



# SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com



## CRITERION – VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.2 Strategy Development and Deployment



[www.vtb.ac.in](http://www.vtb.ac.in)



Mannampatta P.O., Palakkad – 678 633

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## 6.2.2. Institution Implements E-Governance in its Operations

### E- Governance Policy



# INSTITUTIONAL POLICY MANUAL

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## **PREFACE**

The policy document of Sreekrishnapuram V T Bhattathiripad College, Mannampatta provides details of the institution's policy commitments in relation to what needs to be done through the utilisation and development of various resources in the institution. It is actually a set of guidelines steered by the institution's policy commitments, which serve as a guiding principle in its journey of transforming the youth through holistic education towards an enlightened society. The policy document of the college is based on the review and analysis of the institution's vision, mission, motto, core values, outcomes, policies, strategies and provisions. The policies of the institution are articulated so that people in the institution can have a framework for action that helps them get on with the job they need to do. This policy document is a tool in quality improvement. It is hoped that the document will help to comply with accreditation standards. The policy document of VTB College is communicated to the stakeholders through various platforms, and it is placed on the institutional website for the access and awareness of faculty, staff, students and all stakeholders and the society. It is anticipated that the policy document will continually facilitate in achieving the vision and objectives of the institution.



**Sreekrishnapuram V. T. Bhattathiripad College,  
Mannampatta, Palakkad, Kerala**

**MOTTO**

The Upanishad Mantra “तमसो मा ज्योतिर्गमय” (Thamaso ma jyothirgamaya -Lead me from the darkness of ignorance to the Light of knowledge) is the motto of our college.

**VISION**

“VTB College aspires to be a leading institution of higher learning, recognized for academic excellence, innovative research with a commitment to positive societal impact and empowering students to thrive in a dynamic global environment.”

**MISSION**

- To propagate holistic education rooted in Indian culture and heritage, aiming to develop ethically grounded individuals who contribute positively to society.
- To address the diverse educational needs of students from all societal backgrounds, with a special focus on empowering underprivileged and marginalized communities, developing equality and inclusivity in education.
- To update society with modern technological innovations and provide students with the knowledge and skills necessary to meet the developmental needs of society.
- To instil a deep sense of responsibility towards environmental conservation and sustainable practices, ensuring a healthy and viable ecosystem for future generations.
- To Promote community engagement and social welfare activities to address societal challenges and improve the quality of life for all.



# 1. Admission Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

## 1. Introduction

This policy establishes the admission procedures and criteria for Sreekrishnapuram V.T. Bhattathiripad College. It aims to create an inclusive learning environment that welcomes students from diverse backgrounds.

## 2. Purpose

This policy ensures Sreekrishnapuram V.T. Bhattathiripad College offers admission opportunities to a varied student body, adhering to the University of Calicut's norms and relevant regulations.

## 3. Scope

This policy applies to all undergraduate and postgraduate programs offered by the college.

## 4. Policy Statement

Sreekrishnapuram V.T. Bhattathiripad College is committed to providing high-quality education and training to a diverse student population. Our admission process is guided by the following principles:

- **Inclusivity:** We welcome applicants from all backgrounds, regardless of caste, gender, or social status.
- **Fairness and Transparency:** The admissions process will be equitable, fair, transparent, timely, measurable, and applied consistently.
- **Alignment with Regulations:** Admission criteria will strictly adhere to the requirements set forth by the University of Calicut and other relevant regulatory authorities.
- **Centralized Admissions:** The college serves as a nodal centre for the University's centralized admission process. The Principal appoints an Admission Nodal Officer to oversee these procedures.

## 5. Compliance and Enforcement

All students and staff are responsible for adhering to this policy. The College will ensure all stakeholders are aware of its provisions. College authorities are responsible for enforcing this policy in their daily activities. Non-compliance may result in disciplinary action.





6. Related Policies and Supporting Documents

- Sreekrishnapuram V.T. Bhattathiripad College Disability Policy

7. Consequences of Noncompliance

Failure to comply with this policy may result in disciplinary action as determined by the College authorities.

8. Conclusion

This policy reaffirms Sreekrishnapuram V.T. Bhattathiripad College’s commitment to providing educational opportunities to all qualified individuals. We adhere to regulatory criteria while ensuring a fair and inclusive admissions process.

**Seat Distribution as per University of Calicut Norms**

Sl. No.	Seats Reservation	Percentage
1.	Open Merit	50
2.	Scheduled Caste	10
3.	Scheduled Tribes	10
4.	Sports (U. O. No. 2391/2015 dated: 10.03.2015)	3 (Above the sanctioned limit and within the statutory limit)
5.	PH/PWD (U. O. No. 2391/2015 dated: 10.03.2015)	5 (Above the sanctioned limit and within the statutory limit)
6.	Community	10
7.	Management	20
<b>Total</b>		<b>100</b>



## 2. Mentoring Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as VTB College) is dedicated to nurturing a thriving learning environment that promotes the academic, social, and personal growth of all its students. This policy outlines our well-defined mentoring program, designed to empower students as they adjust to college life, navigate academic challenges, and develop the skills necessary for future success.

### 2. Mentorship: A Guiding Hand

Mentorship is a collaborative relationship where a faculty member (mentor) provides support and guidance to a student (mentee). Mentors offer valuable advice, encouragement, and a safe space for students to discuss personal and academic challenges. This support system helps students manage their learning effectively, develop essential skills, and achieve their academic and personal goals.

### 3. Why Mentorship Matters

Our diverse student body comes from a variety of backgrounds. Mentorship provides personalised support to ensure all students feel welcome, included, and empowered to reach their full potential.

- **Smoother Transitions:** Mentors guide new students through the initial college experience, easing anxieties and fostering a sense of belonging.
- **Academic Excellence:** Mentors support students in overcoming challenges and achieving academic success.
- **Beyond the Classroom:** Mentorship goes beyond academics, encompassing extracurricular activities, career planning, and personal development for well-rounded growth.

### 4. Policy Statement

VTB College hereby establishes this Mentoring Policy to affirm its commitment to creating a supportive and nurturing learning environment. This commitment is realised through the implementation of a structured mentoring program designed to empower students as they transition to college life, navigate academic challenges, and develop the necessary skills for future success. VTB College is unequivocally committed to promote a supportive and nurturing learning envi-



ronment that promotes the holistic development of its students. This program generates strong mentor-mentee relationships that provide guidance, support, and a sense of belonging for all students.

## **5. Purpose**

The purpose of this VTB College Mentoring Policy is to:

- Establish a framework for a structured mentoring program that provides personalised support to students.
- Promote student success by fostering academic excellence, active learning engagement, and personal development.
- Create a supportive and inclusive environment where students feel comfortable seeking guidance and overcoming challenges.
- Equip students with the skills necessary to thrive in college and their chosen careers.

## **6. Scope**

This policy applies to all faculty members serving as mentors and all students enrolled at VTB College. It outlines the roles and responsibilities of both mentors and mentees, the program structure, and activities to ensure its effectiveness. The College will strive to ensure the program is accessible and inclusive for students from diverse backgrounds and with varying needs.

## **7. Roles and Responsibilities**

Upon admission, each student is carefully matched with a faculty mentor who serves as their guide throughout their academic journey at VTB College.

### **Mentor Responsibilities**

- Offer guidance on course selection and career paths.
- Provide support in overcoming personal and academic challenges.
- Schedule and meet with students regularly (at least once a month).
- Encourage participation in co-curricular and extracurricular activities.
- Offer guidance on academic and non-academic issues.
- Maintain a record of student interactions and report to the coordinator to ensure program effectiveness and Make referrals for professional counselling when necessary.
- Tailor guidance to students with specific needs, including those with disabilities or from marginalised backgrounds.
- Maintain regular communication with students through various channels.





- Promote positive habits and discourage harmful practices to foster a positive learning environment.
- Offer special attention to students facing cultural and ethnic challenges to ensure a sense of belonging.

### **Mentee Responsibilities**

Active participation is crucial for program success. Mentees are expected to:

- Engage Regularly: Attend scheduled meetings and proactively seek guidance when needed.
- Embrace Feedback: Take initiative to act on mentor feedback and take ownership of their academic progress.
- Maintain Respect: Show respect towards mentors, faculty, and adhere to college rules and policies.
- Strive for Holistic Growth: Participate in extracurricular activities alongside academics for personal growth and development.

### **Mentoring Program Activities**

- Orientation Sessions: New students are introduced to the program during orientation. Refresher sessions are conducted in the second semester to ensure understanding and continued engagement.
- Regular Meetings: Mentor-mentee meetings are held to discuss academic progress, personal matters, and any challenges faced by students.
- Student Feedback: Mentees are encouraged to provide feedback on the program to help improve its effectiveness and better cater to student needs.
- Collaboration: Mentoring coordinators work collaboratively with other departments, such as student support services, to address special needs and ensure comprehensive support for all students.

### **Conclusion**

The VTB College Mentoring Policy is designed to provide a strong support system for our students' academic and personal needs. By developing strong mentor-mentee relationships, we create an environment that empowers students to thrive, achieve their full potential, and become well-rounded individuals prepared for success in their chosen fields.



### 3. Anti-Sexual Harassment Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

#### 1. Introduction

Sreekrishnapuram V.T. Bhattathiripad College, (hereinafter referred to as “VTB College”) is committed to providing a congenial and conducive atmosphere in which students, teachers, and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; the college strongly supports gender equality and opposes any form of gender discrimination and violence.

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others vs. the State of Rajasthan & others), stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council vs. Chopra) stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

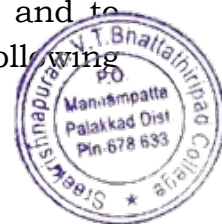
Apart from these, the University Grants Commission formulated the UGC (Prevention, Prohibition and Redressal of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 to address sexual harassment in higher education institutions.

Based on these directives, VTB college, being committed to upholding the Constitutional mandate ensuring the above-mentioned human rights, has adopted the following policy:

- An Anti-Sexual Harassment Cell/Internal Complaints Committee (ICC) to be made functional with at least two senior women faculty on the committee.
- An Anti-Sexual Harassment Policy to be adopted and publicized.
- The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Following this, the college adopted the following policy.

#### 2. Purpose

- **Ensure a Safe Environment:** Establish and maintain a safe, respectful, and inclusive environment within the college where students, faculty, and staff can engage in their



educational and professional pursuits without fear of sexual harassment or gender-based violence.

- **Legal Compliance:** Align with the directives of the Supreme Court of India and the University Grants Commission (UGC) regarding the prevention and redressal of sexual harassment cases and acts of gender-based violence, as mandated by the Constitution of India.
- **Protection of Human Rights:** Uphold and protect the fundamental rights enshrined in Articles 14, 15, 19(1)(g), and 21 of the Constitution of India, which include the right to gender equality, freedom of expression, and the right to life and liberty.
- **Prevention and Redressal:** Establish mechanisms for the prevention and redressal of sexual harassment cases and other forms of gender-based violence, ensuring that complaints are addressed promptly, fairly, and confidentially.
- **Equal Access and Participation:** Guarantee equal access to all college facilities, educational opportunities, and participation in college activities, irrespective of gender, and eliminate gender-based discrimination.
- **Cultural and Psychological Awareness:** Develop a cultural and psychological environment that raises awareness about sexual harassment in all its forms, educates the college community on its prevention, and encourages bystander intervention.
- **Physical and Social Security:** Create a secure physical and social environment within the college premises, discouraging acts of sexual harassment and promoting a sense of safety among all members of the college community.
- **Protection of Victims:** Ensure that individuals who experience sexual harassment can report incidents without fear of retaliation or disadvantage in terms of their employment, education, or work within the institution.

### **3. Scope**

This policy applies to all stakeholders of the institution, including students, faculty, staff, and visitors.

### **4. Policy Statement**

The college, under the Sree Sankara Trust, is dedicated to upholding the dignity and human rights of all individuals associated with the institution. We declare all forms of sexual harassment in the employment, education, or training environment as unlawful. Our commitment to this policy includes:

- **Zero Tolerance:** The college has a zero-tolerance policy towards sexual harassment in any form. We are resolute in our efforts to prevent and combat such behaviour within our institution.
- **Recognition of Rights:** We recognize that sexual harassment is a violation of fundamental rights guaranteed by the Constitution of India, including the right to gender equality, freedom of expression, and the right to life and liberty.





- ***Mechanisms for Prevention and Redressal:*** We are committed to establishing and maintaining mechanisms for the prevention, redressal, and resolution of sexual harassment cases, ensuring a safe and supportive environment for all members.
- ***Promotion of Inclusivity:*** The college is dedicated to promoting inclusivity, equal access, and participation in all facets of academic, professional, and extracurricular life, regardless of gender, and eradicating gender-based discrimination.

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances.
2. A demand or request for sexual favours.
3. Sexually coloured remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Where any of these acts is committed in circumstances where the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or enrolment in the institution, whether she is drawing salary, honorarium, or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory, for instance, when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship, including recruiting or promotion or academics, when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

## **5. Definitions**

For the purpose of this policy, sexual harassment includes:

- Physical contact and advances.
- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Where any of these acts is committed in circumstances where the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or enrolment in the institution, whether she is drawing salary, honorarium, or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory, for instance, when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship, including recruiting or promotion or academics, when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.



