



# St. Albert's College (Autonomous)

An Initiative of Educational and Charitable Trust of Archdiocese of Verapoly

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## Human Resources Policy and Procedures Manual

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## **Executive Summary**

The Human Resources Policy and Procedures Manual of St. Albert's College (Autonomous) has been developed to clearly define and implement the College's policies on human resource management. The Manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining their responsibilities, and the procedures which have to be followed.

The existing policies of St. Albert's College (Autonomous) have been updated and incorporated into the manual based on the best practiced management principles. The updated manual was approved by the Governing Body of the College on 08<sup>th</sup> of July 2020.

HR policies must be kept current and relevant. Therefore, from time to time it is necessary to modify and amend some sections of the policies and procedures, or for new policies/procedures to be added. Any future amendments of the manual can only be made with the approval of the Governing Body.

Failure to comply with these instructions in the Manual is a disciplinary offence and will be subject to appropriate investigation and further actions.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual can be sent through e-mail ([iqac@alberts.edu.in](mailto:iqac@alberts.edu.in)).

These policies and procedures apply to all areas of operations within St. Albert's College (Autonomous) and related entities unless and otherwise specified.



## **Profile of the College**



We introduce ourselves as St. Alberts College (Autonomous). The College perpetuates the motto “For Truth and Service” and is affiliated to the Mahatma Gandhi University, Kottayam, is re-accredited with an ‘A Grade’ by National Assessment and Accreditation Council (NAAC). Born out of a unique vision in 1892, the seeds of this portal of higher learning had been sown when St. Albert’s High School commenced its functioning, and in the year 1946 the Higher Education Programmes were introduced in St. Albert’s College. Over 50000 of our alumni are actively contributing to the development of various industries across the world. Today, with 23 Under Graduate Programmes, 12 Post Graduate Programmes including Space Science and Technology, Medical Microbiology, Business Administration, Social Work and 7 Research Centres leading to Ph.D., St. Albert’s College (Autonomous) is indeed a front-runner in the field of higher education.

This had been a premier centre for learning for the young male children of the wider Cochin area from its very inception. The College owes its origin to the foresight and sagacity of its founder Patron, The Most Rev. Dr. Joseph Attipetty (Servant of God), and the first Indian Archbishop of the Archdiocese of Verapoly. His Grace, a noble prelate of rare vision and saintliness, was of the view of promoting higher education among his flock. It was with this vision that His Grace ventured upon the onerous mission of starting a College. The laboriousness of this colossal project, however, was shared by the selfless and devoted service of the Rt. Rev. Msgr. Alexander Lenthaparambil, the then Vicar-General of the Archdiocese. Also in the forefront was the Very Rev. Msgr. Joseph Vaipicherry, who took charge as the Manager of both the High School and the College and was also the Secretary to

the College Governing Body. The mission was accomplished in 1946 when the University of Madras upgraded St. Albert's High School, Ernakulam to a second grade College.

The St. Albert's College began functioning on the 16th of July, 1946 in the old High School building with 150 students in the Intermediate Class. Degree Programmes were introduced in 1947. Subsequently classes were shifted to the new building just opposite the old school building in 1951. In 1958, when the Kerala University Act came into force, the affiliation was shifted to the Kerala University. In 1983 when the Mahatma Gandhi University was established, the College became affiliated to the Mahatma Gandhi University.

The College celebrated its Golden Jubilee in 1996-97 and there began a new era of job oriented courses. During the time of the Most Rev. Dr. Daniel Acharuparambil, the former patron who was a visionary and philosopher, the College reached new heights in academic excellence. In 2006, the College had a revolutionary change shifting from an all men's College to a co-ed institution. In the year 2006, St. Albert's College started the Department of Business Studies christened as Albertian Institute of Management (AIM). To this day, it offers a full time Master's Programme in Management (MBA) that lays the foundation for an in-depth analytical and conceptual understanding. In 2016, the College was recertified for ISO 9001: 2015 by TUV Rheinland. The College has also been selected under FIST scheme of DST and Star College Programme of DBT. In March 2016, University Grants Commission granted Autonomous status to the College as the College was reaccredited by NAAC with an 'A' grade.

Since 2016, the College has witnessed a digital revolution, wherein the IT Team of the College has conceptualised and developed an ERP system which has fully digitalised the operations of the College thereby reducing the man-hours spent. The digitalisation has supported the College to a great extent starting from online admissions portals, to the regular attendance monitoring system, digital library, to the day to day activities of the Examination Department, Operations Department, and Administration Department etc. This system has eliminated errors to a great extent and brings in consistency to the records. The introduction of the ERP system in the Examination Department has also improved the confidentiality of developing question papers and the timely publication of results. From being the first Autonomous College in the State to develop its own E-Question Bank, St. Albert's College (Autonomous) has come a long way to be an institution which is striving towards becoming

an E-Institution. Honourable Justice (Retd.) P Sathashivam, Governor of Kerala State declared the integration of E Learning & E-Governance System at St. Albert's College (Autonomous) in the year 2019.

To encourage the entrepreneurial efforts of the students, the College applied for an IEDC centre and in 2017 was selected by Kerala Start-Up Mission. In 2018, the College was also selected by the MHRD to be a part of their "Institutions Innovation Council" (IIC).

To enhance the skills and employability of the students, the College started 8 B. Voc. Courses with the support and assistance of the University Grants Commission and has collaborated with more than 25 industries. St. Albert's College (Autonomous) is the only College in Kerala offering Programmes in "Space Science & Technology" and "Fitness Management & Personal Training". To improve the students' global perspective, the College has also collaborated with more than 10 international universities. Since 2016, the College has been organising the Albertian Knowledge Summit (An International conference on multi-disciplinary sciences) and AKS 2020 was spread across 30 days with 58 Key Note Speakers (25 International speakers from 10 different countries and the rest from India) with more than 300 research papers presented by the participants.

A few specialties of the College in addition to the above:

1. Ranked 97<sup>th</sup> in the recent NIRF ranking (2019-20)
2. One of the Top Ten Colleges in the World working to conserve endangered species <http://www.thebestColleges.org/10-Colleges-saving-our-endangered-species/>
3. Ranked one among the best 50 Colleges in India – Best Commerce Colleges (45) <https://www.theweek.in/theweek/cover/2018/06/08/best-Colleges-in-india-research-survey-2018.html>
4. Ranked one among the best 150 Colleges in India (Management)
5. Member of IFCU (International Federation of Catholic Universities) [http://www.fiuc.org/page-membres\\_en.html](http://www.fiuc.org/page-membres_en.html)
6. We conduct M. Sc. Space science and Technology with UGC (University Grants Commission) and ISRO (Indian Space Research Organization) support.
7. Our Business School is known as AIM - Albertian Institute of Management and runs Programmes like MBA, BBA, B. Voc. Logistics, Retail Management, Travel & Tourism Management etc.
8. Selected for Star College Scheme of Dept. of Biotechnology, Government of India
9. Selected under FIST (Fund for improvement of Science & Technology Infrastructure) project of Department of Science and Technology (DST) Govt. of India



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## DUTIES & RESPONSIBILITIES



## **A. Code of Professional Ethics**

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

There are seven major areas of professional activities which encompass the work of a teacher at St. Albert's College (Autonomous)<sup>1</sup>. For each of these areas certain principles have been identified to serve as guidelines for the teacher's conduct at the College. These are preceded by a Preamble which provides a rationale for the principles identified.

### **Preamble**

- Recognizing that every student has a fundamental right to receive education of good quality;
- Recognizing that education should be directed for the holistic development of human personality;
- Realizing the need for developing faith in the guiding principles of our nation viz. Democracy, Social Justice, Equality and Secularism;
- Recognizing the need to promote through education, our rich culture, heritage, national consciousness, international understanding and world peace;
- Recognizing that teachers, being part and parcel of the social milieu, share the needs and aspirations of the people;
- Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites;

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<sup>1</sup> Extract From UGC Regulations No. F 3-1/2009 , 30th June 2010



- Realizing that the community's respect and support for teachers, are dependent on the quality of teaching and the teachers' proper attitude towards the teaching profession;
- Realizing the need for self-direction and self-discipline among members of the teaching community.

Hence,

### **1. Generic Code of Ethics:**

A teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make continuous professional growth through study and research;
4. Express free and frank opinions by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership in professional organizations and strive to improve the quality of education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals and seminar work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions related to the educational responsibilities of the College such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of examinations, including supervision, invigilation and evaluation;
8. Participate in extension, co-curricular and extra-curricular activities including community service.
9. Refrain from spreading political ideologies and involving in political activism in the College.

### **2. Teacher and the Students**

A teacher should:

1. Respect the right and dignity of the student when expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs;

4. Encourage students to improve on their accomplishments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students a scientific outlook, respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the merit of the student during assessments and evaluations;
8. Make themselves available to the students even beyond their class hours and help/guide them without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or the administration.

### **3. Teachers and Colleagues**

A teacher should

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
5. Work in a cordial and collaborative manner for the betterment of the College keeping the spirit of Albertian Family

### **4. Teachers and Authorities**

A teacher should

1. Discharge his/her professional responsibilities according to the existing rules and adhere to procedures and metHead of the Departments consistent with his/her profession. For change of any such rule which may prove detrimental to the professional interest, steps may be initiated through the College;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;



3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate in the formulation of policies of the other institutions and accept offices with the approval of the competent authorities;
5. Co-operate with the authorities for the betterment of the College, keeping in view the interest and in conformity with dignity of the profession;
6. Adhere to the conditions of the appointment letter or rule and regulations regulated by the College
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as possible with prior intimation, keeping in view his/her responsibility for completion of the academic schedule.
9. Be at the disposal of the College full-time and serve in such capacity and at such place, as he/she may, from time to time, be so directed.
10. Extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote and protect the interest of the College;
11. Refrain from accepting or permitting any member of his/her family or any person acting on his/her behalf to accept any gift in cash or kind for his/her own benefit from any person including another employee (including former employees) for a work to be done in connection with the functioning of the College.

#### **5. Teachers and non-teaching staff:**

A teacher should

1. Treat the non-teaching staff as colleagues and equal partners
2. Help in the functioning of joint staff- councils covering both teachers and the non-teaching staff.

#### **6. Teachers and Guardians**

A teacher should

1. Maintain regular contact with the guardians of the students, send reports of their performance whenever necessary and meet the guardians periodically for the mutual exchange of ideas, upliftment of the students and for the benefit of the Institution.

## **7. Teachers and Society**

### **Teachers Should**

1. Recognize that education is a public service and strive to keep the public informed of the educational Programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
6. Refrain from asking or encouraging the gifts<sup>2</sup> or benefits in connection with their work duties (Refrain from accepting a monetary gift in this regard under any circumstances).
7. Refrain from accepting for private use, any gift or benefits offered by a seller of goods or services purchased for College use
8. Refrain from offering another public service officer a gift or benefit with the intent of seeking to alter the honest and impartial performance of that officer.

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<sup>2</sup> *Anti-Bribery Policy has to be followed*

## **B. Teachers and their responsibilities**

### **1. Knowledge of the Subject**

1. To have an expert knowledge in the subject area
2. To pursue relevant opportunities to grow professionally and be up-to-date about the current knowledge and research in the subject area
3. To acquaint himself/herself with the latest developments/information related to his/her areas of specialisation/teaching in particular and endeavour to enlighten the students with the latest information on the subject.

### **2. Teaching**

1. To plan and prepare appropriately the assigned courses and lectures
2. To conduct assigned classes at the scheduled time
3. To complete the teaching of the courses assigned to them effectively and promptly within the time specified. Special classes, if required, may be engaged with consent of the Class Tutor/Head of the Department/Principal/Registrar.
4. To demonstrate competence in classroom instruction
5. To implement the designated curriculum completely and in due time
6. To be punctual to class and to ensure that students are punctual.
7. To plan and implement effective classroom management practices
8. To design and implement effective strategies to develop self-responsible/independent learners
9. To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiatives in tasks and projects
10. To engage students in active, hands-on, creative problem-based learning
11. To provide opportunities for students to access and use current technology, resources and information to solve problems
12. To provide opportunities for students to apply and practise what is learned
13. To engage students in creative/innovative thinking and integrated or interdisciplinary learning experiences which will improve the research capabilities of the students

14. To create an environment where students will feel free to express their views, clarify any points related to academic and related matters, suggesting ideas etc. in and out of the class.
15. To build students' ability to work collaboratively with others
16. To adapt instruction/support to students' differences in development, learning styles, strengths and needs
17. To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
18. To maintain a safe, orderly environment which is conducive to learning
19. To comply with the requirements for the safety and supervision of students inside and outside the classroom
20. To make themselves available to guide and assist the students' activities, approved by the Head of the Department/Principal/Chairman, as and when required.
21. To take written permission from the Head of the Department/Principal to detain students after the normal working hours of the College, to go on picnics/tours or any such activity with the students and to arrange any co-curricular activity in/out of the College's premises.
22. To be prepared to take an unscheduled class at any time in case of an emergency like unexpected absence of a teacher.
23. To arrange special guidance and additional coaching for students who are weak in any subject as and when required.
24. To submit the students' attendance/evaluation as directed from time to time.
25. To take initiatives in organising academic and related activities, training Programmes etc. at the College.

### **3. Assessment**

1. To define and communicate learning expectations to students
2. To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
3. To assign relevant assignments and homework regularly to students as per College rules
4. To evaluate students' performances in an objective, fair and timely manner
5. To record and report timely the results of quizzes, assignments, class tests, other continuous evaluation tools and semester exams

6. To use student assessment data to guide changes in instruction and practice, and to improve student learning
7. To follow the evaluation system in the framework formulated by the College from time to time.

#### **4. Professionalism**

1. To be punctual and be available in the College during official working hours
2. To comply with policies, standards, rules, regulations and procedures of the College
3. To refrain from making undignified jokes or use words/items with dual/hidden meanings.
4. To prepare and maintain course files<sup>3</sup>.
5. To take precautions to protect College records, equipment, materials, and facilities.
6. To participate responsibly in initiatives for the amelioration of College.
7. To attend and participate in faculty meetings and other assigned meetings and activities according to the College policies.
8. To ensure that students do not feel any sort of discrimination amongst themselves.
9. To demonstrate timeliness and attendance for assigned responsibilities.
10. To work collaboratively with other professionals and staff.
11. To utilize the e-resources and tools available in the institution.
12. To have multi-disciplinary partnerships in College to support student learning and College-related activities.
13. To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
14. To provide and accept evaluative feedback in a professional manner
15. To create and maintain a positive and safe learning environment
16. To carry out any other related duties assigned by the Head of the Department/ Principal/ Management.
17. To behave and conduct themselves in such way as to uphold the image and reputation of the College and not indulge in any destructive criticism or derogatory remarks about the College, the Management, members of the staff and students.

