace culture, where staff members feel valued and respected.
- Supporting employee health and well-being: The policy can provide resources and support for staff members to maintain good physical and mental health, such as wellness programs, counseling services, and flexible work arrangements.
- Encouraging work-life balance: A staff welfare policy can provide opportunities for flexible work schedules, telecommuting, and leave options to help staff balance their work and personal responsibilities.
- Providing opportunities for professional development: The policy can provide training, mentoring, and other professional development opportunities to enhance staff members' skills and knowledge.
- Promoting diversity and inclusion: The policy can establish guidelines and practices to promote diversity and inclusion among staff members, including recruitment and retention strategies, training programs, and policies to prevent discrimination and harassment.
- Enhancing staff retention: By providing a positive work environment, opportunities for growth and development, and support for work-life balance, a staff welfare policy can help retain talented and committed staff members.

Overall, a staff welfare policy is designed to support the well-being and development of staff members, which can in turn enhance the college's performance, reputation, and ability to achieve its goals. The following are the elements that are included in the staff welfare policy of the college.

1. Salary and Benefits: The college offers competitive salaries, benefits, and incentives to attract and retain qualified and motivated staff members depending on several factors, including the staff member's position, qualifications, experience, and performance based on UGC seventh Pay scale. The salary is revised periodically based on performance and market trends. It includes a provident fund scheme, health insurance coverage, gratuity to staff members upon completion of a certain number of years of service, various types of leaves such as earned leave, casual leave, and medical leave to staff

members based on their position and length of service, performance-based incentives such as bonuses and awards to staff members who demonstrate outstanding performance and contribution to the college. The staff members have opportunities to enhance their professional skills and knowledge through training programs, workshops, and seminars. Employees are also provided a safe and healthy work environment by maintaining the facilities and equipment, providing adequate training, and complying with relevant laws and regulations.

2. Work- Life balance- The college encourages work-life balance by providing flexible work schedules, leaves, and opportunities for staff members to engage in personal and professional development activities.

3. Training and Development: The college provides training and development opportunities to staff members to help them enhance their skills, knowledge, and capabilities, and advance their careers.

4. Communication and Feedback: The college has established open lines of communication and provides regular feedback to staff members to ensure that they are engaged, motivated, and informed about the college's goals, objectives, and policies.

5. Recognition and Rewards: The college recognizes and reward staff members who demonstrate outstanding performance, commitment, and contribution to the college's mission and objectives.

6. Staff Get-togethers- The college build a sense of community and foster teamwork among the staff members by conducting staff get-togethers and other celebrations every year.

   a) Departmental Meetings: Regular departmental meetings are conducted to bring together the staff members of each department to discuss issues, share ideas, and collaborate on projects.

   b) Staff council meeting by including all Heads of departments to discuss major issues which are common to the college.

   c) Celebrations: Celebrate special occasions such as festivals, birthdays, or anniversaries of staff members by organizing events such as potlucks, parties, or outings.

   d) Cultural Events: Organize cultural events such as concerts, dance performances, or plays to provide opportunities for staff members to enjoy and appreciate the arts.

   e) Sports Events: Organize sports events such as cricket, football, or badminton tournaments to promote physical activity and team building among staff members.

   f) Volunteer Activities: Organize volunteer activities such as community service projects, charity events, or environmental initiatives to provide opportunities for staff members to give back to the community.

g) Team-Building Activities: Organize team-building activities such as ice-breaking games, problem-solving exercises, or outdoor adventures to help staff members get to know each other better and build trust and cooperation.

7. Union Christian College staff also has the opportunities for contributing to functioning of the college. Majority of the leadership roles in colleges are taken up by staff members. The college is governed by staff along with the Governing body and standing council, which has most of its members are the staff members either existing or retired.

