



NEWMAN COLLEGE
THODUPUZHA

POLICY DOCUMENTS

The policy document of Newman College is a detailed and encompassing resource that outlines the institution's commitment to optimizing resource utilization for the benefit of its diverse stakeholders. It serves as a roadmap for implementing effective measures that align with the college's vision, mission, and core values, promoting a holistic educational experience. These policy documents are designed to provide a guiding framework for quality initiatives, helping all stakeholders understand their roles and privileges. By adhering to these policies, the college aims to enhance its overall quality and ensure a structured and efficient operation, ultimately striving to achieve its vision.



Published on: June 2022 (Revised)



Newman College
Thodupuzha

PREFACE

The policy document of Newman College provides a comprehensive account of the institution's policies to ensure maximum and effective utilization of the resources in the institution for the benefit of various stakeholders. It gives the guidelines for implementation of effective measures to provide holistic education in tune with the Vision, mission and core values of the College.

The policy documents are formulated to serve as a guiding framework for the quality initiatives of the College and will assist all stake holders to understand and identify the responsibilities and privileges bestowed upon them. The policy documents are envisaged to improve the overall quality of the institution and to ensure smooth and effective functioning to attain our vision.


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GOVERNANCE POLICY

PREFACE

The governance policy is developed to:

- Develop a comprehensive strategic plan that directs the stakeholders towards achievement of the institutional vision and mission.
- Make a reliable, efficient and dedicated management system.
- Organize the administrative/ academic powers of the institution and delineate the controls delegated
- Ensure legal and ethical functioning of the institution.
- Ensure the timely and effective planning and implementation of academic activities
- Evaluate and confirm the eminence in actions within the scope of the institution.

SCOPE OF THE POLICY

The governance policy envisages identifying and defining the following systematically for the efficient functioning of the College:

1. Strategic Plan
2. Administration
3. Admission
4. Academics
5. Infrastructure and Welfare facilities
6. Student Support and Progression

GOVERNANCE POLICY

7. Recruitment, Career Progression and Capacity Building

8. Collaboration and linkages

9. Finance Management

1. STRATEGIC PLAN

Objective

- To define a clear long term plan for the holistic development of the institution and its stakeholders in accordance with the mission and vision of the College
- To foster the teaching learning process by strengthening the pedagogy, learning management systems and innovative ecosystem
- To create conducive environment for skill acquisition, entrepreneurship, employability and academic excellence.
- To enhance faculty competency through capacity-building programs and research.
- To maintain the financial status to ensure academic stability
- To encourage an inclusive environment for all stakeholders and foster the faculty-student relationship

Beneficiaries: Stakeholders of the institution

2. ADMINISTRATION

Objective

- To manage the academic and administrative operations of the institution.
- To develop and amend policies and procedures as per the need of the institution
- To implement policies and carry out strategic plans.
- To ensure compliance with rules and regulations of Government, Statutory bodies and Regulatory bodies
- To guide, recognize and regulate on financial matters of the institution

GOVERNANCE POLICY

- To make the campus a safe, secure and eco-friendly place.
- To audit, evaluate and reassess the institutional activities.

Beneficiaries: Stakeholders of the college

List of Areas and Activities

- Policies and Procedures Governance - HR management, Academics, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilisation of Academic support facilities, Finance, Audit, Student and Staff programmes, Welfare measures, Operation of councils and committees, Maintenance and replenishment, Examination, Audit and evaluation, Career and guidance.
- Examination wing – Conduct of University Exam, Malpractice prevention, Internal examination conduct- Evaluation/re-evaluation, Result declaration, Mark sheets (Form A and Form B).
- Internal Quality Assurance Cell (IQAC)- Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, teachers, employer & alumni, Paramarsh scheme.
- Data Management - Student records, Staff records, Resources data, Infrastructure and facilities, Library, and Admission. Career Guidance and Counselling Cell, Placement, Entrepreneurship development cell, Institutional Innovation Council
- Audit & Accreditation - Green audit, Academic and Administrative Audit, NAAC, AISHE, ARIIA and NIRF, Gender audit.
- Inclusive environment- Eco-friendly campus, Discrimination, and Harassment free initiatives, Observing national/international days and festivals.

3. ACADEMICS

Objective

- To provide student centric Outcome Based Education (OBE)
- To expose students to research and innovation to foster critical thinking
- To focus on promoting societal learning through participatory action-learning activities.
- To promote a unified and need specific academic culture

Beneficiaries: Students and faculty members

List of Activities

- Curriculum - OBE, Experiential/Participative Learning, problem solving methodologies, Feedback system.
- Tutorial system - Bio-data, post admission test, Advance level/slow learners-methods to support learning, student performance appraisal, Mentoring, remedial coaching
- Pedagogy- STEM (Science Technology Engineering and Mathematics), STEAM (Science Technology Engineering Arts and Mathematics), RBPT (Research Based Pedagogical Tools)
- Academic flexibility - Eg: Choice Based Credit System (CBCS), Add-on courses, certificate courses, MOOC, open courses
- Use of ICT – Learning Management System (LMS), E-resources, E- content, educational theatre, Smart classrooms, ICT enabled classrooms, online evaluations, Wi Fi facility
- Supplementary Enrichment Programmes - Trainings, Internships, MOOC in course era, SWAYAM, Cross-cutting programmes- Eg: Workshop/seminar/guest lectures/conference, Hackathons and ideation contests, Idea pitching
- Research – Research Promotion Council, Funded Projects and Non-funded projects,
- Academic culture- Discrimination-free campus and Gender equality and equity.
- Teacher Performance Report (TPR) and Evaluation - Methods of delivery, work diary, feedback on teachers, online attendance.
- Awards: Best outgoing student award, award for securing admission for higher studies in top ranking institutions, PhD student award.

4. ADMISSION

Objective

- To ensure unbiased and inclusive admission process
- To cater students from various geographical areas and socioeconomic status.
- To ensure fair and transparent admission for higher education
- To aid finance mobilisation for institutional development

Beneficiaries: Students and Management/ Administration

List of Actions

- Demand Ratio - Total number of candidates registered, the total number of candidates admitted
- Enrolment - Enrolment percentage - Transfer students - Course transfer within the college -Dropouts
- Student diversity record (Regional/Nationality/Community/Religion/Minority)
- Data of students - Differently abled students - Sports – cultural quota- Economically weaker students -Ex-service/military.

5. INFRASTRUCTURE AND FACILITIES

Objective

- To meet the changing needs of student-centric learning systems.
- To promote research, innovation and entrepreneurship
- To facilitate technology enabled tools and services to stakeholders
- To provide healthy and friendly campus for overall development of students
- To provide a supportive environment for academic and extracurricular activities.
- To render a safe and secure campus environment.

Beneficiaries: Stakeholders and community

List of Amenities

- Physical facilities - Office, Blocks, Pathway and Pavement, Washrooms, Power room, water management, emergency exit, Fire safety, Street lights, GPS, and QR coding.
- Classrooms, Laboratories, Research Facilities
- ICT infrastructure - Eg: computers, Wi fi bandwidth, LAN, LMS, smart classroom, e-content development facility, video center, amphitheatre
- Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes, Plagiarism software, nature of automation and membership, digital archives, disabled friendly cabins

GOVERNANCE POLICY

- Sports and Cultural facilities - Indoor and outdoor facilities- Games, yoga intra/inter-college cultural and sporting events, music band
- Maintenance and Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation, Solar panels, Solar grid tie, biogas plant, Rain water harvesting, Charging pit, High tension electric line, and Automated water management.
- Facilities for Waste Management - Solid and liquid wastes, e-waste, Waste recycling, water conservation, wastewater recycling, Incinerator, Green cover, compost.
- Additional in-campus provisions - IGNOU study centre, Bank ATM, Post office, Cooperative store, Hostel for girls, canteen, and medical facilities.
- Facilities to support people with special needs, Ramp, Scribe, Differently-abled friendly washrooms, signboards, assistive tools (Initiated by the Centre for Disability Studies)
- Security measures at gates and CCTV cameras.

6. STUDENT SUPPORT AND PROGRESSION

Objective

- To support the students financially through scholarships and freeships
- To assist student progression to higher education
- To assist student placement in various reputed firms through placement drives
- To nurture the abilities of students and provide capacity building programmes
- To equip the students with domain specific and non-domain-specific skills
- To develop facilities for bracing the needs of Special students

Beneficiaries: Students

List of Activities

- Grievance Redressal and Welfare measures - Grievance committee-sexualanti-harassment, anti-ragging, financial support- scholarship, medical assistance.
- Counselling

GOVERNANCE POLICY

- Capacity building programmes and competency building programmes
(Seminars/workshops/guest lectures/conference
Academic programmes and Advanced and Slow learner-based supportive actions)
Linguistic development programmes Competitive exam coaching (JRF/NET/JAM...)
- Human Values - Value education, women studies, language classes, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs and Forum events, and Publications - Student Magazines.
- Feedback system and student satisfaction survey - Curriculum enrichment, faculty capacity building and infrastructure and facilities.
- Alumni engagement on Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career counselling, Skill training, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - MOUs with other institutions and industry, Research, Internship and Inter-institutional activities.
- Students' performance (Curricular and extracurricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.

7. RECRUITMENT, CAREER PROGRESSION AND CAPACITY BUILDING

Objective

- To hire competent and dedicated faculty members and support staff
- To improve learner-centered teaching approaches through training and orientation.
- To assist faculty members in meeting the demands of advancing education by upgrading the curriculum.
- To enhance staff skills in fostering higher-order thinking among students.
- To enhance the competencies of faculty members to keep up with technological and digital changes in education.

GOVERNANCE POLICY

- To offer training, wellness programs, and welfare measures to improve the productivity of faculty and support staff.

Beneficiaries: Faculty members

Activities

- Career advancement programs - Faculty Development Programs, ICT Training, Refresher Courses, and Skills Training.
- Wellness programs and welfare measures - Gym Facilities, ESI Benefits, Health Awareness Camps, Cultural and Sporting Activities, Loans, Maternity Leave, etc.
- Financial support - Conferences, Workshops, Training, and Membership Fees for Professional Organizations.
- Teacher's Day Celebrations - Honoring Retired Staff, honouring teachers
- Training for implementing new ICT concepts - In-house and off-campus training.
- Supporting research, patent, and consultancy activities - Seed money, support from government and non-government agencies, Publications.
- Performance Appraisal - Incentives, Salary Increments, Promotions.
- Staff Cooperative Society

8. COLLABORATION AND LINKAGES

Objective

- To improve knowledge through academic-industry collaboration.
- To leverage and generate unique and innovative concepts and outputs in collaboration with research centers.
- To promote cross-skilling through inter-departmental and intra-institutional partnerships.
- To assume social responsibility by sharing knowledge with the community.

GOVERNANCE POLICY

Beneficiaries: Faculty Members, Support Staff, and Students

List of Activities:

- Consultancy - Industry, Start-ups, and Other Educational Institutions.
- Collaboration with National and International Institutions and Industries - Corporate Training, On-job Training, Internships, Counselling, Innovative Practices, IPR, Faculty/Student Exchange, and Research.
- Research Centers - Research, Problem Identification, and Solving Methods and Techniques.
- Government Organizations - Trainings, Internships, Counseling & Awareness Programs.
- Community - Skill Development, Wellness Assessment, Medical Support, Awareness Programs.
- Innovative Ecosystem - Incubation Centers/Start-ups, IEDC, IIC

9. FINANCIAL MANAGEMENT

Objective

- To ensure adequate availability of funds.
- To mobilize and use funds effectively and efficiently.
- To maintain a sustainable financial flow for concrete institutional development.
- To prepare a budget and analyze income & expenditure.

Scope: Planning, Allocation, and Controlling Institutional Finances.

List of Activities:

- Review and decision-making on fund mobilization.
- Financial decisions and budget from each department's Budget & Expenditure.
- Infrastructure & Physical Facilities.

GOVERNANCE POLICY

- Academics (e.g.Lab, Seminars, etc.) - Students (Placement, training- soft skills, communication skills, life skills, technology training, scholarship/freeships).
- Administration (Aided and self-financing offices, audit) - Seed Money for Research - Faculty Development Programs - Maintenance Stationeries, Salary & Contracts.
- Equipment - Staff & Student Trainings - Cultural & Sports Events - ICT (Hardware & Tools Investment).
- Mobilization - Government Agencies (Infrastructure, Research, etc.) Non-governmental agencies - Individuals/ Alumni Sponsors - Management - Consultancy - Incubation Center - Student Council & Department Association of Admission.

WELFARE POLICY

PREFACE

Newman College, Thodupuzha aims to create a positive work environment by providing various welfare schemes to enhance the physical and mental well-being of its teaching and non-teaching staff.

OBJECTIVES

- To promote improved staff physical and mental well-being
- To offer educational opportunities, leisure opportunities, and medical benefits to improve the quality of life of the staff

WELFARE MEASURES

- **Increments:** Increment is given as per Government rules to all staff appointed by the Government and University.
- **Pension and Gratuity benefits:** Pension and Gratuity benefits are provided to all grant-in-aid staff as per government regulations. The state government contributes its share towards the General Provident Fund, and the Government pays gratuity to the employee on attaining superannuation.
- **Leaves provided:** The following paid leaves are authorized for the employees according to the State government's policy:
 1. Casual leave
 2. Sick leave
 3. Maternity leave
 4. Medical leave
 5. Paternity Leave

WELFARE POLICY

6. Study leaves for Faculty Improvement Programs (FIP)

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

1.The Institution sponsors registration fees to teachers for presenting papers and attending state, national, and international seminars, conferences, symposia, refresher courses, and other faculty development programs.

2.The Institution endorses faculty who acquire Ph.D./M. Phil. degrees.

3.Leave Encashment is provided for unveiled leaves.

4.Employee Provident fund for staff (Under Government Schemes).

5.The institute ties up with other colleges for faculty development and conducting activities.

- **Grievance Management System (GMS):** Newman College has a well-established Grievance Management System for its employees and students.

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

1.Loan facility is available.

2.Group insurance for teaching and non-teaching staff.

- **Infrastructure:**

1. Newman College has established well-developed infrastructure.
2. The faculty is allowed to use ICT, Infrastructure, and Library and take the assistance of the manpower.
3. Faculty rooms for teaching staff, spacious seating arrangement in administrative offices and separate adequate sanitary facilities for teaching and non-teaching staff are made available.
4. Sick room and rest room facility is available for all faculty members and students

WELFARE POLICY

- **Medical Assistance:**

1. Both teaching and non-teaching staff are covered by the State Government's Salary Grant Scheme and are qualified to benefit from the Government Health Scheme by being reimbursed for medical expenses.
2. All students are covered by insurance scheme under the University rules

- **Finance management assistance:**

The teaching and non teaching faculty members are encouraged to get financial discipline and security through the services of 'Service cooperative society' within the institution. Various services like loans can be availed by the members.

- **Mental and physical well being:**

The College has various measures to ensure the physical and mental well being of all stakeholders. This includes recreational tours for teaching staff and non teaching staff members; staff day celebration; common lunch and tea during festivities and special occasions; cultural programmes for staff members during celebrations like Onman, Christmas etc; Send off programmes during staff retirement; gathering and tour of retired teachers association; counselling services; teacher's sports day; access to yoga, gymnasium and sports facilities in indoor stadium.

Conclusion

Newman College, through its various initiatives, ensures the welfare of its staff members and other stakeholders and is constantly update its policy to meet the demands of changing times.

FINANCE POLICY

PREFACE

Newman College is committed to ensure the optimal use of financial resources in line with its vision and mission. The college's financial policy aims to achieve effective financial management and provide guidelines for resource mobilization, financial control, and efficient utilization of finances. The policy also ensures compliance with legal requirements and promotes standard accounting procedures and financial transparency.

SCOPE OF THE POLICY:

This policy encompasses all financial resources utilized for the development of academic, physical, and human resources of the institution to fulfill its mission. It covers the mobilization, effective utilization, and control of finances.

RESOURCE MOBILIZATION PLAN:

A resource mobilization plan is prepared annually and presented to the governing body. The plan includes the following key aspects:

Cash Inflow:

The sources of cash inflow are:

- Student fees
- Government and non-government funding, including consultancy, alumni funding, sponsorship grants, rentals, and interest.

Cash Outflow:

- Cash outflow is allocated to overheads, infrastructural augmentation, maintenance, and administrative expenditure.
- In case of abnormal expenditures or deficits arising from the difference between cash inflows and outflows, the governing body finalizes and sanctions the budget.

FINANCE POLICY

Monitoring of the Policy:

- The principal and finance officers (Drawing and dispersing officer/ DDO or bursar) are responsible for implementing and regularly monitoring the resource mobilization plan.
- The finance officer may approve daily payments, and any significant rectifications require the approval of the governing body.

Financial Sources of the Institution:

The college's financial sources include:

- Tuition fees
- Government and non-government grants and funds (such as DST, UGC, DBT, MHRD etc.) Project overhead charges from research grants received from various agencies
- Interest on funds/grants from governmental and non-governmental bodies
- Alumni endowment funds
- Scholarships provided by the government, management, and individuals
- Income from endowments and conducting examinations for educational bodies
- Rental income from outsourcing the indoor stadium for state and national level competitions
- Sponsorship and grants from individuals and philanthropists
- Hostel fees

Optimal Utilization of Funds:

Utilization of funds and grants from government and non-government agencies must strictly adhere to the guidelines of the funding agency and the institution. Transparency and accountability are ensured through periodic audits.

FINANCE POLICY

Funds are allocated as follows:

- Infrastructural development of the college
- Upgrading classrooms and introducing innovative teaching-learning practices
- Training for students, teachers, non-teaching, and supportive staff
- Financial support for faculty attending conferences, workshops, and seminars
- Seed money for faculty research
- Scholarships and free-ships for eligible students
- Development of sports and cultural activities
- Purchase of books, periodicals, and equipment

Auditing of Funds:

The finance committee, in consultation with the governing body, appoints internal and external auditors and oversees the auditing process in collaboration with the accounts department.

Statutory Audit: Annual audit of the institution's accounts is conducted before July each year.

Project Fund Audit: Separate auditing of project accounts is performed within two months from the project's completion.

Utilization Certificate: The institution obtains a utilization certificate from the auditor for all accounts audited. Project-wise utilization certificates are obtained as required by the University Grants Commission or the funding agency.

Internal Audit: The institution undergoes an annual internal audit of its accounts, with a report submitted before July each year.

HUMAN RESOURCE (HR) POLICY

PREFACE

Newman College is dedicated to providing holistic education with the aim of creating a more enlightened society. To achieve this vision, the college recognizes that its most valuable asset is its human resources. The success of the institution is greatly dependent on its staff, who are expected to uphold values of integrity, service, and positivity. In order to govern the behavior of its staff in the workplace, the college has established Human Resource Management and Code of Conduct policies.

OBJECTIVES

The policy outlines the institution's standards and objectives, covering all aspects of employment, including recruitment, compensation, termination, benefits, and employee relations.

By defining performance expectations and promoting a desirable workplace culture, this policy contributes to the overall success of the institution.

SELECTION AND APPOINTMENT

The selection and appointment process for permanent staff in teaching and administrative positions in the aided sector strictly adhere to the regulations, guidelines, and rules set forth by the competent authorities, including the Government of Kerala, University statutes, Department of Collegiate Education, and the University Grants Commission.

For teaching positions in the self-financing section, a dedicated selection committee is constituted to recommend candidates for roles such as Professors, Associate Professors, Assistant Professors, and other positions as specified by the decisions of governing body. The selection committee comprises the Chairman (Manager of Newman College, Thodupuzha), Vice Chairman (Principal of Newman College, Thodupuzha), a Subject Expert, and the Head of the Department. The selection process involves a technical interview conducted by the selection committee. The final decision is based on a comprehensive evaluation of qualifications, presentation, personal interview, experience, communication ability, and alignment with the institution's value system. Selected candidates are initially placed on a

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one-year probationary period. Upon meeting the specified merit standards, they may be promoted to full-time regular positions after the probationary period.

Candidates are selected based on merit and suitability as determined by the Interview Board, and a rank list of suitable candidates are prepared. The rank list is maintained for a specific duration, and if the number of candidates on the list exceeds the available vacancies, those candidates remain on the list until a new advertisement is published for similar positions.

Offer letters are sent to the selected candidates for acceptance, and upon acceptance, the official appointment orders are issued, signed by the Manager of the College. The recruitment process for teaching staff members adheres to the rules and regulations set by the University, UGC and Government. In cases where prior field/industry experience is required, selection is made based on the procedures established by the College Management. Retired individuals are appointed on a contract basis with a consolidated salary approved by the institute.

PAY SCALE

The pay scale for Assistant Professors is determined based on their qualifications and experience, with different stages and levels of entry pay. Assistant Professors possessing a Ph.D. degree in a relevant discipline and completing four years of service are eligible for a rationalized entry pay of Rs. 57,700/-. Those with an M.Phil degree in the relevant discipline are eligible for the same entry pay after completing five years of service. Assistant Professors with a post-graduate degree in the relevant discipline are eligible for the same entry pay after six years of service. After completing five years of service, Assistant Professors become eligible for a rationalized entry pay of Rs. 79,800/- at 7 CPC Level 12.