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<sup>3</sup> *The course file comprises the Teaching Plan, Internal Assessment Marks, Attendance Sheet, Continuous evaluation techniques used with samples of student work (top three student work and lowest three student work need to be documented).*

18. Every teacher is expected to publish at least two papers/case studies in referred journal. At least one of it shall be in a journal other than the in-house journal.
19. No member of the full-time faculty shall engage in any business or take up other job or assignments without prior written permission of the Principal/Chairman of the College.
20. To take up consultancy/ research projects, individually or jointly (Refer consultancy Policy and Research Policy of the College)

## **5. Good Behaviour**

1. To model honesty, fairness and ethical conduct
2. To model a caring attitude and promote positive inter-personal relationships
3. To model correct use of language, oral and written
4. To foster student self-control, self-discipline and responsibility to others
5. To model and promote empathy, compassion and respect for the ethnic, religious, cultural and learning diversity of students/staff
6. To demonstrate skill when managing student behaviour, intervening and resolving discipline problems
7. To model good social skills, leadership and civic responsibility
8. To foster very cordial relationship and cooperation among all the employees of the College.

## **6. Examination and Valuation Duty**

1. Attending to examination/ valuation duty by faculty as per work allotment assigned by the Controller of Examinations or the competent authority is mandatory.
2. The invigilators should report 30 minutes before the scheduled start of the examination at the examination cell. Having received the instruction and/or the examination-material they should directly go the examination hall and they are to be in the examination hall 15 minutes before the commencement of examination. Request for any adjustments in the allotted schedule should be done well in time.
3. As a matter of policy no leave shall be approved during examination/ valuation days except in the cases of or for extremely unavoidable exigencies.
4. Any leave approval during the examination period, must be cleared by the Controller of Examinations.

5. The invigilators are strictly prohibited from using mobile phones during invigilation duty.

## **6. Specific Deadlines**

<b>Task</b>	<b>Deadline</b>
Lesson Plan	<p>During the first lecture of the course, Lesson Plan should be shared with the students (The Head of the Department has to approve the lesson plan before sharing it with the students,)</p> <p>Such schedule shall specify the portion intended to be covered in each session and the basic and supplementary references for each unit or parts of it, assignments tests etc.</p>
Course File	Course file for each course must be updated for periodic review by the Head of the Department and random checks by the Office of the Dean (Quality Assurance).
Attendance	Attendance has to be entered online within 3 days of completion of that specific lecture
Quizzes	Within one week of every quiz, a copy of the result must be shared with the students and a copy should be placed in the course file.
Assignments	Within one week of every Assignment, a copy of the result must be shared with the students and a copy should be placed in the course file.
Class Tests	Within one week of every Class Test, a copy of the result must be shared with the students and a copy should be placed in the course file.
End Semester Exam	Within 3 days of the end semester examination, the answer scheme has to be submitted and within 10 days of the conduct of examination, the comprehensive results must be submitted to the Office of the Controller of Examinations.



### **C. General Rules and Guidelines for Non-Teaching Staff**

1. All the employees shall strictly adhere to the duty timings assigned, other rules and regulations/guidelines in force from time to time in the College.
2. The Chairman or any person authorized by him will assign the members of the staff any duty timing between 7.00 am and 6.00 pm on all working days for the smooth functioning of the organization. The working time will be as designated by the authorised person depending upon the duties to be rendered by the employee.
3. In case of any special requirement, employees can be assigned duty beyond the normal working hours or on holidays also. They will, however, be eligible for compensatory leave for the work done on any holiday beyond 6 hours.
4. Employees are expected to confine to their respective working place during working hours unless the nature of the work requires their movement away from the seat or from the area allocated.
5. The furniture and seating arrangements shall not be changed without the permission of the Vice-Chairman or any person authorized by him.
6. Employees shall ensure that others' work is not disturbed by their behaviour during working hours.
7. Employees shall not get into any argument or dispute among themselves. Shouting at somebody or any such undesirable behaviour will be regarded as an offence. Grievances, if any, shall be brought to the notice of the Staff Grievance Committee as per the Grievance policy of the College.
8. Staff members shall not make undignified jokes or use words/terms with dual/hidden meanings
9. Staff should come dressed decently while in campus.
10. A cordial relationship and cooperation among all the employees of the College shall be fostered.
11. No employee shall leave the College premises during the working hours without the permission of the Chairman or any person authorized by him.
12. It is necessary to apply in advance for a leave and get the sanction of the Registrar or any person authorized by him.
13. The inability to attend duty because of any unforeseen reason should be informed to the Registrar or any person authorized by him over the phone or otherwise.

14. No member of the full-time staff shall engage in any business or take up other job or assignments during the course of the employment at the College without prior written permission of the Chairman or any person authorized by him.
15. All members of the staff shall conduct themselves honestly, sincerely and efficiently under the guidance and direction of the Registrar or any person authorized by him and shall make themselves, in all respects useful to the College.
16. All members of the staff shall, strive to accomplish the vision and mission of the College and contribute their best towards the same.
17. All members of the staff shall conduct themselves in such way as to uphold the image and reputation of the College and not indulge in any destructive criticism or derogatory remarks about the College, the Management, members of the staff and students.
18. All the members of the staff shall, in their approach to the students and the parents, show respect, love and concern in such a way that they feel at home and see that genuine family spirit prevails in the College.
19. Guests/Visitors at the College shall be treated with dignity, respect and cordial behaviour.
20. Attendance register must be signed by showing in-time and out-time daily and no staff shall leave the premises of the College during the working hours without the permission of the Registrar or any person authorized by him.

# **Roles and Responsibilities**

## **Roles and Responsibilities of Class Tutors**

The roles and responsibilities of the Class Tutor are as follows

1. He/She will be the focal point of interaction with the students of the concerned Programme.
2. He/She will also serve as the liaison between the students and the Principal/ Deans/ Head of the Department/ faculty members.
3. He/She will monitor class schedules on a day to day basis, and maintain the decorum and discipline of the assigned Programme
4. He/She will appoint Class Representatives and seek feedback from them on a regular basis.
5. He/She will be responsible for coordinating with visiting faculty and be responsible for their evaluation related aspects.
6. He/She will provide/arrange course specific advice for the students with assistance from Principal/Deans/Head of the Department/Faculty
7. He/She will oversee and monitor students' academic progression, attendance and provide timely feedback (A copy to be given to the Head of the Department)
8. He/She will be the first point of contact to address all students' grievances
9. He/She will be responsible for arranging Open House meetings at least once every semester in consultation with the Head of the Department
10. He/She will be responsible for collecting and analyzing student feedback/parent feedback
11. He/She will support in coordinating Co-Curricular and Extra-Curricular activities of his/her class
12. He/She will be responsible for analyzing the examination results of the batch
13. He/She shall counsel the students who are absent for the mid test or irregular in their class work.
14. He/She will be responsible for motivating the students to attend seminars and present papers in conferences / seminars at regional / national level.
15. He/She will have to take written permission from the Principal to go for picnics/ tours/ Industrial Visits or any such activity with the students and to arrange any co-curricular, extra-curricular activity in/out of the College's premises.
16. He/She shall allocate the students to the teacher-mentors in consultation with the Head of the Department in the beginning of the academic year.

17. He/She will be responsible for the effective implementation of Participatory Governance in his/her class involving all the stakeholders of the Class.
18. He/She will be responsible for the maintenance of discipline in his/her concerned class and has to ensure the cleanliness of the concerned classroom.
19. He/She has to undertake any other duty assigned by the Management / Principal / Head of the Department from time to time

## **Roles and Responsibilities of the Head of the Department**

The roles and responsibilities of the Head of the Department are as follows:

1. He/She will be ex-officio Chairman of all Departmental Committees.
2. He/She shall supervise and control the working of the teachers and the employees working in the Department.
3. He/She shall allocate the subjects to the faculty members well in advance before commencement of the semester.
4. He/She shall collect and approve the lesson plans from teaching staff before the commencement of semester and ensure that the information provided is in accordance with the format.
5. He/She shall interact with students (class wise) of their Department once in a month, identify the problems, if any, and find solutions in consultation with the Principal/Vice-Chairman.
6. He/She shall verify the student attendance registers maintained by the staff members once a month and submit a report to the Vice-Principal.
7. He/She shall instruct the faculty members to update the Question Bank as per instructions from the Controller of Examinations, maintain the confidentiality of the Question Bank and also to evaluate the scripts promptly to meet the deadline given by the Controller of Examinations.
8. He/She shall observe the dress code mentioned in the College handbook among students and instruct the respective class tutors to implement the dress code among the students.
9. He/She shall make sure that the staff of his/her department is decently dressed while on campus.
10. He/She shall convene Departmental faculty meeting once in a month on the day allotted and record the minutes of the meeting.
11. He/She shall review the Performance Based Appraisal Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice-Principal/Principal
12. He/She shall, in consultation with the members of the faculty, prepare the annual financial estimate of the Department, Department time table and Department Academic Calendar.

13. He/She shall prepare in consultation with members of the faculty, a developmental plan with regard to infrastructure requirement, linkages, new courses and research plans of the Department in continuation of earlier plans.
14. He/She shall plan co-curricular and extra-curricular activities of the Department in consultation with members of the faculty.
15. He/She shall monitor the purchase of equipment, chemicals, books, stationery etc. which are required for the Department as per the procedures laid down by the College in the Purchase Policy.
16. He/She shall be responsible for the smooth conduct of the examinations/tests of the Department.
17. He/She shall assist the College in the smooth conduct of the End-Semester Examinations.
18. He/She shall ensure that the students of his/her Department register their feedback about all the faculty members and the college, as and when instructed by the Office of the Dean (Quality Assurance).
19. He/She shall communicate the attendance particulars and internal marks of students to the parents concerned from time to time with the help of class tutors.
20. He/She shall inform the authorities concerned of any important information of events taking place in the Department from time to time
21. He/She shall oversee the maintenance and updating of the files as given by the Office of the Dean (Quality Assurance)/Office of other Deans in the College
22. He/She shall make arrangements to protect, lock and seal laboratories and other resources allocated to their department before leaving the premises.
23. He/She shall make arrangements to use the given resources optimally and efficiently to avoid wastage.
24. He/She shall convene Departmental Board of Studies at least twice a year and record/upload the minutes of the meeting.
25. He/She as the Chairman of the Board of Studies shall provide necessary inputs to the Principal before the conduct of the Academic Council / Governing Body Meeting.
26. He/She will be responsible for the effective implementation of Participatory Governance in his/her Department involving all the stakeholders of the Department.
27. He/She will be responsible for the maintenance of discipline in the Department and ensuring that the faculty and students follow the rules and regulations of the College.



28. He/She will ensure the cleanliness of the Department, its premises, staff rooms and allocated classrooms.
29. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Librarian**

The roles and responsibilities of the Librarian are as follows

1. He/She shall be the custodian of the Library assets including infrastructure
2. He/She shall ensure that students and staff have access to all the literature that may be needed for their scholarly activities.
3. He/She shall manage the physical as well as digital library of the College and ensure that all employees and students have access
4. He/She shall prepare the library budget and policies relating to the physical/digital library.
5. He/She shall develop and maintain the database of the College comprising of Student/Staffs' dissertations/ theses/ research papers/ working papers/ reports/ DPRs/ Assignments on Idea-Generation etc.
6. He/She shall be in-charge of the Plagiarism Software of the College and would be responsible in checking the articles/theses/dissertations of students/faculty.
7. He/She shall register all the students/staff in the N-List/Inflibnet/NDL/any other databases/E-libraries
8. He/She shall ensure that the website of the library is systematically updated.
9. He/She shall be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the library committee about the same for procurement
10. He/She shall ensure procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
11. He/She shall provide URL links/resources for information on various study materials
12. He/She shall weed out obsolete study material as per the College norms and ensure the proper disposal of the weeded out material
13. He/She shall ensure availability of reprographic facilities in the library
14. He/She shall maintain the books in the library in good condition
15. He/She shall seek reviews on books recommended and suggestions / feedback on databases used.
16. He/She shall provide adequate access and borrowing facilities to faculty pursuing doctoral Programme.

17. He/She shall facilitate the conduct of reading sessions and organize various functions and activities such as Library Week or install clubs such as Reading Club essentially to develop a very interactive and vibrant reading culture among the students and staff.
18. He/She shall ensure availability of previous years' question papers (end semester examination), academic regulations, course files, lab workbooks, syllabus copies, and thesis/dissertation reports.
19. He/She shall coordinate with Departmental library in-charge for smooth functioning of Departments' library.
20. He/She shall provide all statistical information pertaining to the library as required by the Office of the Dean (Quality Assurance) / Office of the other Deans.
21. He/She shall conduct an annual audit of the library assets and its infrastructure and submit a report to the Office of the Chairman through Library Committee
22. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Deans**

### **Roles and Responsibilities of the Dean (Academic Affairs)**

The roles and responsibilities of the Dean (Academic Affairs) are as follows:

1. He/She will assist the Principal in all matters of academic interest.
2. He/She will be the responsible to prepare all reports / documents / write-ups that the College has to prepare with respect to academics or assist the Principal in all such matters.
3. He/She will be responsible for the preparation of the academic calendar, monitoring the progress of class work, syllabus coverage in the College
4. He/She shall receive, process and maintain all records related to all the Programmes offered in the College including curricula, courses offered, academic calendar, norms on registration, norms on examinations, grades and award of Degrees etc.
5. He/She will be responsible for initiating timely syllabus revision for all Programmes of the College.
6. He/She will be responsible for planning and development of College curriculum, policies and procedures to meet the current and long-range needs of the faculty and student body
7. He/She will be responsible for the interpretation and implementation of the academic regulations of the College.
8. He/She will be responsible to make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions / remarks to the Principal / Chairman.
9. He/She will be responsible to organize the passing out ceremony of the College by coordinating with all concerned.
10. He/She will be in-charge of the Albertian Centre for E-Learning
11. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Dean (International Affairs)**

The roles and responsibilities of the Dean (International Affairs) are as follows:

1. He/She will be responsible to lead the development of College's Internationalization Strategy through development of new initiatives and strategic partnerships;
2. He/She will be responsible to foster global engagement efforts
3. He/She will be responsible to organize events/Programmes on campus that are relevant to International Relations
4. He/She shall attend and be visible/present in events/Programmes on campus that are relevant to International Relations
5. He/She shall encourage Departments to collaborate with other academic institutes and industry (both National and International Level).
6. He/She shall create collaborative Programmes pertaining to international students and their mobility in consultation with the Departments
7. He/She shall create collaborative Programmes pertaining to the student exchange for the existing students of the College in consultation with Departments/ Principal/ Chairman
8. He/She shall create collaborative Programmes pertaining to the faculty exchange for the existing faculty of the College in consultation with Departments/ Principal/ Chairman
9. He/She shall conduct regular awareness Programmes on opportunities for higher studies/research abroad
10. He/She shall support the Departments in the College to initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.
11. He/She will be in-charge of the Albertian Centre for Language Studies
12. He/She has to undertake any other duty assigned by the Management / Principal from time to time

### **Roles and Responsibilities of the Dean (Quality Assurance)**

The roles and responsibilities of the Dean (Quality Assurance) are as follows:

1. He/She will be responsible for developing a system for conscious and consistent improvement in the overall performance of the College.
2. He/She will be responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the College.
3. He/She will be responsible for development and implementation of quality benchmarks / parameters for various academic and administrative activities of the institution.
4. He/She will be responsible for development and maintenance of institutional data base through MIS for the purpose of maintaining and enhancing the institutional quality.
5. He/She will be responsible to convene IQAC committee meetings at least thrice a year and record/upload the minutes of the meeting
6. He/She will be responsible for the development of Quality Culture in the College and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
7. He/She will be responsible for the planning and implementation of participatory governance in the College.
8. He/She will be responsible to organize “Academic Retreat and Strategic Planning” of the College
9. He/She will be responsible for the development of Strategic Plan and Vision statement of the College.
10. He/She will be responsible for conducting internal Academic as well as Administrative Audits in consultation with the Principal.
11. He/She will be responsible for arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
12. He/She will be responsible for dissemination of information on various quality parameters of higher education.
13. He/She will be responsible for organization of inter and intra institutional workshops, seminars on quality related themes.