These opportunities for staff members help them to connect, collaborate, and engage in fun and meaningful activities and the college creates a positive work environment and a sense of community among its staff members.
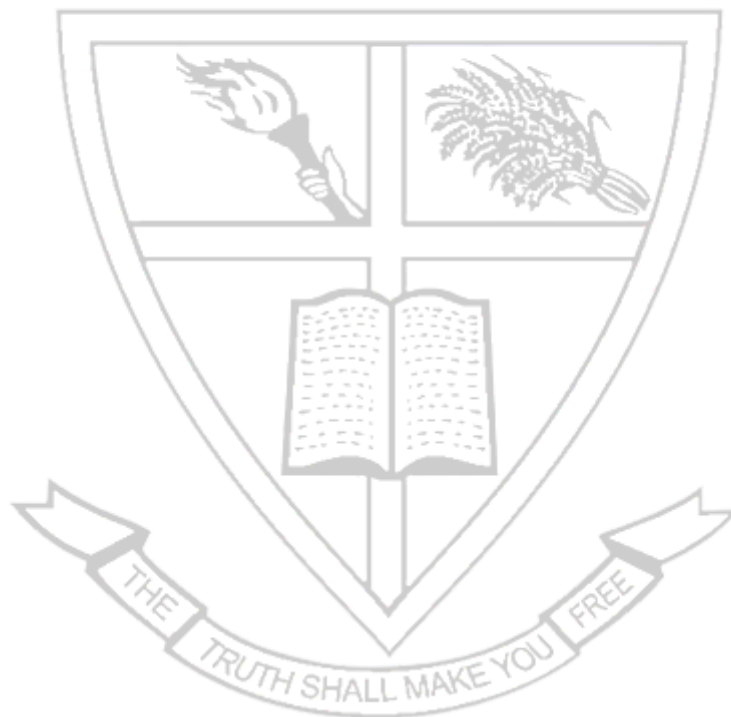
STUDENT GRIEVANCE REDRESSAL POLICY

A student grievance redressal policy is a set of guidelines and procedures that provide a mechanism for students to raise complaints and grievances related to academic, administrative, or other issues and ensure their timely and effective resolution.

Objectives:

- Provide a mechanism for students to raise their concerns and grievances related to academic or administrative matters.
- Ensure timely and effective resolution of grievances to promote student satisfaction and well-being.
- Ensure transparency and accountability in the grievance redressal process.
- Provide a fair and impartial investigation of complaints and grievances.
- Promote a healthy and positive learning environment by addressing the concerns and grievances of students.
- Foster a culture of openness and communication between the college administration and students.
- Promote the reputation of the college by ensuring that grievances are addressed in a timely and effective manner.
- Encourage students to raise their concerns and grievances without fear of retaliation or victimization.

Union Christian College has a student Redressal policy with the following key components

1. Grievance Redressal Cell: The college should establish a Grievance Redressal Cell (GRC) that will be responsible for addressing complaints and grievances from students.
2. Complaint registration: The GRC should provide a mechanism for students to register complaints and grievances. The complaint can be submitted either in writing or through an online portal.
3. Timeframe for resolution: The policy should define a timeframe for the resolution of grievances, and the GRC should ensure that all grievances are resolved within the stipulated time.
4. Confidentiality: The GRC should ensure that all complaints and grievances are treated with confidentiality and that the identity of the complainant is not disclosed without their consent.
5. Fair and impartial investigation: The GRC should investigate all complaints and grievances in a fair and impartial manner and provide a platform for the complainant to present their case.

6. Redressal mechanism: The GRC should provide a redressal mechanism that includes mediation, arbitration, or any other form of dispute resolution that is suitable for the nature of the grievance.
7. Communication: The GRC should keep the complainant informed of the progress of the investigation and the status of the resolution.
8. Feedback mechanism: The GRC should also have a feedback mechanism to ensure that the complainant is satisfied with the resolution of the grievance.