Associate Professors are placed at 7 CPC Level 13 with a rationalized entry pay of Rs. 1,31,400/-. Assistant Professors who have completed three years of teaching at 7 CPC Level 12 are eligible to be promoted to the designation of Associate Professor, subject to the conditions prescribed by the UGC Regulation 2018.

For the post of Professor, Associate Professors who have completed three years of service at 7 CPC Level 13A and possess a Ph.D. degree in the relevant discipline are eligible for appointment and designation as Professor. The rationalized entry pay for the post of Professor is Rs. 1,44,200/-. Only teachers with a Ph.D. degree are eligible for promotion, appointment,

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or designation as a Professor. A Professor may be further promoted to the post of Senior Professor at academic level 15 under the CAS, based on academic achievements in accordance with the UGC Regulations. The rationalized entry pay for the post of Senior Professor is Rs. 1,87,700/-.

PERFORMANCE APPRAISAL

All faculty members undergo regular evaluation by the students attending their courses at the end of each term. The Manager of the College maintains regular communication with the faculty members to collect and distribute feedback on their course performance. Those faculty member who receives negative feedback for two consecutive terms are provided with training or development programs and will be monitored for improvements.

The performance appraisal serves the following purposes:

- Identifying areas requiring improvement
- Identifying training needs
- Assessing teaching capability
- Adjusting workload
- Serving as a basis for promotion and providing non-financial incentives such as nominating faculty members for various Faculty Development Programs (FDPs) and overseas assignments.

FACULTY DEVELOPMENT POLICY

The College encourage faculty members to participate in professional development activities, including Orientation Programs, Refresher Courses, Research Methodology Workshops, Faculty Induction Programs, Conferences, Congresses, Symposia, and Seminars, as endorsed by the IQAC. Financial support is provided to faculty members for attending conferences/workshops and covering membership fees of professional bodies.

Faculty members are encouraged to engage in training, consultancy, and research. They are also supported in undertaking Major and Minor Research Projects sponsored by AICTE, UGC, ICSSR, and other relevant institutions. Furthermore, faculty members are encouraged to pursue additional certifications related to their academic or research specialization and are

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facilitated in enrolling for doctoral research. They are also encouraged to become affiliated university-approved research guides.

SELECTION AND APPOINTMENT OF ADMINISTRATIVE STAFF

The screening and shortlisting of candidates for administrative posts in the self-financing section are conducted by a selection committee appointed by the Management. Selection is based on merit and suitability, as determined by the Interview Board, and a rank list of suitable candidates is prepared based on merit. The Interview Board/Selection Committee recommends the designation, pay scale, and pay range for the selected candidates.

If any meritorious candidate applies for a post, even without a specific notification by the College, the Management has the discretion to consider their candidature for a suitable position. The qualifications required for non-teaching staff align with the respective posts as advertised.

POLICY FOR LEAVES, HOLIDAYS, AND WORKING HOURS

The general rules for leaves, holidays, and working hours are followed in accordance with KSR Part I.

E-GOVERNANCE POLICY

Scope

Newman College is dedicated to achieving greater transparency in the institution's management and improving governance through effective interaction and information exchange among stakeholders.

Objectives:

- Enhance and streamline e-governance methods and procedures efficiently.
- Enable stakeholder participation in the governing process.
- Ensure quick internal processes for services and information.
- Maintain transparency in services.
- Empower stakeholders through access to information.

The college has implemented an "Enterprise Resource Planning" system that offers various privileges and interactions to stakeholders, including the Principal, Manager, Chief Superintendent of Examinations, Academic Department Heads, IT Administrator, faculty members, non-teaching staff, students, parents and alumni. Each stakeholder is provided with a unique username and password to access the system.

Principal:

The Principal serves as the head of the institution, overseeing both administrative and academic functions. The Principal has access to student admission data, student status, attendance records, internal and external grades, semester timetables, examination dates, mark entry status, and other academic assignments. Additionally, the Principal can access individual student and faculty member profiles.

Chief Superintendent of Examinations:

The Chief Superintendent of Examinations, supported by Assistant Controllers and office staff, ensures the smooth functioning of the college's examination program. They have access

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to examination schedules, student attendance records, exam application status, marks uploaded by faculty members, and the list of students applying for examinations. The Chief Superintendent of Examinations has the authority to set exam times, unlock the mark entry portal for faculty members, and create different components for each course as per the timetable.

Administrator:

The Administrator is responsible for creating individual accounts for newly appointed faculty members, staff, and new admission students. The HR Administrator assigns privileges to different stakeholders.

Faculty:

Faculty members have a faculty profile which give access to attendance records of the respective batches they are teaching. They can access the mark entry portal, timetable, attendance status of individual students, and the number of sessions conducted for each batch. Faculty members can also notify students about their attendance status, assignment updates, and other relevant matters. Faculty members have access to use Management Information System for teaching, learning and assessment process.

Non-Teaching Staff:

Non-teaching staff members assigned to various administrative departments have access to student, faculty, and other profiles based on their assigned duties. Staff members responsible for specific affairs can access details of courses taught by each faculty member, faculty profiles, and faculty academic workload.

Students:

Each student is provided with a unique username and password to log in to the portal. This enables them to check the timetable, attendance records, internal marks and other relevant

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academic information. Students are required to make all payments and fees through the college's online portal.

Parents:

Parents are kept informed about ongoing activities on campus and relevant details through a dedicated parent portal, WhatsApp groups, and Parent-Teacher Association (PTA) meetings.

Alumni:

Alumni are provided alumni login in the College website where they can search and get connected to other alumni, submit/update their profile and can contact the College administrator directly.

Newman College is committed to ensuring effective e-governance, fostering stakeholder participation, and facilitating transparency and access to information through the implementation of this policy.

PROFESSIONAL DEVELOPMENT GRANT FOR FACULTY

PREFACE

Newman College, Thodupuzha is committed to provide excellent education to the students through effective teaching, learning, research, and extension activities. As part of our mission to achieve excellence, we recognize the importance of professional development for our faculty members. This policy aims to provide opportunities for our faculty to enhance their knowledge, skills, and teaching methodologies, ultimately benefiting student performance and overall institutional growth.

OBJECTIVE

In order to remain responsive to technological advancements and evolving learning styles, faculty members in higher education institutions must continuously update their curriculum and pedagogy. This policy encourages faculty members to pursue professional development opportunities that promote their individual growth, enhance efficiency and effectiveness in teaching, and foster a supportive environment aligned with the College's objectives.

SCOPE

This policy applies to all faculty members at Newman College, Thodupuzha, including both permanent teachers and teachers on contract.

TERMS AND CONDITIONS

Eligibility:

- a. The applicant must be a full-time teacher at Newman College.
- b. The proposed professional development course should align with the College's mission, programme objectives, and the goal of motivating student learning by raising the standard of instruction and services offered to students.
- c. The course should be relevant to the discipline/ department of the applicant or should address a subject that help in augmenting the overall academic performance.

POLICY ON PROFESSIONAL DEVELOPMENT GRANT

d. The applicant should be prepared to impart new knowledge to colleagues through presentations, workshops, discussions, and/or reports.

TYPES OF PROFESSIONAL DEVELOPMENT:

a. The professional development activities may include regional, national, internet-based, or off-campus professional conferences, seminars, or workshops.

b. The focus of the course should be on pedagogical and educational content, ICT-enabled instruction, discipline specific knowledge, interdisciplinary knowledge and the formation of collaborations with industry to foster a deeper understanding of the subject matter.

Fair Access:

Requests for training and development opportunities will be assessed to ensure fair access for all faculty members at Newman College.

Frequency:

Faculty members may receive this grant only once in an academic year, as a general rule.

Application Process

Application Submission:

a. Interested faculty members should submit their application using the specific format provided by the College Office.

b. The application should include a description of how the proposed training will impact student learning and benefit the department and institution as a whole.

c. The application must be supported by the brochure of the course and a receipt of the fee paid.

d. All required documents should be submitted to the College Office for processing.

POLICY ON PROFESSIONAL DEVELOPMENT GRANT

Review and Decision:

- a. A Committee, with the Principal as the Chairperson, will review and scrutinize the applications.
- b. The Committee will determine the amount to be awarded based on the merit of the application and available resources.
- c. Applicants will be notified of the status of their application after the review process.

The Professional Development Grant for Faculty at Newman College, Thodupuzha aims to support faculty members in their continuous growth and improvement as educators. By embracing professional development opportunities, our faculty will be better equipped to provide high-quality education and contribute to the overall excellence of our institution.

POLICY ON QUALITY ASSURANCE

PREFACE

Newman College is dedicated to maintain a system of quality assurance and sustenance in all our activities. The Policy on Quality assurance outlines the strategies and processes that help to achieve this goal.

POLICIES AND PROCEDURES:

The College is committed to developing, implementing, reviewing, and disseminating policy documents for good governance. The policy is designed in tune with the vision and mission of the institute and remains easily accessible, and well understood by all stakeholders.

Internal Quality Assurance Cell (IQAC):

The IQAC benchmarks the college's activities, identifies improvement opportunities through rigorous self-assessment, and pursues these opportunities in a planned and monitored manner. The IQAC introduces quality enhancement activities and continuously monitors both academic and non-academic endeavors of the college. It plays a catalytic role within various committees and forums.

Teaching and Learning:

The central focus of the institution is to provide quality teaching and learning experiences. This is achieved through regularly updated curriculum, learning materials, conducive learning environments, and support services.

Approval and Monitoring:

There are formal mechanisms for the approval, monitoring, and review of programs and activities. Mandatory committees such as the Governing Council, Academic Council and Staff Council make appropriate decisions and ensure timely execution of resolutions. Dedicated committees oversee the implementation of academic, co-curricular, and extracurricular activities.

Participatory Planning and Good Governance:

The College believe in equitable distribution of work and responsibilities among the staff. Various committees are formed to handle curricular, co-curricular, and extracurricular activities. We ensure democratic decision-making, transparency, responsiveness, and accountability.

Academic Integrity:

Upholding high standards of academic integrity is paramount at Newman College. The College support students, faculty, and administrative staff in developing awareness of academic integrity and provide tools and resources. Academic misconduct is considered unacceptable as it undermines our core values.

Assessment of Students:

The College has formal mechanisms for formative and summative assessments of students, including a Program Plan with details of assessment and evaluation pattern. Regular feedbacks are collected to identify gap areas and for implementing bridging or remedial measures.

Quality Assurance of Faculty Members:

The institution follows government and university standards for the recruitment of competent faculty members. Staff performance is periodically evaluated through self-appraisal, student feedback, and a performance-based appraisal system. The College identifies competency needs and provide appropriate training and professional development opportunities.

Student Support:

The institution provides adequate, appropriate, and timely student support services, including a sound mentoring system, scholarships, remedial education, and counseling. The institution ensures personal interaction with each student by their tutor/mentor to meet or exceed their expectations.

POLICY ON QUALITY ASSURANCE

Administrative Support:

The College maintains sufficient qualified and committed administrative and support staff in all areas of functioning.

Capacity Building:

The College regularly conducts capacity building programs for faculty and administrative staff members.

Information Systems:

The College collects and analyze relevant data for continuous evaluation, development, and improvement.

Information, Education & Technology:

Recognizing the importance of information and communication technology (ICT), the College utilize it as a developmental, educational, and administrative tool that should be widely accessible within the academic community.

Public Information:

The College regularly update the website and disseminate information through press releases, media interviews, social media outreach, and other communication channels.

Auditing, Accreditation, and Certification:

The institution submits self-study reports for various accreditations and certifications to enhance our quality. We conduct periodic peer reviews, internal and external audits for ongoing self-evaluation and continuous improvement.

Stakeholder Feedback and Grievance Redressal:

The college maintain an open dialogue with students, stakeholders, and the public to determine their satisfaction levels and understand their needs and expectations through formal feedback mechanisms. We also have effective grievance redressal mechanisms in place.

POLICY ON QUALITY ASSURANCE

Promotion of Research and Extension:

Newman College actively promote research, collaborations, and extension activities involving students, research scholars, and faculty members. We engage in need-based outreach activities to support our community.

Resource Mobilization and Management:

The institution regularly reviews the resources to ensure that it meets requirements. The college identify and analyze available resources and then priorities new areas for resource mobilization.

Equity and Inclusion:

The College respond to the diverse needs of students and provide support services to students with disabilities, those who are vulnerable, at risk, or hard to reach. The college have effective mechanisms in place to eliminate all forms of discrimination, harassment, and exclusion.

Commitment to the Nation:

The college mission is to contribute to the development of the country by instilling human values and social responsibilities among the academic community. We achieve this through the activities of various clubs, forums, cells, and community initiatives.

Commitment to Rural development

The college strive hard to achieve its vision to uplift the rural community, especially tribal communities in Idukki district by providing quality education, entrepreneurship opportunities and incubation support to innovative ideas. In addition, the College reach out to the rural community through its extension and outreach programmes.

At Newman College, we are committed to continuous improvement and maintaining the highest standards of quality across all aspects of our institution.

CODE OF CONDUCT POLICY

PREFACE

Newman College is committed to upholding high ethical standards in all interactions with students, parents, staff, the society, and alumni. To formalize this commitment, the Management council has adopted the following Code of Ethics Policy. This policy is in addition to other policies outlined in the Human Resource Policy, Handbook on Human Values, Professional Ethics and Code of Conduct, and other relevant policy documents.

APPLICABILITY AND SCOPE:

Individual Responsibility: As members of the Newman College community, all stakeholders are expected to adhere to the Code of Ethical Conduct and comply with applicable laws and regulations in all aspects of their work. It is the responsibility of the administration, department heads, and supervisors to ensure that their conduct aligns with this Code. No one at Newman College is authorized to instruct anyone to engage in illegal activities under any circumstances.

Confidentiality: Newman College handles various private, confidential, and proprietary information related to its community members, institutional matters, and dealings. Those with access to such information are obligated to maintain its confidentiality by refraining from unauthorized disclosures during and after employment.

Honesty and Fairness: Employees of Newman College are expected to uphold honesty and fairness in their relationships with others. They should take responsibility for their actions, report information accurately, and work cooperatively with colleagues and supervisors. Heads and supervisors have a responsibility to set examples of honesty and fairness in their interactions with employees.

Institutional Records: All institutional and legal records, as well as essential data, must be prepared accurately. Deliberately creating false or misleading reports or records is considered a serious offense.

Honesty and Fair Dealing: Newman College aims to achieve its goals through honest and fair means, relying on superior performance, hard work, and intellectual skill. The college strives

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to treat all stakeholders- suppliers, alumni, competitors, officers, employees, and students and their families fairly in all instances.

Reporting Requirements: Newman College may be required to report matters to public or government agencies when required. Regardless of direct involvement, each stakeholder has the following responsibilities:

- Employees may be asked to provide information to ensure that institutional reports are complete, fair, and understandable. Teachers and administrative staff should provide prompt and accurate answers to inquiries related to public disclosure requirements.
- All college accounts, financial reports, tax returns, expense reimbursements, time sheets, and other documents, including those submitted to government agencies and affiliating institutions, must be accurate, clear, and complete.
- All entries in the college's records, including departmental accounts and individual expense reports, must accurately reflect each transaction. The institution's books, records, accounts, and financial statements must conform to generally accepted accounting principles, legal requirements, and the college's system of internal controls.
- The college's public reports should fairly and accurately reflect the state of the institution. If anyone believes they do not, it is their responsibility to bring their concerns to the institution's attention.

Conflict of Interest: Employees should be mindful of situations that may raise questions of potential or apparent conflicts between personal interests and the institution's interests. A conflict of interest exists when private interests interfere or conflict (or appear to interfere or conflict) with the institution's interests. This can occur when actions or interests make it difficult to perform one's work objectively and effectively. Additionally, a conflict of interest may arise if an individual or their family members receive improper personal benefits as a result of their position at the institution, regardless of the source of those benefits.

Use of Institutional Resources: Employees have a responsibility to use institutional resources, including time, materials, and equipment, solely for college-related purposes. College property should not be used for purposes other than those pertaining to the institution. Selling, loaning, giving away, intentionally damaging, destroying, or disposing of

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institutional property without proper authorization is prohibited. Copyrighted or licensed material should not be infringed upon.

Responsible Use of Funds: All personnel are responsible for using various funds received to the institution prudently, ethically, and for the purposes for which they are designated.

Consequences of Policy Violations: Every member of Newman College is responsible for ensuring their own conduct and the conduct of those under their supervision fully complies with this Code and the institution's policies and code of conduct. Violations will result in appropriate disciplinary action in accordance with the rules and laws of the institution, University, Department of Education, Government, or the University Grants Commission (UGC). Disciplinary action may include procedures applicable to faculty or staff and may also lead to civil or criminal charges and penalties in certain circumstances. If anyone is unsure about the consistency of an action or situation with the Code of Ethics/Code of Conduct/HR Policy, they should consult their Head of Department, supervisor, immediate superior, principal, or an appropriate authority before taking further action.

GENERAL RULES OF DISCIPLINE:

Code of conduct for Students

1. Students are deemed to have accepted the rules and regulations of Newman College upon enrolment. They are expected to adhere to the following rules:
2. Each day at Newman College begins with a prayer recited over the public address system. During the prayer, students should remain standing wherever they are and participate silently.
3. Students must attend classes regularly and punctually.
4. Students are required to wear formal attire as instructed by the institution that reflects professional standards of modesty.
5. Students should avoid causing disturbances to others inside the classroom or on campus.
6. Students should be in their seats before the teacher enters the classroom and may use the Reading Rooms in the General Library during free hours.
7. Students should handle college property with care and keep the classrooms clean and tidy.

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8. Any damage to college property or writing/marketing on the walls is strictly prohibited and will result in severe punishment. Students will be held collectively or individually responsible for any loss caused by damage to furniture, implements, or equipment belonging to the college. Waste paper should be properly disposed of in designated bins.
9. Without prior written permission from the Principal or the concerned Head of Department, students are not allowed to:
 - a. Organize social functions on campus, including birthday celebrations, in a civilized manner.
 - b. Engage in any political activities or join student organizations of a political nature. They are forbidden from leading or participating in any propaganda or activities related to such organizations within the campus.
 - c. Bring mobile phones into classrooms or exam halls.
 - d. Smoke, consume alcohol, engage in ragging, eve-teasing, use abusive language, or participate in any other anti-social activities.
10. Notifications published on the college website or notices signed/countersigned by the Principal and displayed on the College Notice Board are considered to have been brought to the notice of the college community.
11. All students must wear their issued photo identity cards and present them upon request. Failure to produce the ID card will result in reprimand and fines.
12. Disciplinary action will be taken against students whose behaviour is likely to have a negative influence on others in the campus, as determined by the Principal.
13. The authority of the Principal in matters of discipline is final.
14. Any questions or issues not covered by the above rules shall be decided by the Principal.

Code of conduct for the managing board of the college

1. The Managing Board of the College consists of the Patron, the Manager, Principal and the members nominated by the Manager and should work with mutual understanding and respect to uphold the vision and mission of the College.
2. The Managing Board should ensure the academic profile of the College, and try to open new avenues for its developments.

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3. The timely maintenance of the infrastructure and channelling funds for the further development of the institution and initiating remedial measure should be prime concern of the Managing Board.
4. The board should maintain transparency and fairness in all kind of administrative activities.
5. It should ensure the taking of feedbacks from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.
6. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.
7. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.
8. The Managing Board should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for Higher Education.
9. The Managing Board should meet at least once in a year but it is advised to meet as frequent as possible.

Code of conduct for the Principal

1. The principal should take creative steps to materialise the vision and mission of the College with the support of management.
2. Behave in such a manner that earns respect by upholding integrity, dignity, decorum and efficiency at all levels.
3. Maintain tolerance while dealing with burning issues among students and subordinates and be impartial in the decisions taken.
4. Do not discriminate the faculty members and students on grounds of gender, color, and creed.
5. Do not interfere with the free participation of colleagues in the affairs of their association

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6. Do not deliberately distort the evaluation of colleagues.
7. He/she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities
8. The Principal should monitor, manage and educate the administration of the institution
9. Principal should ensure the discipline of the staff, students and nonteaching staff.
10. Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal, and the Principal should give an official complaint to the consigned government authority without any delay.
11. The Women Cell and the Internal Complaint Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.

Code of conduct for teachers

Teachers and their responsibilities:

1. Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession.
2. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice.
3. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals.
4. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

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- ii) Manage their private affairs in a manner consistent with the dignity of the profession
- iii) Seek to make professional growth continuous through study and research
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- v) Maintain active membership of professional organizations and strive to improve education and profession through them
- vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation
- viii) Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the students

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace

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- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- (vii) Pay attention to only the attainment of the student in the assessment of merit
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- (ix) Aid students to develop an understanding of our national heritage and national goals
- (x) Refrain from inciting students against other students, colleagues or administration.

Teachers and colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated
- (ii) Speak respectfully of other teachers and render assistance for professional betterment
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest

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- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- (vi) Should adhere to the conditions of contract
- (vii) Give and expect due notice before a change of position is made
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and non-teaching staff:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

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Teachers and society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of conduct for the non-teaching staff

- (i) Nonteaching Staff should abide the guidelines laid down by the Department of Collegiate Education and Government of Kerala.
- (ii) Being supporting staff of the College should work in collaboration with the Superintendent under the orders of the Principal and should strive to maintain the academic atmosphere of the College through the works assigned to them.
- (iii) Non-teaching staff should respect Principal, teaching staff and should maintain punctuality
- (iv) Should not conduct any activity which will damage the image of the institution
- (v) They should deal with students, staffs and colleagues with respect and courtesy and should maintain honesty, discipline, fairness and justice in their official duties.
- (vi) They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.