## **6. Compliance and Enforcement**

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

## **7. Related Policies and Supporting Documents**

This policy is related to and supported by:

- University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013
- Vishaka Guidelines issued by the Supreme Court of India
- VTB College Code of Ethics
- VTB College Student Handbook
- VTB College Welfare Policy
- VTB College Gender Equality Policy



## **8. Consequences of Noncompliance**

Noncompliance with this policy may result in disciplinary action.

## **9. Conclusion**

VTB College stands resolute in its commitment to developing a secure, inclusive, and equitable educational and working environment for all its members. Our policy on sexual harassment is a testament to our dedication to upholding the highest standards of integrity, respect, and dignity within our community. We recognize that sexual harassment not only violates the fundamental human rights guaranteed by the Constitution of India but also undermines the core values of our institution. In conclusion, the college, under the auspices of the Sree Sankara Trust, reiterates its steadfast commitment to maintaining a harassment-free environment that promotes gender equality and protects the dignity and rights of all its members. We believe that by working together, we can create a campus where everyone can thrive, free from fear and intimidation. Through collective effort, vigilance, and a shared commitment to these principles, we will uphold the values of respect, inclusivity, and justice that define our institution.

## 4. Anti-Ragging Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

Ragging is a disturbing reality in the higher education system of our country. Recognizing its severe impact on students, the Supreme Court mandated the implementation of a ragging prevention program in its judgment dated May 8, 2009. This program includes measures such as establishing a toll-free anti-ragging helpline, maintaining a database of institutions and students, and engaging an independent monitoring agency. Following this, the University Grants Commission (UGC) issued the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.” Ragging is deemed a criminal offense under these regulations, which are mandatory for all universities and institutions.

### 2. Objectives

The primary objective of this policy is to prohibit, prevent and eliminate the menace of ragging within our campus and its premises. The specific objectives are:

- To sensitise students about the evils of ragging and raise awareness among them.
- To initiate action against the erring student.
- To address complaints about ragging as per the notification and circulars of the Central and State government, as well as university procedures.
- To maintain records of the cases investigated and submit reports of the same annually.
- To be approachable and accessible to the support and needs of the students.

### 3. Definitions

Ragging means any of the following:

- Any conduct by a student or students whether expressed through spoken words or written words or through actions, that results in the teasing, mistreatment, or disrespectful handling of a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or group of students that causes or is likely to cause annoyance, hardship, physical or psychological harm, or the instigation of fear or apprehension thereof in any fresher or other student.
- Any act of soliciting a student to engage in behaviours that are outside of their usual character and that result in feelings of shame, torment, or embarrassment that adversely affect the physique or psyche of the fresher or any other student.





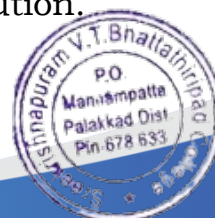
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student to complete the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by fellow students.
- Any act of physical abuse, encompassing various forms such as sexual abuse, homosexual assaults, stripping, coercion of obscene and lewd acts, gestures, causing bodily harm or any other danger to one's health or well-being.
- Any act or abuse through spoken words, emails, post or public insults. This would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to freshers or any other students.
- Any act that affects the mental health and self-confidence of a fresher or any other student.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (freshman or otherwise) on the grounds of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, or economic background (Third Amendment 2016) with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any freshman or any other student.

Freshers: Newly admitted students in the college.

#### **4. Policy Statement**

Ragging is a disturbing reality in the higher education system of our country. The Supreme Court, in its judgement dated 08 May 2009 mandated the implementation of a ragging prevention programme. This programme includes, inter alia, setting up a toll-free anti-ragging helpline/ call centre, a database of institutions/ students, and engaging an independent non-government agency as the monitoring agency.

The UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions. (Order No. F.1-16/2009(CPP-II) [link] (<https://www.antiragging.in/assets/pdf/annexure/Annexure-I.pdf>)). This rule mandates the establishment of an Anti-Ragging Committee in every higher education institution.



V.T. Bhattathiripad College has a zero-tolerance policy towards ragging. All students, faculty, and staff are required to adhere to the following principles:

- The fundamental principles underlying the policy are dignity, respect, and the creation of a ragging-free environment.

Requirements:

- No student shall engage in or tolerate any form of ragging.
- Any incident of ragging must be reported immediately to the college authorities.
- The college will conduct a thorough investigation into any reported incidents of ragging.
- Students found guilty of ragging will face disciplinary action, which may include suspension or expulsion.

## **5. Procedures**

1. Reporting: Students can report incidents of ragging to the Anti-Ragging Committee through a dedicated hotline, email, or in person.
2. Investigation: The Anti-Ragging Committee will investigate all reported incidents within 10 working days.
3. Disciplinary Action: Based on the findings of the investigation, appropriate disciplinary action will be taken against those found guilty.

## **6. Purpose and Scope**

The purpose of this Anti-Ragging Policy is to create a safe and conducive environment for learning by preventing any form of ragging and ensuring strict action against those found guilty of engaging in such activities.

This policy applies to all students, faculty, and staff of V.T. Bhattathiripad College. It covers all forms of ragging occurring within the college premises and at any college-related events or activities. Ragging constitutes one or more of any of the acts mentioned in the definition of the term.

## **7. Responsibilities of the Institution**

The primary responsibility of the Anti-Ragging Committee is to foster a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is actively engaged in formulating strategies and an action plan to effectively prevent ragging incidents in the college through various initiatives. Furthermore, the committee is accountable for regularly organising awareness programmes within the campus. Based on the stipulations outlined in these regulations, the institution constituted an Anti-ragging committee and formulated an institutional policy to combat ragging.



The institution shall constitute Anti Ragging Squad which have vigil, oversight and patrolling functions. The college shall take different measures to ensure that ragging in any form is prevented in the campus.

- College will not permit or excuse any reported incident of ragging in any form. The college is committed to taking all necessary actions, including implementing and enforcing the regulations outlined in this policy, in order to eliminate ragging both within the institution and beyond.
- The college will take action in accordance with the regulations under this policy against anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or by being complicit in a conspiracy to encourage ragging.
- The telephone numbers of all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, and members of the Anti-Ragging Committees, shall be published on the college website.
- Any distress message received at the Anti-Ragging Committee simultaneously or after its receipt shall be forwarded to the Head of the Institution.
- Upon receiving the recommendation of the Anti-Ragging Committee or upon receipt of any information concerning a reported incident of ragging, the Head of institution shall proceed to file a First Information Report (FIR), within twenty-four hours of receiving such information.

## **8. Compliance**

1. Monitoring and Evaluation: The Anti-Ragging Committee will conduct regular audits and surveys to monitor compliance with this policy.
2. Reporting: Any non-compliance or issues related to the policy should be reported to the Principal's office.
3. Consequences: Non-compliance with the Anti-Ragging Policy may result in penalties, including suspension or expulsion from the college.

## **9. Complaint Mechanism**

Complaints against any student indulging in ragging should be immediately brought to the notice of the members of the Anti – Ragging Committee. The Complaint can be made either in writing, or telephonically, or in digital form – email or WhatsApp to the members of the anti-ragging committee, mentors, Head of the Department, or the Principal.

Complaints can be made by the victimised student, any friend of the victimised student, the Class Representative of the Student, or by any individual possessing information regarding the occurrence.

## **10. Action Taken against the Person Found Guilty**

The committee must review the complaint within twenty-four hours of its com-



mencement. After conducting a thorough and unbiased investigation, the Anti-Ragging Committee will determine the guilt of the student/s involved and impose appropriate consequences such as expulsion, suspension, or dismissal from the College. Additionally, an F.I.R will be lodged with the Police, according to the relevant laws. However, if the investigation reveals that the complaint is frivolous, false, and without basis, appropriate actions will be taken against the student responsible.

## **11. Disciplinary Action**

The protocol for disciplining the student found responsible for engaging in ragging is outlined as follows:

- The Anti-Ragging Committee of the institution is responsible for making a suitable decision regarding the punishment or any action needed, based on the specific facts and severity of each confirmed incidence of ragging.
- The Anti-Ragging Committee may propose to the principal to impose one or more of the following penalties on individuals who have been proven guilty, depending on the nature and gravity of the guilt established;
- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Cancellation of admission.
- Suspension from the institution for a period ranging from one to four semesters.
- Provided that if the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment.
- An appeal against the disciplinary action can be made to the higher authorities within the stipulated time frame as per the college regulations.

## **12. Conclusion**

The Anti-Ragging Policy at V.T. Bhattathiripad College, Mannampatta, Palakkad, Kerala, underscores our unwavering commitment to creating a safe and supportive environment for all students. By adhering to the guidelines set forth by the Supreme Court and the University Grants Commission, we strive to eradicate the menace of ragging from our campus. The active involvement of the Anti-Ragging Committee, along with the cooperation of students, faculty, and staff, is crucial in fostering a culture of respect and dignity. Through continuous awareness programs, stringent monitoring, and prompt action against violators, we aim to ensure that every student can pursue their academic and personal growth in a secure and encouraging atmosphere.





## 5. Administrative Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram V.T. Bhattathiripad College (VTB College) is committed to upholding high standards of academic excellence and administrative efficiency. This administrative policy outlines the objectives, scope, and guidelines for governance, academic affairs, and operational management within the institution.

### 2. Objectives

This policy aims to achieve the following objectives:

- To Define and Monitor Academic and Administrative Functions
- To Ensure Compliance
- To Implement Strategic Plans
- To Develop Cohesive Functioning
- To Implement Green and Energy Protocols

### 3. General Principles

- Transparency and Accountability
- Equity and Inclusivity
- Continuous Improvement.
- Ethical Conduct

### 4. Administrative Responsibilities

#### i. Governance

- **Governing Body:** Provide strategic direction and oversight for the College's operations and policies.
- **Principal:** Serve as the chief executive officer, responsible for the overall management and leadership of the College.
- **College Council:** The body comprising the Principal, Heads of Departments, elected faculty members, and administrative staff head, responsible for advising on academic and disciplinary matters.
- **Internal Quality Assurance Cell (IQAC):** Body responsible for coordinating and overseeing quality assurance, accreditation, and feedback mechanisms within the institution.
- **Heads of Departments:** Manage their respective departments, ensuring alignment with the College's mission and goals.



## **ii. Financial Management**

- **Budgeting:** Develop and manage the College's budget to ensure financial stability and sustainability.
- **Procurement:** Implement efficient procurement processes to acquire goods and services in a cost-effective manner.
- **Auditing:** Conduct regular audits to ensure financial transparency and accountability.

## **iii. Human Resources**

- **Recruitment:** Implement fair and transparent hiring practices to attract and retain qualified personnel.
- **Professional Development:** Provide opportunities for continuous learning and professional growth for all employees.
- **Performance Management:** Establish clear performance expectations and conduct regular evaluations to support employee development.

## **iv. Academic Administration**

- **Student Services:** Provide comprehensive support services to enhance the student experience and promote academic success.
- **Research and Innovation:** Encourage and support research initiatives that contribute to the advancement of knowledge and society.

## **v. Facilities Management**

- **Maintenance:** Maintain a safe, clean, and functional campus environment.
- **Space Utilization:** Optimize the use of campus facilities to support the College's educational and administrative activities.
- **Sustainability:** Promote sustainable practices in campus operations to reduce the College's environmental footprint.

## **vi. Communication and Collaboration**

- **Internal Communication:** Foster open and effective communication channels within the College community.
- **External Partnerships:** Build and maintain relationships with external stakeholders, including alumni, industry partners, and the local community.
- **Feedback Mechanisms:** Establish mechanisms for receiving and addressing feedback from students, faculty, staff, and other stakeholders.

## **5. Policy Statement**

VTB College is committed to:

- Upholding high standards of academic integrity, excellence, and ethical conduct.
- Ensuring transparency, accountability, and efficiency in administrative operations.



- Providing a conducive environment for teaching, learning, research, and community engagement.
- Promoting sustainable practices and environmental stewardship.
- Respecting and complying with all applicable laws, regulations, and institutional policies.

## **6. Scope**

This policy applies to all academic, administrative, and support staff, as well as students and stakeholders of VTB College.

## **7. Compliance and Enforcement**

All members of the VTB College community are expected to comply with this policy. Non-compliance may result in disciplinary action in accordance with established procedures.

## **8. Consequences of Noncompliance**

Non-compliance with this policy may result in disciplinary measures, which could include verbal or written warnings, probation, suspension, or termination, depending on the severity and frequency of the offense.

## **9. Review and Amendment**

This policy shall be reviewed periodically by the College Council to ensure its relevance and effectiveness. Amendments may be made as necessary with approval from the Principal and the College Council.

## **10. Conclusion**

This Administrative Policy serves as a foundational framework for VTB College. It establishes a commitment to excellence in both academics and administration, developing a collaborative and sustainable environment for all members of the college community. By adhering to this policy, VTB College strives to achieve its mission of providing high-quality education while maintaining responsible stewardship of its resources.



## 6. Disability (Divyangjan) Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram V. T. Bhattathiripad College is committed to promoting diversity and equality of opportunity and eliminating discrimination in its practices, policies, and procedures. This policy outlines the College's commitment to creating a culture and environment in which students, staff, and visitors to the College are treated fairly and not disadvantaged because of a disability. The College anticipates the needs of staff, students, and visitors, and establishes inclusive practices, policies, and procedures accordingly.