The student grievance redressal policy of Union Christian College is an essential component of an effective and efficient education system that ensures the well-being and satisfaction of the students. It provides a mechanism for students to raise their concerns and grievances and ensures that their voices are heard and their concerns are addressed in a timely and effective manner. It is an important mechanism for promoting student satisfaction and well-being and ensuring a healthy and positive learning environment.

STUDENT ORGANIZATION POLICY

Student organizations are groups of students who come together around a shared interest, activity, or cause. These organizations can be affiliated with a school, college, or university, or they can be independent. Student organizations can be academic, social, cultural, political, or athletic in nature.

Objectives:

- Promoting student leadership: Student organizations provide opportunities for students to develop leadership skills by taking on responsibilities, managing projects, and organizing events.
- Fostering a sense of community: Student organizations create a sense of community among students who share common interests or goals, providing a supportive and inclusive environment.
- Promoting academic and intellectual engagement: Academic and intellectual student organizations promote intellectual curiosity, critical thinking, and scholarly debate.
- Providing extracurricular opportunities: Student organizations provide opportunities for students to engage in extracurricular activities, which can help them to develop new skills and interests.
- Promoting cultural exchange: Cultural and international student organizations provide opportunities for students to learn about and appreciate different cultures and ways of life.
- Advocating for social and political causes: Student organizations can advocate for social and political causes, giving students a voice in important issues and promoting civic engagement.

The student organization policy of Union Christian college includes guidelines for student organizations. The following are some of the key components of a student organization policy that may apply to political student organizations:

1. Registration: The college should have a process for the registration of student organizations, including those with political affiliations.
2. Eligibility: The policy should define the eligibility criteria for student organizations, including minimum enrollment requirements and the absence of criminal records.
3. Code of conduct: The policy should outline a code of conduct for student organizations, including those with political affiliations. The code of conduct may include guidelines on responsible behavior, non-violence, respect for others' opinions, and non-interference in academic affairs.
4. Political neutrality: The policy should require that the college and student organizations with political affiliations maintain political neutrality and do not promote any specific political party or agenda.

5. Election guidelines: The policy should provide guidelines for student organization elections, including rules on campaigning, fund-raising, and voting procedures.
6. Compliance: The policy should require that student organizations comply with all applicable laws and regulations, including those related to safety and security, non-discrimination, and harassment.
7. Review and monitoring: The policy should provide for regular review and monitoring of student organizations, including those with political affiliations, to ensure compliance with the policy and to address any issues that may arise.

The policy for student organizations, in Union Christian College Promotes responsible behavior, political neutrality, compliance with laws and regulations, and a positive learning environment. It also provides guidelines for the formation, operation, and dissolution of student organizations to ensure that they contribute to the college's mission and values. Overall, student organizations provide valuable opportunities for students to develop leadership skills, explore their interests, and engage with the wider community. They also help to create a vibrant and inclusive campus culture that enriches the educational experience of students
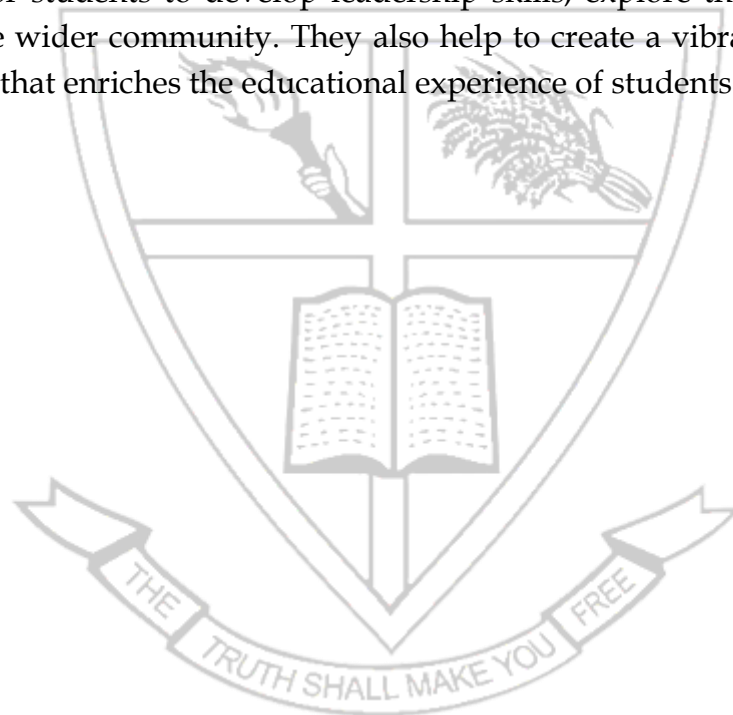
TEACHING-LEARNING POLICY