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Code of conduct for the parents/guardians of the college students

- (i) Parents/guardians should cooperate with the College authorities in forming good character in their children/wards.
- (ii) No outsiders or relatives are expected to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.
- (iii) Parents/guardians of the students are expected to uphold the vision, values and ethos of the College.
- (iv) Parents have the right to raise issues and concerns related to the education, character or other matters of their child to the right person and follow the correct communication channels according to the College's policies and procedures.
- (v) Parents/guardians should attend parents teachers meeting and should support college authorities to enhance academic standards and discipline of the college
- (vi) The PTA shall try to institute scholarships, prizes, medals, etc. to benefit students showing a high proficiency in their studies.
- (vii) The PTA should ensure improvement in the standards of infrastructural facilities.
- (viii) Parents/guardians should maintain a good relationship with teachers and should meet them at least once in a semester.
- (ix) No parent/guardian is allowed to enter the classroom of their ward.

The clear definition of code of conduct helps Newman College to keep its decorum and helps in maintaining an air of professionalism within and outside the campus.

ANTI-RAGGING POLICY

PREFACE

The Newman College Thodupuzha Anti-Ragging Policy can be viewed as a reference for continually supporting, overseeing, and enforcing the implementation of anti-ragging activities on campus. Based on the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the "UGC Regulations"), the college has adopted a comprehensive and successful anti-ragging policy. The Supreme Court of India's directives to prevent and outlaw ragging in all Indian educational institutions led to the development of the UGC Regulations. The aforementioned UGC Regulations shall apply to Newman College Thodupuzha in exactly the same manner.

Maintaining a safe and conducive learning environment for the student body both on and off campus is of the utmost importance. The Anti-Ragging Committee's main goals are to uphold and advance the institute's mission and to forbid, prevent, and end any student behaviour that could be construed as ragging. It hopes to improve the standard of living on campus by adhering to this Anti-Ragging Policy.

DEFINITION OF RAGGING

According to the UGC Regulations' third amendment, which took effect on June 29, 2016, ragging is defined as "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or other) on the grounds of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origin, linguistic identity, place of birth, place of residence, or economic background."

The following actions are all or part of what ragging is:

- Any behaviour by a student or students that has the effect of making fun of, insulting, or otherwise mistreating another student, whether it be through words, deeds, or both.
- Engaging in boisterous or disrespectful behaviour by one or more students that annoys burdens, harms physically or psychologically, or inspires fear or apprehension in another student.

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- Requiring a student to perform an action that they would not typically do and that has the potential to harm their physical or mental health by causing them to feel shame, torment, or embarrassment.
- Any form of physical abuse, including all variations such as sexual abuse, stripping, compelling people to engage in obscene or lewd behaviour, inflicting bodily harm, or endangering someone's health or well-being.
- Any behaviour that is abusive, whether it be through verbal abuse, emails, posts, or public insults, as well as the enjoyment of perversion or a sadistic thrill from actively or inadvertently contributing to the discomfort of another student.
- Any behaviour that undermines the mental well-being and self-esteem of another student, whether or not it's done with the intention of indulging in sadistic pleasure or flaunting one's own dominance or superiority.
- Any action taken by a senior student that hinders, obstructs, or otherwise disturbs another student's regular academic activity.
- Utilising a student's services for personal or group academic projects that are not their responsibility.
- Any form of forced spending or financial extortion committed by other students against a student.
- Everything else that violates the definition of "ragging."

AREAS AND THE POLICY'S FOCUS

Dealing with instances of ragging that are punishable entails:

- Assistance with ragging
- Criminal rag planning Illegal gathering and rioting while ragging
- Public annoyance brought on by ragging
- Raging is a moral and decency violation
- Bodily harm that causes discomfort or severe discomfort
- Unsuitable restriction
- Illegal imprisonment
- Using force without authority
- Sexual offences, strange behaviour, and physical violence

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- Criminally motivated trespassing
- Extortion
- Violation of property rights
- Use of coercive intimidation
- Intent to commit any of the aforementioned offences in order to harm the victim(s)
- Harassment that is either physical or mental, as well as any other offences that fall under the definition of "ragging."

This institution makes sure that each student and parent submits an online declaration at www.antiragging.in throughout the academic year. Additionally, we intend to make the Anti-Ragging Undertaking Reference number a required field on the admission form.

GOALS OF THE POLICY (ANTI-RAGGING MEASURES)

We adhere to all rules established by the Central and State governments, the UGC, and court orders, including the demand that students and parents make a commitment to refrain from ragging and the organisation of awareness campaigns. The College strictly abides by all relevant local, state, and federal laws and views ragging as a criminal offence. The Anti-Ragging Activities are directly under the College Principal's control. The Anti-Ragging squad keeps a close eye on student behaviour, especially when new batches arrive at the start of the academic year. Students who are at risk of misbehaviour and those who are stressed out or having other problems can benefit from the help of the class tutors. They personally meet with these students and, if required, set up counselling sessions with trained professionals.

In the first few weeks of the academic year, special sessions are held for newcomers to assist them in adjusting to campus life. The College identifies vulnerable areas, and in those places, ongoing monitoring and surveillance are kept up. The institution makes sure that all students participate in cultural festivals and celebrations in order to eliminate the distinction between senior and junior students. The College's anti-ragging policy calls for the rotational deployment of teacher squads to uphold discipline. To inform parents and guardians of students' rights and safety, special sessions should be held.

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Areas of Intervention:

- Installing CCTV cameras in strategic locations to keep an eye on students' behaviour.
organising anti-ragging seminars and workshops.
- The institution's electronic prospectus and informational materials should contain anti-ragging warnings as well as regular interactions and counselling with students, identification of potential trouble spots.
- Inspections conducted without notice of dorms, student housing, canteens, public spaces, restrooms, and bus stops.
- Putting up anti-ragging posters that the UGC has provided in prominent places like admissions offices, departments, libraries, canteens, hostels, and common areas.
- Putting into practise any additional measures that aid in stopping and dealing with incidents of ragging or inappropriate behaviour.

IMPLEMENTATION OF THE RAGGING CASE HANDLING MECHANISM

The Ragging Case Handling Mechanism entails the formation of an Anti-Ragging Committee and an Anti-Ragging Squad.

Anti-Ragging Committee

The Principal is the chairperson of the Anti-Ragging Committee, which includes members of the civil and police administration, the neighbourhood media, youth-focused NGOs, faculty members, parents, freshmen, seniors, and non-teaching staff. The committee keeps an eye on anti-ragging activities, weighs suggestions from the Anti-Ragging Squad, and makes decisions regarding the best course of action, including deciding on appropriate sanctions for those found guilty.

Anti-Ragging Squad

To uphold the goals of the anti-ragging policy, a mobile squad is periodically formed. The squad is assembled by the Principal from representatives of various campus communities.

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The Anti-Ragging Squad keeps watch over the committee's recommendations as they are put into action, keeps watch, patrols the campus, and is constantly active.

If ragging is observed, immediate action will be taken to ensure everyone's safety, and the Anti-Ragging Committee will be notified right away to take any further action that may be required. The Anti-Ragging Committee will decide which of the following punishments to impose on a student who is found responsible by the Committee.

- Suspension from attending classes and revocation of academic privileges.
- Withholding or withdrawal of scholarships, fellowships, and other benefits.
- Prohibition from participating in any tests, examinations, or evaluation processes.
- Withholding of results.
- Prohibition from engaging in collaborative work or attending national or international conferences, symposia, or meetings to present their research work.
- Suspension or expulsion from the hostels and mess facilities.
- Cancellation of admission.
- Rustication from the institution for a period ranging from 1 to 4 semesters.
- Expulsion from the institution, resulting in a specified period of debarment from admission to any other educational institution.
- In cases where the individuals responsible for or involved in the act of ragging cannot be identified, the College will resort to collective punishment.
- If necessary, considering the severity of the ragging act, the College will file a First Information Report (FIR) with the local police authorities.

Based on the facts and circumstances of each ragging incident, taking into consideration the nature and seriousness of the offence, the College's Anti-Ragging Committee will decide on the appropriate course of action, including the imposition of punishments. Additionally, the victim will receive assistance with counselling.

Newman College's anti-ragging policy shows a strong commitment to upholding a secure and welcoming environment for all students. The college makes sure that anti-ragging measures are successfully implemented by strictly adhering to the rules established by the Central and

ANTI-RAGGING POLICY

State governments, the UGC, and court orders. The policy includes a variety of preventive measures, such as required online activities, awareness raising campaigns, and special sessions for newcomers to campus life. The Anti-Ragging Squad, which collaborates closely with tutors and spots potential offenders and students in need of support, is another way in which the college emphasises oversight and vigilance. The creation of the Anti-Ragging Committee and Squad offers a strong mechanism for handling incidents to address cases of ragging. The committee, which is made up of representatives from various stakeholders, carefully considers the squad's recommendations and then takes the necessary steps, which includes punishing those who are found guilty. Ragging is not tolerated at the college, as evidenced by the variety of disciplinary measures that can be taken, including suspension, expulsion, and even legal action if necessary. Additionally, the policy places a high priority on the welfare of victims by offering counselling services to aid in their healing.

The Anti-Ragging Policy at Newman College lays a solid groundwork for fostering a peaceful and respectful campus climate. It makes it crystal clear that ragging is considered illegal and will not be tolerated. The college works to create a secure and welcoming environment where all students can learn, develop, and flourish through group efforts and stringent implementation.

POLICY ON PREVENTION OF SEXUAL HARASSMENT

PREFACE

The Newman College Thodupuzha policy against sexual harassment can be viewed as a set of rules designed to continuously support, oversee, and enforce the application of preventive measures against sexual harassment on campus. All stakeholders of Newman College are covered by this policy, including students, staff members (permanent, temporary, contract), visitors, trainees, and interns. The University Grants Commission's (UGC) Regulations on the Prevention, Prohibition, and Redress of Sexual Harassment of Women Employees and Students in Higher Educational Institutions in 2015 served as the foundation for the comprehensive and effective policy that the college has adopted.

The policy defines sexual harassment as any gender-based verbal or physical behaviour of a sexual nature that unreasonably obstructs a person's dignity, performance at work or in school, or fosters a hostile, offensive, or intimidating work environment.

DEFINITION OF THE TERM "SEXUAL HARASSMENT"

The term "sexual harassment" refers to a variety of behaviors, such as offensive behavior with overt sexual overtones that denigrates, humiliates, or fosters a hostile and intimidating environment. It may also involve the use of actual or threatened negative consequences. This includes making unwanted sexual advances (verbally, in writing, or physically), demanding or asking for sexual favours, making sexually suggestive comments, acting in any other way that is sexually motivated, or showing pornography.

Furthermore, sexual harassment can occur in specific situations where there are clear or hidden sexual implications. These situations may involve creating an intimidating, offensive, or hostile learning environment, or subjecting someone to humiliating treatment that affects their well-being, safety, dignity, or physical integrity. Other situations may include promising special treatment in exchange for sexual favors, threatening negative consequences at work, implying harm to one's status, or offering rewards or punishments based on sexual acts.

POLICY ON PREVENTION OF SEXUAL HARASSMENT

AREAS AND THE POLICY'S FOCUS

The sexual harassment of any kind, as well as its suppression or defamation, as well as retaliation, is strictly prohibited at Newman College. The college is committed to establishing a secure and respectful work environment that fosters equal opportunities and supports staff members' professional development.

Investigation: The Internal Complaints Committee (ICC), in accordance with the applicable regulations, will promptly and fully look into all allegations of sexual harassment.

Conciliation: If the complainant so chooses, the dispute may be settled with the respondent through conciliation. To ensure that the party who has been wronged is satisfied, the college will facilitate the conciliation procedure through the ICC.

Protection: The ICC will suggest disciplinary action against people who file fictitious or malicious complaints in order to prevent the abuse of this policy and its provisions. It is crucial to remember that a complaint is not necessarily false or malicious just because it cannot be supported by sufficient evidence.

GOALS OF THE POLICY

The college will take proactive measures to prevent sexual harassment and resolve conflicts in order to foster a safe and respectful environment.

Some of these measures include:

- Conducting awareness-raising campaigns to inform staff, faculty, and students about the laws against sexual harassment.
- Arranging training sessions and workshops on a regular basis.
- Creating an internal complaints panel with responsibility for sexual harassment cases.
- Putting up notices about the Internal Complaints Committee in noticeable places.
- Offering complainants counseling services.
- Preserving the privacy and safety of the complainant throughout the procedure.
- Supplying the Internal Complaints Committee with the tools and resources it needs to process complaints and launch investigations.
- Assisting in securing respondents' and witnesses' attendance at ICC hearings

AREAS OF INTERVENTION AND IMPLEMENTATION MECHANISM:

Regardless of gender, all forms of sexual harassment are strongly condemned and forbidden at Newman College. Regardless of their position or length of involvement, this policy applies to everyone connected to the college, including students, staff, faculty, non-teaching staff, and other participants or associates. It is strictly forbidden to retaliate or victimise anyone who reports sexual harassment or assists the Internal Complaints Committee (ICC).

The principal of Newman College has established an internal complaints committee in accordance with the law to further gender sensitization and look into claims of sexual harassment on campus. The committee is constituted as per UGC regulations, and at least half of them will be women which includes

- A Presiding Officer, who must be a woman faculty member employed at a senior level and not below an Associate Professor in the college, shall be nominated by the Principal; however, in the event that a senior level female employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace.
- The Executive Authority/ Principal will propose two faculty members and two non-teaching staff members, preferably with a commitment to the cause of women, social work experience, or legal knowledge.
- Three students who will be enrolled in undergraduate, master's, and research scholar programmes, respectively, and who will be chosen using an open democratic process.
- One member chosen by the Executive Authority from among non-governmental organisations or associations that support women's rights or from among individuals knowledgeable about sexual harassment issues.

The college reserves the right to add, remove, or replace committee members as needed. They will serve three-year terms.

Implementation Procedure for Prevention of Sexual Harassment

- Any student who experiences sexual harassment at the college can report it to the ICC, according to the implementation procedure for preventing sexual harassment. Within three months of the incident, the student must file a written complaint with

POLICY ON PREVENTION OF SEXUAL HARASSMENT

their signature. In accordance with the request for confidentiality, the ICC will send the respondent a copy of the complaint within seven days. Following that, the respondent will have ten days to provide a response, along with any supporting documentation and witness information.

- The ICC will launch its investigation by hearing the complainant and documenting their claims. After the accused has the chance to explain themselves, a thorough investigation will take place. After receiving the complaint, the investigation has 90 days to be finished. Within ten days of the investigation's conclusion, the ICC will provide the college principal with a report on the investigation and recommendations. Copies of the conclusions or advice will be given to both parties.
- The case will be closed after recording the reasons if the complaint is found to be untrue or does not fall under the definition of sexual harassment. If deemed appropriate in such circumstances, the complainant might face disciplinary action. Unless an appeal is filed within that timeframe by either party, the principal will implement the ICC's recommendations within thirty days.
- The specific circumstances and seriousness of each incident will be taken into account when making decisions by the ICC, including the imposition of penalties. The victim will also receive counseling.

If a student is found guilty of sexual harassment, the ICC may suggest sanctions like privilege suspension, restricted access to campus, or expulsion. It may also be necessary to impose reform measures like counselling requirements or community service. The ICC will suggest suitable sanctions in accordance with service regulations for faculty, non-teaching staff, and other employees who are found to have violated the rules.

The party who was wronged is entitled to compensation, and the college will give instructions for payment in accordance with the ICC's and the principal's accepted recommendations. The cost of the compensation will be expected from the offender.

Penalty and Restitution For students

The ICC may suggest any or a combination of the following punishments for sexual harassment or unwanted sexual conduct when the respondent is a student at the Institute and is found guilty of the crime, depending on the seriousness of the offence.

POLICY ON PREVENTION OF SEXUAL HARASSMENT

- Refrain from giving the student access to facilities like the library, auditorium, residence halls, transportation, scholarships, allowances and an ID card. Suspend or limit access to the campus for a predetermined amount of time.
- If the offence so warrants, expel and strike the name from the institution's rolls, including denying readmission.
- Administer corrective sanctions, such as counselling requirements or community service.

Penalty and Restitution For academic staff, support staff, and other employees

If it is determined that the respondent engaged in sexual harassment while working for the college, the ICC may suggest any punishment in accordance with the service rules.

- A payment of compensation is due to the injured party.
- The college must give instructions for the recovery from the offender of the compensation recommended by the ICC and approved by the Principal.

CONCLUSION

The college's policy to combat sexual harassment is founded on a strong dedication to fostering a respectful and safe environment for everyone connected to the organisation. The college seeks to promote a culture of zero tolerance for such misconduct by denouncing all forms of sexual harassment and outlining precise procedures for filing and handling complaints. The college's commitment to promptly, unbiasedly, and confidentially investigating claims of sexual harassment is demonstrated by the creation of the Internal Complaints Committee (ICC). The ICC ensures a fair and inclusive approach to handling complaints thanks to its diverse composition, which includes women members and representatives from pertinent organisations. Sensitization campaigns, workshops, and training sessions are just a few of the proactive measures the college has taken to combat sexual harassment and advance a respectable, egalitarian culture. Counseling services for complainants and the guarantee of confidentiality aid victims in their pursuit of justice. The policy's disciplinary measures, which are adapted to the gravity of offences, highlight the college's commitment to holding offenders accountable. The compensation clause also acknowledges the rights and requirements of the wronged parties.

POLICY ON PREVENTION OF SEXUAL HARASSMENT

By putting into effect this extensive policy, Newman College makes it abundantly clear that sexual harassment will not be tolerated and that each person's welfare and dignity are of the utmost importance. The college is still committed to regularly evaluating and enhancing its preventive measures to guarantee a secure and welcoming learning environment for everyone.

POLICY ON GRIEVANCE REDRESSAL MECHANISM

PREFACE

Newman College has established a comprehensive policy to ensure the effective implementation of grievance redressal activities, in accordance with UGC regulations, on campus. This policy aims to create an environment that fosters unhindered teaching and learning activities, as well as the smooth functioning of the College. There are several committees (sub-committees of the Staff Council) which work towards the resolution of issues in a time-bound manner once complaints are received by the College. Depending on the nature of the complaint, the College directs the representation received to the relevant committee.

OBJECTIVES OF THE POLICY:

The objectives of this policy are as follows:

- Formulate a policy to investigate and review complaints or grievances of students and faculty members.
- Create awareness among students and faculty about the availability of grievance reporting mechanisms.
- Investigate the causes of grievances.
- Ensure effective solutions based on the severity of the grievances.

AREAS AND FOCUS OF THE POLICY:

The policy focuses on the following areas:

- Providing adequate platforms for different stakeholders to raise grievances, including regular open houses for all departments.
- Establishing a special helpdesk to resolve admission-related grievances and breaches in the reservation policy.
- Dealing with grievances related to fee payment, caution deposits, etc., through respective department heads and reporting serious issues to the principal.
- Informing complaints related to various offices, including the principal's office, directly to the college manager.

POLICY ON GRIEVANCE REDRESSAL MECHANISM

- Regularly addressing suggestions collected from suggestion boxes placed throughout the college.
- Publishing the college manual in print and online formats.
- Convening frequent meetings of the Grievance Redressal Committee to monitor grievance redressal activities.

GRIEVANCE REDRESSAL MECHANISM:

The Grievance Redressal Mechanism at Newman College consists of the following committees:

- Internal Complaints committee
- Collegiate Student Grievance Redressal Committee (CSGRC)
- Anti ragging committee
- Continuous internal evaluation (CIE) committee
- Staff grievance redressal cell
- Equal opportunity cell: Grievance Redressal Mechanism for persons with disabilities and minority, SC and ST categories.

The Grievance Redressal mechanism of Newman College functions as a bridge between the student community and the college to address and resolve academic and administrative issues. It provides a platform for students to express their concerns in accordance with college rules and regulations. Every grievance or complaint received by the Committee is impartially and confidentially investigated.

INTERNAL COMPLAINTS COMMITTEE (ICC):

The college has an internal complaints committee in accordance with the University notifications pertaining to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013 and the UGC guidelines of May 2016 on the same. According to the Act of 2013, the Newman College is committed to maintain and create an academic and work environment free of sexual harassment for students, academic staff and non-teaching staff.

COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE (CSGRC):

A systematic mechanism for the redressal of students' grievances is functioning in the college. Grievance Redressal Forum is an appellate body to hear and decide on the matters related to academic, discipline, curricular and co-curricular activities which could not be settled at the grievance redressal cell formed at Department level. The grievance redressal cell at the department level consists of the Head of the Department and the faculty advisor concerned. If the student has any grievance on non-academic issues, she/he may approach the Teacher in-charge/ Department Head of the Department. If it doesn't get resolved there, the matter may be reported to the Principal who refers it to the grievance redressal cell.