14. He/She will be responsible for documentation of the various Programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.
15. He/She will be responsible for preparation of the Annual Quality Assurance Report (AQAR) and Self Study Report (SSR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
16. He/She will be responsible for preparation of the Quality Reports/Data as per guidelines and parameters of various ranking agencies, to be submitted to those agencies.
17. He/She has to undertake any other duty assigned by the Management / Principal from time to time



### **Roles and Responsibilities of the Dean (Resource Mobilisation)**

The roles and responsibilities of the Dean (Resource Mobilisation) are as follows:

1. He/She will be responsible to handle/monitor/update all matters relating to PD Fund / RUSA Fund / University Grants Commission.
2. He/She will be responsible to handle all financial matters relating to the research projects awarded to the staff of the College.
3. He/She will be responsible to handle Public Financial Management System (PFMS).
4. He/She will be responsible to prepare and submit annual budget for various governmental funds (for eg. Autonomy Fund, B. Voc. Funds etc.).
5. He/She will be in-charge for institutional, governmental and non-governmental student scholarships/free-ships.
6. He/She shall identify challenges that the College may encounter in the implementation of its strategy for resource mobilization
7. He/She shall plan strategies for resource mobilization, including corpus fund, CSR, crowd-funding, seed funding for various requirements of the College
8. He/She shall coordinate with Alumni of the College for resource mobilization
9. He/She shall monitor and assess various efforts made to mobilize resources
10. He/She will be responsible to identify opportunities for externally funded R&D projects, motivate faculty to apply for funding, submit project proposals, and follow up with the funding agencies for securing sanction of projects.
11. He/She will be in-charge of the Albertian Academy for Sports & Health Studies
12. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Dean (Research)**

The roles and responsibilities of the Dean (Research) are as follows

1. He/She will be responsible for the development of a compelling and inclusive vision for research in the College
2. He/She will be responsible to manage effectively and efficiently the research Programmes and administration affairs of the research Centres of the College.
3. He/She will be responsible to propose and initiate actions for attaining new research Centres in the College.
4. He/She shall provide strategic leadership in developing and refining the College's research mission and activities towards meeting current and future needs
5. He/She shall assist faculty to form successful collaborative research groups that integrate and support individual, community-based, and team-based Programmes of research
6. He/She will be responsible to identify opportunities for externally funded R&D projects, motivate faculty to apply for funding, submit project proposals, and follow up with the funding agencies for securing sanction of projects.
7. He/She will be responsible to provide consultation regarding preparation of research proposals and potential funding
8. He/She will be responsible for creating an environment conducive to intellectual and research growth
9. He/She will be responsible for creating mechanisms to facilitate multi-disciplinary research activities
10. He/She will be responsible to build strong intra-and-inter-professional relationships that enhance new and existing research linkages, between research and teaching faculty, College and community engaged research enterprises, and local, national and international researchers;
11. He/She will be responsible to submit quarterly reports to Principal/Chairman on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
12. He/She shall organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas in collaboration with the Departments of the College.

13. He/She will be responsible to develop plans, and co-ordinate efforts of the Departments of the College, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.
14. He/She shall form a College Research Committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.
15. He/She shall co-ordinate setting of yearly targets for research publications by the Department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets in consultation with the Principal
16. He/She will be responsible to maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the Departments of the College including research awards, recognition received by them from reputed professional bodies and agencies.
17. He/She will be in-charge of the Albertian Centre for Social Research & Civic Studies
18. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Dean (Student Affairs)**

The roles and responsibilities of the Dean (Student Affairs) are as follows:

1. He/She will be the liaison between College administrators, the students and their Union
2. He/She will be the primary administrative contact and shall advocate for students of the College keeping in mind the policies of the College.
3. He/She shall provide general assistance to students who have concerns and/or have questions and act as a point of contact for students who want to talk about issues of harassment, discrimination, and sexual misconduct.
4. He/She will be responsible for formulation and review of policies directly related to students
5. He/She will be responsible for planning and publishing of the College Magazine
6. He/She will be responsible to plan, organize and supervise various campus Programmes organized for the student welfare
7. He/She will be responsible for the planning and implementation of participatory governance in the College in collaboration with the Office of the Dean (Quality Assurance).
8. He/She will be responsible to plan, organize and supervise various Extra/Co-curricular events in the College (Inter / Intra level collegiate competitions)
9. He/She shall identify and encourage the students with special talents in fine arts, performing arts, literary events and sports and encourage them to develop their skills and to participate in State, National and International level events.
10. He/She will be responsible for ensuring the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their College experience
11. He/She will be responsible to ensure that any disciplinary action imposed on any student(s) by the Disciplinary Committee of the College is complied with and is the secretary of the Disciplinary Committee of the College
12. He/She will be in-charge of the Albertian Centre for Competitive Studies and Albertian Centre for Culture & Heritage
13. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Dean (Training and Development)**

The roles and responsibilities of the Dean (Training and Development) are as follows

1. He/She will be responsible to facilitate the creation of a learner-centric environment conducive for quality education and life-long learning in the College
2. He/She will be responsible for conducting induction Programmes of the newly admitted students and newly recruited faculty members.
3. He/She shall organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles
4. He/She will be responsible to organize Faculty Development Programmes (FDP) on various themes in collaboration with various Departments of the College
5. He/She will be responsible for the effective conduct of soft skill development Programmes, career guidance and placement Programmes for the benefit of the students in coordination with the Placement Cell.
6. He/She will be responsible to develop partnerships with external education providers and community groups with a view to integrate these Programmes and promote them in the College
7. He/She will be responsible for conducting training Programmes and mock interviews for students to help them prepare for placement process
8. He/She will be responsible for organizing all the Social Extension activities of the College.
9. He/She will be responsible for Albertian Centre for Human Resource Development & Research
10. He/She has to undertake any other duty assigned by the Management / Principal from time to time

## **Roles and Responsibilities of the Vice-Principal**

In the absence of the Principal of the College, the Vice-Principal shall exercise the roles and responsibilities of the Principal.

In the Presence of the Principal of the College, the Vice-Principal shall undertake such duties assigned to him/her by the Principal/Management from time to time.

## **Roles and Responsibilities of the Principal**

The roles and responsibilities of the Principal are

1. He/She shall be responsible for the academic growth of the College.
2. He/She shall be the Chairman of the Academic Council and Secretary of the Governing Body of the College.
3. He/She shall be responsible for the participation in the teaching, research and training Programmes of the College.
4. He/She shall be responsible for planning and implementation of academic Programmes such as Refresher / Orientation courses, seminars, in-service and other training Programmes organized by the Government / University / College for academic competence of the faculty member.
5. He/She shall be responsible for the admission of students and maintenance of discipline in the College.
6. He/She shall be responsible for the receipts, expenditure and maintenance of public accounts.
7. He/She shall be responsible for the administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and maintenance of records.
8. He/She shall be responsible for the observance of the Acts, Statutes, Ordinances, Regulations, Rules and other Orders issued by the Governing Body / University authorities /State Government /Higher Education Councils / Central Government and their bodies, from time to time.
9. He/She will be responsible to conduct Academic and Administrative Audits in the College
10. He/She shall be responsible for the maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
11. He/She shall monitor and supervise the responsibilities of the Offices of the Deans / Head of the Departments / Other office-bearers of the college
12. He/She shall be responsible for the identification of various avenues for resource generation.
13. He/She shall monitor and supervise the preparation for the assessment, accreditation and academic audit of the College

14. He/She shall be responsible for the teacher welfare Programmes and shall recommend to the Chairman on time, promotions of administrative staff and Career Advancement Schemes of the faculty.
15. He/She shall act as a mentor for teachers and administrative staff of the College.
16. He/She shall monitor and supervise the maintenance and updating the College website giving all mandatory disclosures of the College and adopt ICT in governance and administration.
17. He/She shall practise inclusive leadership by involving all teachers in various committees for the smooth conduct of the College.
18. He/She shall be responsible for connecting the College with societal needs.
19. He/She has to undertake any other duties and responsibilities relating to the administration of the College assigned by the Management from time to time



## **Roles and Responsibilities of the Placement Coordinator**

The roles and responsibilities of the Placement Coordinator are as follows

1. He/She will be responsible in organizing regular Classes/sessions for Soft Skills Development of students for better performance in Placements.
2. He/She will be responsible for directing the student placement coordinators of the Departments and assigning them tasks as and when required
3. He/She will prepare the database of all final year students and share the database with the Companies/Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
4. He/She will monitor and supervise the regular online updating of student progression of each Department
5. He/She will develop various materials/website which support placements (Brochure – soft and hard copy, placement practice books etc.)
6. He/She will invite Companies/Industries for recruiting students through Campus Drives
7. He/She will finalize the suitable date of campus drive by interaction with the Company Personnel.
8. He/She will make all the necessary arrangements of Venue & Resources for organizing campus drive.
9. He/She will form an active team comprising Faculty and Students placement coordinators for effective coordination.
10. He/She will collect and document appointment letters or correspond with the respective employers to get them.
11. He/She will distribute appointment letters and collect/document acceptance letters from the students and dispatch to employers.
12. He/She have to send a weekly status report to the Principal/Chairman on placement related aspects.
13. He/She won't invite/approach any company for campus drive which has any kind of unethical financial dealing and business relations
14. He/She has to undertake any other duties and responsibilities relating to the placements of the College assigned by the Management / Principal, from time to time.

## **Roles and Responsibilities of DQAC coordinator**

The roles and responsibilities of the DQAC Coordinator are as follows:

1. He/She bears the delegated responsibilities of the Office of the Dean (Quality Assurance) at the Department level.
2. He/She will be responsible for directing the student CQAC coordinators of the Department and assigning them tasks as and when required
3. He/She has to coordinate for the dissemination of information on various quality parameters set by the Office of the Dean (Quality Assurance) among various stakeholders of the Department
4. He/She has to coordinate with the Office of the Dean (Quality Assurance) to ensure that the students of the Department, their parents and other stakeholders record their online feedback on quality-related institutional processes.
5. He/She has to take action with the approval of the Head of the Department on feedback response collected from students, parents and other stakeholders on quality-related institutional processes;
6. He/She has to coordinate the quality-related activities of the Department and document these activities leading to quality improvement in the Department
7. He/She has to support the Office of the Dean (Quality Assurance) by submitting the Department Quality Assurance Report (DQAR) as and when asked for
8. He/She has to coordinate the timely and efficient execution of the decisions of IQAC in the Department.
9. He/She shall coordinate with the respective Head of the Department to call for DQAC meetings of the Department twice a semester and record/upload minutes of the meeting.
10. He/She in consultation with the respective Head of the Department can initiate Academic and Administrative Audits of the Department other than that proposed by the College
11. He/She has to develop and maintain various Departmental files for the purpose of Academic and Administrative audit by internal and external agencies.
12. He/She has to undertake any other duties assigned by the Management / Principal / Head of the Department, from time to time.

## **Roles and Responsibilities of Club Coordinators**

The roles and responsibilities of the Club Coordinators are as follows:

1. He/She will be responsible for providing high quality student led activities (minimum four events a year)
2. He/She will ensure proper deployment of staff and students for the successful conduct of the Programme
3. He/She will be responsible for encouraging students to take initiatives in planning and organizing events
4. He/She will act as the mentor for new student volunteers and ensure continuity in activities by providing opportunities for new student leaders, appropriate stimulation and support to students
5. He/She will oversee the schedule of events and deploy students and staff as and when needed
6. He/She will have to approve all club communications and will serve as the primary source for event information
7. He/She will act as a liaison among club members, Office of the Dean (Student Affairs), the College's administrative office, and the Club Committees
8. He/She may create ad hoc committees for the planning and execution of events
9. He/She has to undertake any other duties assigned by the Management / Principal / Office of the Dean (Student Affairs), from time to time.

## **Roles and Responsibilities of Arts Coordinator**

The roles and responsibilities of the Arts Coordinators are as follows:

1. He/She will be responsible for providing high quality student led activities in the Department/College
2. He/She will be responsible for directing the student arts coordinators of the Department and assigning them tasks as and when required
3. He/She will ensure proper deployment of staff and students for the successful conduct of the Programme
4. He/She will be responsible for encouraging students to take initiatives in planning and organizing events
5. He/She will be responsible to plan, organize and supervise various Extra/Co-curricular events in the Department/College (Inter / Intra level collegiate competitions) in consultation with the Office of the Dean (Student Affairs) and the Programme Committee.
6. He/She will be responsible for planning and organizing events for each academic year in the Department/College in consultation with the Head of the Department and the Office of the Dean (Student Affairs) and in collaboration with Programme Committee
7. He/She will oversee the schedule of events and deploy students and staff as and when needed
8. He/She will have to approve all club communications and will serve as the primary source for event information in the Department
9. He/She shall identify and encourage the students in the Department with special talents in fine arts, performing arts, literary events and encourage them to develop their skills in consultation with the Office of the Dean (Student Affairs)
10. He/She in consultation with the Office of the Dean (Student Affairs) shall identify and encourage students in the Department to participate in State, National and International level events.
11. He/She shall identify physical and allocate infrastructure for the purpose of practising for these events with a written permissions from the Office of the Vice-Chairman
12. He/She will be responsible to monitor and manage the students representing the college in various arts/literary events from their respective Departments and ensure that they meet all the academic pre-requisites for the completion of their Programme.

13. He/She will be responsible in documenting the participation and accomplishments of students' from his/her Department in State, National and International events.
14. He/She has to undertake any other duties assigned by the Management / Principal / Office of the Dean (Student Affairs) / Head of the Department from time to time.