Introduction

Union Christian College, Aluva is committed to providing quality education that prepares students for successful careers and lifelong learning. The purpose of this policy is to provide guidelines for teaching and learning activities that support the development of a dynamic and engaging learning environment that promotes student success. This policy applies to all faculty, staff, and students of the college.

Objectives and Principles

The objectives of teaching and learning activities at Union Christian College, Aluva are to:

1. Promote active learning and student engagement.
2. Provide a dynamic and innovative learning environment.
3. Foster critical thinking, problem-solving, and decision-making skills.
4. Enhance the quality of education through the integration of research and teaching.
5. Foster creativity, innovation, and entrepreneurship among faculty and students.
6. Foster diversity and inclusion in the learning environment.
7. Ensure the relevance of education to the needs of society.

The following principles guide teaching and learning activities at the college::

1. Student-centred approach: Teaching and learning activities will be designed to meet the needs and interests of students.
2. Active learning: Teaching and learning activities will be designed to promote active learning and engagement among students.
3. Innovation and creativity: Teaching and learning activities will be designed to foster innovation and creativity among faculty and students.
4. Interdisciplinary approach: Teaching and learning activities will be designed to promote interdisciplinary collaboration and learning across disciplines.
5. Continuous improvement: Teaching and learning activities will be continuously evaluated and improved to ensure their effectiveness and relevance.

Teaching and Learning Methods

The college will encourage the use of a variety of teaching and learning methods that support the objectives and principles outlined in this policy. The following methods will be available:

1. Lectures: Lectures will be used to introduce new concepts and theories.
2. Discussions: Discussions will be used to facilitate active learning and critical thinking.
3. Mentoring and Tutoring System: A mentoring and tutoring system will be available to all students who require additional academic support. Each student will be

assigned a mentor who will work with them to identify their academic goals, provide guidance on course selection and career paths, and offer support and encouragement throughout their academic journey. Additionally, tutoring services will be provided to students who require extra help in specific subjects or topics.

4. Group projects: Group projects will be used to promote teamwork and collaboration.
5. Case studies: Case studies will be used to promote problem-solving and decision-making skills.
6. Experiential learning: Experiential learning activities, such as internships, field trips, and laboratory experiments, will be used to provide hands-on learning experiences.
7. Online learning: Online learning activities will be used to supplement face-to-face learning activities and provide flexibility for students.
8. Remedial Teaching: Remedial teaching will be available to students who require additional academic support to succeed in their coursework. The following remedial teaching methods will be offered:
    - One-on-one tutoring: One-on-one tutoring will be provided to students who require individualized attention in specific subjects or topics.
    - Group tutoring: Group tutoring will be provided to students who require assistance in common subjects or topics.
    - Study skills workshops: Workshops on study skills, such as time management, note-taking, and exam preparation, will be offered to students who require additional support in these areas.
    - Technology-based resources: Technology-based resources, such as online tutorials and interactive software, will be available to students who require additional assistance in specific subjects or topics.