The policy is guided by the National Policy for Persons with Disabilities brought out by the Government of India, Ministry of Social Justice and Empowerment, and The Rights of Persons with Disabilities Act, 2016. This Act prohibits discrimination against individuals with physical and mental disabilities.

### 2. Scope

This policy covers the college's duty towards disabled students - prospective, current, and alumni; disabled staff - any permanent, fixed-term, associate, temporary, or other members of staff employed or engaged by the College; and visitors to the College.

### 3. Aims and Objectives of this Policy

- The aims of the policy and practice in this College are:
- To enable all students to fulfil their potential and be happy in themselves
- To achieve a level of staff expertise to meet student need
- To ensure the accessibility of our physical and virtual environment for all
- To ensure our admission criteria for courses of study do not create unnecessary barriers
- To ensure our recruitment criteria do not create unnecessary barriers
- To provide support to disabled staff and students.

### 4. Policy Statement

The college commits to a time-bound programme to remove all barriers to access faced by students with disabilities. Access includes, but is not limited to:

- Physical access to all parts of the campus used by students
- Access to teaching and reference material using appropriate technology wherever necessary





- The college will assess the needs of each enrolled student with a disability individually and determine what needs to be done to provide the best possible educational experience for that student.
- The college will strive to prevent discrimination against students with disabilities.
- The college will sensitize all relevant stakeholders to the needs and challenges of students with disabilities. Any discrimination against students with disabilities or rude/insensitive behaviour will be taken seriously and could be cause for disciplinary action against the concerned faculty member, staff member, or student.
- While the college will follow the Persons with Disabilities Act and other legal provisions, the intent of this policy is to go beyond the legal requirements to provide a truly supportive environment to students with disabilities.

## **5. Roles and Responsibilities**

- All staff should be aware of their shared responsibility in supporting disabled students, colleagues, and visitors, and the college's statutory responsibilities under the Persons with Disabilities Act and other legal provisions.
- The Principal will ensure that all students are provided with Disability Awareness at induction.

## **6. Definitions**

**Disability:** The Rights of Persons with Disabilities Act, 2016 defines disability as a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndromes, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS). Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

The Rights of Persons with Disabilities Act 2016: An Act to give effect to the United Nations Convention on the Rights of Persons with Disabilities and for matters connected therewith or incidental thereto. The eight general principles are:

- Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons
- Non-discrimination
- Full and effective participation and inclusion in society
- Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity
- Equality of opportunity
- Accessibility
- Equality between men and women



- Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.

## **7. Responsibilities:**

For following policy: All stakeholders

## **8. Policy Implementation and Monitoring**

The measures taken are as follows:

- The admission process for specially challenged students adheres to the guidelines set by the University of Calicut.
- The Divyangjan cell has been designated with the responsibility of guaranteeing the accessibility and equal opportunities for individuals with special abilities, including students, teachers, and non-teaching staff of the institution.
- The scribe facility for examinations is provided to individuals who are visually impaired as well as those with motor disabilities.
- Wheelchair facilities will be provided upon request.
- Faculty members offer individualized attention and scaffolding to students to support their academic endeavours.
- The college assesses the educational requirements of disabled students, determines the appropriate assistive devices, and arranges for their procurement.
- The college has implemented a policy to ensure inclusivity for Divyangjans on campus and has initiated a renovation program that incorporates the construction of ramp facilities.

## **9. Conclusion**

VTB College is committed to creating an inclusive and accessible environment where Divyangjan are valued, respected, and empowered to achieve their full potential. By embracing diversity, promoting equity, and providing support services and accommodations, the college seeks to create a campus community that celebrates the contributions and talents of all its members, regardless of ability.



## 7. Students Grievance Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 01-06-2023**

### 1. Introduction

The VTB College Student Grievance Redressal Policy outlines the procedures and principles for addressing grievances raised by students within the institution. This policy underscores the commitment of VTB College to providing a conducive learning environment and ensuring the well-being of its student community.

### 2. Purpose

The purpose of the VTB College Student Grievance Redressal Policy is to establish a comprehensive framework that delineates the principles and procedures governing the receipt, handling, response, and resolution of grievances raised by students within VTB College. These grievances may pertain to individuals, including teaching and non-teaching staff, various administrative wings, or the institution as a whole. In summary, the purpose of this policy is to provide a structured approach to handling student grievances, with the overarching goals of creating harmonious relationships, promoting freedom of expression, and ensuring swift and effective redressal to enrich the educational journey of our students.

### 3. Objectives

- **Harmonious Relationship:** To nurture and sustain harmonious relationships among students, teachers, non-teaching staff, administrators, and management within VTB College. This objective underscores our commitment to developing a collaborative and respectful environment conducive to the holistic development of all stakeholders.
- **Free Expression of Grievances:** To cultivate an inclusive and open atmosphere where students feel empowered to freely articulate their grievances without apprehension of discrimination or victimization. This principle ensures that students' voices are heard and valued.
- **Time-Bound Resolution:** To establish an efficient, time-bound mechanism for addressing student grievances, ultimately enhancing stakeholder satisfaction. This objective reflects our dedication to promptly resolving concerns, thereby bolstering the overall student experience.

### 4. Scope

This policy applies to all students of VTB College.

### 5. Policy Statement

VTB College, guided by its core values and commitment to the welfare and well-be-



ing of its student community, hereby establishes the Student Grievance Redressal Policy. VTB College is dedicated to creating a harmonious and inclusive environment where students, teaching and non-teaching staff, administrators, and management collaborate in pursuit of academic excellence.

## **6. Principles**

- Confidentiality: Utmost confidentiality and privacy will be maintained while addressing grievances, and all related documentation will be treated as highly confidential.
- Non-Victimization Commitment: VTB College is committed to ensuring that both the complainant and the respondent are protected from victimization or discrimination at all stages of the Grievance Handling and Resolution Procedure.
- Impartial Implementation: The procedure will be implemented impartially and without bias towards either party.
- Transparency: Upon request from the complainant or the respondent, a comprehensive explanation of the actions taken will be provided in writing.
- Retention of Records: Records of grievances and their resolutions will be securely maintained for one year.
- No Cost: Utilizing this grievance and appeal process will not incur any cost to the complainant.
- Freedom to Express Grievances: We firmly believe in open communication and respect for diverse viewpoints. Students at VTB College have the right to freely express their grievances and concerns without fear of discrimination, victimization, or reprisal. This policy ensures that their voices are heard, valued, and addressed.
- Timely Resolution: Recognizing the importance of resolving grievances promptly, we have established a robust and time-bound grievance redressal mechanism. Our aim is to enhance stakeholder satisfaction by addressing issues in a fair, transparent, and efficient manner. We are committed to providing students with a platform to seek redressal for their concerns swiftly and effectively.
- Access and Framework: VTB College is dedicated to providing easy and accessible avenues for students to raise their grievances. We have developed a comprehensive institutional framework to ensure that student complaints are received, reviewed, and resolved equitably.

## **7. Submission of Grievances**

Students have the option to submit written grievances in designated locations within the institution. Alternatively, they can submit their grievances to the institution's website or use other communication channels as specified by the institution from time to time. If a grievance is initially submitted to the Head of the Institution or other relevant authorities, and the situation warrants, it will be referred to the Committee for consideration during its next meeting. The Committee is committed to handling grievances promptly, fairly, and confidentially, ensuring





that each concern is thoroughly examined and addressed within the framework of this policy.

## **8. Roles and Responsibilities**

The institution shall constitute a committee known as Grievance Redressal Committee exclusively for the redressal of students' grievances which shall comprises of a chairperson, teacher representative and student representative. Principal shall supervise the functioning of the Grievance Redressal committee. Grievance Redressal Committee In adherence to the guidelines set by regulatory bodies, including the University, we have constituted a Grievance Redressal Committee. This committee comprises dedicated members who are responsible for examining, evaluating, and resolving grievances raised by students.

The Committee is responsible for addressing various types of grievances, including but not limited to

- **Academic Matters:** This includes concerns related to the teaching-learning process and academic activities within the institution. It should be noted that matters falling under the domain and jurisdiction of the University are excluded from the Committee's purview.
- **Administration-Related Matters:** Grievances concerning infrastructure, facilities, and administrative processes are within the Committee's scope. These encompass issues related to the physical and operational aspects of the institution.
- **Allegations of Victimization/Harassment:** The Committee handles grievances related to allegations of victimization or harassment, excluding cases of ragging and sexual harassment.
- **Ragging/Sexual Harassment:** Grievances and complaints regarding ragging and sexual harassment are addressed through separate, dedicated procedures and committees.
- **Internal Assessment:** Grievances pertaining to internal assessment processes, such as grading and evaluation, fall under the purview of the Committee.

If the grievances are come under the purview of other committees, they are forwarded to the concerned committee based on the nature of grievances.

## **9. Academic Matters**

Grievances related to academic matters such as Admissions, Internal Assessment, and Examinations, are addressed by specific committees designated for this purpose.

### **a. Admission Grievance Redressal Mechanism**

The institution ensures that student grievances/complaints are promptly handled in order to take necessary action. The nature of admission-related grievances may include:

- Irregularity in the admission process adopted by the institution.
- Not having relevant certificates.
- Information furnished in the centralized allotment portal might seem false or misleading.
- Unawareness of reservation policy in admission as applicable.
- Refund of fees in case a student withdraws admission within the stipulated time.
- Issues of clarity relating to admission in various cut-offs.

**Steps Taken:**

1. Formation of Committees/Nodal Officers: The names of the committees and their members are displayed/notified on the website of the College. Additionally, the University portal displays the name of the College Admission Nodal officer.
2. Receipt of Complaint: If any student has a complaint/query/grievance, they may either lodge a written complaint or mail it to the college.
3. Action Taken at Committee Level: On receiving the complaint, the grievance committee tries to resolve it within the committee. If unresolved, it is then directed to the core admission committee.
4. Action Taken by the Head of the Institution: If the committees are unable to resolve the issue or if the student is dissatisfied with the committee's decision, then the complaint can be lodged with the Head of the Institution for appropriate action.
5. Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level, then the complaint is forwarded to the concerned person at the university level seeking a resolution for the same.

**b. Internal Assessment Grievance Redressal Mechanism**

Sreekrishnapuram V. T. Bhattathiripad College in adherence to the directives of the University of Calicut, diligently follows all the guidelines to ensure the effectiveness of the continuous assessment process, prioritizing the welfare of students. The Institution has three levels namely, Department, College, and University, to address the grievances related to internal assessment. The protocol established by the college for grievance redressal aims to make the mechanism time-bound, transparent, and efficient.

Internal Assessment Related Grievances Include:

- Incorrect uploading of Internal Assessment marks.
- Late Publishing of Internal Assessment marks.
- Late submission of assignments.
- Non-submission of assignments due to medical issues, family emergency, or academic/non-academic event participation.
- Any other.



**Procedure of Internal Assessment Grievance Redressal:**

- All faculty members must adhere to the guidelines laid down by the University of Calicut in relation to the Internal Assessment process.
- To maintain a transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment-related issues, by discussing them among the faculty members.
- The institution ensures that every student is aware of the Internal Assessment marks before uploading them to the University portal.

**c. Examination Grievance Redressal Mechanism**

The institution has an examination committee that is responsible and accountable for handling all examination-related issues. This committee comprises nodal officers who serve as intermediaries between students and the university. The committee handles grievances pertaining to examinations that fall into the following categories:

**Pre-Examination Issues:**

1. Papers opted by the students are not reflected in the date sheet.
2. Late submission of examination fee.
3. Missing admit card.
4. Matters related to students found using unfair means.
5. Appearing late for the exam.

**Post Examination Issues:**

1. Withholding the mark.
2. Student is wrongly marked absent in the result.

**Procedure of Grievance Redressal:**

- The aggrieved student submits the complaint in the form of an application to the committee.
- Depending on the nature of the issue, the committee tries to promptly resolve the problem.
- If the problem is related to the University, then the committee forwards it to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University, then they are free to directly write an application to the University.

**10. Non-Academic Matters**

Grievances related to non-academic matters are addressed by separate committees formulated for this purpose. The committees are as follows:



- Discipline Committee: Issues related to indiscipline.
- Anti-Ragging Committee: Issues related to ragging.
- Internal Complaints Committee: Issues related to sexual harassment.
- Administrative Section: Issues related to infrastructure/facilities.
- Grievance Redressal Committee: Any other issues.

## **12. Consequences of Noncompliance**

Noncompliance with this policy may result in disciplinary action.

## **13. Conclusion**

VTB College is resolute in its commitment to providing an enriching and supportive learning environment. This Student Grievance Redressal Policy exemplifies our dedication to maintaining harmonious relationships, fostering open communication, and ensuring timely and fair resolution of student grievances. Through this policy, we aim to strengthen the bond among students, staff, and management, thereby promoting an atmosphere of trust, respect, and collaboration within our institution.





## 8. Resource Mobilization and Finance Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

This document outlines Sree Krishnapuram V.T. Bhattathiripad College's (VTB College) policy on fundraising and accepting donations. It provides a set of principles to guide VTB College's decisions in this regard.