## **Roles and Responsibilities of Sports Coordinator**

The roles and responsibilities of Sports Coordinators are as follows:

1. He/She will be the liaison between the faculty members and students of his/her Department and the Department of Physical Education.
2. He/She will be responsible for directing the student sports coordinators of the Department and assigning them tasks as and when required
3. He/She shall identify and encourage the students with special talents in athletics & games and encourage them to develop their skills.
4. He/She shall identify and encourage students with abilities in athletics and games to participate in State, National and International level events.
5. He/She will be responsible to plan, organize and supervise various intra/inter departmental athletic events and games in consultation with the Department of Physical Education
6. He/She will be responsible to monitor and manage the students representing the college in various sports meets from their respective Departments and ensure that they meet all the academic pre-requisites for the completion of their Programme.
7. He/She will be responsible in documenting the participation and accomplishments of students' from his/her Department in State, National and International events.
8. He/She has to undertake any other duties assigned by the Management / Principal / Office of the Dean (Student Affairs) / Head of the Department from time to time.

## **Roles and Responsibilities of Department Secretary**

The roles and responsibilities of Department Secretaries are as follows:

1. He/She will be responsible to keep formal records of the Department's process and decisions, maintain/record/upload the minutes of various meetings conducted in the Department.
2. He/She shall coordinate with the respective Head of the Department to convene the Board of Studies meeting / faculty meetings of the Department and record/upload the minutes.
3. He/She will be responsible for directing the student secretaries of the Department and assigning them tasks as and when required.
4. He/She shall assist the Head of the Department to prepare various documents/presentations to be submitted to the College pertaining to the Department.
5. He/She will be responsible to develop and circulate various publications of the Department.
6. He/She will be responsible to maintain the list of proposed activities of the Department during the academic year and ensure the effective conduct of the Programme.
7. He/She will be responsible for upholding the legal requirements of all the governing documents pertaining to the Department.
8. He/She has to undertake any other duties assigned by the Management / Principal / Head of the Department, from time to time.

## **Roles and Responsibilities of Examination Coordinator**

The roles and responsibilities of Examination Coordinators are as follows:

1. He/She will be the liaison between the faculty members, students of his/her Department and the Office of the Controller of Examinations of the College.
2. He/She will be responsible for directing the student examination coordinators of the Department and assigning them tasks as and when required
3. He/She shall make recommendations to the Office of the Controller of Examination of the College for improving the examination/assessment process.
4. He/She will be responsible for adding subjects to the Edu-Alberts portal before the commencement of a semester
5. He/She will be responsible to develop and circulate the schedule of internal examinations for all Programmes and display the same on Department notice boards/Department Webpage in consultation with the Head of the Department.
6. He/She shall coordinate with the respective Head of the Department and ensure that the required number of question papers for all the Internal Examinations in the Department is ready on the previous day.
7. He/She shall coordinate with the respective Head of the Department and ensure that the internal marks of each course are entered on Edu-Alberts by the concerned faculty before the deadline.
8. He/She shall coordinate with the respective Head of the Department to review the question banks of the Department to check the accuracy and coverage of questions in the question bank.
9. He/She shall brief the students on the exam procedure during the induction Programme of the new batches in his/her Department
10. He/She shall coordinate with the respective Head of the Department and forward the panel of external examiners to the Office of the Controller of Examinations of the College.
11. He/She will be responsible to document question paper sets and schemes of evaluation for all Internal / External Examinations and results.
12. He/She has to undertake any other duties assigned by the Management / Principal / Office of the Controller of Examinations / Head of the Department, from time to time.



## **Roles and Responsibilities of Innovation Entrepreneurship Development Cell (IEDC) Coordinator**

The roles and responsibilities of IEDC Coordinators are as follows

1. He/She will be responsible for creating entrepreneurial culture in the Department/ College.
2. He/She will be responsible for directing the student IEDC coordinators of the Department and assigning them tasks as and when required
3. He/She will be responsible to organize Entrepreneurship Awareness Programmes and Entrepreneurship Skill Development Programmes in the Department/College
4. He/She will be responsible to coordinate with the faculty of the Department to give an assignment to students on Idea Generation during the even semester of all batches and to evaluate them as per the directions of the IEDC Coordinator of the College.
5. He/She shall guide and assist prospective entrepreneurs in the Department/College on various aspects such as preparing business-plan, their execution, fund raising and its optimum utilization in the Department/College.
6. He/She will be responsible to organize guest lectures, Seminars, etc. for promotion and growth of entrepreneurship in the Department/College
7. He/She shall inculcate a culture of innovation driven entrepreneurship through seminars, entrepreneur talks, meet the start-ups, etc. in the Department/College
8. He/She will be responsible to organize workshops to create awareness in the Department/College
9. He/She will be responsible in identifying students in the Department/College with innovative ideas and creating a platform for them.
10. He/She will be responsible for converting the ideas of students into products by mentoring, prototyping, and networking
11. He/She has to undertake any other duties assigned by the Management / Principal/ IEDC Coordinator of the College, from time to time.

## **Roles and Responsibilities of Department Treasurer**

The roles and responsibilities of Department Treasurers are as follows

1. To work with members of the faculty to prepare the annual budget of the Department
2. To process and record all financial transactions on behalf of the department
3. To manage all the financial matters of the Department
4. To prepare a monthly financial report and present at each meeting of the department
5. To remind faculty members to adhere to the budget when considering new ideas
6. To comply with all the requirement of the college in managing the account of the Department
7. To submit any financial document as desired by the College's Internal Audit Committee during the audit of the Departmental Accounts
8. To reconcile all accounts of the Department

## **Roles and Responsibilities of Media Coordinator**

The roles and responsibilities of Media Coordinators are as follows

1. To support all internal communications with media and update to the Internet.
2. He/She will be responsible for directing the student Media coordinators of the Department and assigning them tasks as and when required
3. To develop, maintain and manage relations with external audiences, media as well as non-media to convey the required message.
4. To coordinate focused PR tasks and events with varied departments as guided by the Head of the Department.
5. To supervise media to report coverage on all activities being organized by the Departments.
6. To coordinate suitably with the production and distribution of various materials of the Departments.
7. To develop, update and maintain all media lists.
8. To support to preparation and distribution of plans, minutes, agendas and reports etc.
9. Involve in media and communications departmental discussions and meetings along with work cross-functionally among various team members.

## **Roles and Responsibilities of Social Outreach Coordinator**

The roles and responsibilities of Social Outreach Coordinators are as follows

1. He/She will be responsible for providing high quality student led activities in the Department/College
2. He/She will be responsible for directing the student social outreach coordinators of the Department and assigning them tasks as and when required
3. He/She will ensure proper deployment of staff and students for the successful conduct of the Programme
4. He/She will be responsible for encouraging students to take initiatives in planning and organizing events
5. He/She will be responsible to plan, budget, organize and supervise various outreach events in the Department in consultation with the Head of the Department and Social Outreach Coordinator of the College.
6. He/She will oversee the schedule of events and deploy students and staff as and when needed
7. He/She will have to approve all communications of outreach activity and will serve as the primary source for event information in the Department
8. He/She will be responsible in documenting all the outreach activities being organized by the Department
9. He/She has to undertake any other duties assigned by the Management / Principal / Social Outreach Coordinator of the College / Head of the Department from time to time.

## **Roles and Responsibilities of E-Governance Coordinator**

The roles and responsibilities of E-Governance Coordinators are as follows

1. He/She shall ensure that the website of the Department is systematically updated.
2. He/She will be responsible for directing the student E-Governance coordinators of the Department and assigning them tasks as and when required
3. He/She shall monitor and supervise the maintenance and updating of the Department pages on the College website giving all mandatory disclosures of the Department
4. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the Department at all times
5. Collect information about the latest events in the Department, achievements etc. and host them on the website by way of write-ups and pictures etc.
6. Update all communications, notices, announcements etc on a regular basis on the website and to the Albertian News Channel.
7. He/She has to undertake any other duties assigned by the Management / Principal / Digital Infrastructure Management Committee / Head of the Department from time to time.

## **Roles and Responsibilities of Green Coordinator**

The roles and responsibilities of Green Coordinators are as follows

1. He/She shall Develop, implement, and manage activities, events, and programs that support sustainability in the College
2. He/She will be responsible for directing the student Green coordinators of the Department and assigning them tasks as and when required
3. He/She shall coordinate with the Head of the Department / Principal to develop a roadmap/plan for Green Initiatives of the College.
4. He/She shall with the support of the department staff write proposals for Grants / CSR funds to develop, implement, and manage necessary infrastructure for the effective implementation of the Green Initiatives of the College
5. He/She shall monitor and measure programs and initiate alternatives to existing practices that will positively affect the environment
6. He/She shall Prioritize College's green goals and action plans, including
  - a) Increase in recycling.
  - b) Reduce hazardous chemical use
  - c) Promote energy conservation
  - d) Promote water conservation
  - e) Implement education programs.
7. He/She shall monitor containers for proper waste segregation and recycling in the Department / Vicinity of the Department
  - a) Make sure all recycling bins are properly labelled.
  - b) Request additional bins as needed.
  - c) Assess the proper placement and location of bins to encourage recycling.
1. He/She has to undertake any other duties assigned by the Management / Principal / Head of the Department from time to time.

# **Committees, their Roles and Responsibilities**

## Governing Body

The Governing body of the College is constituted as per University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations 2018 (13.3A)

**Composition of the Committee:** The Committee shall have the following composition

<i>Category</i>	<i>Numbers</i>	<i>Nature</i>
Management	5 Members	<ul style="list-style-type: none"><li>• Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson</li></ul>
Teachers of the College	2 Members	<ul style="list-style-type: none"><li>• Nominated by the Principal based on seniority by rotation</li></ul>
Educationist or industrialist	1 Member	<ul style="list-style-type: none"><li>• Nominated by the management</li></ul>
UGC Nominee	1 Member	<ul style="list-style-type: none"><li>• Nominated by the UGC</li></ul>
State Government nominee	1 Member	<ul style="list-style-type: none"><li>• Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education</li></ul>
University Nominee	1 Member	<ul style="list-style-type: none"><li>• Nominated by the University</li></ul>
Principal of College	1 Member	<ul style="list-style-type: none"><li>• Ex-Officio</li></ul>

**Term:** The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.



***Functions of the Committee:*** The functions of the Committee are as follows:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
3. Approve new programmes of study leading to degrees and/or diplomas.
4. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
5. To approve annual budget of the college before submitting the same at the UGC.
6. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

## Academic Council

The Academic Council of the College is constituted as per University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations 2018 (13.4)

**Composition of the Committee:** The Committee shall have the following composition

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
6. Three nominees of the university not less than Professors.
7. A faculty member nominated by the Principal (Member Secretary)

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year.

**Functions of the Committee:** The functions of the Committee are as follows:

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.

5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

## Board of Studies

The various Board of Studies in the College is constituted as per University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations 2018 (13.5)

**Composition of the Committee:** The Committee shall have the following composition

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
7. Experts from outside the college whenever special courses of studies are to be formulated.
8. Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** Board of studies shall meet at least twice a year.

**Functions of the Committee:** The functions of the Committee are as follows:

1. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for innovative teaching and evaluation techniques;
3. Suggest panel of names to the Academic Council for appointment of examiners; and
4. Coordinate research, teaching, extension and other academic activities in the department/college.

## **Finance Management Committee**

The Finance Management Committee maintains a continuing review of the financial affairs of the College. It makes appropriate recommendations to the Governing Body of the College about the proper utilization of funds of the College, financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

**Composition:** As directed by the Autonomy Regulations

**Tenure:** 3 years

**Meeting:** The College Finance Management Committee shall meet at least once in a week and two third members shall constitute the quorum.

**Functions of the Finance Management Committee:** the functions of the Finance Management Committee are as follows:

1. To consider the financial estimates (budget) relating to the grants received/ receivable from University Grants Commission, funding from Government organizations/ Programmes, funding from NCC/ NSS, other funding agencies and PD accounts, etc.
2. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy
3. To recommend for the approval of the prepared utilization certificate to be submitted to various funding agencies
4. To consider the financial estimates (budget) relating to the start of new Programmes, research proposals, autonomy grants etc.
5. To see that expenses incurred have budgetary provisions.
6. To recommend for approval/rejection of financial proposals made by other committees / Departments with or without modification
7. To check whether necessary formalities have been observed in incurring the expenses as per the approved proposals
8. To submit the report on the purchases made semester wise to the Governing Body.
9. To carry out any other function as may be assigned by the Governing Body of the College.

## Purchase Committee

To ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases, a Purchase Committee has been constituted in the College. This Committee acts as an advisory body to the Finance Management Committee to take decisions on purchase of goods and services.

**Composition:** As determined by the Governing Body

**Tenure:** the tenure of the Committee shall be for 3 years

**Meetings:** The Committee may meet once in every fortnight and as and when required. The quorum for the meeting shall be two third of the total number of its members.

**Functions of Purchase Committee:** The Purchase Committee shall have the following powers and duties, namely:-

1. To collect and compile the list of equipment, computers, chemicals, apparatus, glassware, stationery, consumables and other miscellaneous items approved by the Finance Management Committee and required by the various Clubs/Committees/Associations, Library, College office, Offices of the Deans, Departments and the like for the year.
2. To take indents and supply through the centralized store, various items mentioned ibid to the Clubs/Committees/Associations, Library, College office, Offices of the Deans, Departments and the like against requirement as and when the need arises.
3. Invite quotes with the rates for the supply of items from the manufacturers, suppliers and dealers<sup>4</sup> where the total cost is INR 10,000.00 and above
4. Invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers where the total cost is INR 100,000.00 and above
5. Invite e-tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers where the total cost is INR 500,000.00 and above

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<sup>4</sup> In case of articles or services frequently required throughout the year viz. stationery, chemicals, glass wares, plastic wares, annual maintenance contract for computers/printers, photo copying machines etc, it is desirable to enter into annual rate contract for such a period as may be considered necessary to avoid calling of tenders every now and then.

6. To open the tenders in the presence of the Finance Management Committee, respective bidders, scrutinize the validity of the tenders and to approve the purchase of items.
7. To inspect the items purchased and approve the same;
8. To ensure proportionality, transparency, accountability and fairness in the procurement process
9. To deal with the matters relating to purchases of the College as per the procedure and general principles laid by the College
10. To submit the report on the purchases made semester wise to the Finance Management Committee.
11. To conduct an annual audit of all the assets purchased for various Clubs/ Committees /Associations, Library, College office, Offices of the Deans, Departments and the like
12. To maintain and update various inventories/assets of the College
13. To approve and document condemnation of obsolete inventories/assets of the College
14. To carry out any other function as may be assigned by the Governing Body of the College.