Assessment and Evaluation

The college will implement a variety of assessment and evaluation methods that support the objectives and principles outlined in this policy. The following methods will be available:

1. Formative assessment: Formative assessment, such as quizzes and assignments, will be used to provide feedback and monitor student progress.
2. Summative assessment: Summative assessment, such as exams and final projects, will be used to evaluate student learning outcomes.
3. Peer assessment: Peer assessment, such as group evaluations and peer feedback, will be used to promote teamwork and collaboration.
4. Evaluation of teaching: Evaluation of teaching, such as student feedback and peer observation, will be used to improve the quality of teaching and learning activities.

Faculty Development

The college will provide opportunities for faculty development that support the objectives and principles outlined in this policy. The following opportunities will be available:

1. Professional development: Professional development opportunities, such as conferences and workshops, will be provided to promote innovation, creativity, and entrepreneurship among faculty.
2. Teaching excellence: Teaching excellence awards and recognition will be provided to faculty who demonstrate outstanding teaching and learning practices.
3. Research and teaching integration: Opportunities for integrating research and teaching activities will be provided to enhance the quality of education.

Conclusion

The college is committed to providing quality education that promotes student success and prepares them for lifelong learning.

PLACEMENT POLICY

A placement policy is a framework that defines the procedures and guidelines for facilitating the placement of students in various companies and organizations. This policy is essential to ensure that students are adequately prepared and provided with the necessary resources to secure suitable employment opportunities after completing their education.

Objectives:

1. Enhancing Employability: The placement policy aims to enhance the employability of students by providing them with training, resources, and opportunities to develop relevant skills and competencies that are in demand in the job market.
2. Facilitating Placement: The policy is intended to facilitate the placement of students in various companies and organizations through a structured and transparent process that is fair, objective, and merit-based.

   The placement cell of union Christian College provides the following facilities to students

   a) Career Counseling: The college should have a dedicated career counseling center that provides students with guidance on career options, job search strategies, and industry trends. The career counseling center should also offer workshops and seminars on resume building, interviewing skills, and networking.
   b) Placement Cell: The college has a dedicated placement cell that is responsible for facilitating the placement of students in various companies and organizations. The placement cell has a team of professionals who work closely with companies and organizations to identify suitable job opportunities and to facilitate the recruitment process.
   c) Industry-Academia Collaboration: The college has established and maintain partnerships with companies and organizations to provide students with exposure to the latest trends and developments in their respective fields. The college also encourages industry-academia collaboration by organizing seminars, workshops, and internships.
   d) Training and Skill Development Programs: The college offers training and skill development programs to students to enhance their employability. These programs focus on developing relevant skills and competencies that are in demand in the job market.
   e) Resume Building Support: The college provides support to students in building their resumes and cover letters. The college also offers feedback on the content and format of the resume to ensure that it is attractive to potential employers.
   f) Interview Preparation Support: The college provides support to students in preparing for interviews. The support includes mock interviews, feedback

on interview performance, and guidance on how to answer commonly asked interview questions.

g) Alumni Engagement: The college engages with alumni to provide networking opportunities and to facilitate placement opportunities for current students. The college also encourages alumni to mentor and guide students in their career paths.

3. Building Industry Partnerships: The policy seeks to establish and maintain partnerships with companies and organizations to provide students with exposure to the latest trends and developments in their respective fields and to facilitate industry-academia collaboration.

4. Ensuring Career Guidance: The placement policy aims to provide career guidance and counseling to students to help them make informed decisions about their career paths and to assist them in setting and achieving career goals.

5. Monitoring and Evaluation: The policy is designed to monitor and evaluate the effectiveness of the placement program and to make necessary changes to improve the quality and outcomes of the program.

6. Providing Placement Support: The policy aims to provide placement support to students, including resume building, interview preparation, and networking opportunities.

7. Enhancing Alumni Engagement: The placement policy seeks to engage with alumni to facilitate placement opportunities for current students and to provide a platform for alumni to mentor and guide students in their career paths.