The Student Grievance Redressal Committee is responsible for handling general grievances of students, as specified by the University Grants Commission (Redress of Grievances of Students) Regulations, 2019. The Office of the Controller of Examinations addresses grievances related to examinations. The Collegiate Student Grievance Redressal Committee (CSGRC) is responsible for addressing complaints from aggrieved students. The Committee consists of the principal of the college as the chairperson, three senior members of the teaching faculty nominated by the principal, and a representative student nominated by the principal. The term of committee members and the representative student is two years. The quorum for meetings, excluding the special invitee, is three members. The CSGRC follows the principles of natural justice while considering grievances.

CONTINUOUS INTERNAL EVALUATION (CIE) GRIEVANCE COMMITTEE

The institution is keen to address grievances related to internal evaluation. The grievances are addressed by CIE grievance committee. The committee classifies the grievances and take appropriate action.

STAFF GRIEVANCE REDRESSAL CELL

The College has a Faculty/Staff Grievance Redressal Committee. This cell aims to look into the complaints lodged by any staff and redress it as per requirement.

POLICY ON GRIEVANCE REDRESSAL MECHANISM

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, addresses any grievances or complaints related to ragging. Newman College has separate policy documents on Anti-Ragging and Prevention of Sexual Harassment.

EQUAL OPPORTUNITY CELL:

The Equal Opportunity Cell expedites legal redressal in matters of equal opportunity violations concerning persons with disabilities and those belonging to deprived sections such as SC, ST, and OBC categories.

POLICY ON STUDENT GRIEVANCE REDRESSAL:

Newman College has adopted a coherent and effective policy on Student Grievance Redressal, based on the University Grants Commission (Redress of Grievances of Students) Regulations, 2019. A transparent system for the timely redressal of student grievances has been instituted to promote efficient collaboration between the student community and departments. The Grievance Redressal Committee plays a vital role in addressing and resolving academic and administrative issues that affect students. It serves as a conclusive platform for students to express their concerns in accordance with college rules and regulations. The Committee ensures fair and impartial inquiries, maintaining the confidentiality of complainants when required. The efficacy of the system ensures a hassle-free and conducive educational environment at the college.

Matters of Grievance:

A grievance may refer to any discontent, dissatisfaction, or negative perception, whether expressed or not, arising from any matter connected with the college, as specified in the University Grants Commission (Redress of Grievances of Students) Regulations, 2019.

Areas of Intervention of the Committee:

The Committee intervenes in the following areas:

- Ensuring harmonious relations between students, teachers, and management.

POLICY ON GRIEVANCE REDRESSAL MECHANISM

- Creating a platform for students to share academic, administrative, and personal concerns.
- Ensuring adequate student participation in decision-making processes.
- Ensuring timely and proper resolution of raised grievances.

Grievance Submission Process:

Newman College provides both offline and online options for students to submit grievances.

Offline Student Grievance Redressal Process:

- An aggrieved student shall first present his/her grievance verbally or in writing to the Batch Coordinator/ HoD concerned or directly to the Principal. The student is to receive a response within one week of the presentation of grievance.
- For matters concerning a class or the campus as a whole, the aggrieved can maintain the anonymity if he/she wishes so. A registry is maintained for the purpose. A response is made available to the student community, if it is a matter of common interest. Otherwise, it is set aside.
- The HoDs concerned have to forward the written grievances which require the attention of the Grievance Redressal Committee within a week.
- The IQAC shall also function as a Registry to Grievance Redressal Committee. On receipt of grievance, it shall be informed to the HoDs concerned.
- The aggrieved person may appear either in person or may be represented by such person as may be authorized to present his/case.

Common Grievances through Student Council:

The college has a Student Council chosen from the broader student parliament consisting of two elected representatives from each class and also some nominated members by the college administration. The council consists of the student representatives, the student advisor(s), representatives of HoDs, senior most faculty, elected representatives of the staff members, office superintendent and the Principal. The students are given opportunity to voice their suggestions, opinions and grievances if any during the meetings. Appropriate actions are taken on the same.

DIVYANGJAN POLICY

PREFACE

Newman College is committed to providing an inclusive framework in higher education that encompasses individuals with disabilities. We strive to ensure equal access to education and services for all, without discrimination. Our goal is to empower differently-abled individuals, enabling them to become self-reliant and independent. Recognizing the challenges faced by disabled students in the higher education sector, we have implemented measures to make our infrastructure and facilities coherent and inclusive. This policy adheres strictly to the "Rights of Persons with Disabilities Act, 2016," which prohibits discrimination against individuals with physical and mental disabilities. We aim to create an inclusive education system that caters to the needs of students with disabilities, promoting greater accessibility and equal opportunities in higher education.

OBJECTIVES OF THE POLICY:

- Provide accessible and inclusive education throughout the college.
- Foster a culture of inclusivity, non-discrimination, and non-exploitation in all spheres of work and education.
- Establish an effective regulatory mechanism to deliver services to disabled students and staff.
- Ensure compliance with all legislations pertaining to persons with disabilities.
- Facilitate the full participation of persons with disabilities in all college activities and provide equal opportunities for their development.
- Allocate necessary budgets to achieve the above objectives.
- Conduct awareness programs for teachers and non-teaching staff to address accessibility issues.

AREAS AND FOCUS OF THE POLICY:

Admission: The College offers admission to individuals with disabilities as per the guidelines of the "Rights of Persons with Disabilities Act, 2016." Reservation for disabled individuals is offered as per MGU and government regulations.

DIVYANGJAN POLICY

Infrastructure Facilities: The College ensures accessibility through the provision of ramps, handrails, wheelchairs, disabled-friendly toilets, and relevant apps to support teaching and learning in the library, facilitating easy access to campus facilities.

Awareness and Inclusion: The College observes important days related to disability awareness and ensures the involvement of disabled individuals in college functions, aiming to raise awareness about disability issues and promote integration into society.

Examination Support: We provide reasonable accommodations such as scribes and extra time for disabled students during examinations, as applicable. Guidelines and regulations for the use of scribes have been issued by the examination department as per the guidelines of University. Visually impaired students receive assistance from scribes to write their exams.

Scholarships and Motivational Support: The College office facilitates the availability of scholarships provided by the state government to support students with disabilities. Additionally, we organize motivational talks, webinars, and conferences to inspire and motivate disabled students.

Supportive Staff and Record Maintenance: The College maintains records of Divyangjan (differently-abled) students, and the College Principal assigns duties and responsibilities to teaching and non-teaching staff to address the difficulties faced by these students.

AREAS OF INTERVENTION:

Placement: The Placement Cell provides support to disabled students, assisting them in securing suitable employment after completing their studies. A counselor-cum-placement officer is appointed to provide guidance in this regard.

Learning Support: The College assesses the educational needs of disabled students and ensures accessible textbooks and study materials for all. Regular remedial coaching classes are conducted specifically for persons with disabilities.

Library Facilities: The College provides accessible study materials, including audio books, web accessibility, and Braille books, to facilitate the learning needs of disabled students.

DIVYANGJAN POLICY

Campus Accessibility: The College takes various measures to create a disabled-friendly campus, including ramps for easy movement, accessible toilets, and wheelchairs for disabled students.

IMPLEMENTATION OF THE POLICY:

Differently-abled students have the right to access all schemes, facilities, and services offered by the college without discrimination. The college ensures barrier-free access, library resources, and scribes

GENDER EQUALITY POLICY

PREFACE

Newman College has dedicated sixty years of service to society, striving to create a gender-equal and gender-sensitive educational space. The college has established a Women's Cell, Manaswani to identify and address gender issues, while also raising awareness and promoting gender sensitization to work towards achieving gender parity. A responsive complaint mechanism is prioritized to foster a supportive environment within the college, addressing any discriminatory attitudes or practices that may arise.

POLICY

The institution strictly adheres to a zero-tolerance policy on sexual harassment, ensuring compliance with governmental and UGC statutes in dealing with such crimes. Efforts continue to enhance gender sensitivity among students, faculty, research scholars, and non-teaching staff through seminars and sessions facilitated by experts, including speakers, authors, and field specialists. Additional courses on gender and gender studies are introduced to broaden understanding of masculinity, femininity, and challenge gender stereotypes. Moreover, the college promotes gender champions among students to ensure ongoing commitment to creating a gender-sensitive educational system.

A gender-responsive administrative, teaching, and learning environment is fostered within the college, where all members are expected to respect and collaborate irrespective of gender under the leadership of any assigned task or role. The college endeavors to optimally serve the interests of all genders in studies, research, training, and development activities. Equal opportunities for recreation and participation in cultural and sports activities are provided to all members of the college community.

Concerted efforts are made to increase awareness of the importance of gender equality among the public, particularly the youth. Regular infrastructural modifications are carried out to accommodate the needs of all genders, ensuring the provision of safe, hygienic sanitary facilities, and gender-specific restrooms. Gender audits are periodically conducted to maintain gender equity and equality.

GENDER EQUALITY POLICY

The college also conducts outreach and extension programs to raise awareness among the general public about gender issues and legal opportunities. Special support is provided to girl students to enable their active participation and excellence in sports and cultural activities. Regular medical camps and awareness programs related to women's health and hygiene are organized.

Activities aimed at improving the physical and mental health of female students and staff are carried out consistently. The counseling center provides support and care to any student or staff member in need. The college operates various committees, including the Internal Complaints Committee, Anti-ragging Cell, Student Welfare Committee, Equal Opportunity Cell, as well as departments clubs, to ensure effective implementation and success of these initiatives.

SAFETY AND SECURITY POLICY

PREFACE

Newman College is deeply committed to maintain a safe and healthy work and learning environment for faculty members and students. The college has developed a comprehensive safety and security policy and guidelines in accordance with the standards set by the University Grants Commission.

The Safety and Security Policy serves as a guiding document to advise, assist, and support staff, students, and visitors in managing health and safety within the college. Continuous improvement is pursued, and it is expected that all members of the college community adhere to the policies, procedures, and guidelines to contribute to a safe environment. The college encourages cooperation among all parties involved and expects responsible behavior while on college premises.

ACCIDENTS AND FIRST AID

The college takes every precaution to control health and safety risks within its premises.

In the event of an accident, the following contact points are available:

- Security Office or Gate
- Police Control Room: 04862 222494
- Accident Care & Transport Service
- Class teacher/ Head of Department
- College Information Centre (04862 229797) - immediate assistance and first aid if required.

First Aid

The Government District Hospital and Government Ayurveda District Hospital are within walking distance from the college and hostels. In case of an emergency, these hospitals can provide a nurse or doctor to attend to the situation.

SAFETY AND SECURITY POLICY

In case of any emergency

In the event of an emergency, individuals should leave the building using the nearest and safest exit or follow the instructions given by staff or fire personnel. Key points to remember include:

Familiarize yourself with escape routes and stairways.

- Close doors behind you.
- Proceed to the designated assembly area.
- Avoid taking unnecessary risks.
- Do not delay or prioritize personal belongings.
- Follow instructions and do not re-enter the building until instructed to do so.

Visitors

Newman College extends a warm welcome to all visitors. Visitors are required to provide their personal details before entering the campus. The reception desk or information center can provide directions or assistance. Security personnel monitor all visitors to ensure safety.

SAFETY MEASURES ON CAMPUS

The college has established various committees to ensure the safety and security of staff and students on campus, including:

- Internal Complaints Committee (ICC) - Addressing sexual harassment issues and promoting gender justice.
- Grievance Redressal Committee - Resolving student grievances, particularly related to exams.
- Discipline Committee - Enforcing discipline and conducting investigations when necessary.
- Anti-Ragging Committee and Ethics Committee - Preventing ragging incidents and organizing awareness programs.

SAFETY AND SECURITY POLICY

In addition to the statutory committees, the college also established various clubs and cells to facilitate safety and security of students and all stakeholders. Those are

- Human Rights club and Legal awareness
- Counselling cell
- Equal opportunity Cell
- Yoga training centre
- Fitness centre
- Health club
- Road safety club
- Anti narcotic club

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

The campus is equipped with a 24/7 CCTV surveillance system, security personnel, and a security room.

The entrance of the college is monitored to prevent unauthorized entry, and visitor records are maintained daily.

Wearing easily identifiable and authentic ID cards is mandatory for students and staff.

Fire extinguishers and instructions for their use are placed strategically according to safety standards.

Code of Conduct, Policy Documents, and College Calendar are displayed on the college website and notice boards.

Hostels are available for girls and sports quota students, with controlled access and security measures.

A full-time counselor is available at the counselling center to provide support to students facing mental tensions.

Sick room facility and first aid measures are available.

SAFETY AND SECURITY POLICY

Awareness programs, including talks, audio-video lectures, and presentations, are organized on various safety-related topics under various safety clubs

Safety Measures as Part of Student Orientation and Training

During the initial phase of their entry, all students receive briefings on campus safety measures and are expected to abide by them. Safety orientation, including anti-ragging measures, is provided to senior students at the beginning of the academic year. Staff members also receive orientation regarding campus safety during their induction. Mock safety drills and sessions on safety and self-defense are conducted periodically.

Safety of Students during Excursions/Tours/Academic Trips

For off-campus activities, the college ensures the safety of students through the following measures:

Expeditions are conducted under the guidance and supervision of at least two teachers, including a female teacher.

The institution obtains consent letters from parents or guardians before allowing students to participate in tours.

Pre-tour training is provided to students, covering geography, climate, emergency procedures, and basic first aid.

All necessary permits are obtained from the Higher Education Department of the State Government.

Students' medical fitness is assessed before their participation in the excursion.

Camping sites are selected carefully, considering hazards and potential risks.

Students are allowed to carry personal communication devices to maintain contact with their parents/guardians and teachers.

STUDENT SUPPORT POLICY

PREFACE

Newman College is committed to provide comprehensive support to its students in academic, financial, mental, and physical aspects. The college envisions various strategies and mechanisms to ensure that the following support areas are addressed effectively.

ACADEMIC SUPPORT STRATEGIES

Mentor-Mentee Programs:

To facilitate an effective mentoring system, Newman College offers mentorship programs aimed at motivating students to excel academically and in non-academic fields. Individualized support is provided to each student through these programs.

Competency Building Programs:

The college conducts competency-building programs such as seminars, workshops, guest lectures, conferences, and additional support actions tailored to the needs of both advanced and slow learners. Linguistic development programs and coaching for competitive exams (JRF/NET/JAM) are also offered.

Remedial Classes and Scholar Support Scheme:

Identifying students in need of additional academic support, Newman College provides remedial classes to help them overcome challenges. Scholar support scheme target the overall support to slow learners for academic and professional improvements.

Vocational and skill based Courses:

Various vocational and skill based courses are introduced to enhance the career possibilities of students.

Career guidance and Placement Cell:

To support students from economically backward sections of society, the college offers coaching classes for competitive examinations in a subsidised amount or with full support

STUDENT SUPPORT POLICY

based on the need. The placement cell assists students in career development activities, ensuring their smooth transition into the professional world.

Induction and career orientation

Students are provided with institutional level induction programme and orientation to help them in goal setting. In addition, all departments provide department level induction programme and career orientation.

Seminars and Workshops:

Newman College organizes regular national and international seminars, workshops, conferences, and colloquiums. These events expose students to contemporary intellectual deliberations, encouraging their active participation and awareness.

FINANCIAL SUPPORT STRATEGIES

Financial Constraint Mitigation:

Newman College ensures that financially disadvantaged students who are admitted based on merit are not compelled to discontinue their studies due to financial constraints.

Fee Waivers and Scholarships:

Fee waivers are granted to financially disadvantaged students. Additionally, scholarships are provided to academically meritorious students. Scholarships and freeships are also awarded to students who excel in fine arts, co-curricular activities, and extracurricular activities at the interzone, university, national, and international levels.

Scholarship Cell and Collaboration:

The college utilizes its website and online notifications to inform students about upcoming scholarships. The Scholarship Cell supports students in availing specific scholarships earmarked for different groups. Newman College also collaborates with alumni, retired faculty, and non-governmental agencies to establish scholarships, endowments, grants, and stipends.

STUDENT SUPPORT POLICY

Internship Programs:

To provide students with practical learning experiences, Newman College introduces internship programs that offer opportunities to learn through experience. Institutional level financial support is given to selected students through DBT Star College scheme and UGC STRIDE scheme.

Government Grants and Cash Awards:

Awareness about governmental grants and scholarships is created among students, and efforts are made to ensure deserving students receive these benefits. The college also institutes cash awards for the best outgoing students each academic year, recognizing their academic excellence or global/national achievements.

Part time job options:

Newman College provides part time opportunity to students within the campus through various collaborations of the institution. The college is a recognized centre for OET (Occupational English Test); which offers part time job opportunities to students.

MENTAL SUPPORT STRATEGIES

Counseling Services:

Newman College appoints full-time counselors to ensure the mental well-being of both students and staff. Regular counseling sessions are conducted, and the counselling center remains available for individual counseling and care.

Mental Health Awareness Programs:

Under the leadership of Psychology department, NSS, NCC, and Manaswani, the college organizes mental health awareness programs, lectures, workshops, and activities to promote well-being and address mental health concerns among students and staff.

Prevention of Harassment:

Newman College has a zero-tolerance policy towards any form of mental harassment. Students are encouraged to report such incidents to the Internal Complaints Committee (ICC) for appropriate action.

STUDENT SUPPORT POLICY

Physical Support Strategies:

Sports and Physical Education:

The Physical Education Department encourages students to actively participate in sports and games to foster physical development. Scholarships and freeships are awarded to students who excel in sports at the interzone, university, national, and international levels.

Gymnasium: The sports facilities in the college have a well maintained gymnasium facility and an open gymnasium which can be freely accessed by the students and other stakeholders.

Yoga and zumba:

Institute organize yoga training sessions to support students' holistic development. Zumba course is organized to ensure both physical and mental well being of students.

Health Awareness Programs:

Newman College conducts health and medical awareness programs, especially for girl students, addressing topics such as menstrual hygiene, lifestyle diseases, and reproductive and sexual health. Sick room facility available to students in need.

Safety Measures:

The college prioritizes the health and safety of staff and students during epidemic or pandemic outbreaks, adhering to the guidelines and orders provided by public health authorities. The college served as the vaccination center for all students and their family during pandemic time.

Newman College's Student Support Policy underscores its commitment to providing holistic support to students in academic, financial, mental, and physical domains. The college's strategies and mechanisms ensure personalized mentoring, academic assistance, financial aid, mental health support, physical education, and safety measures. By implementing these initiatives, Newman College strives to create an inclusive and supportive environment that promotes student success and well-being.

SCHOLARSHIP AND FREESHIP POLICY

PREFACE

At Newman College, we believe in fostering a dynamic learning environment that empowers our students to achieve their academic and personal aspirations. Our commitment to educational excellence extends to ensuring that every deserving student has access to the resources they need to succeed. Newman College Scholarship Policy is designed to reflect our unwavering dedication to supporting students from all walks of life. Through our scholarship program, we aim to alleviate financial barriers, promote diversity, and recognize outstanding achievements.

OBJECTIVES

The policy is designed to attain the following objectives:

1. **Promote Academic Excellence:** To recognize and support outstanding academic achievement among our students by providing scholarships to those who consistently demonstrate exceptional performance in their studies. This encourage a culture of academic excellence at the College.
2. **Ensure Inclusivity and Diversity:** To enhance the diversity and inclusivity of our student body by offering scholarships that take into account not only academic merit but also factors such as socioeconomic background, ethnicity, and other underrepresented demographics. This objective aligns with our commitment to creating a welcoming and diverse learning community.
3. **Alleviate Financial Barriers:** To alleviate the financial barriers that students and their families may face when pursuing higher education. By offering scholarships based on need, this objective ensures that deserving students, regardless of their financial circumstances, can access the educational opportunities provided by the College.

IMPLEMENTATION

Newman College ensures all necessary steps to assist students from socially and economically disadvantaged backgrounds in accessing scholarships and grants offered by

SCHOLARSHIPS AND FREESHIP POLICY

both state and central governments. College provides students with guidance and support, starting with informing them about various scholarship opportunities through circulars and helping them with the application process.

Below are the scholarship schemes for which our institution provides assistance. Please note that eligibility criteria and scholarship amounts are subject to change as per updates from the relevant authorities on their respective websites.

Government Scholarships

1. Kerala State Higher Education Council Scholarship (HECS)

First Year Degree students of Science, Humanities, Social Sciences and Business Studies can apply for this scholarship. Applications should be submitted directly in the weblink: www.kshec.kerala.gov.in.

The minimum qualification for ST students is all pass. For SC students 55 to 60 percent as per the concerned subjects. For Physically Challenged students 45 percent. For BPL/ OBC categories 55 to 65 percent and for General category 60 to 75 percent. The scholarship amount is Rs 12000 for first year, Rs 18000 for the second year and Rs 24000 for the third year. If the student goes for PG, the amount is Rs 40000 for the first year and Rs 60000 for the second year.

For details refer the website:

http://dcescholarship.kerala.gov.in/hescholarship/he_ma/he_maindx.php

2. State Merit Scholarship (SMS)

First Year UG and PG students who have scored 50 percent or above for the qualifying examination can apply for this scholarship. Family annual income should not exceed Rs 1 Lakh. The amount for graduate students is Rs 1250 per annum and for post graduate students is Rs 1500 per annum.

For details refer the website <http://www.dcescholarship.kerala.gov.in>

3. Merit Scholarship to the Children of School Teachers (MSCT)

First year UG students who are children of primary and secondary school teachers can avail this scholarship of an amount of Rs 50 per month.