### **Procedure for Purchases**

The procedure to be followed in making purchases for the college is as follows:

- The description of the goods / services to be purchased to the extent practicable should
  - a. Be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics<sup>5</sup>.
  - b. Not indicate a requirement for a particular trade mark, trade name or brand.
- The specifications<sup>6</sup> in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the College.
- Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building

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<sup>5</sup> *Technical input for the goods to be purchased has to be given by the concerned departments*

<sup>6</sup> *The specifications so worked out should meet the basic needs of the organisation without including superfluous and nonessential features, which may result in unwarranted expenditure.*

codes, wherever such standards exist, and in their absence, be based on the relevant international standards.

- Quotations/tenders/e-tenders should be invited following a fair, transparent and reasonable tender procedure.
- The purchase committee should be satisfied that the selected offer adequately meets the requirement in all respects.
- The purchase committee should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- All Academic as well as administrative Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should be given to the Purchase Committee.
- In no case purchases should be split up so as to avoid the sanction from the Finance Management Committee
- Any donation/gift in the form of dead stock articles, books, equipment or any other item of capital nature shall be tagged and added to the property records as a gift and it is properly acknowledged and recorded.

## **Inventory Management**

- ***General Principles***

- Each department / section has the primary responsibility for the custody, care, maintenance, records and control of all property assigned to it. It shall maintain up-to date departmental/sectional records and initiate the appropriate actions of all transactions involving the said property.
- Warranty information and supporting documentation is to be maintained by the concerned department / section.
- The Head of the Department may designate a property coordinator in the department for their department and annual physical verification of the assets is the primary responsibility of these officers. The faculty coordinator ensures the proper use and maintenance of all property and equipment assigned to the department /section. He/she shall promptly report, receipt of equipment that is to be tagged and any loss, damage, misuse or transfer of property or equipment, to the concerned head of the department. Maintain current,



complete, and accurate property records and track the assignment of equipment within the department/section.

- ***Receipt of goods and materials from suppliers***

- While receiving goods and materials from a supplier, the Purchase Committee should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.
- All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage to or deficiency in the materials.
- Technical inspection where required should be carried out at this stage by the Head of the Department or by his/her nominee
- An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.
- Details of the material so received should thereafter be entered in the appropriate stock register<sup>7</sup>

- ***Disposal of Goods***

- An item may be declared surplus or obsolete or unserviceable if the same is of no use to the College/Department.
- The purchase committee/Management may, at its discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a College employee, responsibility for the same should be fixed.
- Sale of Hazardous waste/scrap batteries/electronic waste: Scrap lots comprising hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, on the date of delivery, as recycler/ pre-processor agency.

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<sup>7</sup> Preferably in an IT-based system.

## **Grievance Redressal Committee (for Students)**

Grievance Redressal Committee addresses all student and parent grievances. The Cell has to maintain a conducive and unprejudiced educational environment where complaints of students and parents are redressed. All complaints are addressed by the Grievance Redressal Committee and a report is submitted to Executive Committee (please refer Grievance Policy of the College)

The complaint management mechanism is carried out at three levels in the Institution:

1. All Departmental level grievances are attended by the Departmental Student Grievance Redressal Committee. The students can approach the Department Grievance Redressal Committee with their complaints only by submitting an application seeking redressal of grievance through the online grievance portal of the College.
2. Unresolved grievances at the Departmental level are referred to the College Grievance Redressal Committee. The students can approach the College Grievance Redressal Committee with their complaints of common interest too by submitting an application seeking redressal of grievance only through the online grievance portal of the College.
3. Unresolved grievances at the College level are referred to the Governing Body of the College.

### **Departmental Grievance Redressal Committee**

A complaint by an aggrieved student relating to a Department shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted at the level of the Department, as the case may be, and with the following composition, namely

1. Head of the Department – Chairperson;
2. Secretary of the Faculty Council of the Department
3. Class Tutor

In considering the grievances before it, the DGRC shall follow principles of natural justice and shall upload its report with recommendations, if any, to the online grievance portal (Edu-Alberts), within a period of 10 working days from the date of receipt of the complaint.

### **College Grievance Redressal Committee**

A complaint from an aggrieved student relating to the College shall be addressed to the College Grievance Redressal Committee (CGRC), with the following composition, namely:

1. Principal of the College – Chairperson
2. Vice-Chairman
3. Vice Principals
4. Academic Coordinator
5. Concerned Head of the Department
6. Registrar

**Quorum:** The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be four.

In considering the grievances before it, the CGRC shall follow the principles of natural justice and shall upload its report with recommendations to the Online Grievance Portal.

### **Procedure for redressal of Grievance by the Grievance Redressal Committee**

1. An aggrieved student may submit an application seeking redressal of grievance only through the online Grievance portal of the College.
2. On receipt of the online complaint, the same shall be forwarded within 24 hours of the receipt of the complaint, to the appropriate Student Grievance Redressal Committee (either Department Grievance Redressal Committee or College Grievance Redressal Committee).
3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated with the aggrieved student within 3 working days.
4. Grievances not resolved by the Department Grievance Redressal Committee within 10 working days shall be referred to the College Grievance Redressal Committee. Grievances not resolved by the College Grievance Redressal Committee within 15 working days shall be referred to the Governing Body of the College.

## Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) is conceived as a mechanism to build and ensure a quality culture at the institutional level. The College should have an IQAC, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Colleges. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence.

***Constitution of the IQAC Committee:*** the members of the IQAC committee are as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. Dean (Quality Assurance)

***Term:*** The term of nominated members in the committee shall be for a period of two years.

***Meetings:*** The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two third of the total number of members.

***Functions of the IQAC:*** The IQAC will be responsible for

1. The Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
4. Dissemination of information on the various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

6. Documentation of the various Programmes/activities of the College, leading to quality improvement.
7. Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
9. Development of the Annual Quality Assurance Report (AQAR) and Self Study Report (SSR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC) in the prescribed format.
10. Preparation of the Quality reports/Data as per guidelines and parameters of various ranking agencies (Ex. NIRF, AISHE, Private/Public rankings), to be submitted to those agencies.

## **Parent Teacher Association**

Parent-Teacher Association (PTA) is a formal organization that consists of parents, teachers and staff that is intended to facilitate parental participation in a College. The goal of this Committee is to support the college, encourage parent involvement, support teachers, and organize events.

**Term:** The term of nominated members in the committee shall be for a period of one-year

**Meetings:** The PTA Core Committee should meet at least once in a quarter. The quorum for the meeting shall be two third of the total number of PTA Core Committee members.

**Functions of the PTA Committee:** The PTA Committee will be responsible for

1. To foster and promote cordial relationships among the parents, teachers and students of the college/department.
2. To help guide and participate in various developmental activities of the college.
3. To promote the student's wellbeing, and educational success through strong parent, family, and social involvement.
4. To promote the ethical values of students for furthering self-esteem, integrity and respect for others.
5. To render 'all possible assistance for the smooth working of the college and for maintaining good discipline on the campus.
6. To provide and ensure essential facilities to the students of the college.

## **Academic and Administrative Audit Committee**

Academic and Administrative Audit (AAA), is mandatory for the excellence in Higher Education Institutions (HEIs). These are interrelated concepts, because in order to have a quality oriented academic, there should be a strong administrative background.

**Composition:** the members of the AAA committee are as follows:

1. Chairperson: Chairman of the College
2. Asso. Chairman
3. Vice Chairman
4. Registrar
5. Principal
6. Vice Principals
7. Deans of various offices (Dean – Quality Assurance being the Secretary of the Committee)
8. Deputy Dean of Quality Assurance

**Tenure:** 3 years

**Meeting:** The Academic and Administrative Audit Committee shall meet as and when required and two third members shall constitute the quorum.

**Functions of the Academic and Administrative Audit Committee:** The functions of the AAA Committee are as follows:

1. To act as an independent committee in order to audit all of the College's processes and mechanisms that contribute to the quality of the student learning experience and the standards set by IQAC.
2. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the Head of the Departments for improvements.
3. To develop and undertake an annual Academic and Administrative Audit in the College

4. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic, administrative and examination reforms.
5. On the basis of these audit reports, make recommendations to the management of the College, and to other committees as appropriate.
6. To report to Executive Committee of the College if major planning or resources issues are identified.



## Anti-Ragging Committee

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, the UGC has mandated that every educational institute has to constitute an anti-ragging committee and an anti-ragging squad. Guidelines of the various measures on preventing ragging from happening and action to be taken against students for indulging and abetting ragging are also mentioned.

***Composition of the Anti-Ragging Committee:*** The College shall constitute an Anti-Ragging Committee to be nominated and headed by the Principal, consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender.

***Composition of the Anti-Ragging Squad:*** The College may constitute an Anti-Ragging Squad to be nominated and headed by the Principal, with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions. The Anti-Ragging Squad shall have representation of various members of the campus community (teaching and non-teaching staff) and shall have no outside representation. The Squad must remain mobile, alert and active at all times.

***Affidavits to be maintained by the College:*** The College has to collect and maintain the following printed affidavits from students, their parents, teaching and non-teaching staff (preferably both in English and Malayalam) and are as follows:

1. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately<sup>8</sup>.

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<sup>8</sup> A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

2. The affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
3. Affidavit from every employee of the Institution including teaching/non-teaching staff, contract employee in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice.

### **Roles and Responsibilities of Anti Ragging Committee**

1. To ensure compliance with the UGC regulation 2009 and to uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.
3. To make known to all students, the prevalent directives and the action that can be taken against those indulging in ragging;
4. To consider the complaints received from the students, to constitute an Enquiry Commission on that complaint, to conduct an enquiry and initiate necessary action based on the recommendations.
5. To oversee the procedure of obtaining an undertaking from the students/parents/employees in accordance with the provisions;
6. To conduct workshops/seminars/awareness Programmes against ragging menace and orient the students and use any other creative avenue to spread the idea.
7. To provide students the contact information of the person(s) identified to receive complaints/distress calls / Nodal Officer / Online Grievance Portal.
8. To offer counselling services and create awareness among the students;
9. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.
10. To ensure anti-ragging warning in the Institution's prospectus and information booklets/brochures
11. To update the website of the College with all the necessary information pertaining to Anti-Ragging.

12. To interact and counsel students to detect early signs of ragging and identification of trouble-triggers.
13. To conduct inspection at hostels, students' accommodation, canteens, rest cum recreation rooms, toilets, bus stands
14. To adopt any other measure which would augur well in preventing / quelling ragging and any uncalled for behavior.

**The procedure for handling issues of ragging will be as follows:**

1. The information on ragging can be received in the following manner :
  - a) Through the notified contact details of the Nodal Officer / Committee members / national help-line number.
  - b) Through the Online Grievance Portal of the College
  - c) Through any other member of the College.
  - d) From any external source.
2. In the event of receipt of information of ragging, he/she shall promptly alert/inform the Chairman of the Anti-Ragging Committee of the College or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
3. The Anti-Ragging Committee of the College shall conduct a preliminary on-the-spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Principal of the Institution. The activity shall be completed, at the most, within twenty hours of receipt of information.
4. On receipt of information / preliminary on-the-spot enquiry report, the Chairman of the Committee shall immediately proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information.
5. The Anti-Ragging Committee of the College shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
6. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institution within fifteen days of the incident.

7. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment for the erring students following the provisions of Clause 9.1 of the UGC Regulations.

## **Internal Complaints Committee**

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating to Sexual harassment at work place.

***Composition of the Committee:*** the committee shall have the following composition

1. The Presiding Officer shall be a woman faculty employed at a senior level at College from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace (Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other Department or organisation)
2. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge
3. Three Students (if the matter involved students), who shall be enrolled at the Undergraduate, Masters and Research Scholar levels respectively, elected through transparent democratic procedure.
4. One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
5. Provided that at least one-half of the total Members so nominated shall be women.

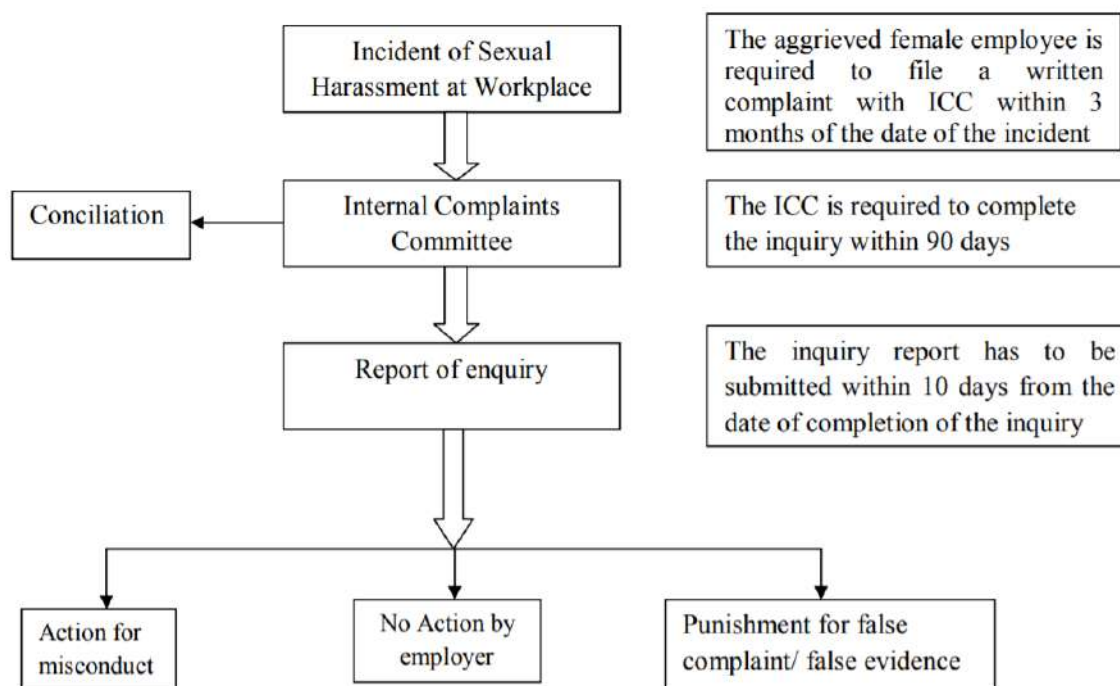
***Term:*** The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

***Functions of the Committee:*** The functions of the committee are as follows:

1. To frame a comprehensive Anti-sexual Harassment policy

2. To conduct Capacity Building/Training Programmes on the issue of Prevention and Redressal of Sexual Harassment at Workplace through online or face to face sessions for all levels of employees
3. To conduct Capacity Building/Training Programmes to create awareness on filing a complaint with the Internal Complaints Committee (ICC)
4. To develop informative guides, manuals, posters and other ICC materials
5. To advise and guide the management on legal and practical aspects of dealing with the issue.
6. To organize orientation Programmes for the members of the ICC
7. To deal with the complaints and conduct inquiry.
8. To provide assistance to the woman if she chooses to file a complaint under IPC or any other law
9. To initiate action under the IPC or any other law against the perpetrator or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place

#### **Procedure for filing complaint and conducting enquiry**



## Discipline Committee

The College Discipline Committee shall ensure that the students follow the rules and regulations of the College and remain orderly and peaceful in the pursuit of their educational objectives in the College.