The institution is driven by the principles of inclusivity, social justice, and human dignity. VTB College aims to restore the dignity of each individual by ensuring their right to education, focusing particularly on those who are socially excluded.

### 2. Objective

VTB College, inspired by its mandate to promote education and social well-being, envisions a society where all individuals, especially the poor, attain holistic well-being and live dignified lives in harmony with themselves, others, and the environment.

### 3. Policy Statement

The College will actively engage in fund mobilization, material mobilization, and volunteer mobilization. All resource acquisition and utilization will be conducted with transparency, accountability, and in accordance with the institution's values of inclusivity, social justice, and human dignity.

By developing partnerships with government agencies, corporations, individuals, and other organizations, VTB College aims to create a sustainable financial model that supports its educational programs and initiatives.

### 4. Institutional Strategies for Mobilization of Funds and Optimal Utilization of Resources

#### **Objectives:**

- Ensure planned and phased growth and development.
- Incorporate sustainability at every level.
- Align every plan with the college's vision and objectives.
- Consider sourcing and availability of funds and list priorities.
- Utilize consultants and expertise in planning.
- Provide for periodic strategic planning for mobilization, allocation, and utilization of resources.



**Strategies:**

- Ensure financial viability from inception.
- Develop infrastructure through fundraising.
- Develop parallel models of planning for sustainability.
- Create investment plans with detailed projections and risk assessments.
- Rely on fundraising for capital expenses and infrastructure.
- Utilize waste and vacant land for plantations

**6. Fund Mobilization**

VTB College will seek funding from various sources, including central and state governments, the corporate sector, medium and small enterprises, Catholic Church institutions, multilateral agencies, trusts and foundations, embassies, civil society organizations, Don Bosco affiliates, and alumni.

**Target Groups:**

- Central and state governments
- Alumni
- Philanthropists

**7. Management of Finance and Investments**

- Finance Committee monitors internally generated funds.
- Sree Sankara Trust oversees fundraising and infrastructure development.
- Sree Sankara Trust manages deposits and securities under advisement.
- Finance Officer and Development Officer handle daily transactions.
- Accounts Officer handles accounts and documentation.
- Statutory audit firm audits all accounts and projects.

**8. Financial Management System**

The institution has a transparent and well-structured financial management system. Major funding sources include state and central government grants and fee collection.

- The management supports seminars, workshops, expert talks, faculty development programs, and extracurricular activities.
- Scholarships and free ships are provided to deserving students.
- Provident fund (PF) and Employee State Insurance (ESI) benefits are provided to management-appointed staff.

**Sources of Funds:**

- Tuition fees
- Management fund
- Parent Teacher Association contributions



- Government funds (UGC grant, Government of Kerala grants)
- College Development Fund
- Alumni Association
- Donations from philanthropists
- Non-government agency funds

***Usage of Funds:***

- Academic and extension initiatives.
- Infrastructure development.
- Maintenance of existing facilities.
- Purchase of new lab equipment and ICT facilities.
- Scholarships, extracurricular activities, and faculty incentives.

**9. Financial Audit**

Funds are audited in accordance with the institutional finance policy, including internal and external audits by a Chartered Accountant, the Department of Collegiate Education, and the Accountant General, Kerala.

**10. Conclusion**

This Resource Mobilization and Finance Policy ensures the effective and transparent management of financial resources, aligning with the vision and mission of VTB College. By establishing clear guidelines for fundraising, financial management, and accountability, this policy contributes to the long-term sustainability and growth of the institution.



## 9. IT Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram V.T. Bhattathirippad College (VTB College) provides Information Technology (IT) resources to support its academic, research, administrative functions, and to enhance the efficiency and productivity of its employees. These resources are intended for accessing and processing work-related information, facilitating informed decision-making, and optimizing operations. This policy outlines the guidelines for using all IT resources at the College. It applies to all individuals accessing College-owned or managed computing resources, including faculty, staff, students, alumni, guests, and external users. For this policy, “IT resources” encompass all College-owned, licensed, or managed hardware, software, and network connections, regardless of the device used.

### 2. Objective

- The College IT policy exists to maintain, secure, and ensure legal and appropriate use of the information technology infrastructure established by the College on the campus.
- This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

### 3. Roles and Responsibilities

The following roles and responsibilities are envisaged from each entity respectively:

- The College shall implement appropriate controls to ensure compliance with this policy by their users. The Computer Science Department shall be the primary Implementing Agency and shall provide necessary support in this regard.
- Users shall use the College’s IT resources for activities that are consistent with the academic, research, and public service mission of the College and are not “Prohibited Activities”.
- All users shall comply with existing national, state, and other applicable laws.
- Users shall abide by existing telecommunications and networking laws and regulations.
- Users shall follow copyright laws regarding protected commercial software or intellectual property.
- As members of the College community, users are provided with scholarly and/or





work-related tools, including access to the Library, certain computer systems, servers, software, databases, and the Internet.

- Users shall not install any network/security device on the network without consultation with the Implementing Agency.

#### **4. Acceptable Use**

- An authorized user may use only the IT resources they have authorization for. No user should use another individual's account or attempt to capture or guess other users' passwords.
- Users should make a reasonable effort to protect their passwords and secure resources against unauthorized use or access.
- No user must attempt to access restricted portions of the network, an operating system, security software, or other administrative applications without appropriate authorization by the system owner or administrator.
- Users must comply with the policies and guidelines for any specific set of resources to which they have been granted access.
- When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

#### **5. User Compliance**

When an individual uses the College's IT resources, and accepts any College-issued computing accounts, it means that the individual agrees to comply with this and all other computing-related policies.

This policy is applicable to all the users of the College. It is mandatory for all users to adhere to the provisions of this policy. Each entity of the College shall be responsible for ensuring compliance with the provisions of this policy. The Implementing Agency would provide necessary technical assistance to the user entities in this regard.

#### **6. Review**

Future changes in this Policy, as deemed necessary, shall be made by the Technical Committee (ICT) with the approval of the Competent Authority of the College.

#### **7. Disposal of ICT Equipment**

- ICT hardware should be disposed of as per the College's E-Waste Management SOP and should be in accordance with government regulations.
- A record of such disposals should be maintained for verification.

#### **8. Budgetary Provisions for ICT**

- The College shall make adequate budgetary provisions to ensure proper maintenance and upgradation of the ICT infrastructure for smooth functioning.



## **9. Conclusion**

This IT Policy is essential for maintaining a secure, efficient, and ethical use of the College's IT resources. It outlines the responsibilities of all users in ensuring the integrity and security of the College's IT infrastructure. By adhering to this policy, the College community can ensure that its IT resources are used effectively to support the academic, research, and administrative functions of the institution. Continuous compliance and cooperation from all users will help create a safe and productive IT environment.



## 10. Scholarship and Freeship Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram V.T. Bhattathiripad College, Mannampatta, Palakkad, Kerala (hereinafter referred to as “VTB College”) is committed to providing high-quality higher education. The preamble sets the stage for the Scholarship and Freeship Policy of the College, providing a brief overview of the college’s commitment to equitable access to education and its dedication to supporting students from diverse backgrounds.

### 2. Purpose

The purpose of this policy is to outline the guidelines and procedures for the awarding of scholarships and freeships at the College. It aims to outline how scholarships and freeships at VTB College are designed not only to recognize academic merit but also to alleviate financial barriers for deserving students. The policy aims to promote a supportive environment that encourages students to excel academically, support those from economically and socially disadvantaged backgrounds, and develop diversity and inclusion within the student community.

### 3. Scope

This policy applies to all students enrolled in undergraduate and postgraduate courses at the College, including those pursuing various government and institutional scholarships and freeships.

### 4. Objectives

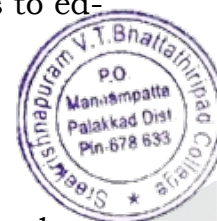
The objectives of the policy articulate specific goals that the college aims to achieve through its scholarship and freeship programs. These objectives include:

- Promoting Academic Excellence: By recognizing and supporting outstanding academic achievement among students through scholarships.
- Ensuring Inclusivity and Diversity: By offering scholarships that consider not only academic merit but also socioeconomic background, ethnicity, and other underrepresented demographics.
- Alleviating Financial Barriers: By providing financial assistance to students and families facing economic challenges, ensuring that all students have equal access to educational opportunities.

### 5. Policy Statement

The College shall:

- Facilitate access to both government and non-government scholarships based on



merit and socio-economic criteria.

- Ensure dissemination of information about scholarship opportunities and assist students in the application process.
- Maintain transparency and fairness in the selection and awarding of scholarships and freeships.
- Encourage philanthropic contributions to establish and sustain scholarships.

The policy statement provides a comprehensive overview of VTB College's dedication to establishing fair and transparent processes for awarding scholarships and freeships to students.

## **6. Guiding principles:**

- Equitable Distribution:
- Supporting Educational Goals:
- Continuous Improvement:
- Foundational Elements of the Scholarship and Freeship Policy

By adhering to these principles, VTB College aims to create an inclusive and supportive educational environment where all students have the opportunity to succeed academically and realize their full potential.

## **7. Responsibilities**

The implementation of this policy shall be overseen by the Scholarship Committee appointed by the College authorities.

### ***Responsibilities of the Students:***

- Understanding Eligibility Criteria
- Timely Application
- Accurate and Complete Information
- Providing Supporting Documentation
- Maintaining Academic Standards
- Adhering to College Policies
- Participation in Required Activities
- Regular Updates and Communication
- Feedback and Reporting
- Financial Responsibility

By fulfilling these responsibilities, students contribute to the fair and effective implementation of the Scholarship and Freeship Policy, ensuring that the benefits reach those who are most deserving and in need.





### **Responsibilities of the Staff:**

- Developing Clear Criteria
- Promotion and Awareness
- Assisting with Applications
- Fair and Impartial Evaluation
- Confidentiality
- Timely Processing
- Monitoring and Compliance
- Record Keeping
- Continuous Improvement
- Reporting and Accountability
- Addressing Grievances

## **8. Scholarships Available for Students of VTB College**

The following scholarships are available for students of Sreekrishnapuram V.T. Bhattathiripad College, Mannampatta, Palakkad, Kerala:

### **A. Central Government Scholarships**

#### **1. Central Sector Scheme of Scholarship for College Students**

- Eligibility: Minimum 80% in qualifying examination, parental income below Rs. 6 lakhs per annum, not availing other scholarships.
- Link: ( <http://scholarships.gov.in/> )

#### **2. Post Matric Scholarships Scheme for Minorities**

- Eligibility: First-year UG student, minority community, 50% marks, annual family income below Rs. 2 lakhs, not availing other scholarships.
- Link: ( <http://scholarships.gov.in/> )

#### **3. Post Matric Scholarships for Students with Disabilities**

- Eligibility: Financial assistance for students with disabilities pursuing post-matric education.
- Selection based on merit.

#### **4. National Scholarship for Postgraduate Students**

- Eligibility: First PG degree program, age below 30 years, admitted through regular mode.
- Only for the first PG degree.
- Link: ( <http://scholarships.gov.in/> )



## 5. Sanskrit Scholarship

- Eligibility: Students studying Sanskrit language courses at various levels.
- Link:( <https://sanskrit.nic.in/> )

## B. State Government Scholarships

### 1. State Merit Scholarship

- Eligibility: First-year UG and PG students with family income below Rs. 1 lakh, 50% marks.
- Link: ( [https://dcescholarship.kerala.gov.in/he\\_ma/he\\_maindx.php](https://dcescholarship.kerala.gov.in/he_ma/he_maindx.php) )

### 2. Suvarna Jubilee Scholarship

- Eligibility: First-year UG and PG students from BPL families, 50% marks.
- Link: ( [https://dcescholarship.kerala.gov.in/he\\_ma/he\\_maindx.php](https://dcescholarship.kerala.gov.in/he_ma/he_maindx.php) )

### 3. BhinnaseshySouhrida Scholarship

- Eligibility: Physically and mentally challenged students from Kerala studying in government/aided institutions.
- No income limit condition.

### 4. Chief Minister's Scholarship Award

- Eligibility: Graduates with highest marks in various subjects, family income below Rs. 2.5 lakhs.
- Scholarship amount: Rs. 1 lakh.

### 5. Vidya Samunnathi Scholarship

- Eligibility: Economically backward forward community students, family income below Rs. 2 lakhs.
- Link: ( <http://samunnathi.com/vidyasamunnathi> )

## C. E-grantz Scholarships

### 1. E-grantz

- Eligibility: SC, OEC, OBC, and economically backward students.
- Web-based disbursement of educational assistance.
- Link: ( <https://www.egrantz.kerala.gov.in/> )

### 2. Fee concession to SC/ST/OEC/OBC/General students

- Eligibility: Full fee concession, monthly stipend, exam fee concession.

### 3. Fee concession for other students

- Eligibility: Parental annual income below INR 1 lakh, fee concessions.



## **D. Institutional Scholarships**

### **1. VT Endowment**

- Eligibility: Financially backward female student from each program.

### **2. Alumni Sponsored Scholarships**

- A. Maths Alumni 'SIGMA'
- B. Computer Science Alumni 'CONFLUENCE'
- Endowments for financially backward and meritorious students.