For details refer the website <http://www.dcescholarship.kerala.gov.in>

4. Hindi Scholarship (HS)

First year UG and PG students who have taken Hindi as a sub subject in UG and main subject in PG are eligible to apply. The scholarship amount is Rs 500 per month for UG students and Rs 1000 per month for PG students.

For details refer the website: <http://www.dcescholarship.kerala.gov.in>

5. Muslim Nadar Girls Scholarship (MNS):

First year UG girl students belonging to BPL family and backward community are eligible to apply for this scholarship which amounts to Rs 125 per annum.

For details refer the website <http://www.dcescholarship.kerala.gov.in>

6. Sanskrit Scholarship (SSE):

First year UG and PG students who are studying Sanskrit as main or sub subject can apply for this scholarship amounting to Rs 200 per month for UG and PG students.

For details refer the website <http://www.dcescholarship.kerala.gov.in>

7. Suvarna Jubilee Merit Scholarship (SJMS):

First year UG and PG students belonging to BPL family and having scored 50 percent or above in the qualifying examination can apply for this scholarship amounting to Rs 10000 per annum.

For details refer the website <http://www.dcescholarship.kerala.gov.in>

8. **Blind/PH Scholarship (BPHFC):**

Blind/ PH/Deaf students of UG and PG courses can apply for this scholarship. Financial support to blind students with family income below Rs 2.5 lakhs by way of meeting fee charges. Hostel charges for all PH students who are hostellers and whose family annual income is below Rs. 4.5 lakhs and Boarding charges for all PH students who are day scholars and whose family annual income is below Rs. 4.5 lakhs

For details refer the website <http://www.dcescholarship.kerala.gov.in>

9. **ASPIRE scholarship for PG programmes:**

Meritorious students of PG courses are given Rs 8000 per month for pursuing short term internships/ projects undertaken within the state and Rs 10000 per month for undertaking projects outside the state. The scholarship will be provided for a period of one month.

For details refer the website <http://www.dcescholarship.kerala.gov.in>

10. **C.H. Muhammedkoya Scholarship (CHMS)**

Girl students of UG and PG courses belonging to Muslim, Latin and Converted Christian community of Kerala are eligible to apply. They should have scored 50 percent or above for the qualifying examination and the annual family income of parents should not exceed Rs 8 lakhs. The scholarship amount is Rs 5000 pa for UG students and Rs 6000 per annum for PG students.

For details refer the

website: http://dcescholarship.kerala.gov.in/dmw/dmw_ma/dmw_ind.php#dialog

11. **Prof. Joseph Mundassery Scholarship (PJMS)**

Meritorious students of Muslim, Christian, Sikh, Buddhist, Parsis and Jains

SCHOLARSHIPS AND FREESHIP POLICY

community who are studying for BA/BSc/B.Com in Arts/science colleges are eligible to apply for this. A cash award of Rs15000 is given to outgoing students who scores 80 percent and above in the UG final year examination and 75 percent above in the PG final year examination.

For details refer the website:

http://dcescholarship.kerala.gov.in/dmw/dmw_ma/dmw_ind.php

12. SNEHAPOORVAM scholarship of Kerala Social Security Mission

Scholarship given to students whose parents have passed away and are living with their relatives, friends or with the help and support of the community. The amount of the scholarship is Rs 10000 per annum for 3 years for UG students and same amount for PG students for 2 years.

For details refer the website:

<http://socialsecuritymission.gov.in/index.php/snehapoorvam>

13. VIDYASAMUNNATHI Scholarship

Educational Scholarship given to UG and PG students who belong to economically backward forward communities. The scholarship amount is Rs 5000 per year for UG students and Rs 6000 per year for PG students.

For details refer the website <http://samunnathi.com/vidyasamunnathi>

14. Kerala State Backward Classes Development Corporation (KSBCDC) Scholarship

Scholarship given to economically backward OBC students whose parents' annual income should not exceed Rs 120000. The amount of the scholarship is Rs 5000 per annum for UG students for 3 years and the same for PG students for 2 years.

For details refer the website www.ksbcd.com

15. PRATHIBHA Scholarship (KSCSTE, Govt. of Kerala)

The scholarship aims to motivate bright students to pursue higher studies in basic and natural sciences. It also gives Pratibha scholars opportunities to attend Science orientation programmes in reputed research laboratories and also to interact with pioneers in the field of science.

The scholarship is given to meritorious students of BSc Botany, Biotechnology, Chemistry, Mathematics, Physics and Zoology who have scored a minimum of 90 percent marks or equivalent grade for all subjects put together and a minimum of 90 percent for all science subjects put together. For SC/ST category the marks are fixed at 80 percent or above. The students can avail the scholarship for all years of UG and can also continue the same for PG.

For details refer the website <http://ws.kscste.kerala.gov.in/prathibha>

16. INSPIRE Scholarship (DST, Govt. of India)

Scholarship for Higher Education (SHE) is a component scheme under Innovation in Science Pursuit for Inspired Research (INSPIRE), which is a flagship programme of the Department of Science and Technology (DST), under the Ministry of Science and Technology, Government of India. It aims to engage young talents for the study of Science and Technology and pursue research as a career and to augment youth to undertake higher education in Science intensive courses by providing scholarships to deserving students.

Under this scheme SHE, 12,000 scholarships (From SHE-2017 onwards), each valued at Rs. 80,000/- are announced annually for students pursuing Bachelors and Masters level courses in Basic and Natural Sciences . Meritorious Students with aggregate marks within top 1% of their Class XII examination of any State/ Central Board in India are eligible. In addition, the student must be pursuing courses in Natural and Basic Sciences at the BSc, BS, and Int.MSc/MS level. Also those students who have secured ranks in the JEE of IIT, AIPMT (within top 10000 ranks), and are presently pursuing Natural and Basic Science courses in India at the BSc, BS, Int. MSc/MS level.

For details refer the website <http://www.online-inspire.gov.in/>

17. PG Merit Scholarship For University Rank Holders

Scholarship given to UG rank holders in order to pursue their PG. The university should issue rank certificates to the toppers of the university in B.A., B.Sc., and B.Com.

For details refer the website <https://scholarships.gov.in/>

18. PG Indira Gandhi Scholarship for Single Girl Child

Any single girl child, being the only child of her parents, is eligible to apply for the PG scholarship scheme during the first year of her admission to PG. The age of the girl student should not exceed 30 years at the time of admission. The scholarship amount is Rs. 2,000/- per month for a period of two years only (10 months in the year) i.e. full duration of a PG course.

For details refer the website <https://scholarships.gov.in/>

19. Post Metric Scholarship (PMS)

Scholarship given to students belonging to economically weaker sections of minority community (Muslims & Christians). The student must have secured 50% or equivalent grade in the previous final examination and the annual income of the parents/guardian from all sources should not exceed Rs. 2 lakhs. The scholarship amount is Rs. 3000 per annum for UG and PG students and maintenance allowance of Rs. 570/- per month for Hostellers & Rs. 300/- per month for Day Scholars.

For details refer the website <https://scholarships.gov.in/>

20. Central Sector Scholarship (CSS)

For availing this scholarship the applicant should have passed the Senior School

Certificate Examination conducted by CBSE by securing a total aggregate mark of 418/500 in Science, 396/500 in Commerce and 332/500 in other subjects (for all categories: SC/ST/OBC/UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. The Scholarship Amount is Rs 1000/- per month for UG and Rs 2000 per month for PG students. **For details refer the website <https://scholarships.gov.in/>**

21. Post Metric Scholarships for Students with Disabilities (PMSD)

The Scholarship provides financial assistance to the parents of students with disabilities for studying in post-matric level. The financial assistance includes scholarship, book grant, escort/reader allowance, etc. Selection of the beneficiaries under these two scholarship schemes is on the basis of merit. **For details refer the website <https://scholarships.gov.in/>**

22. 'E-Grantz' SCHOLARSHIPS

E-grantz is web based solutions for the timely disbursement of educational assistance to all eligible students of UG, PG and PhD level. **For details refer the website <https://www.egrantz.kerala.gov.in/>**

The different categories of educational grants/concessions under this scheme are given below:

1. Educational concession to the students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Converts.
2. Educational concession to Socially and Educationally Backward Communities under KPCR.
3. Educational Concession to the Forward Communities under KPCR

Apart from the mentioned scholarships, students may also receive financial benefits from local authorities and institutions. Institutions issue course certificates to help students claim such benefits."

SCHOLARSHIPS AND FREESHIP POLICY

- Student Aid Scholarship from Govt. of Kerala (SAF)
- Summer Research Fellowship Programme: <https://www.ias.ac.in/>
- Vijayabheri Meritorious Scholarship: <https://scdd.kerala.gov.in/>
- Indira Gandhi National Disability Scholarship Pension: <https://dhenkanal.nic.in/>
- Melpadom Attumalil Georgekutty Merit Scholarship
- Perambil Sri.P.K. Mathai memorial scholarship
- Chief Ministers Students Excellence Award
- Scholarship for SC from panchayat
- Scholarship from panchayat -Laptop scheme
- NCC Kerala Battalion- Free uniform for NCC students

INSTITUTIONAL SCHOLARSHIPS AND FREESHIPS

FREESHIPS:

The college has been providing fee concession/fee waiver/free books for needy students of all courses.

A standard procedure is followed for the same:

- The students who intend to avail this facility have to submit their application in a prescribed format to the Head of the department.
- The head of the department based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed in the department faculty council.
- The decision of the faculty council is forwarded to the Principal by the Head of the department.
- The principal presents the same in the College council for scrutiny and decision

SCHOLARSHIPS AND FREESHIP POLICY

- Usually submission of the application happens in February/March before the Academic year begins in the case of already enrolled students and June/July for First year students.
- The freeship is limited to the tuition fees. All other fees except tuition fees shall have to be paid by the beneficiary.

SCHOLARSHIPS:

The college instituted Scholarships / Endowments for the academically excellent students from all the batches and courses. It is aimed to bring in an academic and co-curricular rigor among students and keep them focused on their academic track.

The main scholarship given by the institution are:

Newman Talent Scholarship: preference is given to those students who show excellence in academic or co-curricular activities and is not recipient of any other scholarships by government or NGOs. Each Department will provide the academic/ co-curricular data of the students and after due consideration suitable candidates are awarded with the scholarships. A total of 100 students will be awarded by this scholarship every year.

Endowment Scholarships:

The College also arranges endowment Scholarships at the institutional level to motivate students and to strengthen academic growth. This policy details the framework adopted for the implementation and disbursement of the endowment:

- Given to students who are overall semester toppers of their batch
- The list of students who are batch toppers, subject toppers must be released by the Head of the Departments after the results are published for the respective semester to the staff secretary.
- The Scholarships will be applicable only for the batches and courses running during the respective academic year.
- The highest mark will be calculated based on the final mark obtained in the subject (including the External and Internal marks).

SCHOLARSHIPS AND FREESHIP POLICY

- In case of a tie, the student with the higher Internal marks will be selected for the Scholarship. If the internal mark also happens to be the same, the prize money will be shared among all the students with equal marks.
- While determining the list of students to be included for the Scholarships the decision of the College council will be final.
- After the list is published, suitable date, time and venue has to be fixed to disburse the Scholarships. This will be the responsibility of the staff secretary.
- The amount of cash incentive can be revised by the authorities concerned from time to time.
- The College management reserves the right to make amendments to the policy as and when required.

Following are the various Endowments offered at the institution:

1. Sri. Joseph Kulathinal Merit cum Means award from among all students (for 3 students every year)
2. Best outgoing student Award
3. Msgr. Mathew Palamattom Award for top scorer in M.A. English (Final)
4. Prof. Sr. Berchumans Memorial Award for top scorer in Part I English (Up to IV Sem)
5. Prof. Sr. Amanda Memorial Award for top scorer in B.A. English (Up to IV Sem)
6. Prof. Manuel Thomas Memorial Award for top scorer in B.A. English (Final)
7. Prof. Elizabeth Joseph Award for top scorer in M.A. English (up to II Sem)
8. SABS Sisters Award for stop scorer in M.A. English (Final)
9. Prof. T.S. Chacko Award for top scorer in B.Sc. Mathematics (up to IV Sem)
10. Prof. T.S. Chacko Memorial Award for top scorer in B.Sc. Mathematics (up to IV Sem)
11. Prof. K. Bhaskaran Nair Award for top scorer in M.Sc. Mathematics (Final)
12. Prof. K. Bhaskaran Nair Memorial Award for top scorer in M.Sc. Mathematics (Final)
13. Prof. U.V. John Memorial Award for top scorer in B.Sc. Physics (up to IV Sem)
14. Anusha Memorial Award for top scorer in B.Sc. Physics (up to II Sem)
15. Physics Teachers Endowment Award for top scorer in Bsc Physics (Final)

SCHOLARSHIPS AND FREESHIP POLICY

16. Physics Teachers Endowment Award for top scorer in M Sc Physics (Final)
17. Physics Teachers Endowment Award for top scorer in M Sc Physics (Final)
18. Physics Teachers Endowment Award for top scorer in M Sc Physics (Final)
19. Prof. V.A. Mathew Memorial Award for top scorer in B.Sc. Chemistry (up to IV Sem)
20. Prof. P.C. Abraham Award for top scorer in B.Sc. Chemistry (up to II Sem)
21. Dr. K.U. Joseph Memorial Award for top scorer in M.Sc. Chemistry (up to II Sem)
22. Prof. Lucy James Merit Cum Means Award (from among B.Sc. Chemistry students)
23. K U Josph Memorial Merit Cum means CS3
24. K U Josph Memorial Merit Cum means CS7
25. K U Josph Memorial Merit Cum means CS10
26. K U Josph Memorial Merit Cum means CS10
27. Prof. Kochuthressia Joseph Award for top scorer in B.Sc. Zoology (Final)
28. Prof. Kochurani K C Endowment for top scorer in B.Sc. Zoology (First year)
29. Prof. Kochurani K C Endowment for top scorer in B.Sc. Zoology (First year)
30. Prof. V M Ouseph award for Best outgoing Student
31. Prof. K.J. John Award for top scorer in B.Sc. Botany (Final)
32. Prof. Biniamma Abraham Award for top scorer in B.Sc. Botany (Final)
33. A.S. Gafoor Memorial Award for top scorer in B.A. Economics (up to IV Sem)
34. Rony M Joshy Memorial award for top scorer in B.A. Economics Final
35. Jins Jacob Memorial Award for top scorer in B.A. History (up to IV Sem)
36. Golden Jubilee Memorial endowment award for top scorer in B.A. History (Final)
37. Prof. M.J. John Award for top scorer in M.Com (up to II Sem)
38. Prof. K V Devassia Award for Academic excellence
39. Award for top scorer in B.com Finance and Taxation (Aided)
40. Esprit Scholarship 2018 (Aided)
41. Esprit Scholarship 2018 (Self Financing)
42. Award for Meritorious student of B.Com Self Financing Finance & Taxation
43. Award for Meritorious student of B.Com Self Financing Co-operation
44. Award for Meritorious student of B.Com Self Financing Computer Application

SCHOLARSHIPS AND FREESHIP POLICY

45. Award for Meritorious student of M.com Self Financing
46. Award Top scorer in Malayalam
47. Award for Meritorious Student of Department of Communicative English Self Financing

The Merit scholarships provided by the college would surely drive more students to increase their performance and also motivate the high performers to be consistent with their performance

LIBRARY POLICY

PREFACE

The Library Policy of Newman College library aims to establish a well-structured institutional framework that supports an efficient and dynamic library and information service. It seeks to meet the information needs of all stakeholders and encourages their active participation in academic activities and research. The policy serves as a guide for library employees and patrons, providing instructions on accessing resources, resolving technological issues, and optimizing library services. It also emphasizes the integration of the library with academic pursuits and research, aligning with the institution's strategic goals.

Vision:

To create a student-centered learning environment by facilitating access to comprehensive resources and services that support the research, teaching, and learning needs of the academic community.

Mission:

To provide high-quality information resources and services that foster creativity, intellectual curiosity, and lifelong learning.

Scope:

The library policy applies to all students, teaching staff, non-academic staff, as well as external individuals and institutions utilizing the Newman Library.

LIBRARY ADVISORY COMMITTEE (LAC):

As per government circular 169/94/H.Edn. dated 22.11.1994, the Library Advisory Committee plays a vital role in recommending and advising on matters related to the organization and services of the college library. The LAC ensures the smooth functioning of the library, convenes biannual meetings, and makes important decisions regarding library improvements, collection development, and operational issues. It also identifies emerging trends and implements innovative strategies to enhance student engagement.

LIBRARY POLICY

LAC Constitution:

- Chairman (Principal)
- Convener (Librarian)
- Management representative (Bursar)
- Faculty members (5)
- Student representative (1)

The Principal serves as the Chairman, and the Librarian functions as the Convener of the committee. The LAC provides a platform for students to voice their needs and concerns.

Structure of Library Policy:

The library policy pertains to matters of membership, use of library resources, library budgeting, library maintenance and stock verification and library services.

Membership Policy:

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

E-resources Policy:

Newman Library offers a wide range of electronic resources to students and faculty. Various practices are employed to encourage maximum utilization of e-resources. Faculty members are encouraged to assign assignments/seminars/ project works that require mandatory use of e-resources.

Library Budget & Finance Policy:

The primary sources of income for the Library are the PD Account and the Management fund.

Collection Development Policy:

The library's collection reflects the diverse disciplines within the institution and caters to the information needs of faculty, students, and staff. To adapt to a changing world, the library

LIBRARY POLICY

subscribes to electronic resources such as N-LIST, Delnet. Suggestions for new resources are welcomed through a suggestion box kept in the library.

Stock Verification Policy:

The library conducts physical stock verification on regular intervals to maintain an accurate record of library stock following guidelines of GFR 2017.

Weeding Out Policy:

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

Procurement of Lost Book:

Loss of books must be reported immediately to the librarian. The procedure for replacing lost books depends on their availability. If the lost book is not available for replacement, compensation will be based on specified rates.

No Dues Certificate:

A "No Dues Certificate" regarding library membership will only be issued after clearing all library dues upon program completion. Employees seeking resignation or relieving must also clear their library accounts to obtain the certificate.

Maintenance Policy:

Library maintenance is funded by the management, and library software is maintained by an Annual Maintenance Contract (AMC). Daily cleaning and disinfection are carried out by dedicated staff. The collection, infrastructure, and pest management are periodically examined for removal, repair, or replacement of materials.

Circulation Policy:

As per Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE, the loan period for all users is 14 days, with varying limits on the maximum number of books that can be borrowed simultaneously based on user categories.

Fines:

LIBRARY POLICY

A fine of Rs. 1/- per day is imposed for each overdue book. Borrowers are held responsible for any damage inflicted on loaned books.

Membership	No. of books	Duration
UG	3	14 days
PG	3	14 days
Research Scholars	5	14 days
Faculty	10	14 days

SERVICES:

Circulation (Issue, Return, Reservation, Maintenance)

Reference (Quick Reference, Reference Assistance)

ISBN Allocation

Display of New Arrivals

User Orientation

SDI – Selective Dissemination of Information

Career and Employment Information

Reprographic Facility

Bound volumes of Periodicals

Best Library User Award for students

The library provides an up-to-date Online Public Access Catalogue (OPAC), remote access to Web OPAC, databases, online referencing and reading facilities, and computer resources. Automatic Gate Entry Register is implemented at the entrance to record the visits of library stakeholders.

References:

LIBRARY POLICY

1. Directorate of Collegiate Education Handbook
2. General Financial Rule, 2017, Govt. of India

MENTORING POLICY

PREFACE

Newman College is committed to provide an environment of academic excellence and personal development to students with its strong student support systems to meet their academic and co-curricular needs. The mentoring system devised by the IQAC of the College ensures the support and guidance of a mentor on emotional, social, academic and career related issues to every student. Effective mentoring also helps to accomplish program goals, ensuring consistency and stability.

OBJECTIVES OF THE MENTORING SYSTEM:

- Provide mentees with a strong support system during their academic and personal journey.
- Offer emotional support to students, ensuring their overall well-being.
- Assist students in developing essential life skills through value-based education and service-oriented programs.
- Facilitate better understanding of students' perspectives and attitudes for teaching staff members.

Role of Mentors:

- Regularly meet mentees and maintain a record of mentoring sessions and follow-ups.
- Ensure confidentiality of all discussions held between mentors and mentees.
- Provide guidance, advice, encouragement and career counselling to mentees, empowering them to make informed decisions and set goals.
- Help mentees navigate challenges and seize opportunities in college and society, facilitating a smooth transition in their lives.
- Motivate mentees, enhance their self-confidence, nurture their creativity, acknowledge their contributions, and support their path to independence.
- Treat mentees with respect and admiration, create a positive and inclusive mentor-mentee relationship.
- Assist academically underachieving students and help troubled individuals in resolving academic, extracurricular, and personal issues.

MENTORING POLICY

- Regularly assess mentorship effectiveness through reports evaluated by an appointed committee, including educators, the principal, and the IQAC.

Role of Mentees:

- Demonstrate commitment and punctuality for mentoring sessions with their assigned mentors.
- Collaborate with mentors to establish clear objectives and work diligently towards achieving them.
- Actively participate in the Mentoring Program, showing cooperation and openness to personal growth and progression.
- By implementing the Mentoring Policy, Newman College aims to provide students with a nurturing environment that supports their holistic development and empowers them to excel academically and personally.