Overall, the placement policy of Union Christian College seeks to facilitate the placement of students in various companies and organizations by enhancing their employability, building industry partnerships, providing career guidance and counseling, and offering placement support. By providing a structured and transparent process for placement, the policy aims to ensure that students are able to secure suitable employment opportunities after completing their education and contribute to the growth and development of the society.

VALUE EDUCATION POLICY

Value education is an essential component of higher education that aims to develop a student's personality, values, and skills for ethical and responsible living. To conduct value education classes for undergraduate and postgraduate students of Union Christian College, Aluva, the following policy is suggested:

1. **Objectives:** The objectives of the value education programme should be clearly defined, such as developing moral and ethical values, enhancing critical thinking and decision-making skills, promoting social responsibility, and fostering leadership qualities.

2. **Curriculum:** The value education curriculum should be designed to include relevant topics such as ethics, human values, social responsibility, environmental awareness, and leadership. The course should also include practical sessions such as group discussions, case studies, and experiential learning activities.

3. **Pedagogy:** The pedagogy of value education classes should focus on active learning and participatory approaches. The classes should be interactive and include group discussions, debates, role plays, and simulations.

4. **Faculty:** The faculty members selected to conduct value education classes should have expertise in the subject matter and experience in teaching values and ethics. The faculty members should be passionate about teaching and committed to the development of students' ethical and moral values.

5. **Evaluation:** The evaluation of the value education programme should be conducted regularly to assess the effectiveness of the programme. The evaluation should include both formative and summative assessments, such as assignments, quizzes, presentations, and projects.

6. **Integration:** The value education programme should be integrated with the existing curriculum of the college to reinforce the values taught in the classroom. The programme should also be linked to extracurricular activities such as community service and social awareness campaigns.

7. **Outreach:** The value education programme should also reach out to the wider community by organizing events and activities that promote values and ethics.

Overall, the value education programme for undergraduate and postgraduate students of Union Christian College, Aluva should aim to develop well-rounded individuals who are not only knowledgeable in their fields of study but also responsible and ethical members of society.

WASTE MANAGEMENT POLICY

The waste management policy is a set of guidelines and procedures developed by an organization, government, or community to effectively manage the generation, collection, transportation, and disposal of waste. The policy outlines the objectives and goals of waste management, defines responsibilities and roles of stakeholders, and specifies strategies and measures to reduce waste generation, promote recycling and reuse, and ensure the safe and sustainable disposal of residual waste. The college has a well-defined policy for managing different types of wastes generated in the campus. The college also has an MoU with Plan@Earth , an NGO which collects and recycles all types of waste. The college is also associating with the Local government authorities also for managing the waste in the campus.

Types of waste in Campus

There are several types of waste generated the college campus

a). Paper waste: This includes paper from classrooms, offices, and printing facilities which can be recycled or reused for other purposes.

b). Food waste: Food scraps and leftovers from campus dining facilities and events. Composting can be used to reduce the amount of food waste going to landfill.

c). Plastic waste: This includes water bottles, straws, and packaging materials. Recycling can help reduce the environmental impact of plastic waste.

d). Electronic waste: Discarded electronics, such as computers, printers, and phones, can be recycled to recover valuable materials and reduce pollution.

e). Hazardous waste: This includes chemicals, batteries, and light bulbs, which require proper disposal to prevent harm to the environment and public health.

f). Construction waste: Waste generated from construction and renovation activities on campus, including materials like concrete, bricks, and drywall.

Purpose of waste management Policy

Effective waste management practices in the college campus helps reduce the environmental impact of these waste streams, conserve resources, and promote sustainable practices among students and staff.

The waste management policy of the college covers various aspects, like

1. Waste prevention: Encouraging the reduction of waste generation through source reduction and the use of eco-friendly materials.
2. Recycling and recovery: Promoting the reuse and recycling of waste materials to reduce the amount of waste sent to landfill and conserve natural resources.

3. Collection and transport: Ensuring efficient and effective waste collection and transportation systems to minimize environmental and health impacts.