### **3. Staff Club Sponsored Scholarships**

- Scholarships for financially backward students.

### **4. Scholarships Sponsored by Philanthropists and Well-wishers**

- Various endowments and scholarships based on academic excellence and financial need.

## **12. Conclusion**

The College reaffirms its commitment to developing an environment where academic excellence is recognized and where students from all backgrounds have the opportunity to thrive. This policy aims to uphold these principles and contribute to the educational aspirations of our student community.



# 11. Policy on Financial Support for Faculty

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

## 1. Introduction

The Policy on Financial Support for Faculty at Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as “VTB College”) is designed to enhance the academic and professional development of our faculty. Recognizing the importance of continuous learning and research, this policy provides financial assistance for various activities including:

- Attendance at seminars, conferences, workshops, refresher courses, PhD programs, book publications, and training workshops both in India and abroad.
- Participation in international collaborations and exchange programs, including internships.
- Reimbursement of registration fees and provision of Daily Allowance/Travel Allowance (DA/TA) for participation in professional development programs.
- By supporting these endeavors, the college aims to develop a vibrant environment for research, collaboration, and learning, benefiting both the institution and its students.

## 2. Objectives

- To provide financial assistance for attending national and international academic events.
- To facilitate international collaborations and exchange programs.
- To encourage faculty members to apply for travel grants.
- To support participation in programs both in India and abroad by reimbursing registration fees and providing DA/TA.
- To offer financial assistance for professional development through Capacity Building, Faculty Development Programs (FDPs), and Management Development Programs (MDPs).
- To plan and implement career and skill development programs.

## 3. Policy Statement

The college is steadfast in its commitment to developing an environment that prioritizes academic excellence and professional development. This Financial Support Policy is designed to provide essential financial assistance to our teaching staff, recognizing that continuous learning, research, and professional engagement are critical for both personal and institutional growth. The policy supports faculty members in enhancing their academic knowledge and skills by facilitating their participation in national and international seminars, conferences, workshops, and training programs. It actively encourages research activities and collaboration with peers and institutions worldwide,



developing a culture of inquiry and knowledge sharing. Additionally, the policy supports professional development through various programs aimed at improving teaching methodologies, administrative capabilities, and leadership skills. Comprehensive financial support covers registration fees, travel allowances, participation in international collaborations, internships, exchange programs, book publications, research projects, and necessary software or courses. By investing in the professional growth of our faculty, we ensure they are well-equipped to meet the evolving demands of education, ultimately creating a conducive learning environment and enhancing the academic experiences of our students.

#### **4. Scope**

All teaching staff members are eligible for grants under this policy. It covers financial support for a wide range of professional development activities including attendance at seminars, conferences, workshops, refresher courses, PhD programs, book publications, international collaborations, exchange programs, and internships. The policy also encompasses support for travel grants, reimbursement of registration fees, and provision of Daily Allowance/Travel Allowance (DA/TA) for participation in these activities.

#### **5. Application Procedure**

- For national events: Submit application at least 7 days in advance.
- For international events: Submit application at least 45 days in advance, including an alternate teaching plan approved by the respective Head of Department.
- Application form is available in college office which include name, date, duration and location of the event.
- Advance amount claimed (if applicable).

#### **6. Application Review**

The Research Committee will assess applications based on relevance and need. In case of multiple applicants from the same department, the Principal's decision will be final. Preference will be given to the first author in case of co-authored research papers.

#### **7. Compliance and Enforcement**

All faculty members are expected to adhere to the guidelines and procedures outlined in this policy when applying for financial support. Non-compliance with the policy provisions may result in the denial of funding requests or the need to repay any financial assistance received.

#### **8. Conclusion**

The Financial Support Policy at the college underscores our commitment to academic excellence and professional development. By providing financial assistance to our dedicated teaching staff, we aim to create a thriving environment for research, collaboration, and learning, ultimately benefiting the institution and its students.





## 12. Welfare Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

This policy establishes a comprehensive framework for the welfare support provided by Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as “VTB College”) to its students, teaching staff, and non-teaching staff (hereinafter referred to as “beneficiaries”). It guarantees that all beneficiaries are aware of the available support systems, creating a happy, healthy, and successful environment that is conducive to learning, professional development, and overall well-being. The College recognizes that student well-being is a critical factor in academic success and personal growth. The College prioritizes student well-being by integrating this focus into its strategic planning and development activities.

### 2. Objectives

- Develop a healthy and positive work environment for staff members.
- Enhance staff and student quality of life through educational, recreational, and medical benefits.
- Create an optimal learning environment for students.
- Cultivate confidence and well-being among staff and students.



### 3. Policy Statement

VTB College acknowledges the right of all beneficiaries to a comprehensive and high-quality support system. This system will proactively identify potential concerns and implement appropriate support mechanisms to facilitate their academic success, professional development, and overall well-being. The College is committed to:

- Maintaining a Safe and Inclusive Community
- Removing Barriers to Learning and Professional Development
- Ensuring All Beneficiaries Can Achieve Their Full Potential

### 4. Scope

This policy applies to all students enrolled in all programs at VTB College, all teaching staff members, and all non-teaching staff members employed by the College. The policy outlines a framework for addressing the individual and collective welfare needs of beneficiaries. This includes physical, mental, emotional, and social well-being. The policy promotes a peaceful and harmonious learning and working environment that develops mutual respect, understanding, and collaboration among all members of the College community.

## **5. Implementation and Monitoring**

The College will ensure that all beneficiaries are made aware of the existence and provisions of this policy through various communication channels, such as the College website, student handbooks, staff orientation programs, and information boards. The College will conduct regular reviews and evaluations of the policy to ensure its effectiveness in meeting the evolving needs of the College community. Feedback mechanisms will be established to gather input from beneficiaries on the effectiveness of the support systems. The College authorities, including the Principal, department heads, faculty and non-teaching staff are responsible for ensuring the policy is implemented effectively within their respective areas. This includes identifying and addressing any compliance issues related to the policy.

## **6. Responsibilities**

All beneficiaries are responsible for adhering to the provisions of this policy and for contributing to a positive and respectful learning and working environment. This includes utilizing available support services and reporting any concerns or potential violations of the policy.

College authorities are responsible for:

- Implementing the policy effectively within their respective areas.
- Addressing any non-compliance issues with the policy.
- Providing ongoing training and support to staff members on the policy and its implementation.
- Regularly communicating updates and information about the policy to all beneficiaries.

## **7. The Welfare Scheme at VTB College**

### ***Employee Benefits:***

- **Salary and Increments:** All employees appointed under Government University Rules receive increments as per those established rules. Grant-in-aid employees are compensated with pensions and gratuity benefits in accordance with relevant government regulations.
- **Leave Provisions:** As per the Kerala Service Rules, employees are entitled to various paid leaves, including maternity leave, commuted leave, and medical leave.
- **Social Security Schemes:** VTB College adheres to government-mandated welfare schemes, providing staff with benefits such as Provident Fund (PF), State Life Insurance (SLI), Group Insurance, and the Medical Insurance Scheme (MEDISEP).
- **Students' Life Insurance:** The College offers a life insurance scheme specifically for students.



## ***Welfare Measures:***

### **A. Physical Well-being:**

- Safety and Security: VTB College prioritizes the physical safety of both staff and students through security measures like CCTV surveillance and security personnel.
- Essential Amenities: The College provides essential amenities such as vehicle parking facilities, restrooms, and a canteen to ensure physical comfort.

### **B. Financial Well-being:**

- Competitive Salaries: Staff remuneration is determined in compliance with UGC regulations and state government regulations, ensuring fair compensation.
- Student Financial Aid: VTB College offers financial support to students through scholarships, endowments, and freeships.
- Medical Assistance: The College extends support to address temporary employees' medical needs.
- Festival Advances and Gifts: Guest faculty members receive festival advances for various Indian festivals. Additionally, the College provides clothing to temporary staff during the Onam festival.

### **C. Psychological Well-being:**

- Staff Morale Boosters: The College regularly organizes staff tours and celebrations to enhance morale and develop a positive work environment.
- Student Co-curricular Activities: VTB College offers co-curricular activities for students' holistic development, promoting engagement and well-being beyond academics.
- Counselling Services: College counsellors are available to provide support and guidance to students when needed.

### **D. Academic Well-being:**

- Curriculum Management: VTB College ensures academic well-being through a well-defined curriculum planning, implementation, and evaluation process.
- Remedial Coaching: The College provides targeted support to students who require additional academic assistance through remedial coaching programs.
- Grievance Redressal Cell: VTB College has a dedicated Grievance Redressal Cell that addresses and resolves student academic concerns efficiently.

## **8. Conclusion**

VTB College is committed to providing a supportive and inclusive environment for all students and staff. The Welfare Policy serves as a cornerstone of this commitment, ensuring that everyone at the College has access to the resources and support they need to thrive. The College will continually review and improve the policy to meet the evolving needs of its community.



## 13. Environmental Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as “the College”) recognizes its significant responsibility to protect the environment for present and future generations. As an institution dedicated to learning and innovation, the College is committed to integrating environmental sustainability into all aspects of its operations, teaching, research, and community engagement. This policy demonstrates our unwavering dedication to minimizing our environmental impact and cultivating a culture of sustainability within and beyond our community.

### 2. Objectives and Targets

The College sets environmental sustainability targets against the following objectives, which will be reviewed and progress reported annually:

- Maximize energy efficiency and reduce absolute greenhouse gas emissions in line with climate science for keeping global temperature increases to a 1.5°C scenario.
- Increase water efficiency across the campus through design, maintenance, and monitoring of overall consumption.
- Promote responsible consumption and minimize waste production by embedding the circular economy in our operations. Maximize reuse and recycling where waste generation cannot be prevented. We aim to achieve zero waste to landfill.
- Maintain, expand, and enhance green spaces across the campus to support urban biodiversity and wildlife, as well as health and well-being.
- Contribute to reducing air pollution and mitigating the impact of poor air quality around the campus. Efforts will be made to monitor and improve air quality to ensure a healthy environment for our community.

### 3. Policy Statement

VTB College is dedicated to environmental sustainability and commits to minimizing its negative environmental impacts while maximizing positive contributions through its teaching, research, and operations. By adhering to relevant legislation and exceeding standards where possible, we strive to protect biodiversity, combat climate change, and prevent pollution. Our active NSS and Nature Club, along with the entire college community, play a crucial role in promoting responsible consumption, enhancing green spaces, and fostering a culture of sustainability.

The College is committed to:

- Protecting and Enhancing the Environment



- Complying with and, where applicable, exceeding relevant environmental legislation, regulations, and other standards.
- Maintaining and continually improving the Environment Management System to enhance environmental performance.
- Allocating responsibilities and adequate resources for implementing this policy.
- Ensuring the Environmental Sustainability Policy is accessible to all students, staff, and interested parties.
- Incorporating relevant sustainability criteria into procurement documentation to ensure suppliers meet the college's objectives when delivering services, goods, and construction works.
- Providing opportunities for staff and students to actively participate in the college's environmental sustainability efforts.
- Providing training and opportunities for students to learn about sustainability and sustainable development in both formal and informal education.
- Supporting the delivery of the UN Sustainable Development Goals (SDGs), particularly:
  - Goal 4: Quality Education
  - Goal 6: Clean Water and Sanitation
  - Goal 11: Sustainable Cities and Communities
  - Goal 12: Responsible Consumption and Production
  - Goal 13: Climate Action
  - Goal 15: Life on Land

#### **4. Scope**

This policy reaffirms the College's commitment to environmental sustainability. It applies to all college activities and all members of the College community, including contractors, business partners, and relevant external stakeholders. The College acknowledges the significant environmental impact of its activities, both locally and globally. The college strives to minimize negative impacts and maximize positive ones through research, teaching, and operations. This policy is integral to the college's strategic goals and its mission to contribute positively to global environmental sustainability.

#### **5. Responsibility**

The primary responsibility for implementing this policy lies with the College Council and the Principal. While the college takes primary responsibility for implementation, individuals are crucial in cooperating with those responsible for safeguarding the environment. All members are required to abide by the rules and requirements established under this policy.





### **Action Plan and Green Audit**

A Green Audit will be conducted periodically, and an action plan will be developed based on its findings. This audit and other benchmark statistics will be used to measure and continuously improve the college's environmental performance.

The College has a very active National Service Scheme (NSS) and Nature Club, which play a pivotal role in enforcing this policy through their dedicated work. These organizations actively engage students and staff in a variety of environmental initiatives, including:

- Tree Planting Drives
- Clean-up Campaigns
- Awareness Programs
- Sustainability Projects
- Biodiversity Conservation

Through these efforts, the NSS and Nature Club cultivate a culture of environmental stewardship among the college community. Their initiatives ensure that sustainability is an integral part of campus life, promoting environmental awareness and action.

### **Communication and Engagement**

- The policy will be publicly available on the college website, accessible to students, staff, visitors, and external stakeholders.
- New students and staff will be introduced to the policy during orientation programs. This ensures everyone is aware of their role in upholding the policy from the outset.
- Periodic announcements and reminders about the policy can be made through college communication channels. This keeps the policy at the forefront of the community's mind.
- The NSS and Nature Club can promote the policy through their activities and events. This helps connect the policy to real-world actions and encourages participation.
- All members of the college, including staff, students, visitors, and stakeholders, are encouraged to engage with the environmental sustainability efforts. This can involve:
- Staff and students can actively participate in environmental initiatives organized by the NSS, Nature Club, or other college departments.