METORING FRAMEWORK

The Mentoring policy, established as a framework and guidelines to provide individual care and support to the students, follows a multi- tier system of the mentor – mentee process to ensure a conducive environment for the overall development of every student.

Individual mentoring: Individual mentoring sessions are conducted at least twice in a semester. One faculty acts as a mentor to a group of around 20 students and has the following responsibilities:

- Mentors identify the academic, behavioural and emotional levels of the mentees and take action to provide support in necessary areas.
- Mentors try to apprehend their mentees and help them resolve issues related to their surroundings.
- Mentors help mentees to identify their academic potential and guide them to attain future goals.
- Mentors help students in self assessment and evaluation to select the best projects/ internships/ career options that reflect their interest and capability.
- Mentors motivate students to participate in co-curricular and extracurricular activities.
- Mentors keep the record of their discussions with mentees with confidentiality.

MENTORING POLICY

- Mentors will seek the assistance of higher authorities like Head of the department or Principal for issues which need such action for the best interest of the mentees.

Group mentoring: One or two Faculty members are given the charge of each class as Class Advisor. Class advisor has the following responsibilities:

- They monitor the day to day activities of the students and advice them on specific matters regarding their academics.
- They give induction and orientation to students regarding graduate attributes, assessment and evaluation system, e- resources in the library, enrolment to MOOC.
- They identify the general needs of the students and arrange programmes/ activities to meet the needs.
- They act as the liaison between students, parents, administration and alumni thereby ensuring the collective involvement of all stakeholders in the development of each student.

Head of the departments (HoDs) in mentoring system:

HoDs play an important role in ensuring the mentoring process in the College.

- HoD in consultation with departmental staff members assigns the mentor- mentee list and publish it.
- HoDs plan a department level induction program for all first year mentees in the beginning of the semester and introduce the department and mentors to students.
- They take immediate measures to solve any issues reported by the mentors for higher authority intervention.
- They review the mentoring process and advice the mentors whenever the situation demands it.
- HoDs update the details of mentoring system to the IQAC Mentoring committee.

IQAC Mentoring Committee

It includes three faculty members, IQAC coordinator and Principal and has the following responsibilities:

MENTORING POLICY

- Sensitize the mentoring policy of the institute to all faculty members especially newly joined faculty members.
- Monitor and evaluate the mentoring activity in each department.
- Collect feedback from mentors and propose and implement institute level programmes/ activities that assist the mentoring process.
- Constantly update the new needs of student community and take measures to meet the need of hour.

Implementation

- Every student shall be assigned a mentor.
- The teacher-in-charge will be the mentor of each student of that class.
- A mentor should meet each mentee at least twice in a semester.
- A mentor should provide personal consultation as per mentee's requirements.
- Head of the department shall be responsible for ensuring proper conduct of mentoring.
- Heads of the department shall refer respective mentees to the Principal for additional help.

Appendix

Amendment 2020-2021:

- The IQAC shall allot mentors to mentees through a centralized allotment process.
- The mentor-mentee ratio shall be calculated based on the total number of teaching faculty and the total number of students.
- A mentee shall be mentored by the same mentor until his/her programme completion.
- In case of transfer/termination of a mentor IQAC shall allot a new mentor to those mentees.

MENTORING POLICY

Amendment 2022-2023

- A meeting of mentor and his/her mentees shall be convened by the college at the beginning of each academic year to initiate the mentoring process.
- The college shall provide a 'Mentor's Comprehensive Student Record' wherein personal details of mentees, session details and an annual summary of the mentoring can be recorded.
- Mentors shall refer mentees directly to the College counsellor for professional consultation
- The annual summary sheet of the above record must be submitted to the IQAC to ensure its proper functioning.

REMEDIAL COACHING POLICY

PREFACE

The college is committed to ensure academic excellence for all students. Identifying and catering to the individual academic needs of students and providing additional support helps them to advance effectively in their academic journey. With this intention, remedial coaching has been introduced by the college. Through remedial coaching, additional training and specialised classes are provided to eliminate weak points and strengthen the understanding of students. Periodic evaluations and feedback provided to the students helps them measure their progress of advancement. Such specialised coaching ensures equal opportunities to foster educational brilliance for all students of the college.

POLICY STATEMENT

To ensure best learning outcome from learners of different academic abilities and learning levels, the college identifies the learning level of students and provides Remedial Coaching for required students.

Purpose and Scope

Remedial Coaching focuses on improving academic skills of students in various subjects, raising their level of comprehension of basic subjects to provide a stronger foundation for further academic works. It also helps in strengthening their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques are involved so that proper guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing further studies efficiently.

Core Values Addressed

The programme is initiated with the motive of human resource development and capacity building of individuals, to cater to the needs of the economy, society and the country as a whole, thereby contributing to the development of the Nation. The college is dedicated to ensure that all its students are moulded to a global competence level.

REMEDIAL COACHING POLICY

Implementation:

- Students may be classified based on the performance in the qualifying examination and slow learners must be part of the remedial coaching. Other students can be the part of the coaching, if they intend so (optional).
- Each department must keep a remedial coaching register.
- There should be a proper time table or class room arrangement to implement the coaching.
- Students' performance shall be evaluated and assessed based on internal examination or class tests and the remedial register may be revised.

Year of Policy Implementation: 2016

Appendix:

Amendment I/2018: In order to make the selection criteria for Remedial coaching more subject specific and uniform, the Policy Committee decided to introduce Post Admission Test (PAT).

CERTIFICATE/ VALUE ADDED/ SKILL BASED COURSES POLICY

PREFACE

Newman College is dedicated towards providing knowledge beyond the boundaries of curriculum. Supplementary information and in-depth understanding of the course are essential to meet the expectations of today's job market. To achieve this, certificate/ value added/ skill based courses are introduced. Certificate courses are short additional courses offered by departments that are not directly related to the respective syllabus but augment learning of students. Certificate courses pave a way to explore the subject through a wider lens. Adding to the knowledge pool of students and enhancing their understanding ensures a smoother transition into their occupational sphere. Value added courses are meant for providing additional learner centric, graded, skill oriented training which improve the employability of students. These courses help to develop students' interpersonal skills, technical skills and employability skills to meet industry demand as well as develop their own interest and aptitudes.

PURPOSE AND SCOPE

The courses offered focus on bridging the skill gap and making students industry ready. By ensuring that learning is not restricted to syllabus, certificate courses provide an opportunity for broader understanding. It is also aimed to improve employability skills of students such that expectations of industry are met.

Core Values Addressed

The programme is initiated with the motive to foster career oriented skills and employability of students, thus enabling them to contribute to the society, economy and the country as a whole. The college is committed to ensure that all its students are molded to a global competence level.

Implementation

- Each department offering undergraduate programmes shall conduct at least one certificate course of minimum 30 hours of duration in an academic year.

CERTIFICATE/ VALUE ADDED/SKILL BASED COURSES POLICY

- The departments shall constitute a committee with the Head of department as chairman and assign a faculty of the department as the coordinator.
- The coordinator shall supervise the conduct of the course
- The committee can assign an expert from or outside the campus to engage the classes
- The syllabus designed by the must be approved by the Principal before implementation.
- The curriculum should define the course objectives, syllabus, assessment pattern and outcome.
- Students must maintain at least 75% attendance to qualify for the end examination.
- Certificates will be issued to students who score a minimum of 35% in both the internal assessment and end examination.

Appendix

Amendments 2022

Certificate course is exclusively for 2nd year UG students.

OUTCOME BASED EDUCATION (OBE) POLICY

PREFACE

Newman College has adopted Outcome-Based Education (OBE) to create a student-centric learning environment. OBE focuses on measuring student performance through clearly defined outcomes, including knowledge, skills, and attitudes. This policy outlines the principles and processes of OBE to ensure effective curriculum delivery, teaching methodologies, and assessment strategies.

PROGRAM EDUCATIONAL OBJECTIVES (PEOS):

PEOs are specific goals aligned with the institution's mission and vision, reflecting the expectations of program stakeholders, including professional bodies.

PEOs describe the anticipated achievements of graduates in their careers and professional lives a few years after graduation.

Regular assessment and feedback from students, employers, and parents help evaluate the attainment of PEOs.

GRADUATE PROGRAM OUTCOMES (POS):

POs define what students should know and be able to do upon graduation.

POs encompass the skills, knowledge, and behaviors acquired through the program.

Teachers and students must recognize the relevance of POs in achieving the overarching PEOs of their program.

PROGRAM SPECIFIC OUTCOMES (PSOS):

PSOs are statements that specify what graduates of a particular program should be able to do.

PSOs outline the expected competencies and abilities of program graduates.

COURSE OUTCOMES (COS):

COs describe what students are expected to know and be able to achieve upon completing a course.

OUTCOME BASED EDUCATION POLICY

Each CO contributes to the attainment of GPOs through curriculum design, course delivery, and appropriate assessment tasks.

OUTCOME-BASED CURRICULUM:

Curriculum design is based on the competencies students should demonstrate at the end of their educational program.

The curriculum content, organization, teaching methods, course offerings, educational environment, and assessment strategies align with the desired outcomes.

OUTCOME-BASED TEACHING AND LEARNING (OBTL):

OBTL is a student-centered approach where the intended learning outcomes are explicitly defined for students to achieve.

Teaching and learning activities are carefully designed to facilitate the achievement of these outcomes.

The success of OBTL is evaluated through evidence from assessment results and student learning experiences.

Periodic reviews based on evidence lead to continuous improvement in program quality.

ASSESSMENT OF OUTCOMES:

Course outcomes are clearly stated in the program file for each program, and any allied academic activities also have defined outcomes.

Being an affiliated College, the outcome is mapped by taking the University marks for End Semester Evaluation and institutional level weightages for continuous internal evaluation (CIE). Assessment of outcomes follows the guidelines provided in the Outcome-Based Education Manual of Newman College, with metrics obtained and analyzed using the prescribed format.

MONITORING AND EVALUATION:

Implementation of OBE is expected to result in increased student enrollment and pass percentages over time.

OUTCOME BASED EDUCATION POLICY

Progression to higher studies and improved student placement from undergraduate to postgraduate programs are key indicators of OBE success.

PEOs are assessed several years after graduation, collecting and analyzing feedback from students, employers, and parents to inform program improvements.

Conclusion:

Newman College is committed to fostering a student-centric learning environment through the implementation of Outcome-Based Education. By aligning teaching methods, and assessments with clearly defined outcomes, the college aims to enhance student learning, prepare graduates for their careers, and continually improve the quality of its programs.

ASSESSMENT AND EVALUATION POLICY

PREFACE

Newman College recognizes the significance of assessment and evaluation as an institution of higher education. The institution operates in compliance with UGC regulations and university statutes to establish and enforce policies related to evaluation and assessment.

This policy outlines the evaluation processes at two levels: Student Evaluation and Assessment and Evaluation and Assessment of Faculty Members.

STUDENT EVALUATION AND ASSESSMENT:

Student Evaluation and Assessment at Newman College are conducted through diverse methods, encompassing both formal examinations and informal processes such as mentor-mentee programs. The evaluation process is transparent, systematic, and continuous, ensuring adherence to established guidelines.

SYSTEM OF EXAMINATIONS:

Undergraduate Programmes Examinations:

- Each course evaluation consists of two parts: In-Semester Assessment (ISA) and End-Semester Assessment (ESA).
- The ISA to ESA ratio is 1:4, with a maximum of 20 marks for ISA and 80 marks for ESA.
- In-Semester Assessment is conducted through continuous assessment methods.
- End-Semester theory examinations are held at the end of each semester for all courses by the affiliated University – Mahatma Gandhi University, Kottayam.

Postgraduate Programmes Examinations:

- The evaluation scheme for each course comprises In-Semester Assessment (ISA) and End-Semester Assessment (ESA).
- The proportion of ISA to ESA is 1:3.
- Marks obtained in each course are converted to grades.

ASSESSMENT AND EVALUATION POLICY

- Semester grades and cumulative grade point averages determine the grades for different semesters and the overall program, respectively.
- A minimum of 40% is required to pass both ISA and ESA for each course.

In-Semester Assessment:

- In-Semester Assessment includes various components such as attendance, assignments, seminars, viva, and in-semester examinations.
- Retests are permitted for students who missed examinations due to medical reasons or participation in college-sanctioned sports, cultural, or academic programs.
- Failed candidates are not eligible for retests.
- Results are tabulated, consolidated, and published as Form A for each course and Form B for all courses in a semester.

End-Semester Assessment:

- End-Semester Assessment includes Theory Examinations, Practical Examinations, and Viva and is conducted by the affiliated university.
- Students must have a minimum of 75% attendance to be eligible for examinations.
- Students with attendance between 65% and 75% may apply for condonation to Mahatma Gandhi University for a maximum of 2 times per programme duration.
- Valid hall tickets are required for entry into examinations.
- Students with special needs are accommodated with scribes, following college and university policies.

Grievance Redressal Mechanism:

A two-level Grievance Redressal mechanism is established to address student grievances regarding In-Semester assessment.

- The Department Level Grievance Redressal Cell handles grievances initially; comprising the HOD (Chairman), Department Coordinator (Member Secretary), and Course Teacher in charge (Member).
- If the grievance remains unresolved at the department level, it can be reported to the College Level Grievance Redressal Cell. The Office of the Controller of Examinations handles such grievances.

ASSESSMENT AND EVALUATION POLICY

Attendance Regulation:

- Students with a minimum of 75% average attendance for all courses are eligible to register for examinations.
- Condonation of attendance shortage up to a maximum of 10 days per semester (2 times during the program) may be granted on medical grounds.
- Duty Leave attendance is granted for absences related to college-sanctioned activities, subject to specified limits.
- Students failing to meet attendance requirements, even with condonation, must repeat the semester along with the next batch after obtaining readmission.

Promotion to the Next Semester:

- Students with the required minimum attendance who have registered for the End Semester Examination are promoted to the next semester.
- Students with the required minimum attendance who have made progress during the semester but couldn't register for the examination may apply for Notional Registration to facilitate promotion to the next semester

EVALUATION AND ASSESSMENT OF FACULTY MEMBERS:

- The performance of faculty members at Newman College is periodically evaluated using multiple mechanisms, including self-appraisal, student feedback, and a performance-based appraisal system. These evaluations contribute to the continuous improvement and professional development of faculty members.

Newman College is committed to conducting assessment and evaluation processes with transparency and adherence to established guidelines. The policies outlined in this document ensure fair and comprehensive evaluation of students and foster the professional growth of faculty members. By maintaining high standards in evaluation and assessment, Newman College strives to provide quality education and contribute to the holistic development of its students.

CAREER GUIDANCE AND PLACEMENT POLICY

PREFACE:

Newman College is dedicated to provide comprehensive support to its students in finding and pursuing their career goals. The Career Guidance and Placement Cell at Newman College is equipped with the necessary resources to offer guidance, assistance, and support through various programs and activities. The focus is on facilitating coaching to various job tests like bank, UPSC, PSC, NET coaching, outreach and job placement, follow-up, consultation, and referral, ensuring students' successful transition into the professional world.

OBJECTIVES:

- **Maximizing Students' Potential:** To help students realize their maximum potential and develop employability skills across different sectors, enabling them to meet the expectations of potential recruiters.
- **Organizing Career-Related Events and Workshops:** To organize a variety of events and workshops on diverse career-related topics, conducted by employers and career advisors, providing valuable insights and guidance to students.
- **Skills Identification and Development:** To conduct exclusive skills programs for students, helping them identify their strengths, preferences, and motivations, and empowering them to make informed career choices.
- **Facilitating Student Participation:** To coordinate and encourage students to actively participate in the recruitment process of potential recruiters, enhancing their chances of securing employment.
- **Industry Expert Talks and Workshops:** To organize workshops and invite industry experts and corporate managers to deliver talks, enabling students to gain comprehensive knowledge about the industry and its requirements.
- **Career-Oriented Training:** To provide intensive career-oriented training to students, focusing on specific competencies such as self-appraisal, decision-making, goal-setting, and career planning.

CAREER GUIDANCE AND PLACEMENT POLICY

- Career Awareness and Planning/ career counselling: To create awareness among students about available career options and assist them in identifying their career objectives, helping them make informed decisions.
- Skill Development and Job-Search Strategies: To assist students in planning their careers by developing essential skills and job-search strategies required to achieve their career objectives.
- Bridging Students, Alumni, and Employers: To act as a bridge between students, alumni, and potential employers, facilitating connections and creating opportunities for successful placements.
- Curriculum Development: To collect feedback from industry professionals and provide inputs for curriculum development of value added and certificate courses, ensuring the curriculum is relevant to industry requirements and market trends.

The Career Guidance and Placement Policy at Newman College is committed to equip students with the necessary skills, knowledge, and support to navigate their career paths successfully. By providing customized guidance, organizing events and workshops, facilitating student participation, and fostering industry connections, Newman College strives to ensure that students are well-prepared to achieve their career aspirations. The Career Guidance and Placement Cell operate year-round, actively engaging with reputed firms and industrial establishments to create valuable opportunities for students.

RESEARCH POLICY

PREFACE

One among the best colleges in Kerala, Newman College Thodupzha serves students from the rural district of Idukki, many of whom come from agrarian societies. The college's mission is to create a space where faculty and students are free to pursue their own research interests, and is one of the first to do so in the field of higher education. The College is dedicated to advancing Research Culture by providing a learning environment that fully safeguards students' rights to freedom of inquiry, thought, expression, and publication. The college uses a research-based pedagogical teaching approach at the undergraduate and graduate levels in an effort to foster a culture of inquiry based learning across the institution.

RESEARCH POLICY OF THE COLLEGE

The most important goal of Newman College's Research Policy is to foster an environment that is conducive to productive academic research among the teaching staff, researchers, and even graduate and undergraduate students. The college has made it a priority to encourage a culture of research among its teaching staff and student body because fundamental, long-term research lays the groundwork for the Institution's and the country's overall continued growth. The college's research policy seeks to pinpoint inquiry fields that matter conceptually, practically, and socially. With this in mind, the research policy has been crafted to dissect and make sense of any and all obstacles encountered on the path to high-quality investigation. Academic excellence and meaningful contributions to society's growth are fostered by research activities that uphold the integrity of scholarly inquiry and benefit both faculty and students.

AIMS AND OBJECTIVES

The research policy aims to create and support a research culture among its staff and students and leverage it for enriching and enhancing the professional competence. The overall purpose of the policy is to provide a framework for the governance and conduct of both basic and applied research, as well as, promote the positioning of research as a priority pursuit in the College. The specific objectives are;

- Streamline research activities in the college campus

RESEARCH POLICY

- Developing and promoting scientific temper and research aptitudes of all learners
- Create an enabling environment for the smooth and free conduct of research
- Adopting a research code to educate all researchers on the ethical and legal norms and principles to be followed in the conduct of research is an effective way to improve research management and coordination.
- Improve research culture and practice in the campus, even including the undergraduate students
- Mobilize and manage funds for quality research and innovations across every disciplines
- Improve the profitability of the college's research efforts in order to raise the institution's identity on the international research scene and bring in more personnel and financial backing.
- Encourage and help enable the timely publication of the research works in reputable academic international or national journals, and also help facilitate the presentation of the research work through academic events such as workshops, seminars, symposia, and conferences, among other things.
- Identify and establish linkages with national and international research organizations in a variety of fields, including memorandums of understanding (MOUs) with National/International/Govt/ Non-Govt/ Industry/ Research organizations and Local agencies to benefit from the activities and programmes conducted by those organisations for widening the scope of the research opportunities, obtaining sponsorships and funding options available, and to foster long-term relationships that will broaden the scope of research opportunities that are available to college instructors and students.
- Realising the vision and mission of the college and facilitating their participation in research and related activities, and create awareness about patents and intellectual property rights and assists them in applying for them
- Developing Standard Operating Procedures (SOPs), practices, and guidelines for granting research support to students, instituting awards, and supporting all other research-related activities in the campus.

RESEARCH POLICY

- The college's research policy provides the teaching staff with the greatest possible support and direction in order to facilitate the efficient incorporation of research endeavours into the ongoing implementation of the curriculum as well as various enrichment activities.

EXTENSION AND OUTREACH POLICY

PREFACE

Newman College is committed to fostering a generation of socially responsible individuals who actively engage in meaningful social activities. In line with our vision and mission, the college encourages both faculty and students to collaborate with external organizations in conducting extension and outreach programs that benefit the community and enrich the learning experience.

OBJECTIVES:

The Policy for Extension and Outreach Programmes aims to achieve the following objectives:

1. **Reciprocal Learning and Service:** Engage students in community extension activities to promote reciprocal learning and service, ensuring a positive impact on both the students and the community.
2. **Information Dissemination:** Disseminate information about extension programs through notices and the Heads of Departments, keeping the college community well-informed about available opportunities.
3. **Recognizing Contributions:** Recognize and appreciate the contributions of students and faculty by considering their involvement in extension activities as on-duty service.
4. **Community Network:** Develop a strong network with the community through various channels such as NSS and NCC activities, clubs, cells, faculty expertise, MoUs, and social initiatives.

OPERATIONAL GUIDELINES:

To ensure the effective implementation of the Extension and Outreach Policy, the following guidelines will be adhered to:

1. **Student Training:** Faculty in charge of the extension units will provide appropriate training to students before they commence their work in the community, equipping them with the necessary skills and knowledge.