**Composition of the Committee:** The Committee shall have the following composition

<i>Designation</i>	<i>Numbers</i>	<i>Nature</i>
Principal	1 Member	• Chairperson of the Committee
Vice Chairman and Registrar of the College	2 Members	
Vice Principals	1 - 2 Members	
Teaching Staff of the College	1 Member	• Coordinator nominated by the Executive Committee
Teaching Staff of the College	4 - 8 Members	• Nominated by the Executive Committee
Dean (Student Affairs)	1 Member	• The Member Secretary

**Term:** The Principal of the College would be the ex-officio Chairperson and the term for members of the Committee shall be one year. The quorum for the meeting, including the Chairperson, shall be two third of the total members.

**Meetings:** The College Discipline Committee shall meet at least once in a month<sup>9</sup>.

**Functions of the Committee:** The functions of the Committee are as follows:

1. To maintain discipline within the College campus and ensure a calm and peaceful academic atmosphere in the campus.

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<sup>9</sup> The meeting can also be convened within 24 hours if a disciplinary issue has been brought to the attention of the Principal/Management and the number of meetings can be increased in a month depending on the gravity of the complaint

2. To develop the nation builders of tomorrow and instill the values of our mother-land
3. To ensure that the students respect their faculty, other students and staff and refrain from physical/verbal confrontation.
4. To conduct enquiries on reports of indiscipline among students, recommend disciplinary action and initiate model action against students involved in indiscipline based on the rules and regulations of the College.
5. To initiate steps to develop self-esteem among students thereby reducing violence/ confrontations in campus
6. To ensure that the students follow the rules, regulations and processes of the College and attend classes regularly and systematically.
7. To assist the College Anti-ragging Committee in preventing ragging in the College and help in spreading Anti-ragging campaign throughout the student community.



## **Admission Committee**

The Admission Committee of St. Albert's College (Autonomous) is the face of the College which is visible to the aspirants before joining the College. The predominant responsibility of the Committee is to facilitate the admission processes at St. Albert's College (Autonomous) in an ethical, transparent and smooth manner.

**Composition:** As resolved by the Executive Committee of the College

**Tenure:** 1 year

**Meeting:** The College Admission Committee shall meet as and when required and two third members shall constitute the quorum.

**Functions of the Admission Committee:** The functions of the Admission Committee are as follows:

1. To decide on all the matters relating to the admissions of students at Under Graduate Programmes, Post Graduate Programmes, Certificate Programmes, Diploma Programmes, Post Graduate Diploma Programmes, Research Programmes leading to Ph.D. Degree and any other Programmes approved by the Governing Body of the College.
2. To conduct admission processes as per the reservation policy of the College at par with the prevailing reservations norms of the University/UGC/Government.
3. To develop and review the admission policy and practices of the College following the norms recommended by the Academic Council and approved by the Governing Body of the College.
4. To implement benchmarks for admission criteria and requirements, approved by the Academic Council of the College.
5. To verify all the documents that are necessary for admission process
6. To ensure that the students fulfill all the required procedures for the acquisition of recognition/ equivalency certificates of the previous Programme and eligibility certificates to the current Programme of the candidate.
7. To promote and implement fairness and consistency in the admission process
8. To provide all information related to admissions in the College to the prospective students and parents.

9. To issue admission notifications through various media
10. To issue notifications for spot admissions as per the guidelines issued by Governing Body and by the concerned competent authority
11. To submit the list of admitted students to the concerned competent authorities (University/ ASC/ Government/UGC and the like) if required in a time bound manner.
12. To take up any other activity related to admission deemed fit by the College

## Attendance Monitoring Committee

The Attendance Monitoring Committee aims to support the teaching staff in all matters and queries pertaining to student attendance and also monitors the online records of attendance as per the rules and regulations of the College.

**Composition of the Committee:** the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Vice-Chairman	• Chairperson
1 Member	Registrar	
1 Member	A Senior Teacher	• Convener
7 - 12 Members	Nominated by the Executive Committee of the College	• Of which one is elected as the Secretary.

**Term:** The term of the Convener and members of the Committee shall be of one year. The quorum for the meeting, including the Chairperson, shall be two third of the total members.

**Meetings:** The College attendance monitoring committee shall meet once in every month and as and when need arises.

**Functions of the Committee:** The functions of the committee are as follows:

1. Support the teaching staff in all matters and queries pertaining to student attendance
2. Monitor the online records of attendance as per the rules and regulations of the College
3. Dissemination of rules and regulations relating to attendance to all students
4. Compilation of attendance records on a monthly basis
5. Ensure that the departments periodically publishes the list of students who default<sup>10</sup> and bring this to the notice of respective Department<sup>11</sup>

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<sup>10</sup> The students whose attendance falls below 75% are defaulters as far as Attendance Monitoring Committee is concerned

<sup>11</sup> The HoD should inform the parents of the defaulting students in writing, at least twice every semester. During the first week of every month, the HoD shall ensure that the students

6. Recommend measures to check absenteeism

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*are appraised about their attendance and shall collect their signatures. If they still fall short of attendance, their parent/guardian should meet the Class tutor/HoD.*

## **Institutional Ethics Committee**

St. Albert's College (Autonomous) Institutional Ethics Committee reviews and approves academic research projects handled by the College Faculty only, which doesn't involve the participation of human subjects and Volunteers. If it involves the participation of human subjects and Volunteers, the committee has to be reconstituted and to be operated as per the "Indian Council of Medical Research (ICMR) National Ethical Guidelines for Biomedical Research involving Human Participants". It is also mandatory for the faculty to secure IEC clearance for the projects involving Human participants before the start of a research project.

***Constitution of the IEC Committee:*** the members of the IEC committee are as follows:

1. Chairperson: Principal
2. Coordinator: Dean (Research)
3. 1 Faculty from Chemical Sciences with highest post-Ph.D. Experience
4. 1 Faculty from Physical Sciences with highest post-Ph.D. Experience
5. 1 Faculty from Mathematical Sciences with highest post-Ph.D. Experience
6. 1 Faculty from Life Sciences with highest post-Ph.D. Experience
7. 1 Faculty from Social Sciences with highest post-Ph.D. Experience
8. 1 Faculty from Literature with highest post-Ph.D. Experience
9. One Nominee from the College Management (to be nominated by the Chairman)
10. External Member (Scientist)
11. External Member (Lay Person)
12. External Member (Legal Expert)
13. Dean (Quality Assurance)

***Term:*** The term of nominated members in the committee shall be for a period of three years.

***Meetings:*** The IEC should meet at least once in a Semester. The quorum for the meeting shall be two third of the total number of members.

***Functions of the IEC committee:*** The IEC Committee will be responsible for

1. To formulate Institutional Research Ethics Policy for St. Albert's College (Autonomous).

2. To report breaches of Ethics Policy or non-compliance of ethical practices among students, faculty and staff to the Chairman's Office through the office of Principal for taking necessary actions.
3. Propose corrective actions on report of non-adherence to the Policy.
4. To review all research/research projects involving subjects to be conducted in the Research Centre's of the College.
5. To review and approve all types of research proposals involving human participants (could be the population of a survey) with a view to safeguard the dignity, rights, safety and well -being of all actual and potential research participants.
6. To ensure that all the cardinal principles of research ethics viz. Autonomy, Beneficence, Non-maleficence and Justice are taken care of in planning, conduct and reporting of the proposed research.
7. To review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study through appropriate well documented procedures.
8. To examine compliance with all regulatory requirements, applicable guidelines and laws of the land.

## Placement Committee

The Placement Committee of the College, plays a vital role in building institute-industry interaction for mutual benefit. This committee shall also guide students in the matter of career options and act as a liaison between the corporate world and the student community. The committee shall counsel the students to choose a professional career and also guide them on various higher education opportunities they could have.

**Composition of the Committee:** the committee shall have the following composition

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Vice-Chairman/Registrar	<ul style="list-style-type: none"><li>• Chairperson of the committee</li></ul>
1 Member	Placement Coordinator of the College	<ul style="list-style-type: none"><li>• Nominated by the Executive Committee of the College. He/she may also be the Convener of the committee.</li></ul>
Members from each Department	Faculty members	<ul style="list-style-type: none"><li>• Nominated by the Head of the Departments<sup>12</sup></li></ul>

**Meetings:** The College Placement Committee shall meet as per the requirement with a quorum of two third of the total members of the committee

**Functions of the Committee:** The functions of the committee are as follows:

1. Responsible for establishing industry – academia interaction between the College and Industries
2. Responsible for organizing Campus placement drives
3. Responsible for all the activities relating to students' placement.
4. To prepare institute placement brochure and circulate amongst the identified Corporates/Industries.

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<sup>12</sup> The Departments are responsible for arranging summer internships/OJT/Hands-on-Training etc. for their respective students

5. To prepare and maintain the student database of each Department and share the same with corporates/industries as per their requirements & eligibility criteria.
6. To orient and motivate student placement coordinators and entrust them with responsibilities related all placement activities
7. To formulate the action plan to be implemented in arranging training Programmes for soft skills, mock interviews etc.
8. To arrange for interview facilities<sup>13</sup> at the campus for smooth functioning of the placement process
9. To collect the appointment letters from industry and distribute the same to respective students and collect acceptance letters from the students and dispatch the same to employers.
10. To monitor the maintenance of all documents pertaining to placements<sup>14</sup> in their respective departments and for the college.
11. To make arrangements for industrial-training/Internship for the faculty

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<sup>13</sup> *Facilities may include rooms for interview, GD, written test, hospitality etc. to name a few*

<sup>14</sup> *Copies of Appointment letter and their acceptance, attendance sheet of placements, recruiters' feedback, student placement tracker, activity reports and the like.*



## Public Relations Committee

This Committee acts as a liaison between the College and the outer world which includes digital as well as traditional media. This Committee promotes the institution to the public as well as manages its brand positioning.

**Composition:** The composition of the Committee is as follows:

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Vice-Chairman	• Chairperson of the committee
1 Member	Registrar	
1 Member	PRO of the College	• Nominated by the Executive Committee of the College. He/she may also be the Convener of the committee.
1 Member	Deputy PRO of the College	
1 Member	Asst. PRO of the College	
4 – 8 Members	Faculty members	• Media Coordinators of the Departments

**Tenure:** one year

**Meetings:** the committee shall meet once a month with two third of total members present

**The functions of the Public Relations committee:** The functions of the Public Relations Committee is to

1. Improve the overall visibility and enhance the reputation of the College
2. Work closely with all committees to keep abreast of upcoming College/Department events, Programmes and leverage social media/traditional media to communicate these activities.
3. Extensively cover all the College events and Programmes

4. Release press material about all the activities in the College/Department to various print and digital media for publications
5. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times
6. Collect information about the latest events in the College/Department, achievements etc. and host them on the website by way of write ups and pictures etc.
7. Update all communications, notices, announcements etc on a regular basis on the website and to the Albertian News Channel.
8. Regularly post updates on social media about all campus activities, student achievements and College performance.
9. Proactively engage followers in the use of social media by posting regular discussion topics.
10. Respond to comments and inquiries posted on College's social media sites

## Library Committee

**Composition:** The composition of the Committee is as follows:

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Vice-Chairman	• Chairperson of the committee
1 Member	Registrar	
1 Member	Librarian / Acting Librarian	• He/she is the Convener of the committee.
3 – 4 Members	Asst. Librarians / Acting Asst. Librarians	
3 - 5 Members	Faculty members	

**Tenure:** 1 year

**Meetings:** the committee shall meet atleast once in two months with a two third of member being present

**The functions of the library committee:** The functions of the library committee is to

- Frame general rules for the effective management of the Library
- Prepare the annual budget estimates of the library for submission to the Governing Body
- Recommend measures for upgrading the offline and online library facilities
- Enrich Library collection and to ensure optimal use of library collection by students & staff
- Solve the issues and problems raised by the students and staff members pertaining to Library
- Carry out physical verification during summer holidays and submit the report to Principal.
- Advise on maintenance of documentation of books, journals, magazines, newspapers, CD's & library materials.

- Advise on maintaining and updating e-journals and all teaching aids – NPTEL videos etc
- Liaison between the library, the student and the faculty
- Prepare and submit to the Academic Council, an Annual Report summarizing the activities and achievements of the library

## Cell For Prevention Of Caste-Based Discrimination And Committee For SC/ST, Minority Cell, OBC Cell

The University Grants Commission (UGC) has given priority to the downtrodden students and staffs during IX plan period and gave direction to all the universities to establish SC/ST Cell. According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes and minorities for the Universities and deemed Universities<sup>15</sup>, the purpose of these Cells is to monitor the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the University/Higher Educational Institution community and to remove difficulties, which they may be experiencing.

**Composition:** The composition of the Committee is as follows:

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Principal	• Chairperson of the committee
1 Member	Registrar	
1 - 2 Members	Vice Principals	• One of the Vice-Principals is the Coordinator of the committee.
5 – 10 Members	Faculty members	

**Tenure:** 1 year

**Meetings:** the committee shall meet atleast once in a months with a two third of member being present

**Functions of the committee:** the functions of the committee are as follows:

- To create and promote a secure environment for the SC, ST, OBC, and Minority students of the University/Higher Educational Institution. Ensuring protection and reservation as per the Constitution is the prime motto of the Cell.

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<sup>15</sup> Even though the plan suggests Universities, it is also mandated that even all the Higher Educational Institutions has to follow the guidelines.

- To offer guidance and counselling to SC, ST, OBC, and Minority students of the College in various matters.
- To implement the reservation policy for SCs/STs in the College; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the College and analysis of the data showing the trends and changes towards fulfilling the required quota
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Central/State Governments/UGC/ University.
- To implement, monitor continuously and evaluate the reservation policy in the College and plan measures for ensuring effective implementation of the policy and Programmes of the Central/State Governments/UGC/ University.
- To work in tandem with the College Grievance Redressal Committee and the Internal Complaints Cell of the College to redress the grievances of SC, ST, OBC and minority students, if any. Such students may submit their grievances in writing to any of the under-mentioned member of the Cell.
- The cell shall give wide publicity through circulars to all the faculty and inform the students about the various scholarships<sup>16</sup>.
- To arrange Awareness Programmes in and beyond the Campus for facilitating the mottos stated above.
- To look for special career opportunities for the SC, ST, OBC, and Minority students of the College. The Cell needs to conduct NET/SET Coaching Classes for the SC, ST, OBC, and Minority students (although non-reserved / non-minority students / general alumni are welcome in such classes) in each Department of the College.
- To enhance the psychological wellbeing of SC/ST/OBC and Minority students of the College.

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<sup>16</sup> According to students the said information is disseminated properly and more information pertaining to various government scholarships can be accessed from the National Scholarship Portal - <https://scholarships.gov.in/>

## Women Empowerment Cell

The Women Empowerment Cell will look after the welfare of the women employees/students, facilitate redressal of their grievances and cater to the issues concerning women employees. This Cell will organise various Programmes to ensure the overall development of the women employees/students in the College.