4. Treatment and disposal: Implementing appropriate treatment and disposal methods for residual waste, including landfill, incineration, and other waste-to-energy technologies.

5. Monitoring and reporting: Establishing systems for monitoring and reporting on waste management performance, including waste generation rates, recycling rates, and environmental and health impacts.

The college adopts the following steps in managing campus waste

1. Waste Management Plan: The college should have a comprehensive waste management plan that includes guidelines for waste segregation, recycling, composting, and e-waste management. The plan is reviewed periodically and updated as required.

2. Waste Segregation: The college should encourage waste segregation at source by providing separate bins for different types of waste such as organic waste, recyclables, and non-recyclable waste. Students and staffs are educated about the importance of waste segregation and how it can contribute to sustainable waste management.

3. Composting: The college should promote composting of organic waste generated on campus. This is done by setting up composting units or by encouraging students and staff to use home composting methods. The compost generated is used as fertilizer in the college gardens and for other landscaping purposes.

4. Recycling: The college should promote recycling of materials such as paper, plastic, glass, and metal. The college has tie-up with local recycling units to ensure that the recyclables generated on campus are disposed of properly. The college English department and Botany departments makes such products and arrange for its sales in college campus

5. E-waste Management: The college should have a policy in place for the proper disposal of electronic waste which includes tying up with authorized e-waste disposal agencies or setting up e-waste collection units on campus.

6. Reduction of Plastic Usage: The college should discourage the use of single-use plastics on campus by promoting the use of reusable water bottles, cloth bags, and other eco-friendly alternatives. The college also has installed water dispensers in every blocks to reduce the use of plastic water bottles.

7. Waste Audit: The college also should conduct a waste audit to determine the types and quantities of waste generated on campus. The audit is used to identify areas where waste reduction can be achieved and to set targets for waste reduction and recycling.

8. Staff and Student Training: The college should provide training to staff and students on sustainable waste management practices. This can include workshops, training programs, and awareness campaigns.

9. Waste Reduction Targets: The college should set targets for waste reduction and recycling and monitor progress towards these targets. The college can also recognize and reward individuals or departments that achieve waste reduction targets.

10. Collaboration with Local Communities: The college should collaborate with local communities and organizations to promote sustainable waste management practices in the surrounding areas. This can include awareness campaigns, waste collection drives, and other community outreach programs.

A waste management policy aims to promote sustainable waste management practices that protect the environment, conserve resources, and improve public health and safety.

E- Waste Management Policy manual

Union Christian College, Aluva have IT products such as Desktop and Laptop Computers, Printers, Modems, Servers, Switches and other ICT Tools, Electronic and Electrical items for the Faculty, Non-teaching staff, College Office, Hostels and Students. After prolonged use almost all IT and electronic and electrical items are becoming obsolete. The management ensures proper re-use, recycle of IT and electronic/electrical products and also the E-waste policy has been defined. The Policy provides rules and regulations, guidelines for discarding the e-waste from the campus.

E-WASTE MANGEMENT Policy.

- ➢ The Main aim of this policy is to facilitate efficient and uniform infrastructure for collection, utilization and disposal of E-waste

- ➢ Create awareness among the College Community and nearby Communities associated with College

- ➢ Promoting recycling and re use of E-waste

- ➢ Reduce E-waste generation in the campus and Facilitate Pollution Prevention Practices

- ➢ Properly recycle through recyclers authorized by District Administration and Government agencies and Local Bodies

- ➢ The E-waste is collected from all departments and Divisions and stocked in E-waste Depository maintained by Works Department of the College and disposed every year.

- ➢ Year wise and monthly stock is maintained by the Works Department of the College.

- ➢ The E-waste from IT tools, Electrical and Electronic products is handled by authorized agencies/recyclers which have an MoU with College

- ➢ The said E-waste is properly recycled through the recyclers authorized by District Administration and Government agencies and Local Bodies or by Pollution Control Board of Kerala State.

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