EXTENSION AND OUTREACH POLICY

2. **Quality Facilities:** The College will provide students with quality facilities and resources to enable meaningful participation in community extension activities.
3. **Faculty Oversight:** The respective faculty members will monitor and ensure the effective engagement of students in community activities, providing guidance and support when needed.
4. **Behaviour Standards:** Students involved in community outreach activities are expected to maintain appropriate standards of behaviour in all interactions with the campus, local, and online communities.
5. **Adherence to Requirements:** All students engaging in community work must adhere to college requirements, including obtaining consent from parents/guardians and informing the faculty and Heads of Departments about their activities.
6. **Activity Records:** Students are responsible for maintaining records of their community extension activities in the prescribed format.
7. **Reporting:** At the end of each academic year, students must submit reports of their activities to the Programme Coordinator for evaluation and documentation.

Implementation of extension activities other than NCC and NSS

- There shall be a committee established exclusively for Extension and Outreach activities that shall be the central organ for coordinating all extension or outreach projects.
- The members of the committee shall comprise the College principal, vice principal, bursar one faculty representative from each of the Department,
- Every student should preferably participate in at least 2 outreach/ extension activities per semester.
- Extension activities of each department will be planned sufficiently early and included in the annual plan of the department
- The department involved in maximum number of activities for that semester will be appreciated.
- The college will adopt a school or village and enhance the livelihood of the students or people from that community.
- Sensitize students about the socio-economic realities.

EXTENSION AND OUTREACH POLICY

- Design programmes for the protection and conservation of Environment

Extension Works

- Adoption of schools/ villages for holistic development.
- Agriculture and allied activities to promote organic farming.
- Clean water bodies (rivers) for efficient water management.
- Entrepreneurial development activities.
- Skill Development and Women Empowerment.
- Youth development activities.
- Promotion of health and sanitation in rural areas.
- Infrastructure development and environmental enhancement in Government schools.
- Livelihood development activities linked to economic development
- Digital literacy campaign.
- Financial literacy promotion.
- Energy conservation
- Afforestation in public places
- Gender issue awareness
- Motivational and subject related orientation to higher secondary school students
- Language skill classes to needy school students
- Other extension works can be identified with the approval of the staff council.

Newman College believes that extension and outreach programs play a vital role in creating socially aware and responsible citizens. By fostering a culture of community engagement and service, we aim to make a positive difference in the lives of others and enrich the overall learning experience of our students.

CONSULTANCY POLICY

PREFACE

Newman College is a renowned higher education institution offering undergraduate, postgraduate, and doctoral programs. The College is dedicated to creating a better world through research, publications, and consultancy activities. The faculty members have been actively providing consultancy services to various sectors, including Industry, Corporate Business Units, NGO's, Media, and more. This policy aims to outline the guidelines for consultancy activities conducted by our faculty members.

MEANING AND SCOPE OF CONSULTANCY:

Newman College adopts the UGC definition of consultancy, which states:

"Consultancy refers to the provision of expert advice and work that relies on a high degree of intellectual input. It is carried out for commercial or non-commercial purposes without the creation of new knowledge. Consultancy may be undertaken by academic staff or by members of staff who are not on academic contracts, such as senior university staff or administrative/support staff hired for a short duration."

Key Features of Consultancy:

The following features define the nature of consultancy activities at the college:

Professional Nature: Consultancy involves work of a professional nature conducted by the staff members in their respective fields of expertise.

External Clients: Consultancy services are provided to clients outside the institution, whether they are public or private entities.

Financial Return: Consultancy work receives some form of financial compensation.

Contracted Output: Consultancy projects result in a contracted output, which may be owned partly or wholly by the client.

CONSULTANCY POLICY

Short-Term Contracts: Consultancy engagements are typically governed by short-term contracts, making minimal use of college resources and relying on existing staff members rather than hiring new personnel.

Exclusions from the Consultancy Policy:

The following activities are not governed by this policy and are considered separate from consultancy:

Scholarship and Dissemination of Knowledge: Activities related to scholarship or the dissemination of knowledge, such as authoring books, external examiner duties, lecture tours, conference presentations, academic journal editorship, academic article publications, professional arts performances, and other research activities specified under the research and publication policy.

Core Teaching: Core teaching or teaching-related activities conducted within the institution are not covered by this policy.

Eligibility:

According to this policy, eligible faculty members may engage in consultancy services for a maximum of 30 working days in any 12-month period. The interpretation of the 30-day rule shall be determined by the college management, considering the unique circumstances of the college environment.

Conflict of Interest:

Faculty members engaging in consultancy activities must ensure the following:

No Conflict with Regular Work: The consultancy work should not create a conflict of interest with the faculty member's regular work schedule at the college.

Marginal Work: The consultancy work should be marginal and not central to the faculty member's research program.

CONSULTANCY POLICY

Income Sharing Policy: The income generated from consultancy assignments will be divided between the faculty member and the college based on the contractual agreement, following these guidelines:

Income Division: The income shall be divided in the ratio of 60:40 or 80:20 between the faculty member and the college, respectively, after deducting administrative expenses.

Assignment Allocation: If a faculty member brings in an assignment allocated to another faculty member, the faculty member who brought the project shall receive 5% of the total assignment value. If the assignment is provided by the college, the college will receive 5% of the total assignment value.

Coordinator Role: In cases where multiple faculty members are involved, a coordinator, either voluntary or appointed by the Principal, will receive 5% of the amount after deducting administrative expenses.

Coordinator's Involvement: If the coordinator is also directly involved in delivering the consultancy assignment, they will receive additional remuneration in addition to the amount distributed to the coordinator.

Equal Compensation: All members involved in the consulting assignment will be compensated equally with the remaining amount after accounting for the coordinator's share.

Dual Role of a Faculty Member: If a faculty member both brings in and coordinates the assignment, they will be eligible for 10% of the amount (5% for bringing the assignment and 5% for coordinating the activity).

Training Assignments: In the case of training assignments involving multiple faculty members, remuneration will be distributed based on workload, ensuring that junior faculty (less than 10 years of industry/academic experience) receive not less than Rs. 2000/- per hour and senior faculty receive not less than Rs. 3000/- per hour. The college reserves the right to revise these rates periodically. Such remuneration shall be considered as part of the administrative expenses.

CONSULTANCY POLICY

Newman College recognizes the value of consultancy activities in fostering professional development and establishing fruitful collaborations. By providing clear guidelines and a fair income sharing policy, the college aims to facilitate the effective engagement of faculty members in consultancy work while upholding the highest standards of integrity and excellence.

CORPORATE AND INDUSTRY COLLABORATION POLICY

PREFACE:

Newman College recognizes the importance of establishing and nurturing strong institutional connections through collaborations with various international, national, and local institutions and organizations. The Corporate and Industry Collaboration Policy aims to maintain and enhance these relationships, ensuring access to funding, networks, and research opportunities. By fostering public engagement, knowledge exchange, and innovation culture, the College aims to extend the impact of its research and education beyond its boundaries. Collaboration will be pursued with public, private, voluntary, and commercial organizations, as well as with alumni, to achieve these objectives.

The policy focuses on collaboration in three distinct areas: Academic and Research Institutions, Industry and Corporate Sector, and the Community and Cultural field.

ACADEMIC AND RESEARCH COLLABORATIONS:

Newman College recognizes the value of collaborations with academic and research institutions. Each department has established collaborations with relevant industries and signed Memoranda of Understanding (MoUs) with various companies. These collaborations facilitate joint projects, seminars, internships, skill training, placements, and other industry-academia initiatives. The objectives of academic and research collaborations include improving mobility opportunities for students, equipping them with industry-relevant skills through internships and training programs, incorporating the College with Corporate Social Responsibility (CSR) projects of various organizations, and enhancing the international profile of research and teaching.

INDUSTRY AND CORPORATE COLLABORATIONS:

To bridge the gap between academia and industry, Newman College has established strong links with various industries, institutions, companies, banks, and government organizations. Collaboration with the industry involves conducting seminars, sponsoring research projects, offering internships to students, organizing industry awareness programs and industrial visits, providing corporate training, facilitating skill development certification programs, offering professional courses, instituting awards for students, and engaging in consultancies. The

CORPORATE AND INDUSTRY COLLABORATION POLICY

College can collaborate with industries for the implementation of research projects as part of their corporate social responsibility activities under mutual understanding. These collaborations aim to provide job opportunities, internships, and on-course opportunities for undergraduate and postgraduate students, thereby enabling them to gain practical experience and enhance their employability. The collaboration with various agencies can be utilised to start endeavours which can provide part time job opportunities to students and alumni thereby helping them ‘to earn while studying’.

COMMUNITY AND CULTURAL COLLABORATIONS:

Newman College is committed to social responsibility and actively engages in collaborations with community and cultural organizations. The College shares its expertise with the community, promotes public engagement through events and programs delivered in partnership with various collaborators, and mobilizes alumni support. Collaboration in this area aims to inform, empower, and involve alumni in supporting the College's endeavors. Additionally, the College may offer consultancies to faculty, researchers, or students, conduct market research projects, produce research publications, recruit graduates, and fund projects through Corporate Social Responsibility initiatives.

CONCLUSION:

Newman College's Corporate and Industry Collaboration Policy underscores the importance of fostering collaborations with academic and research institutions, industry and corporate sectors, and community and cultural organizations. Through these collaborations, the College aims to enhance the educational experience, promote industry readiness, expand research opportunities, and contribute to society. By leveraging these partnerships, Newman College seeks to create a thriving ecosystem of collaboration, innovation, and knowledge exchange, benefitting students, faculty, alumni, and society as a whole.

GREEN CAMPUS AND ENVIRONMENT POLICY

PREFACE

The Green Campus and Environment Policy at Newman College is an initiative that promotes eco-friendly and sustainable practices both on and off campus. It provides an opportunity for the institution to lead the way in transforming its environmental culture by instilling environmental ethics among faculty, employees, and other stakeholders.

POLICY

The policy aims to create a clean and green campus by adopting and adapting environmentally friendly practices among students and employees, while respecting the diverse natural environment and providing a harmonious habitat for various flora and fauna species. With its abundant flora and fauna, the campus serves as an ideal location for biodiversity studies.

Despite the challenges posed by unchecked urbanization, the campus endeavors to foster eco-consciousness among each generation of students graduating from the institution. A key initiative is to create a plastic-reduced campus to protect the planet. To ensure energy sustainability, the college has transitioned to solar energy. The college employs various strategies outlined below to achieve its environmental goals:

Sustaining Natural Diversity: Preserve the campus's natural diversity for the benefit of stakeholders and society at large.

Plastic-Free Environment: Strictly adhere to a plastic-free environment, setting an example for others by reducing plastic consumption, implementing sustainable procurement, waste management schemes, and efficient use of energy and water.

Responsible Waste Management: Emphasize reuse and recycling practices to ensure responsible waste management.

Energy Efficiency: Minimize energy consumption and enhance energy efficiency through innovative and far-sighted strategies.

GREEN CAMPUS AND ENVIRONMENT POLICY

Preservation of Natural Resources: Protect and conserve existing natural resources, including soil, water, flora, and fauna.

Environmental Education: Promote environmental awareness and education through curriculum inclusion and sensitization programs.

Organic Farming: Eliminate the use of chemical pesticides and promote organic farming practices using dry leaf compost mulch and other chemical-free alternatives.

Land Conservation: Conserve land and enhance productivity through organic farming and other sustainable practices.

Campus Landscaping: Improve campus landscaping to promote academic tourism and ensure balanced accessibility for visitors.

Water Resource Conservation: Protect existing water resources, meet the college's water needs, and promote rainwater harvesting.

Building Renovation and Repurposing: Evaluate and repurpose existing buildings while considering practicality, location, and replacement costs.

Environmentally Responsive Transportation: Encourage the use of environmentally friendly transportation, such as bicycles, electric vehicle, and carpooling within the campus.

Green Audit: Conduct regular green audits to identify problems, measure efficiency, and improve environmental strategies.

Campus Design and Community: Design campus buildings and outdoor spaces to foster discourse, interactions, and a sense of shared community.

Renewable Resources: Continuously pursue the use of renewable resources and minimize wastage of non-renewable resources.

Greenhouse Gas Reduction: Implement practices to increase reliability, maintain natural equilibrium, and reduce greenhouse gas emissions.

Environmental Awareness Programs: Introduce programs to raise environmental awareness among the public, such as campus visits, QR coding, bird, vermicomposting, and organic farming.

GREEN CAMPUS AND ENVIRONMENT POLICY

Maximizing Solar Energy: Increase solar energy production by progressively installing more solar panels in a phased project.

Ecosystem Enhancement: Collaborate with government schemes like the "Haritha Keralam" project (Green Kerala Project); Pachathuruttu() and santhivanam to augment the campus ecosystem.

Extending Green Initiatives: Extend eco-conscious practices to nearby areas and adopted villages by implementing plastic bans, and adopting energy-efficient strategies.

Plastic Reduction: Minimize plastic usage and promote eco-friendly alternatives as per government directives.

Training and Awareness: Train employees and students through activities like the "Swachh Bharat Abhiyan" conducted by NSS, NCC, and Nature Club, transforming them into "Go Green Specialists" and partnering to plant trees annually.

Communication and Review: Communicate the policy to students and employees through internal channels and make it available to all stakeholders on the institutional website. Regular reviews of the Environment and Energy Policy, objectives, and targets will be conducted under the guidance of the Principal.

Newman College aims to create a greener campus by aligning with these policies. The college has already been recognized for its commitment to a cleaner environment, receiving the Green Champion Award - 'One district one Champion' as part of the Swachh Bharat initiative by the Mahatma Gandhi National Council of Rural Education in 2021. In line with this commitment, the college promotes shared mobility, clean transportation, and encourages the use of bicycles within the campus.

POLICY ON BAN ON SINGLE-USE PLASTICS

PREFACE

The use of single-use plastic items by stakeholders is harmful to the environment, public health, and society's welfare. The production and distribution of single-use plastics deplete natural resources and contribute to greenhouse gas emissions. The institution will undertake a systematic campaign to reduce the usage of plastic, especially single-use plastic.

POLICY:

- Single-use plastics are banned in canteens, hostels, and all premises of the college.
- Littering of plastic bags and bottles within the college grounds and premises is strictly prohibited.
- Awareness sessions, training programs, and workshops will be conducted to educate stakeholders about the harmful impacts of single-use plastics.
- Students, faculty, and administrators are encouraged to avoid bringing non-biodegradable plastic items to the institution.
- Students will sensitize their households about the harmful effects of plastics and strive to make their households "plastic-free." All departments/offices should avoid the use of plastic water bottles and encourage alternative solutions like jute files, paper folders, cloth bags, and paper bags for programs.
- Environment-friendly cups and plates will be provided for serving food during various club and association programs.

POLICY ON RESTRICTED ENTRY OF AUTOMOBILES

PREFACE

In order to ensure safe and environmentally friendly ecosystem within the campus, the College restricted the automobile entry to the campus as per the regulations of Government of Kerala and institution regulations. This will help in ensuring a sustainable green campus.

POLICY:

- Students are not allowed to use motorized vehicles inside the college campus.
- Bike race / motor car race / elephant procession or similar activities are not permitted inside the campus / Hostel premises.
- Vehicles are prohibited during celebrations within the college campus and hostels.
- All celebrations in the campus will be under the supervision of the Principal or the staff designated by the Principal.
- Designated parking areas are available for student vehicles, and entry beyond those points is strictly prohibited.
- Students have to park their vehicles at the allotted place at their own risk.
- Stunting and racing of vehicles within and in a radius of 200 metres outside the campus are strictly banned.
- Visitors with cars/two-wheelers must register at the main entry gate during exit.
- Only employees are allowed to bring vehicles into the campus.
- Employees are encouraged to use electric vehicles instead of fossil fuel vehicles or car pooling for their commute.
- Parking permits will be issued to physically handicapped students and they have to park their vehicles at the area allotted.
- Road transport authority rules applicable outside campus are enforced within the campus.
- Vehicle speeds are limited to 30 km/hr within the campus.
- Students are strongly advised to use public transport or bicycles for commuting to college, promoting green initiatives and reducing pollution.

POLICY ON USE OF BICYCLES/ELECTRIC/SHARED VEHICLES

PREFACE

Newman College promotes shared mobility and clean transportation to ensure environmental sustainability, pollution reduction, energy efficiency, conservation, and a healthy ecosystem. As part of this commitment, bicycles are encouraged within the campus.

OBJECTIVES:

- Support the national commitment to reduce greenhouse gas (GHG) emissions.
- Improve air quality.
- Promote shared mobility and clean transportation.
- Achieve operational efficiency and savings.
- Enhance physical health and general well-being through bicycle usage.
- Strive for a greener campus.

Strategies:

- Restrict fossil fuel-based transportation systems inside the campus.
- Encourage staff and students to use bicycles or shared transportation in public or private vehicles.
- Raise awareness among staff and students about the importance of switching to electric vehicles for daily commute.
- By implementing these policies and strategies, Newman College is committed to creating a green campus, preserving the environment, and inspiring eco-friendly practices among its stakeholders.

ENVIRONMENTAL AND ENERGY POLICY

PREFACE

The Energy Management Policy of Newman College applies to the entire campus, encompassing all academic, curricular, and extracurricular activities and operations. This policy aims to integrate efficiency and environmental awareness into our daily activities, aligning with the expectations of stakeholders and society. It specifically addresses the increased production, delivery, and utilization of electrical energy and its impact on the environment. As part of the 'Swachh Bharat Abhiyan' campaign, Newman College actively participates in many sustainable initiatives. We have introduced numerous green initiatives, energy efficiency measures, and sustainability practices on our campus.

PRESERVATION OF A BALANCED ECOSYSTEM:

Newman College is dedicated to preserving the stability of our internal environment through various sustainable practices. Over the years, Newman College has experienced significant growth while successfully preserving the biota and prioritizing sustainability. The installation of solar panels on our campus contributes to the wider growth of renewable energy, reducing our carbon footprint and greenhouse gas emissions.

PROJECT IMPLEMENTATION AND MANAGEMENT PLAN:

As a responsible higher education institution, Newman College actively engages in sustainability drives in the social, environmental, educational, and cultural realms to contribute to the well-being of all stakeholders. Our programs are aligned with our heritage while addressing the rising demands of the times.

Energy Usage Policies:

Newman College is committed to fulfilling our environmental commitment through the following actions:

- Improve carbon efficiency by 50% by 2025 compared to previous years.

ENVIRONMENTAL AND ENERGY POLICY

- Reduce local air pollution emissions by promoting the use of public transportation and implementing a ban on vehicle entry into the campus.
- Comply with applicable international, regional, and national environmental regulations, as well as legal requirements regarding energy consumption and efficiency.
- Adopt a green procurement philosophy.
- Embrace sustainable water conservation and management practices.
- Assess our energy usage and measure its impact on the environment.
- Install photovoltaic solar panels to generate alternative energy.
- Install LED bulbs throughout the campus to save energy.
- Take additional measures to continuously improve our energy consumption.
- Ensure the availability of necessary resources to achieve our objectives.
- Encourage the use of advanced technology to minimize energy consumption, atmospheric emissions, and noise, particularly in our vehicle fleets.
- Engage in dialogue with government agencies, municipal corporations, and the affiliating university, actively collaborating with local organizations in the areas of environment, energy efficiency, and sustainable development.
- Monitor and respond to emerging environmental and energy issues.
- Enhance the environmental knowledge and skills of our employees and students to improve our own environmental performance.
- Provide information and training opportunities on energy-saving measures.
- Offer opportunities for employees and students to engage in initiatives that contribute to environmental protection.

By adhering to this Energy Management Policy, Newman College strives to become a leading institution in environmental sustainability and energy management.

WATER MANAGEMENT POLICY

PREFACE

Newman College recognizes water management as a critical aspect of sustainable development and self-sufficiency on campus. The goal of the college is to ensure adequate supply of freshwater resources to meet the domestic, economic, and environmental needs of approximately 3000 individuals on a daily basis, including the flora and fauna within the campus. Through a systematic water management policy, the College is able to address the water requirement of the entire campus efficiently and effectively.

WATER CONSERVATION STRATEGIES:

The Water Management Policy of Newman College outlines the commitment of the institution to water conservation, aligned with the overall sustainability practices. The institution has a strong water conservation strategy that envisages the establishment of rain water harvesting systems, open recharging systems, bunds and open tanks for conservation of rainwater. In addition water reuse mechanisms are also established at regular intervals. Water from the four wells serves the need of the hostels, departments, canteen, and the entire campus. The Science department conducts regular testing to monitor the quality of water.

PRESERVATION OF NATURAL WATER SOURCES:

Newman College places great emphasis on maintaining natural water sources to meet the water needs of the entire college while preserving water quality. By implementing various strategies, even in a neighborhood where water is purchased, our campus remains sustainable. The presence of a Pachathruttu (Forest island) in the campus helps in rainwater retention, acting as a reservoir to recharge water.

PRINCIPLES OF WATER MANAGEMENT:

Newman College adheres to the following principles in our Water Management Policy:

- Protect and promote the Natural Water Retention Measures by restoring ecosystems and preserving the natural features of the campus.
- Support Green Impact and Sustainability by contributing to integrated goals related to nature conservation, biodiversity restoration, landscaping, and more.