**Composition:** The composition of the Committee is as follows:

<i>Numbers</i>	<i>Category</i>	<i>Nature</i>
1 Member	Principal	<ul style="list-style-type: none"><li>• Chairperson of the committee</li></ul>
1 - 2 Members	Vice Principals	<ul style="list-style-type: none"><li>• One of the Vice-Principals is the Coordinator of the committee.</li></ul>
5 – 10 Members	Female Faculty Members	<ul style="list-style-type: none"><li>• One of them is the Coordinator of the committee.</li></ul>
1 - 2 Members	Male Faculty Members	

**Tenure:** 3 years

**Meeting:** The Women Empowerment Cell once in every month and two third members shall constitute the quorum.

**Functions of the Women Empowerment Cell:** the functions of the Women Empowerment Cell are as follows:

1. To create social awareness about the problems of women and in particular regarding gender discrimination.
2. To safeguard the rights and develop the self-confidence of female staff and students.
3. To guide and create awareness about women welfare laws.
4. To assert the importance of spiritual, economic, social, racial and gender equality.
5. To highlight the importance of health and hygiene.
6. To direct women's role in the society and to develop multidisciplinary approach for the overall personality development of women.

7. To organize seminars, workshops relating to women empowerment and to promote general well-being of female students, teaching and non-teaching staff.



## **Intellectual Property and Security**

During the employment with St. Albert's College (Autonomous) all intellectual property developed by the employees of the college, discoveries or inventions made by the employees in the performance of their duties related in any way to the business of St. Albert's College (Autonomous) or any related bodies corporate will be the property of St. Albert's College (Autonomous) or its related bodies corporate. The employee will be required to do everything necessary to ensure St. Albert's College (Autonomous) or its related bodies corporate has ownership of such intellectual property (including, if required assigning such intellectual property to St. Albert's College (Autonomous), a related body corporate or any entity that St. Albert's College (Autonomous) nominates).

From time to time during the course of your employment, the employee may be given access to sensitive information, data, company property, keys to premises or any other company related property/information. It is expected employees will treat this as intellectual property and therefore it should be stored securely either physically and/or electronically. Failure to properly look after company information or property will result in disciplinary proceedings including dismissal.

## **Conflict of Interest**

Prior to employment with St. Albert's College (Autonomous), the employees may be conducting business activities which potentially give rise to real or perceived conflict of interest with St. Albert's College (Autonomous)'s objectives and future activities. In such circumstances, any business or other external interests that have a real or perceived conflict of interest should be declared to St. Albert's College (Autonomous).

The employees will at all times advise management of any other interests they or any related bodies corporate in which they participate, have or are potentially entering into that could cause conflict with their employment, interests or commitment in St. Albert's College (Autonomous).

Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at St. Albert's College (Autonomous). If such involvement does affect performance or attendance it will be considered as a conflict of interest giving rise to the remedies described above or disciplinary proceedings including dismissal.

Approval must be given from management before approaching any external bodies for commercial or non-commercial external interests. This includes fund raising, sponsorship and similar activities.

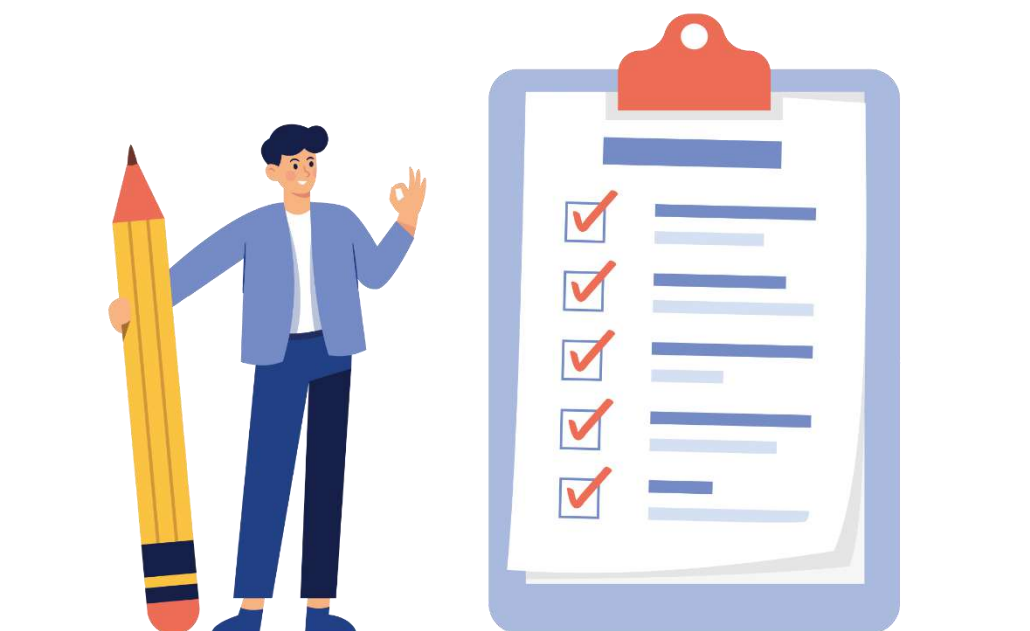


## **St. Albert's College (Autonomous)**

An initiative of Educational and Charitable Trust of Archdiocese of Verapoly

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# **POLICIES**



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Anti-Bribery Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Resource Mobilisation

Approved date: 08-07-2020



Approved by:  
Chairman

## **Anti-Bribery Policy**

### **Policy Statement**

It is the policy of St. Albert's College (Autonomous) that all the employees of the College conduct business in an honest manner, without indulging in any corrupt practices or acts of bribery to obtain an unfair advantage.

### **Objective**

St. Albert's College (Autonomous) restricts its employees from following any corrupt practices or acts of bribery to obtain an unfair advantage.

### **Policy**

The existing growth of St. Albert's College (Autonomous), provides exciting new business opportunities, while at the same time presenting new challenges in maintaining our commitment to the highest ethical standards.

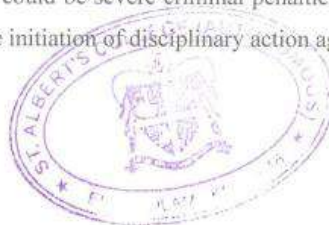
Among the most significant policies and regulations that govern St. Albert's College (Autonomous), are those that prohibit the payment or receipt of money, or things of value, in order to receive a commercial benefit or personal advantage. Even the laws of India signify that corruption indulged in by its public officials is a criminal offense. Such behaviour, even without a specific law prohibiting it, is a clear violation of St. Albert's College (Autonomous)'s Code of Conduct & Ethics.

This Anti-Bribery Policy was developed to provide clear guidance to all the employees and to ensure a consistent approach to business practices throughout the functioning of the College.

Violations of this policy not only undermine St. Albert's College's (Autonomous) core values and ethical standards, but, also can potentially subject the College to penalties. For any individuals violating the policy, there could be severe criminal penalties, and will also result in corrective action, including possible initiation of disciplinary action against the employee.

Prepared by:  
Dean – Resource Mobilisation

Approved date: 08-07-2020



Approved by:  
Chairman

*Human Resources Policy and Procedures Manual of St. Albert's College (Autonomous)*

Every employee has to carefully read and understand the Anti-Bribery Policy and strictly comply with every aspect of its requirements.

Every employee should refrain from accepting or permitting any member of his/her family or any person acting on his/her behalf to accept any gift in cash or kind for his/her own benefit from any person including another teacher/employee/student/general public for a work to be done in connection with the functioning of the College.

Every employee should refrain from asking or encouraging gifts<sup>1</sup> or benefits in connection with their work duties. Every employee should refrain from accepting for private use, any gift or benefits under all circumstances offered by a seller of goods or services purchased for College use.

Every employee should refrain from offering another public service officer a gift or benefit with the intent of seeking to alter the honest and impartial performance of that officer.

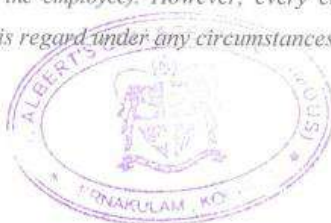
St. Albert's College (Autonomous) permits our memorabilia (such as T-Shirts, mugs, caps, Diary with our logo) to be given to government officials/others as modest gifts in the ordinary course of business, provided that such gifts conform to the laws of the country in which the gift has been made, and further provided that the employee giving such a gift shall seek the permission of Bursar in writing.

Any transaction, no matter how small or seemingly insignificant, that might give rise to a violation of this policy must be reported promptly. Failure to report known or suspected wrongdoing in connection with St. Albert's College (Autonomous) functioning of which an employee has knowledge may, by itself, subject that individual or entity to disciplinary action, including prosecution under the anti-bribery laws of any jurisdiction.

<sup>1</sup> *If the employee is placed in a position where it would be inappropriate to refuse a gift of more than INR 500.00, the gift above the said amount should be declared to the Bursar within 7 days of receipt and given to the Bursar within 14 days of receipt (the bursar can decide whether to keep the gift as a college property or return the same back to the employee). However, every employee should refrain from accepting a monetary gift in this regard under any circumstances*

Prepared by:  
Dean – Resource Mobilisation

Approved date: 08-07-2020



Approved by:  
Chairman

Birthday Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Birthday Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Vice Chairman

Approved date: 08-07-2020

Approved by:  
Chairman

Birthday Policy

**Birthday Policy**

**Policy Statement**

In order to develop a harmonious relationship among all employees at St. Albert's College (Autonomous) and share the joy of being together at special moments, birthdays of the employees will be celebrated.

**Objective**

St. Albert's College (Autonomous) recognizes the importance of human capital and in order to show love and care towards its employees, birthdays of all the employees on rolls will be celebrated wishing them growth and success.

**Process**

1. The photograph and name of the employee will be displayed on the LCD screen at the reception on that day.
2. The PR/HR Department shall wish the employee through the e mail address of [staff@alberts.edu.in](mailto:staff@alberts.edu.in)
3. On last Friday of the every month, the various Departments could celebrate birthdays for the month with cake cutting, snacks and cold drink/Tea if time permits.

Prepared by PRO

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Business Expenses Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Business Expenses Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Bursar

Approved date: 08-07-2020

Approved by:  
Chairman:

Business Expenses Policy

**Business Expenses Policy**

**Policy Statement**

St. Albert's College (Autonomous) will reimburse employees for out-of-pocket business expenses incurred during the discharge of their duty, where prior approval has been received from the Chairman/Bursar or Finance Committee.

Tax receipts must be provided for all expenses to be reimbursed. Cash advances of anticipated expenses can only be approved by Chairman/Bursar of the College.

**Objective**

The objective of the Business Expenses Policy is to ensure that the staff are not spending out-of-pocket in the course of fulfilling their responsibilities.

**Process**

Expenses (INR 1000.00 or less) may be reimbursed through cash. If cash is given as advance the staff should submit the account of the expenditure incurred along with the receipt and the balance amount within 7 days of the expenses incurred (if the staff is out of station, he/she may reimburse the amount within 7 days of re-joining the office).

Expenses for more than INR 1000.00 should be submitted to the Accountant on an Expenses Claim Form which has been signed by the Bursar.

Payment of reimbursed expenses will be made directly into the nominated bank account of the employee (recorded with Accountant's office) within 7 days of approval of bills submitted by the employee.

Prepared by:  
Bursar

Approved date: 08-07-2020



Approved by:  
Chairman:

Campus Code of Conduct



## St. Albert's College (Autonomous)

An initiative of the Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Campus Code of Conduct

Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Campus Code of Conduct

**CAMPUS CODE OF CONDUCT**

**Attendance**

- Students are expected to be present in the class well-within time and late coming will result in loss of attendance for the corresponding hour.
- Attendance will be marked at the beginning of each hour by the teacher engaging the class.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by the HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and selection process will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- On-Duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of On Duty leave admissible is restricted to 10 days per semester.
- Student should get a minimum of 50% attendance for each course & average attendance has to be 75% in a semester to appear for semester-end examinations.
- Candidates between 50% to 75% can request for a hearing with the attendance committee, whom will give personal hearing to every student falling short of minimum attendance for keeping terms and recommending case by case to the principal<sup>1</sup> to condone the absentee of the student.

**Dress Code**

- No student is allowed to wear sleeveless, deep neck T-shirts or tops, leggings paired with T-shirts or short tops, skirts or dresses above the knees, low waist and lacerated /torn pants, revealing and skin-tight costumes on the campus. Students can wear a veil covering their head but not a burqa or chador covering the entire length of the body as

<sup>1</sup> Recommending post verifying the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

**Campus Code of Conduct**

well as the entire face. In case of any violation of the dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.

**Identity Card**

- Students should wear their ID Cards while they are on campus and in their respective classrooms.
- All services like payments, issue of certificates, mark lists etc., will be made only on production of the Identity Card.
- The Identity Card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

**General Guidelines**

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- Students have to maintain proper discipline inside the campus premises during the college working hours.
- A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 8.00 a.m. to 06.00 p.m. The first period will begin with a prayer song which will be played through P.A System. Students shall stand at attention till the prayer ends. Those who are standing outside the classroom are also expected to follow the same.
- All students shall leave the classes immediately after 06.00 p.m. Students shall wander or gather in the verandah, corridor, staircase etc.
- Students are expected to maintain silence in the academic buildings to maintain decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1



Campus Code of Conduct

- Students are encouraged to make use of the library, and common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However, under normal circumstances, students shall retreat to their hostels or residences by 6.00 PM.
- No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
- Students having lab sessions in the FN or AN, have to report to the lab directly on time and they are not expected to go to the classroom.
- In the events of Student seminars/project presentations etc., it is compulsory that all students of the concerned class be present for the entire session.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- Consumption of intoxicants/psychotropic / alcoholic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited. Any violation will lead to disciplinary action.
- Students shall not go on tour, picnic, excursion or study tour without the prior sanction and approval of the Principal. Tours are restricted to one in the entire period of the programme and it is also advised to take up the tour by the end of the end semester. The study tour is a part of the academic activity and is permitted as per the curriculum.
- Students are prohibited from defaming the college, college authorities, staff or students through any media (online/social/printed/verbal etc.). Disciplinary action will be taken against those students who disobey this rule.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambience.
- Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with a fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude on campus.

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Campus Code of Conduct

- Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. on campus without the permission of the competent authority.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- Students who possess a criminal background/have a police case initiated against them are ineligible to receive admission. If the same is brought to light post admissions the students will be expelled without further notice.
- Political activity in any form is not permitted on the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- Harassing juniors, the ill-treatment of other fellow students or any such form of ragging is objectionable and liable to be treated as a criminal offence by the law enforcement agencies as per the directives of the Hon'ble Supreme Court of India.
- Misbehaviour or use of threats or violence against members of the staff or fellow students will be considered very serious cases of misconduct.