## **6. Review and Continuous Improvement**

This policy will be monitored and reviewed regularly by the college authorities, including the College Council and the Principal. This review process ensures the policy remains relevant and effective in achieving the college's sustainability goals. The review will focus on:

- Progress on Objectives and Targets
- Effectiveness of Initiatives
- Compliance with Policy



- Feedback from staff, students, and stakeholders
- As new technologies and solutions emerge for environmental sustainability, the college will explore ways to integrate them into its practices.
- The college will stay informed about evolving best practices in environmental management to continually improve its approach.

## **7. Conclusion**

VTB College is dedicated to cultivating an environmentally sustainable campus that sets a standard for educational institutions worldwide. Through collective effort, continuous improvement, and a commitment to sustainable practices, the College will contribute to a healthier planet and a brighter future. All members of the College community are encouraged to actively participate in achieving these environmental goals. By working together, the college can create a more sustainable future for generations to come.



## 14. Gender Policy

**Policy Approval Authority: Governing Body | Policy Approval Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram VT Bhattathiripad College (hereinafter referred to as “VTB College”) is dedicated to ensuring equality for all its learners and staff, fostering an environment that is unequivocally fair and supportive. This commitment includes providing equal opportunities and safeguarding against unlawful discrimination on various grounds, including race, colour, nationality, ethnic origin, gender, gender identity (transgender), marital or civil partnership status, disability (including mental health), sexual orientation, religion or belief, age, social class, or criminal history.

The Constitution of India embodies the government’s commitment to equality for both women and men within family, community, and society. It supports human development, encouraging every person to be dynamically involved in the process of liberation from all forms of domination and oppression, so that each individual can develop as a whole person in relation to others. The Government of India has also endorsed a range of international conventions such as the United Nations Declaration of Human Rights (1962), the United Nations Convention on the Rights of the Child (1989), Education for All (United Nations Declaration 1990), and the Beijing Declaration (1995), which emphasize the importance of mainstreaming gender issues. It is essential that the principles of these declarations become integrated into everyday life, particularly in the educational system. Equity is not maintained where there is discrimination. Discrimination involves treating the genders differently in ways that suggest that one is inherently inferior to the other.

### 2. Purpose

The college Gender Policy attempts to redress the historical gender imbalances that have placed ‘women’ in a disadvantaged position in accessing, benefiting, and getting fair treatment as the users and producers of knowledge. Challenges to self-actualize based on gender differentiation have to be continually addressed consistent with national and international policies on development. This policy outlines the College’s dedication to achieving gender equality in all aspects of college life, ensuring equal access to opportunities and freedom from discrimination. Understanding gender equity in education enables students and educators to recognize and remedy the constraints and inequalities that may result from not understanding constructions of gender. The Gender Equity in Campus Policy aims to develop every individual to her or his full potential.



### **3. Policy Statement**

In this Gender Policy, the college sets forth guidelines for promoting gender equity across various domains:

- ***Participation and Representation***

The college is dedicated to achieving gender balance in all its committees and encourages the active involvement of the Equal Opportunity Representative. We are committed to raising awareness of gender equality among committee members and taking steps to enhance their understanding of gender issues.

- ***Information and Communication***

The college commits to employing gender-sensitive language, particularly in its foundational documents (such as regulations, statutes, service agreements) and in all public relations, marketing, and internal communication activities. To achieve this, we offer training and provide appropriate tools to our members.

- ***Teaching***

The college pledges to establish and maintain a gender-equitable curriculum. This encompasses the use of gender-sensitive teaching methodologies, with a specific focus on gender and diversity topics. Furthermore, we aim to incorporate insights from gender research into our course content. Our teaching staff receives ongoing education, and we incorporate relevant questions into course evaluations.

- ***Working Conditions***

To support our members in achieving a healthy work-life balance, VTB college is dedicated to implementing gender-equitable organizational structures. We provide flexible work arrangements, foster a positive work environment, and promote fairness and respect in the workplace. We are persistent in our commitment to long-term employment relationships across research, teaching, and administration.

- ***Study Conditions***

The college endeavours to establish gender-equitable study conditions, spanning study regulations, information dissemination, advisory services, and supervision.

- ***Staff Development and Recruitment***

The college undertakes to implement gender-equitable staff development and recruitment measures. The College provides various training opportunities and measures to enhance the academic qualifications, competencies, and careers of both students and staff, with a particular focus on supporting women in senior positions.



- **Finance and Resource Management**

The college is dedicated to distributing and managing its resources in a fair and gender-equitable manner. This encompasses the allocation of staff and material resources, as well as space management. When making resource allocation decisions, we commit to transparent processes that involve the participation of all genders.

#### **4. Scope**

This policy applies to all students and staff at VTB College and covers various aspects of gender equality, including participation, representation, communication, research, teaching, working conditions, study conditions, staff development, recruitment, and resource management.

#### **5. Compliance and Enforcement**

All stakeholders are responsible for adhering to this policy. The College will sensitize all beneficiaries to the existence and provisions of this policy. College authorities are responsible for implementing this policy in their daily activities, work, and learning processes. Any compliance issues will be promptly addressed by the College.

#### **6. Consequences of Noncompliance**

Noncompliance with this policy may result in disciplinary action as determined by the College authorities.

#### **7. Conclusion**

The college is dedicated to creating an environment where gender equality is not only upheld but celebrated. This policy reflects our commitment to equal opportunities, inclusivity, and respect for all members of the College community. We believe that developing a culture of gender equity enhances the educational experience for everyone and contributes to a more just and equitable society. By promoting gender equality, VTB college not only fulfills its legal and ethical obligations but also strengthens its community, encouraging innovation, collaboration, and mutual respect. We are committed to continuous improvement and to being a model of gender equity in higher education.





## 15. Waste Management Policy

Approved by: Governing Body | Effective Date: 02-06-2019

### 1. Introduction

Sreekrishnapuram VT Bhattathirippad College (hereinafter referred to as “VTB College”) is committed to establishing a sustainable and environmentally responsible campus. This Waste Management Policy outlines the principles and practices to be adopted by the College to minimize waste generation, promote recycling, and ensure the responsible disposal of waste. By integrating sustainable waste management practices into daily operations, the College aims to reduce its environmental footprint and set a positive example for the community. This policy is aligned with the prevailing waste management legislations in India, including the Solid Waste Management Rules 2016, Hazardous and Other Wastes (Management and Transboundary Movement) Rules 2016, and E-Waste (Management) Rules 2016, ensuring compliance with national standards and regulations.

### 2. Objectives of the Policy

- To minimize waste generation through prevention and facilitate repair, reuse, and recycling over the disposal of wastes in a cost-effective manner.
- To promote environmental awareness to increase and encourage waste minimization, reuse, and recycling.
- To explore revenue opportunities from recyclable materials where possible.
- To ensure compliance with legislative requirements when considering waste disposal options.
- To ensure the safe handling and storage of wastes on campus, segregating wastes and disposing of them in accordance with legislative requirements, including hazardous waste that could be harmful to human health and the environment.
- To provide appropriate training for staff, students, and other stakeholders on waste management issues.

### 3. Policy Statement

VTB College is committed to improving its environmental performance, thereby reducing the impact of its activities on the environment. The College will promote leadership in environmental protection and enhancement through continuous improvement in its waste management processes. The College is fully committed to the principles of the Swachh Bharat Abhiyan and strives towards a cleaner, more sustainable future. The College has established a management structure to ensure the waste management policy objectives are met. This document outlines the Policy of the College for controlling the management of waste, ensuring



that the segregation, handling, transportation, and disposal of waste are properly managed to minimize the risks to the Environment and the Health and Safety of students, staff, and the public.

#### **4. Scope**

This Waste Management Policy applies to all faculty, staff, students, contractors, and visitors of the College. It encompasses all types of waste generated on campus, including hazardous and non-hazardous waste. The policy outlines the procedures for waste reduction, segregation, handling, storage, transportation, and disposal to ensure compliance with legal requirements and promote sustainable practices. The policy also includes the responsibilities of various stakeholders in managing waste and the measures to be implemented for continuous improvement in waste management practices across all departments and facilities of the College.

#### **5. Policy Implementation**

To achieve these objectives, the College will:

- Remain compliant with all relevant waste legislation prevailing in India.
- Complete regular waste audits to drive continual improvement.
- Provide appropriate training and induction for staff, students, and visitors on waste practices and site-specific requirements.
- College produces a diverse range of hazardous and non-hazardous waste streams and has a duty to ensure that steps are taken to reduce these waste streams where possible and to ensure they are disposed of responsibly, using approved, fully registered waste contractors.
- This Policy affirms the commitment of the College to safe and efficient waste management, to reduce, reuse, and recycle waste produced, and to ensure compliance with all legal requirements relating to waste management.
- The College will promote environmental and recycling issues as an integral element of its activities and demonstrate its commitment to continual improvement.
- Bins are located in various areas around the campus and have appropriate signage to display what items should be placed in them.
- Any bins which are full or overloaded should be reported to the onsite cleaning team or Facilities, who will make arrangements for the contents to be emptied.
- No refuse shall be placed anywhere other than in the proper bins provided. The onsite cleaning team is responsible for the transportation of waste to the loading area.

#### **6. Policy Principles**

All staff, students, contractors, and visitors have a personal responsibility to ensure the waste they create is dealt with in accordance with this policy:

- Reduce: Only order/purchase/use the number of materials required.
- Reuse: Retain materials which can be reused onsite or by others.



- Recycle: Segregate to maximize the value of material for recycling.
- Recover: Energy from waste will be recovered where facilities allow.
- Dispose: As a last resort.

## **7. Roles and Responsibilities**

The responsibility of implementing the Policy is shared among various personnel within the College. It is the responsibility of:

- The Governing Body to endorse and approve the policy.
- The Manager to own the policy.
- The principal to manage and maintain the policy.
- Staff, students, contractors, and visitors to adhere to the policy.
- The NSS units of the College shall take an active role in creating awareness about waste management practices among students. They will organize and participate in clean-up drives, workshops, and seminars related to waste management. NSS volunteers will also assist in the segregation and proper disposal of waste during college events and daily activities.
- The Nature Club shall coordinate efforts to promote environmental consciousness and sustainable practices on campus. They will conduct campaigns and educational programs focused on waste reduction, recycling, and conservation.

## **8. Monitoring and Review**

The College Council shall monitor and review the efficacy of the policy annually. The data will be accessible to IQAC and departmental heads for taking appropriate actions and ensuring compliance regularly.

## **9. Awareness Campaign**

The College shall organize seminars, workshops, talks, and other relevant programs to sensitize the students, staff, and the surrounding community about global and local environmental topics, especially waste management issues.

## **10. Conclusion**

VTB College is dedicated to creating a sustainable campus through effective waste management practices. By adhering to this policy, all members of the College community can contribute to reducing the environmental impact and developing a culture of sustainability. Through continuous improvement and commitment to these practices, the College will lead by example in environmental stewardship and responsible waste management.



## 16. E-Governance Policy

Approved by: Governing Body | Amendment Date:01/06/2023

### 1. Introduction

An e-governance policy within a higher education institute encompasses a framework of principles, guidelines, and procedures that oversee the application of electronic systems and technology to optimize administrative processes, oversee student affairs, and enhance the institution's operational efficiency. This policy entails the assimilation of digital tools and platforms to enhance productivity across diverse activities, bolster transparency, and offer effective services to students, faculty, staff, and other stakeholders. Our institution has formulated an e-governance policy that aligns with these objectives.

### 2. Objectives of E-Governance policy

- To make the institution more accountable to its stakeholders in all aspects of its functioning.
- To gear up the services provided from the institution to produce more efficiency in its working.
- To enhance accuracy in the functioning of the institution.
- To make the operation fair and transparent.
- Furthering the scope of the ongoing digital revolution, the college has systematically divided and concentrated its efforts on four key areas: administration, examinations, admissions, and the library.

### 3. Policy Statement

In these objectives and to meet needs of today's digital world, Sreekrishnapuram V T Bhattathiripad college decided to implement e governance step by step. After the implementation, it created a technologically competent learning and working environment on the campus that redefines the digital experience for its students and other stakeholders.

The components of e- governance Policy at the institution include:

- Digital infrastructure
- Electronic Attendance Tracking
- Digital Resource Management
- Student Information System
- Admission portal
- Feedback system



Details of E governance platforms

1. Government initiated E governance platforms – Finance and Accounts

SPARK  
GAIN PF  
PFMS  
PRISM

2. University of Calicut initiated E governance platforms - Admission and Examination related

College portal  
Centralized Admission Portal  
Calicut University Examination Portal

3. In-house developed platforms

Web-based Admission management system  
Web based Feedback system

4. ERP Solution

Embase Pro-Suite



**4. Purpose and Scope**

The Governance of Sreekrishnapuram VTB College has undergone a paradigm shift in the year 2023-24 with the implementation of OBE. The shift towards E-governance has enhanced efficiency by reducing manual effort and speeds up processes, allowing staff and faculty to focus more on their core responsibilities. E-governance systems have led to easy access to information and services, such as online course registrations, examination results, and academic resources, anytime and from anywhere. It has led to greater transparency streamlined communication and Data-Driven Decision Making.