WATER MANAGEMENT POLICY

- Safeguard and enhance the water storage potential of the landscape, soil, and aquifers through natural processes.
- Regulate the flow and transport of water to and from wells without directly intervening or modifying the ecosystem.
- Incorporate additional green impact initiatives such as green roofs, rainwater harvesting, permeable paving, and Sustainable Drainage Systems.
- Prioritize green solutions over traditional gray infrastructure to provide sustainable and cost-effective outcomes.
- Develop innovative strategies to generate ecosystem-related services such as water supply and treatment.
- Ensure restricted and optimal water utilization by installing sensor-based taps.

By adhering to this Water Management Policy, Newman College strives to ensure a sustainable and efficient water supply while protecting and enhancing the campus's natural water resources.

WASTE MANAGEMENT POLICY

PREFACE

Newman College is dedicated to minimizing its environmental impact through an efficient waste management policy that prioritizes waste reduction and increased recycling. The policy focuses on responsible waste management practices, emphasizing prevention and reduction, and incorporates long-term action plans that align with the sustainability initiatives. The College strive to minimize waste generation, promote reuse and recycling strategies campus-wide, and reduce both carbon footprint and waste disposal costs.

To achieve these goals, the College implement a comprehensive waste management system. Starting from waste collection, the institution take careful steps to identify and segregate different types of waste using color-coded bins for reusing, recycling, and proper disposal. The waste management policy also emphasizes energy recovery as an essential aspect of the sustainability efforts. Campus-wide campaigns and awareness programmes are arranged to promote the reduction of single-use disposable items and departments are encouraged to adopt practical measures for reducing waste, using materials wisely, and cutting costs.

PRINCIPLES OF WASTE MANAGEMENT AT NEWMAN COLLEGE:

- Clearly labelled color coded bins inform users about proper waste disposal.
- Ensuring all waste is disposed of without harming the environment or endangering human health.
- Providing accessible recycling bins and general waste bins to facilitate the right choice at the point of disposal.
- Dry bins are placed at multiple points to collect paper, card, books, magazines, clean and dry plastics (containers and bottles), tins, and cans.
- Food waste bins are placed at designated places in the College to collect available in hostels and the College canteen to segregate leftover food, preparation scraps, and expired food for recycling. The material is sent for anaerobic digestion to generate energy and produce soil improver for organic farming.
- A separate glass recycling stream is available to prevent glass from contaminating other waste streams.
- Consistency in bin colors, sizes, and types across the campus.

WASTE MANAGEMENT POLICY

- Sufficiently large bins to avoid spillage and contamination.
- Separate waste collection systems for e-waste, batteries, ink and toner cartridges, hazardous waste, chemicals, and clinical waste, ensuring they are not mixed with recycling or general waste bins.
- All non-hazardous waste is either recycled or used to generate energy.
- To promote effective waste recycling procedures, we use clear and up-to-date signage, conduct staff/student inductions and training on waste management, and address common issues such as contamination and overflowing bins. Furthermore, we utilize liquid waste from laboratories for irrigation purposes, and sewage water from the canteen, hostels, and other buildings is utilized for organic farming and gardening.

The College have signed a Memorandum of Understanding (MoU) with the Kerala government to ensure efficient waste collection and disposal services. The College also collaborate with waste management service providers to increase recycling and monitor and measure waste production.

The college also encourage the optimal use of paper on campus by promoting digital substitutes and e-billing, reducing the need for printouts. At Newman College, we remain committed to our waste management policy and continue to seek innovative solutions for a sustainable and environmentally conscious campus.

FOOD MANAGEMENT POLICY

PREFACE:

Newman College has implemented a centralized food management system to purvey the nutritional needs of the entire campus, including stakeholders and visitors. The college give due importance to food production; proper utilisation and marketing of rural produce.

OBJECTIVES:

Promotion of organic food production:

The college strongly promotes the cultivation, production and consumption of organic food. As part of this, various crop plants like tapioca, rice, ginger etc. are cultivated every year in the College by volunteer students. The harvested crops are subjected to natural processing for long term storage and use.

Promotion of rural cultivators to ensure food safety

The college in collaboration with the local self government conducts the largest 'Karshika mela' (agriculture fair) in Idukki district to promote the rural farmers and cultivators from all part of the district and to ensure food safety.

Promoting food sharing

The College's food management policy includes the noble concept of sharing the food to needy. This is implemented through the regular 'Share the bread' scheme of NCC and food distribution to adopted villages of NCC and NSS. This regular practice of sharing is augmented by special 'need based programmes' implement during times of natural disasters like pandemic, flood, landslides etc.

Promote healthy and responsible eating habits

The college promote healthy and responsible eating habits for all students. More than 80% students and staff members bring home made food for consumption and wastage of food is

FOOD MANAGEMENT POLICY

discouraged. The hostel kitchen prioritizes the provision of healthy traditional meals and discourages the consumption of junk food and promotes nutritious alternatives.

Food Safety and Hygiene:

The college has a canteen committee which regularly monitors and ensure the quality of food served in the canteen. The canteen kitchen and premises are also checked for cleanliness and hygiene. Regular testing of food and water, inspections of kitchen and dining premises, proper pest control measures, and garbage disposal practices are implemented. The College has implemented a composting system that utilizes leftover food and kitchen scraps for organic farming.

Newman College's Food Management Policy reflects its commitment to sustainable practices, nutrition, and food safety. Through a centralized management system, the College ensures the provision of healthy traditional meals while discouraging the consumption of junk food. This policy underscores the College's dedication to sustainable food practices and the well-being of its community.

HEALTH AND FITNESS POLICY

PREFACE:

The Health and Fitness Policy at Newman College aims to prioritize the well-being of students, faculty, and staff by promoting physical health, mental well-being, and a supportive learning environment. This policy aligns with the food management policy and student support policy, acknowledging the impact of health and welfare on students' academic success and the overall campus community. It encompasses various strategies to address physical health, mental health, psychological well-being, and social concerns that students may encounter during their academic journey. The policy also recognizes the importance of supporting the wellness of faculty and staff, considering personal and employment-related challenges that may affect their work performance. Well-being programs and initiatives are designed to cater to the needs of both students and staff members.

OBJECTIVES:

- Promoting Access to Healthy Food and Physical Activity:

The College is committed to improving access to healthy and culturally appropriate food and promoting physical activity for all stakeholders. Measures are taken to ensure nutritious and diverse food options are available on campus, with a complete ban on junk food. Regular awareness programs and fitness practices like yoga, zumba are conducted to encourage healthy eating habits and an active lifestyle. Indoor and outdoor gymnasium facilities; play grounds are open to all stake holders.

- Safeguarding Health, Safety, and Welfare:

The policy aims to safeguard the health, safety, and welfare of all students, providing additional support to those in need. Facilities like gymnasium, yoga centre, counselling centre, sick room are available to students. Customized support is offered to each student after thorough assessment, with a formal monitoring process and an agreed-upon action plan. Initiatives like the Mentor-Mentee program and counselling facilities bring in experts to guide students in the fields of need.

- Student Support Plan:

Where necessary, the policy recommends the implementation of reasonable adjustments in the form of a Student Support Plan. These special academic

HEALTH AND FITNESS POLICY

arrangements cater to students' specific needs and responsibilities, ensuring they have the necessary support to successfully complete their program of study.

- **Continuous Monitoring and Sustainability:**

The College continuously monitors the conditions and support provided to ensure that students can sustainably meet their academic requirements. Regular assessment is conducted to determine the effectiveness of the support measures and make necessary adjustments as needed.

Newman College's Health and Fitness Policy prioritizes the well-being of students, faculty, and staff. By promoting healthy eating practices, physical activity, and a supportive learning environment, the policy aims to create an atmosphere where individuals can thrive academically and personally. Customized support, mentorship programs, and collaborations with external experts ensure that all stakeholders have access to the necessary resources to maintain their well-being. This policy underscores the College's commitment to creating a healthy and inclusive campus community.

ALUMNI RELATIONS POLICY

PREFACE

Newman College recognizes the invaluable contributions of its esteemed alumni who have excelled in various fields around the world.

POLICY

The Alumni Relations Policy aims to foster a strong and lasting relationship between the college and its alumni community, leveraging their experiences, skills, and resources for the progress and development of the institution.

- **Continuous Engagement:** Newman College is committed to maintaining a consistent and meaningful relationship with its alumni at all times. An annual alumni meet is organized on the 26th of January, where the alumni general body meeting and mega alumni meet takes place to discuss important matters in consultation with the governing council and the principal.
- **Transparent Alumni Association:** The Alumni Association elects its office bearers in a regular and transparent manner, following the constitution of the alumni association.
- **Scholarships and Endowments:** Utilize alumni relations to establish scholarships and endowments for deserving students, enabling access to quality education. Seek alumni support and involvement in fundraising efforts to support these initiatives.
- **Inclusion in Decision-Making:** Alumni representatives are included in major committees of the college, ensuring their active participation in the decision-making process.
- **Subject experts from the alumni community** are invited as resource persons by various clubs/ cells/ departments, enriching the academic curriculum and ambience.
- **Career Guidance and Placement Opportunities:** Seek guidance from alumni who hold key positions in various industries regarding placement opportunities for students and career guidance. Alumni input is valuable in ensuring students' alignment with industry trends and demands.

ALUMNI RELATIONS POLICY

- **Alumni Fund Management:** Alumni funding must be recorded and managed by the finance committee, in consultation with the governing council of the college. The income and expense details of alumni funds must be regularly presented to the alumni community. Utilization of alumni funds should adhere to governmental and university statutes.
- **Communication and Information Sharing:** Regularly inform alumni members about major events and activities of the college through various social media platforms and the college website. Maintain open channels of communication to keep alumni updated on the college's progress and achievements.
- **During emergencies, such as pandemic, leverage alumni relations to provide essential support and resources to facilitate smooth classroom operations for students.**

Newman College values its alumni as integral stakeholders in its journey towards excellence. By fostering strong alumni relations, the college aims to tap into their expertise, network, and resources for the benefit of current and future students, while maintaining a sense of community and pride in their alma mater.

INFRASTRUCTURE POLICY

PREFACE:

Newman College is committed to maintain and develop its infrastructure to ensure continuous and sustainable growth. The Management Council periodically reviews policies and key actions to achieve the College's vision and mission, particularly in attaining excellence in education. The College Council forwards infrastructure requirements to the main committees, which analyze and prepare budgets through the Finance committee. Regular monitoring of funds and ongoing works is conducted through committee meetings. The College Council, Staff/Heads Council, and IQAC constantly assess requirements to enhance the overall academic environment.

Procedures for Maintenance and Utilization of Facilities:

A core team comprising the Principal, Management Representative/ Bursar, Department HODs, Teaching Staff secretary, and Non-Teaching Staff secretary is responsible for the upkeep of classrooms, faculty rooms, administrative blocks, seminar halls, auditoriums, laboratories, hostels, gardens, sports facilities, gymnasiums, language laboratories, indoor stadium and theatre. The following procedures guide the maintenance and utilization of physical, academic, and support facilities:

- a) Civil Work and Maintenance: The bursar oversees all civil work and physical maintenance, ensuring necessary approvals from the building committee.
- b) Housekeeping: The staff-in-charge supervises housekeeping and premises cleaning.
- c) Allocation of Facilities: Seminar halls, auditoriums, indoor stadium, indoor stadium, theatre and the gymnasium are allotted based on a booking system.
- d) Laboratory Management: Each department has dedicated staff, guided by a lab-in-charge faculty member, responsible for maintaining laboratory equipment. Sophisticated testing equipment is allocated through a booking system, and annual maintenance contracts are established with authorized suppliers.

Maintenance and utilization of laboratory facilities are followed as per the Standard Operating Procedures with trained laboratory assistants under the supervision of the Head of

INFRASTRUCTURE POLICY

the Department and other staff members. Due to the diverse nature of laboratory operations, individual laboratory policies are customized to meet discipline-specific needs. All stages of investigations prioritize safety, and potential laboratory hazards are identified and cautioned against.

e) Classrooms: Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department and bursar.

f) Research room and research facilities: The maintenance of research room and all research facilities are monitored by the Research Director and members of research promotion council.

g) Library maintenance: The Library committee focuses on enriching the collection at the Library and optimizing its usage. The library facility is maintained with properly marked and arranged books for easy access by the students and faculty and automation for book issue and renewal. Periodicals, journals, newspapers and new arrivals are prominently displayed and all back issues are archived. Electronic version of text books and e- resources are made available to stakeholders through the library website for maximum utilization.

h) IT Facilities Maintenance: A dedicated System Administrator sets standards and procedures for IT infrastructure procurement, maintenance, and upgrades. Legal and appropriate use of IT infrastructure is ensured, along with strategies for secure access to network resources. Backup strategies for server data are established. The college has a team of technical staff for regular monitoring of the internet facilities, wifi, computers, other electronic gadgets and software installation and upgradations

i) Sports Facilities Maintenance: The Physical Education Department supervises and maintains sports equipment, gymnasiums, playgrounds, and courts. The department has dedicated faculty, instructors, and coaches for various sports. Ground leveling and repairs are conducted annually during summer vacation. The Faculty of the Physical Education Department is responsible for the proper utilization and maintenance of sports infrastructure. Regular stock verification of sports equipment is performed, and first aid kits are readily available. Facilities like gymnasium, indoor stadium and various synthetic grounds also come under the maintenance of physical education department.

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j) Water and Waste Management:

Policies for water management and waste disposal are regularly updated. The college has effective solid, liquid, and waste management systems in place, along with adequate dustbin facilities. The campus features a biogas plant and vermicomposting for biodegradable waste, an incinerator for plastic and paper waste, and Reverse Osmosis (RO) water plants for clean drinking water.

k) Hostel Infrastructure:

The warden is responsible for periodic repairs in the hostel infrastructure and coordinates with the bursar for resolutions. Major infrastructural augmentation involves consultation with the Principal/ Manager and necessary steps are taken. The hostel office maintains records such as bills, fees, refunds, an admission register, complaint book, and movement register.

l) Canteen:

The canteen facility is outsourced and is functioning under the guidance of bursar. Regular supervision is conducted, and infrastructure-related complaints can be registered in the designated complaint book.

m) Solar and Electrical Power Maintenance:

Full-time electricians and plumbers oversee the maintenance of electronic and electrical equipment, including lights, fans, AC, generators, UPS, intercoms, and batteries. Monthly maintenance and condition monitoring are recorded in the Electrical Log book. Contractors are engaged for major flaws, and replacements follow the college's procurement policy. Reports of completed work are submitted to the bursar.

n) Other Supporting Facilities:

The Purchase committee manages procurement procedures, ensuring adherence to the Government of Kerala's Stores Purchase Manual. The committee compiles requirements, manages tendering procedures, and ensures quality standards. In case of disagreements, the competent authority makes the final decision. The Building Committee maintains existing buildings, executes renovation schemes when necessary, selects engineers/architects, and

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supervises construction. The IQAC focuses on overall quality improvement, handles special projects, and assists teachers in matters of promotion and policy maintenance.

Maximum utilization of all resources are ensured by encouraging interdisciplinary and trans disciplinary research and academic activities, collaborating with universities and National/ State institutes for research, providing physical and academic facilities to school students, farmers and general public under various programmes and schemes without compromising the utility and availability to any stake holders.

Information Technology (IT) Policy

Preamble

Newman College upholds a comprehensive Information Technology (IT) policy to address a spectrum of matters. The overarching goal of Newman College's IT policy is to foster and advance holistic development and excellence among students and staff. This encompasses various facets such as academics, research, skill development, self-competence, and entrepreneurship. The college actively provides and oversees diverse information management systems and resources, ensuring accurate data delivery to the appropriate individuals at any given time. Our IT professionals undergo continuous training to effectively tackle, detect, and manage cyber threats and infringements. Above all, we encourage our students and staff members to be creators in various domains, making their contributions freely available to the public.

IT Users at Newman College

Individuals accessing Newman College data, utilizing the computer infrastructure, or having access to college-related data fall under the category of Newman IT resources users. This includes students, teaching and non-teaching staff members, the management board, guests, technical personnel, and developers.

IT Policy for Students

Individuals currently engaged in learning or research within Newman College departments and those eligible for term-end examinations are considered students. Students have the flexibility to use both personal and campus devices. The college advocates for an IT-friendly campus, promoting academic excellence and efficient information dissemination. Students are allowed to bring multiple gadgets and tools. Unless otherwise informed, the use of mobiles or gadgets during regular offline class hours is restricted. The college provides systems and networks for research, presentations, e-learning, and entertainment. During online placement drives, interviews, and exams, students can access systems with a dedicated network.

IT Policy for Staff, Management, and Developers

Teaching and non-teaching staff, the management board, and technical personnel fall under this category. They have access to more sensitive data, necessitating adherence to stringent security and privacy measures. Staff members are allowed to carry multiple gadgets and tools. The primary objectives for this group are academic excellence and the dissemination of knowledge. Unauthorized disclosure of information or data manipulation to favour anyone is considered a violation.

IT Policy for Guests

Individuals not falling into the above categories, utilizing online content, or physically visiting the campus using IT infrastructure and network fall under this category. The access control mechanisms vary based on the nature of the visitors, and adherence to general IT etiquette and regulations is expected.

Access Control Policy

In Newman College's IT infrastructure, there are physical and user-type-based access control mechanisms in place. We actively monitor and log every activity, including user login, IP, and MAC ID, within our secure data system. Various levels of access control are determined based on the following:

- ID card/access card authentication
- Login credentials
- MAC ID
- Two-factor authentication for email service.

Network Service Policy

Newman College's Information Security policy is designed to safeguard private information and ensure data availability to authorized individuals at the right time. In this regard, we adhere to the golden rules of IT Security:

INFORMATION TECHNOLOGY POLICY

- **Confidentiality:** Data and information assets are restricted to individuals with authorized access and should not be disclosed to others.
- **Integrity:** Maintaining data integrity, ensuring it remains intact, complete, and accurate, and keeping IT systems operational.
- **Availability:** Ensuring that information or systems are available to authorized users when needed.

E-mail Policy

The College owns and oversees the newcollege.ac.in domain. All students and staff members have access to the email facility of this domain at no cost. The staff is encouraged to communicate all official activities through institutional email. Students receive institution IDs upon receiving admission numbers. It is recommended to share data through domain-based cloud storage accessible only to institutional email users. If attempting to log in from a compromised system, the College may revoke an ID due to potential threats to general security.

Hardware and Software Policy

Newman College adopts a flexible approach to its hardware and software policy, avoiding rigid adherence to specific solutions unless necessary for training or skill development programs. The institution embraces open software and aligns with Green computing policies and infrastructure.

- The College manages its software and hardware infrastructure, with the IT team overseeing procurement, installation, management, upgrades, and periodic dismantling.
- ICT-enabled classrooms and IT infrastructure are provided to foster an academic culture and support research activities.
- Students and staff members bringing personal gadgets are responsible for ensuring that operating systems and utility software are kept up to date.
- Continuous monitoring and filtering of all systems are in place.

INFORMATION TECHNOLOGY POLICY

- Government guidelines on tender and quotation are followed when purchasing new systems and equipment.
- The College advocates for Intellectual Property Rights (IPR) laws related to digital content and copyright licensing.
- Students can leverage institutional IDs to obtain discounts when purchasing laptops or software.
- Upon request from students for online interviews and competitive exams, the IT team ensures the provision of adequate infrastructure for Wi-Fi and power management if students bring their laptops or tablets. Compromised computers and tools are automatically revoked from networking.

Data Policy

Newman College actively manages and monitors various database systems, including ERP database, salary database, question bank data, library, e-content, CCTV footage, log files, and website databases. These databases are maintained in situ, ex situ, and cloud environments. Protection of personal information is regarded as a fundamental human right, and the institution strictly adheres to data privacy principles:

- The College may seek assistance from developers and companies on a contract basis for managing data belonging to the College.
- A clear distinction is maintained between data belonging to the College and the code/UI, with companies prohibited from using private data at any event or in any manner.
- Only authorized individuals have access to sensitive data.

Database Policy

Newman College oversees various database systems, including ERP, salary database, library, e-content, CCTV footage, log files, and website databases, with a commitment to protecting personal information. The following principles are strictly adhered to:

INFORMATION TECHNOLOGY POLICY

- Only authorized individuals have access to sensitive data.
- Data tampering is considered a criminal offense.

Equipment Loss Policy

The College maintains a vigilant approach to updating and replacing hardware and software, accounting for usual wear and tear, and provides relevant policies:

- The College is not responsible for the loss of personal gadgets brought onto the campus.
- All IT infrastructure and tools managed by the College are maintained, modified, and replaced by the institution itself.
- For procurement based on contrast, AMC rules are upheld if feasible.
- If the loss of any College-owned IT infrastructure occurs due to the carelessness of staff members or students, the responsible party is liable for fair compensation. The IT committee assesses the loss and informs the apex body.

Data Privacy Policy

This policy aims to safeguard personal information while making public data accessible. Data is categorized into high-risk, confidential, and public data, with the following principles strictly observed:

- Global privacy standards are applied in all information processing.
- The College complies with the stipulations of the Information Act of India.
- Access level credentials are not shareable unless authorized by the apex body.
- Data tampering is considered a criminal offense.
- Obtaining information directly or indirectly and using such data for personal gain is a criminal offense.
- Vendors and developers managing College data strictly adhere to privacy rules.