**5. Roles and Responsibilities of Different Stakeholders**

**Faculty and Staff**

- Content Providers: Create and manage digital content such as course materials, attendance, academic records, and administrative documents.
- Service Facilitators: Use e-governance platforms to manage student admissions, registrations, examinations, and other administrative tasks.
- Feedback Providers: Offer insights and feedback to improve the functionality and user experience of e-governance systems.



### Students

- Service Users: Access academic resources, register for courses, submit assignments, and communicate with faculty through e-governance platforms.
- Feedback Contributors: Provide feedback on the usability and effectiveness of e-governance tools, helping to identify areas for improvement.
- Compliance: Adhere to the guidelines and policies set by the college regarding the use of e-governance systems.

### Parents and Guardians

- Information Seekers: Access information related to their ward's academic performance, attendance, and other relevant details through e-governance portals.
- Supporters: Encourage and assist their wards in effectively using e-governance tools and platforms.

### Community and Society

- Engagement: Participate in college activities and initiatives through digital platforms, fostering a collaborative environment.
- Feedback: Provide suggestions and feedback to help the college improve its e-governance services and community outreach.

By effectively engaging these stakeholders, a college can successfully implement e-governance initiatives that enhance operational efficiency, improve service delivery, and create a better educational experience for all involved.

## 6. Compliance and Enforcement

- Develop comprehensive policies and guidelines that align with national and educational standards for e-governance.
- Ensure adherence to data protection and privacy laws relevant to educational institutions.
- Implement standards to ensure e-governance platforms are accessible to all, including individuals with disabilities.
- Conduct regular internal and external audits to assess compliance with established policies and standards.
- Implement continuous monitoring systems to detect and respond to compliance breaches in real-time.

## 7. Consequences of Noncompliance

- Security and Privacy Risks
- Loss of Confidential Information
- Reputation Damage:
- Fines and Sanctions



- Legal Liability
- Inefficiency
- Operational Delays:
- Increased Workload:
- Loss of Trust
- Negative Publicity:

## **8. Conclusion**

The successful implementation of e-governance in a college setting requires a comprehensive approach that incorporates robust policies, rigorous compliance, and proactive enforcement. By leveraging information and communication technologies, colleges can streamline administrative processes, enhance service delivery, and improve the overall educational experience for students, faculty, and staff.



# 17. Internal Assessment Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

## 1. Introduction

Assessment encompasses a diverse range of methods and tools used by educators to evaluate student learning outcomes, including knowledge, understanding, skills, attitudes, and abilities. At Sreekrishnapuram V.T. Bhattathiripad College, Mannampatta, Palakkad, Kerala (hereinafter referred to as “VTB College”), assessment is fundamental to the educational process and significantly influences students’ learning attitudes, goal comprehension, and motivation. Effective assessment procedures are essential in higher education to ensure that teaching strategies and learning outcomes are aligned, thereby enhancing the quality of the educational experience.

The purpose of internal evaluation is to improve student outcomes, and the institution gives utmost importance to this aspect. Internal evaluations serve as a critical component in our mission to nurture academic excellence and ensure the continuous enhancement of the educational experience. By systematically assessing student performance, we aim to identify areas of improvement and implement targeted interventions to support student success. This process also enables us to uphold our commitment to academic integrity and fairness in evaluation practices.

## 2. Objectives

The purpose of this policy is to provide clear and consistent guidelines regarding the assessment procedures at the College. By implementing varied assessment techniques at regular intervals, the policy aims to ensure the effectiveness of students’ educational experiences. The main objectives of this assessment policy are:

- To provide high-quality feedback to students to provide growth and improvement in their learning.
- To offer transparent feedback to parents about students’ progress through grades.
- To ensure alignment with University of Calicut Regulations and other relevant government laws applicable to The College.
- To equip each stakeholder with the capability to engage effectively with the assessment process.
- To ensure all parties involved in assessment, including students, teachers, parents, and administrators, understand the purpose, criteria, and methods of assessment.
- To ensure academic accountability in students.

Determine the effectiveness of the teaching-learning process.



### **3. Policy Statement**

The College recognizes that assessment is a crucial component of the teaching and learning process. Effective assessment practices not only determine student achievement but also provide critical information that guides continuous improvement in teaching and learning. The college is committed to ensuring high-quality assessment practices that:

- Have a clear purpose and defined criteria communicated to students in advance.
- Align with expected learning outcomes and instructional methods.
- Provide ongoing opportunities for students to demonstrate their learning.
- Offer frequent and relevant feedback to students throughout their learning journey.
- Are not used as rewards or punishments but as tools for improvement.

*Evaluation must:*

- Be based on individual students' achievements related to the expected learning outcomes and professional judgment.
- Use criteria appropriate to the learning outcomes and assessment methods.
- Summarize and report student achievement based on a comprehensive body of evidence.

### **4. Policy Guidelines**

1. Quality quotient is to be maintained in the conduct of internal evaluations, and better evaluation practices are to be developed.
2. Internal examinations should be conducted and evaluated in all fairness and should be unbiased.
3. The periodic assessments should measure students' understanding of a course and aim towards a consistent result.
4. Seminars and assignments given to students must be submitted on time, valued, and returned promptly.
5. Question papers are to be effectively discussed after each examination.
6. Science departments shall evaluate students internally for laboratory work based on parameters set by the department with allotted marks.

### **5. Scope**

This policy applies to all assessment practices within the College, including classroom assessments, formal evaluations, and reporting procedures. It is applicable to all faculty, staff, students, and parents involved in the educational process.

### **6. Compliance and Enforcement**

Compliance with this policy is mandatory for all faculty, staff, and students at the College. The college will monitor adherence to the policy and address any non-compliance issues promptly. Any grievances related to assessment outcomes



should be addressed through the college's established grievance redressal mechanism.

## **7. Consequences of Noncompliance**

Failure to adhere to this policy may result in corrective actions, including but not limited to, retraining, adjustments to assessment practices, or disciplinary measures for faculty and staff. Students may seek resolution through the grievance redressal mechanism if they believe their assessment has not been conducted in accordance with this policy.

## **8. Conclusion**

The College is committed to providing a robust assessment framework that supports student learning and achievement. This policy is designed to ensure fair, effective, and transparent assessment practices, aligning with institutional goals and regulatory requirements.

In conclusion, the internal evaluation policy underscores our dedication to maintaining high academic standards and promoting a culture of continuous improvement. By adhering to these guidelines and objectives, we ensure that our evaluation. Our commitment to fairness, transparency, and academic integrity will drive us towards achieving excellence in education and preparing our students for future success.





## 18. Research Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Recognizing the importance of research, Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as “VTB College”) developed a Research Policy to develop a research culture in the institution. Research is essential to advancing society, strengthening the economy, driving innovation, and addressing the vexing and challenging problems we face as a people, place, and planet. It’s through research and discovery that we learn about our history and ourselves, understand the present context in which we live, and plan for and secure our future. While the impact of educational institutions’ research on society has been widely explored, it is worth remembering that research also has a strong impact on the institutions themselves. First, research has an impact on teaching that adds to the existing body of knowledge by offering solutions to various pedagogical problems and improving teaching and Learning practices.

### 2. Objectives

- To create and promote a culture of research in the college by the faculty through their research and scholarly works. The exposure of faculty members to research in turn inculcates research interest among students. To identify and establish linkages including MoUs with academic and research organizations which facilitates resource sharing between organizations thereby widening the scope of research opportunities available to the teachers and students of the college.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- To identify and inform faculty and students about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

### 3. Policy Statement

The research policy has been framed by the college to analyze, understand and effectively respond to all types of challenges posed in the pursuit of quality research.

- To promote quality fundamental research in all fields.
- To identify the emerging areas of research and encourage the faculty members to

undertake research in these areas.

- To establish linkage with industries and business organizations to identify potential areas of research, surveys and another basic research enquiry.
- To acquire projects, market surveys and other research activities to acquire assistance from industries, NGOs, boards and forums.
- To encourage faculty members to get research projects from National Funding agencies ICSSR, UGC and other such institutions.
- To organize various workshops to develop appropriate research skills among the scholars and faculty members.
- To provide financial assistance for publication of research papers and for participation in various workshops and seminars.
- To depute faculty members to various workshops, seminars and conferences in their respective fields as well as in areas of contemporary importance.
- To establish suitable infrastructure in the college that will help to undertake different research projects.
- To undertake all other such activities which will inculcate research culture in the college.

#### **4. Purpose and Scope**

- However, the benefits are not only for the teachers but also for the students. Students who engage in research tend to have higher critical thinking and problem-solving skills. It also contributes directly to the community, region, and state. Taking these into consideration, Sreekrishnapuram VTB College has framed and implemented its Research Policy.

#### **5. Roles and Responsibilities of Different Stakeholders**

- Principal is the chairman of research committee
- Research Committee is responsible for submitting proposals for funded projects and evaluating the research work of students as club activity.
- Research Club is responsible for coordinating research work of students other than project as part of curriculum

#### **6. Conclusion**

The research policy of the college ensures developing research culture among stakeholders.



## 19. Curriculum Planning and Delivery Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Curriculum encompasses the knowledge and skills students are expected to learn through various interactions, experiences, and activities. It is concerned with both content (what students are expected to learn) and process (the arrangement of instructional material). This policy sets forth the framework for curriculum planning and delivery at Sreekrishnapuram V.T. Bhattathiripad College, Mannampatta, Palakkad, Kerala (hereinafter referred to as “VTB College”), to ensure that learners gain knowledge, develop skills, and alter attitudes in a structured and consistent manner.

### 2. Objectives

The policy aims to ensure that all decisions and activities support the promotion of excellence in Teaching and Learning, success for all, and result in the continual and sustainable improvements in practice to enable progression within and beyond college.

- To implement a learner-centric approach in curriculum delivery.
- To provide support and guidance for students’ progression to work or higher education.
- To extend equality of opportunity to all students.
- To ensure personalization of teaching, learning, and assessment (TLA) based on learners’ qualities.
- To provide varied learning methods that suit learners’ abilities.
- To accurately assess learners’ initial abilities and plan appropriate strategies.
- To use a variety of valid and fair assessment methods.
- To provide constructive feedback on assessments.
- To maintain accurate and sufficient assessment records.

### 3. Policy Statement

The college has a coherent, sequenced policy for curriculum planning and delivery that ensures consistent teaching and attainment of learning outcomes. The policy has been developed based on evidence-based teaching practices and to which assessment and reporting procedures are aligned. The college is committed to:

- Continuously trying to raise standards and assist students’ academic and personal development, by supporting them in becoming more independent and resilient.
- Educating all staff on the importance of varied teaching and learning strategies and



how best to implement them.

- Ensuring that teaching at the college has a positive impact on our students, with innovative and dynamic learning experiences.
- Ensuring appropriate professional development programs are available to all faculty.
- Empowering learners appropriately so they meet curriculum expectations and fulfill their individual potential. This is done through clear, unambiguous, and unbiased advice and guidance by faculty via assessing the skills, knowledge, aspirations, and potential of each student.
- Providing different teaching and learning methods that suit learners' abilities.
- Actual assessment of learners' initial abilities and planning appropriate strategies accordingly for advanced learners and slow learners.
- Encouraging students to participate in various academic, co-curricular, and extracurricular activities.
- Using the feedback mechanism on curriculum delivery positively so that effective guidance is given to needy learners.

#### **4. Policy Implementation**

The college is committed to a structured and evidence-based approach to curriculum delivery, ensuring consistent and effective teaching and learning outcomes.

The policy includes:

##### **Academic Planning**

- Academic Committee meeting
- Faculty Meetings
- Departmental Meetings
- Timetable

##### **Curriculum Delivery Strategies**

- Teachers are encouraged to improve their teaching skills, use technology in instructional transactions, promote group work, arrange co-curricular activities, improve assessment methods, and make students aware of the importance of feedback.
- The college promotes faculty development through FDPs, workshops, expert talks, special/remedial teaching for slow learners, and the use of ICT for effective teaching.

##### **Teaching Approaches**

- Traditional Lecture Method: Teachers are advised to make lectures interactive and engaging.
- Participative Learning: Includes activities that enable learners to play an active role in their learning.
- Cooperative Learning: Group-based activities that reward group success.



- Inquiry-Based Instructions: Active learning through questions, problems, or scenarios.
- Experiential Learning and Field Work: Learning through experience and reflection.
- Technology in the Classroom and Laboratories: Use of modern technology to facilitate learning.

### **Assessment Strategy**

- Assessment: Various strategies to facilitate teaching/learning, identify students' strengths and weaknesses, plan educational activities, and make progress decisions.
- Process of Assessment: Internal assessments through tests, assignments, tutorials, term-end examinations, interviews, or observation. Regular internal assessments, analysis of results, and remedial teaching programs.

## **5. Scope**

This policy applies to all faculty, students, and administrative staff involved in curriculum planning and delivery at the college.

## **6. Compliance and Enforcement**

All faculty, students, and administrative staff must adhere to this policy. Non-compliance will be addressed through established disciplinary procedures.

## **7. Policy Review**

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice, using the local consultation/negotiating arrangements within the college. The Principal of the College will be the responsible person to make sure that the policy is updated and circulated as per requirements.

## **8. Conclusion**

This policy aims to ensure that the college delivers a well-structured and effective curriculum, creating an environment of continuous improvement and excellence in education.





## 20. Water Conservation Policy

Approved by: Governing Body | Effective Date: 02-06-2019

### 1. Introduction

Recognizing the critical importance of water conservation and management in addressing current and future challenges, Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as “the College”) commits to adopting sustainable practices to protect and preserve water resources. As an institution of higher learning, the College has a responsibility to lead by example and develop a culture of water stewardship among its students, staff, and the wider community.

### 2. Objectives

- To reduce water consumption within the College campus through efficient use and conservation measures.
- To protect and improve water quality by minimizing pollution and waste.
- To implement rainwater harvesting and water storage systems to augment water availability.
- To promote research, education, and awareness on water conservation and management.
- To collaborate with the local community on water-related initiatives.

### 3. Policy Statement

The College recognizes the critical importance of water conservation as a fundamental right and a cornerstone of sustainable development. In alignment with the constitutional mandate under Article 21, which guarantees the right to life, the College commits to ensuring access to clean and safe drinking water for its community.

The College will adhere to the principles enshrined in the Water (Prevention and Control of Pollution) Act, 1974, to prevent water pollution and protect water quality. Furthermore, the College will adopt the guidelines outlined in the National Water Policy, 2012, promoting efficient water management, equitable distribution, and sustainable use of water resources. To mitigate potential water-related impacts of development projects, the College will comply with the Environmental Impact Assessment (EIA) Notification, 1994, and undertake thorough assessments to minimize its ecological footprint. By integrating these legal frameworks, the College aims to develop a culture of water stewardship, prioritize water conservation measures, and contribute to the overall well-being of the community and the environment.



The College is committed to:

- Implementing water-saving technologies and fixtures throughout the campus.
- Encouraging responsible water usage among students, staff, and visitors.
- Promoting rainwater harvesting and water storage to supplement water supply.
- Conducting regular water audits and monitoring water consumption.
- Collaborating with the local community on water conservation projects.
- Incorporating water conservation education into the curriculum.

#### **4. Purpose and Scope**

This policy outlines the College's commitment to efficient water utilization, conservation, and management within the campus and its surrounding environment. It aims to establish guidelines for water-related activities, promote awareness, and contribute to the overall sustainability of the institution.

This policy applies to all students, staff, faculty, and visitors of VTB College. It encompasses water-related activities within the campus, including water usage, conservation, management, and disposal.

#### **5. Roles and Responsibilities**

##### **• Internal Stakeholders**

##### **Management**

Allocates resources for water conservation projects.  
Monitors policy implementation and performance.  
Ensures compliance with water conservation regulations.

##### **Faculty**

Incorporates water conservation education into the curriculum.  
Serves as role models for students by practicing water conservation.  
Participates in water conservation initiatives and campaigns.  
Provides feedback on policy implementation.

##### **Students**

Adheres to water conservation practices on campus.  
Participates in water conservation awareness programs.  
Suggests innovative water conservation ideas.  
Monitors water usage and reports leaks or wastage.

##### **Non-teaching Staff**

Implements water conservation measures in daily operations.  
Monitors and maintains water-saving equipment.  
Reports water-related issues and repairs.



- **External Stakeholders**

#### Local Community

Collaborates with the college on water conservation projects.  
Provides support for water conservation initiatives.  
Shares local knowledge about water resources and usage.

#### Government

Provides financial assistance for water conservation projects.  
Enforces water conservation regulations.  
Offers technical expertise and support.

#### Water Authorities

Provides technical guidance on water conservation.  
Conducts water quality testing and monitoring.  
Assists in rainwater harvesting and groundwater recharge.

#### NGOs and Environmental Organizations

Collaborates on water conservation projects.  
Provides expertise and resources.  
Raises awareness about water conservation issues.

By clearly defining the roles and responsibilities of these stakeholders, The college can effectively implement its water conservation policy and achieve its sustainability goals.

### 6. Compliance and Enforcement

Compliance with this policy is mandatory for all members of the College community. The College will establish monitoring and evaluation mechanisms to track progress and ensure adherence to the policy. Non-compliance may result in disciplinary action.

### 7. Consequences of Noncompliance

Failure to comply with this policy may result in disciplinary action, including but not limited to warnings, fines, or suspension.

### 8. Conclusion

By implementing and adhering to this Water Conservation Policy, Sreekrishnapuram V.T. Bhattathiripad College demonstrates its commitment to environmental stewardship and sustainable development. Through collective efforts, we can contribute to the preservation of water resources for future generations.



## 21. Energy Conservation Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Recognizing the critical importance of energy conservation and the need to reduce reliance on fossil fuels, Sreekrishnapuram V.T. Bhattathiripad College (hereinafter referred to as “VTB College”) commits to adopting sustainable energy practices to minimize its environmental impact and contribute to a greener future. The College acknowledges the increasing energy demands and the finite nature of fossil fuels, emphasizing the urgent need for energy efficiency and the exploration of renewable alternatives. By implementing this energy conservation policy, the College aims to set an example for the community and inspire a collective commitment to sustainable energy practices.

### 2. Objectives

- To reduce energy consumption within the College campus through efficient use and conservation measures.
- To promote the adoption of renewable energy sources to meet the College’s energy needs.
- To create awareness and educate the College community about energy conservation practices.
- To set an example for the community by demonstrating energy efficiency and sustainability.

### 3. Policy Statement

The College is committed to developing a culture of energy conservation and sustainability throughout the institution. By integrating energy efficiency principles into daily operations, the College aims to minimize its environmental footprint, reduce operational costs, and contribute to a more sustainable future. The College is dedicated to full compliance with all relevant energy conservation legislation and regulations at the state and national levels, and will actively engage with regulatory authorities to ensure adherence to all applicable standards and requirements. By demonstrating leadership and commitment to energy conservation, the College aspires to be a model institution in promoting sustainable energy practices.

The College will:

- Implement energy-efficient technologies and practices throughout the campus.
- Encourage responsible energy usage among students, staff, and visitors.
- Promote the use of renewable energy sources, such as solar power.
- Conduct regular energy audits and monitoring energy consumption.
- Collaborate with the local community on energy conservation projects.
- Incorporate energy conservation education into the curriculum.
- Adhere to the guidelines of the Energy Conservation Act, 2001, and its subsequent amendments, including the Energy Conservation (Amendment) Act, 2010.



- Explore opportunities to participate in the Energy Saving Certificate (ESC) scheme, aiming to reduce energy consumption below prescribed norms.
- Comply with Energy Conservation Building Code (ECBC) regulations for commercial buildings with a connected load of 100 kW or contract demand of 120 kVA or above.
- Regularly review and update the energy conservation policy to align with evolving legislation, technological advancements, and best practices.

#### **4. Purpose and Scope**

This policy outlines the College's commitment to energy conservation and efficiency, promoting the use of renewable energy sources, and developing a culture of energy stewardship among its students, staff, and the wider community. This policy applies to all students, staff, faculty, and visitors of the College. It encompasses energy-related activities within the campus, including electricity, water, and other energy sources.

#### **5. Compliance and Enforcement**

Compliance with this policy is mandatory for all members of the College community. The College will establish monitoring and evaluation mechanisms to track progress and ensure adherence to the policy. Non-compliance may result in disciplinary action.

#### **6. Roles and Responsibilities of Different Stakeholders**

The success of the energy conservation policy hinges on the active participation of various stakeholders. The College Management is responsible for policy formulation, resource allocation, and overall oversight. Faculty members play a crucial role in incorporating energy conservation into the curriculum and serving as role models. Students are expected to adopt energy-saving practices, participate in awareness campaigns, and provide feedback. Non-teaching staff contribute by implementing energy-efficient measures in daily operations. The local community, government, and water authorities collaborate on water conservation projects and provide necessary support. Effective communication and cooperation among all stakeholders are essential for achieving the policy's objectives.

#### **7. Consequences of Noncompliance**

Failure to comply with this policy may result in disciplinary action, including but not limited to warnings, fines, or suspension.

#### **8. Conclusion**

By implementing and adhering to this Energy Conservation Policy, the College demonstrates its commitment to environmental stewardship and sustainable development. Through collective efforts, we can contribute to a greener and more energy-efficient future. By incorporating the provisions of the Energy Conservation Act and its amendments, the College reinforces its commitment to energy efficiency and sustainable practices.





## 22. Infrastructure Maintenance Policy

**Approved by: Governing Body | Effective Date: 02-06-2019**

### 1. Introduction

Sreekrishnapuram VT Bhattathiripad College (hereinafter referred to as “VTB College”) is committed to maximizing the utility of its material resources for the benefit of society. This policy outlines procedures for maintaining, utilizing, and sharing physical, academic, and support facilities. Regular maintenance ensures a conducive environment that supports learning, teaching, innovation, and research, aligning with the College’s vision and mission.

### 2. Objectives

The objectives of the Infrastructure Maintenance Policy are:

- To ensure that infrastructure maintenance and upgrades comply with government regulations, building codes, and safety standards.
- To ensure the longevity and proper working condition of equipment and maintenance of assets.
- To ensure that all assets are maintained properly and repairs and replacements are made as needed.
- To promote energy-efficient infrastructure maintenance practices and the use of sustainable materials to reduce environmental impact.
- To be cost-effective and economical by preventing unnecessary expenditure through planned and judicious decision-making.
- To ensure transparency and accountability by maintaining proper records of maintenance activities, expenses, and work orders.

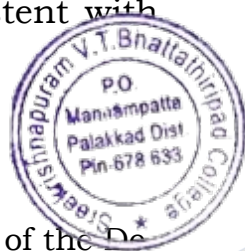
### 3. Policy Statement

Maintenance and repair of buildings and infrastructure are required to protect and prolong the life of the fixed physical assets of the college. All maintenance, repair, and housekeeping on buildings must follow a unified approach to uphold specific standards of quality and comply with applicable central, state, and university codes, regulations, and policies. The college will carry out modifications, deletions, upgrades, and demolition of facilities in the most efficient and cost-effective manner within allocated college funding. The college will maintain all facilities owned by the college within budgetary constraints and consistent with operational, safety, and legislative requirements.

### 4. Procedures for Maintaining and Utilizing Facilities

#### Physical and Academic Facilities

1. A core team comprising the Principal, management representative, Heads of the Departments, Teaching Staff, and Non-Teaching Staff will oversee classrooms, faculty



rooms, seminar hall, auditoriums, sports facilities, and gymnasiums.

2. The facility management team, supervised by a dedicated maintenance supervisor, will handle civil work and physical maintenance with sufficient approvals from the building committee.
3. Housekeeping and cleaning of premises/facilities will be ensured under the supervision of staff-in-charge.
4. Seminar halls, auditoriums, and gymnasiums will be allocated based on a booking system.
5. Each department will have trained and dedicated staff to maintain laboratory equipment under the guidance of a lab-in-charge faculty member.
6. Annual maintenance contracts will be in place with suppliers for the maintenance of laboratory equipment.
7. The central library will be operational on all days, with the library committee ensuring constant enrichment and optimal usage.

### **IT Facilities**

1. A dedicated System Administrator will be responsible for the upkeep and maintenance of all computers, surveillance cameras, and the network and internet within the campus.

### **Sports Facilities**

1. The Head of Physical Education Department, supported by ground staff maintain and clean sports facilities and grounds.

### **Supporting Facilities**

1. The Purchase Committee, adhering to the Government of Kerala's Stores Purchase Manual, will manage the procurement process for equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required by the office and departments.
2. The Internal Quality Assurance Cell (IQAC) will oversee special projects under various grants and maintain IT policies.

## **5. Purpose and Scope**

This policy applies to all physical infrastructure owned or operated by The College, including teaching and learning, research, accommodation, and other purposes. The purpose of this policy is to create an effective mechanism for planning, designing, constructing, and maintaining the college's physical environment to protect the health, welfare, and safety of the college community. This policy ensures that The College's physical assets are functional, efficient, sustainable, and supportive of successful learning, teaching, and research outcomes.

## **6. Compliance and Enforcement**

All stakeholders are responsible for following this policy. The college will ensure that the beneficiaries are aware of the policy provisions. The college authorities will ensure this policy is implemented in their day-to-day activities, work, and learning. Compliance issues will be addressed promptly.

## **7. Consequences of Noncompliance**

Noncompliance with this policy may result in disciplinary actions, including reprimands, suspension, termination of employment or enrollment, and potential legal action, depending on the severity of the breach.

## **8. Conclusion**

The College is committed to maintaining and managing its infrastructure efficiently to support the college's vision and mission. This policy outlines the framework for maintaining and utilizing physical, academic, and support facilities, ensuring a safe and conducive environment for learning, teaching, and research. By adhering to this policy, the college will not only enhance its operational efficiency but also contribute to the overall well-being and satisfaction of its community members. Regular reviews and updates to the policy will ensure it remains relevant and effective in addressing the evolving needs of the college. Through this comprehensive approach, The College reaffirms its dedication to providing a sustainable, inclusive, and high-quality educational environment.







# SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut | NAAC Accredited with B+ Grade

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