**Visitors**

- Students shall not bring any outsiders except the parent/guardian to the college premises for any purpose whatsoever without the permission of the Principal.
- Outsiders are not permitted to meet any of the staff or students on the college campus without the permission of the Principal.
- Other than staff members, present students and permitted personnel, no one is allowed to enter the classrooms, laboratories and hostel in any case.

Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

In case of any instance of noncompliance with existing rules or any observed matter/behaviour that deviates from the vision and mission of St Albert's College Autonomous, all the staff members are empowered to initiate the disciplinary procedure by

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Campus Code of Conduct

informing the Principal/ Management in writing who may convene the discipline committee meeting which in turn may lead to the constitution of an enquiry committee and further proceedings.

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1



Change in Employment or Personal Data



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Change in Employment or Personal Data

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Change in Employment or Personal Data

**Change in Employment or Personal Data**

**Policy Statement**

The Registrar's Office is responsible for maintaining records of each employee's work history in the Institution and for maintaining information, including educational background, home and office address, and emergency notification information.

**Objective**

The objective of this policy is to make sure that an accurate record of the employees at St. Albert's College (Autonomous) is maintained.

**Policy**

Each employee is expected to promptly notify his or her Department Head and the Registrar's Office in case of any change in name, home address, telephone number or any other data captured as part of the Master data initially, or thereafter. The Registrar's Office should be notified of changes in marital status, spouse's name, number of dependents and beneficiaries in writing with proper evidence in order to ensure proper administration of benefits. If the change affects tax status, an updated tax declaration form has to be submitted.

If it is found that the changes mentioned by employee in any means are forged, then the Institution will be forced to cancel all the benefits that the employee is availing at that time, without any notice and if the benefits of the employee have to be reinstated, he/she will be requested to show cause to the satisfaction of the Registrar's Office that why a disciplinary action should not be initiated against him/her.

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Code of Ethics for Research



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Code of Ethics for Research

Revised/Approved on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean: Research

Revised: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Code of Ethics for Research

**Code of Ethics for Research**

Researchers and professional staff must, in all aspects of their research follow the Code of Ethics

1. **Academic Honesty:** Faculty should be honest in all scientific communications (such as but not limited to Honesty in reporting data, results, methods and procedures, and publication status; Not fabricating, falsifying, or misrepresenting data; Not deceiving colleagues, granting agencies, or the public.)
2. **Integrity:** Keep the promises and agreements; act with sincerity; strive for consistency of thought and action.
3. **Carefulness:** Avoid careless errors and negligence; carefully and critically examine your work and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.
4. **Respect for Intellectual Property:** Honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.
5. **Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.
6. **Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
7. **Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
8. **Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.
9. **Other:** Ensure the safety and wellbeing of those associated with research, show respect for the animals they use in research, ensure the protection of people and the environment from risks resulting from research, appropriately acknowledge the role of others in research.

Prepared by:  
Dean: Research

Revised: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Code of Ethics for Research



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Code of Ethics for Research

Revised/Approved on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean: Research

Revised: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Code of Ethics for Research

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4. **Respect for Intellectual Property:** Honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.
5. **Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.
6. **Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
7. **Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
8. **Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.
9. **Other:** Ensure the safety and wellbeing of those associated with research, show respect for the animals they use in research, ensure the protection of people and the environment from risks resulting from research, appropriately acknowledge the role of others in research.

Prepared by:  
Dean: Research

Revised: 02-02-2021



Approved by:  
Chairman

Revision number: 1



Consultancy Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Consultancy Policy

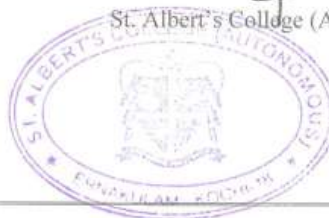
Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Management

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Consultancy Policy

## **Consultancy Policy**

### **Introduction**

Consultancy is well recognised as an effective way for academia to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the College must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institution's strategic, operational objectives, and where the costs are sustainable.

St. Albert's College (Autonomous) is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organisations.

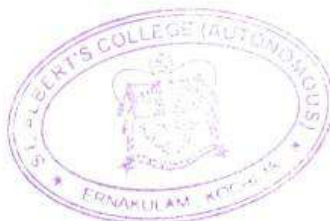
### **The Policy**

All consultancies described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with the policies, functions, objectives or interests of the College or damage the College's reputation.
- (c) At a minimum, the salary and on-cost charges set by the College must be applied to all project budgets. All Consultancies are required to include overheads.
- (d) Staff members shall not undertake external research activities where no formal agreement has been authorised by the College unless they are on leave without pay, approved by the Principal and Manager. Such faculty may not use their college affiliation or academic title when providing research services which are not approved by the College.

Prepared by:  
Dean – Management

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1



Consultancy Policy

**Research Consultancy**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

**Other Consultancies**

Other Consultancies include non-research activities performed under contract for a third party. Other Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, opinion surveys etc., the provision of professional services such as designing, legal and academic advice/delivery undertaken by members of faculty and staff.

**Private Consultancy**

In principle, a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by the Manager and the Principal. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties or obligations to the College. None of the benefits set out for College Consultancy are available to faculty and staff undertaking a Private Consultancy. It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the College who is carrying out the work, and that the College has no responsibility or liability whatsoever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The use of College trademarks such as letterheads, brands etc. or College intellectual property is strictly prohibited in Private Consultancies;
- (c) No College facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy

Prepared by:  
Dean – Management

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Consultancy Policy

- (d) St. Albert's College (Autonomous) is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- (e) The staff member agrees to indemnify St. Albert's College (Autonomous) and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (f) The staff member declares any real or potential conflict of interest to their Manager

**Staff Entitlements**

- (a) The College allows the staff to engage in Consultancies provided they do not interfere with the discharge of their duties. Consultancies shall be undertaken only with the approval of the Principal and the Manager. No limit is placed on earnings. However there is a limit on the time spent on Consultancy.
- (b) Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval of the Principal and the Manager. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

**Benefits of College Consultancy**

The College provides the following benefits to staff undertaking Research or Non-research Consultancies:

- (a) Access to the College's financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.
- (b) Access to the College's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Principal and the Manager.
- (c) Entitlements to use the College's name and reputation, providing it is not brought into disrepute.
- (d) Ability to make reference to their College position and title in connection with the work.

Prepared by:  
Dean – Management

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

### Consultancy Policy

The College does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or other Consultancy and subject to the conditions of this Policy.

All Consultancies are required to include overheads.

The bills for consultancy have to be issued by the College and the payments have to be directed through the College consultancy account. Any violation of the same would call for penal action.

The revenue generated from the consultancy project will be shared among the member, his/her Department and the College on a 40:30:30 ratio after deducting the overheads and all other expenses met by the College/consultancy work.

If more than one member takes up the consultancy project the 40% amount shall be shared equally.

A consultancy register has to be maintained with particulars regarding the day to day activities concerned with the consultancy.

### Approval

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancies are required to be approved by the Principal and the Manager.

### Exemptions and Variations

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Consultancy Application coversheet, and approved by the Manager.

Transfers in from other Institutions in cases where a Consultancy is transferred to the College from another organisation, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases, where a grant is being transferred to

Prepared by:  
Dean – Management

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

#### Consultancy Policy

the College from another organisation and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

When an employee undertaking a consultancy retires, the said consultancy project has to be transferred to a person authorised by the Principal and the Manager.

#### **Conflict Of Interest**

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Manager and the Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- a. financial or non-financial interests;
- b. teaching or course work for another Institution;
- c. work performed for a supplier of goods or services to the College; or
- d. work undertaken with an Organisation to which the College supplies goods or services.

#### **Consultancies with Other Tertiary Institutions**

Full-time members of the College staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Principal and the Manager

#### **Intellectual Property**

Any intellectual property arising from any Consultancy will be governed by the Intellectual Property Policy of the College.

Prepared by:  
Dean – Management

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Divyangjan Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Divyangjan Policy

Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Principal

Revised: 02-02-2021



Approved by:  
Chairman

Revision number: 1



## Divyangjan Policy

### Divyangjan Policy

#### Policy Statement

St. Albert's College (Autonomous) is well aware of its role in providing necessary guidance and counselling to the students with Disabilities (Divyangjan). In accordance with which the college will follow certain practices to support the Divyangjan students.

#### Objective

To understand the various rights, regulations, scholarships, provisions, facilities, opportunities given by the legislation on the "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) rules, 1996" and amended rules for Persons with Disabilities and to implement the same in the College.

#### Policy Measures

1. The College will be a differently-abled student's friendly campus and will have a zero tolerance on discrimination.
2. The College will provide support during examinations if required and other needs pertaining to differently-abled persons
3. The College will assess their educational needs, determine and facilitate assistive devices that can be procured for them.
4. The College will facilitate scholarship and assist in placement opportunities.
5. The College will celebrate important days pertaining to disability.
6. All existing structures as well as future construction projects in the campus will be made disabled friendly. Special facilities such as ramps, railings and special toilets will be made to suit the special needs of differently-abled persons.

Prepared by:  
Principal

Revised: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Employee Recognition Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Employee Recognition Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Employee Recognition Policy

## **Employee Recognition Policy**

### **Policy Statement**

Recognition is an important element of “putting people first” and serves to motivate and reward employees for exemplary work above and beyond what is required by a position description. This policy promotes programs that recognize an employee's contributions towards the overall objectives of the Institution.

### **Objective**

The objective of the policy is to reward employees who have shown exemplary work above and beyond what is required by their position.

### **Policy**

At St. Albert's College (Autonomous), the employees will be recognised for their exemplary work in a Formal or Immediate approach.

#### ***Formal Recognition:***

On September 05<sup>th</sup> of every year, the College would recognise the exemplary work rendered by the employees or by the Departments.

#### ***Immediate Recognition:***

This approach will provide recognition at any time for demonstration of behaviours and values of the College, contributions to the goals and objectives of the College and will acknowledge individual or team accomplishments.

#### ***Awards:***

St. Albert's College (Autonomous) will provide a certificate and a plaque.

The names and photographs of the employees will be displayed on the LCD screen at the reception post selection.

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Employee Referral Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Employee Referral Policy

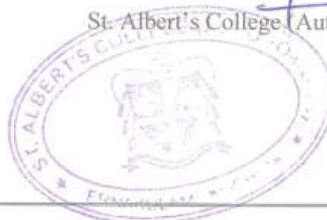
Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by  
Vice Chairman:

Approved date: 08-07-2020



Approved by  
Chairman:

Employee Referral Policy

## **Employee Referral**

### **Policy Statement**

The purpose of the Employee Referral Programme is to recruit high quality talent for hard to fill, mission critical, and highly competitive positions seeking help of trusted sources in form of employees.

### **Objective**

The objective of the policy is to

1. To accelerate the recruitment of personnel
2. To enable acquisition of a stable and satisfied work-force
3. To motivate existing satisfied employees to put in their efforts to support the organizational priorities.

### **Policy**

The market for recruiting quality talent is challenging and the competition is quickly increasing. The employee referral program is intended to bring in the best possible talent

St. Albert's College (Autonomous) will issue a per instance award of INR 1000.00, less applicable taxes, to a current regular employee whose referral is subsequently hired by the college for an open, eligible full-time position and who remains in that position for twelve continuous months in good performance standing.

Prepared by  
Vice Chairman:

Approved date: 08-07-2020



Approved by  
Chairman:

Employee Satisfaction Survey Policy



St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

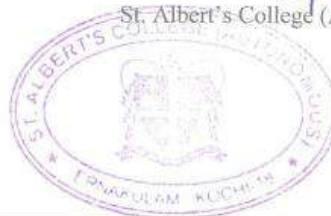
(Accredited with "A" Grade by NAAC)

# Employee Satisfaction Survey Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Dean – Quality Assurance

Revised date: 08-07-2020

Approved by:  
Chairman

Revision number: 1

Employee Satisfaction Survey Policy

**Employee Satisfaction Survey Policy**

**Policy Statement**

St. Albert's College (Autonomous) recognizes that it is necessary to enhance employee satisfaction to foster synergy and a healthy atmosphere in the organization. To measure the level of employee satisfaction, Employee Satisfaction Survey (ESS) will be carried out from time to time.

**Objective**

The objective of the policy is to measure the employee satisfaction in various aspects of St. Albert's College (Autonomous).

**Policy**

To enhance the employee satisfaction and to foster synergy and a healthy atmosphere in the College, St. Albert's College (Autonomous) recognizes that employee satisfaction should be measured from time to time.

The Office of the Dean (Quality Assurance) will be carrying out the Employee Satisfaction Survey annually and responses obtained through the survey will be analysed to find out grey areas in employee satisfaction. Based on the grey areas, an action plan will be laid out in detail for further improvement of employee satisfaction which would be presented to the Chairman's Office through Executive Council.

Prepared by:  
Dean – Quality Assurance  
Revised date: 08-07-2020



Approved by:  
Chairman  
Revision number: 1

Equal Employment Opportunity Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Equal Employment Opportunity Policy

Revised/Approved on: 08-07-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Revised: 08-07-2021



Approved by:  
Chairman

Revision number: 1

Equal Employment Opportunity Policy

**Equal Employment Opportunity Policy**

**Policy Statement**

St. Albert's College (Autonomous) has to provide equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations.

**Objective**

The objective of the Equal Opportunity Policy is to support the attraction and retention of employees that contribute most to the development of St. Albert's College (Autonomous).

**Process**

The Equal Opportunity Employment process is reflected throughout St. Albert's College's (Autonomous) staff recruitment and retention processes.

St. Albert's College (Autonomous) provides equal employment opportunity to all qualified persons without discrimination on the basis of age, sex, race, disability, marital status or religion in accordance with applicable local, state and national laws and regulations. St. Albert's College (Autonomous) will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

All employment and promotion decisions will be based solely upon individuals' qualifications, experience, prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. St. Albert's College (Autonomous) will take whatever affirmative action is necessary to attract and retain qualified persons.

Prepared by:  
Vice Chairman

Revised: 08-07-2021



Approved by:  
Chairman

Revision number: 1

Excellence Award Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Excellence Award Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Excellence Award Policy

**Excellence Award Policy**

**Policy Statement**

As the College grows in all dimensions, it is important that faculty resources are not only augmented but also nurtured carefully. Since competition for quality faculty resources is quite intense, it is proposed that St. Albert's College (Autonomous) must have a scheme to encourage and nurture its faculty.

**Objective**

St. Albert's College (Autonomous) would like to nurture the quality of faculty and assess their excellence as a teacher.

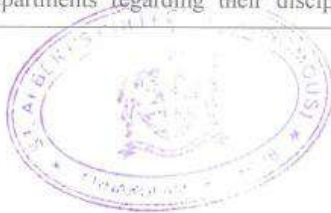
**Policy**

Every year a maximum of 05% of the total faculty members who attain atleast 70% weightage in the evaluation criteria mentioned below, would be selected into the "Chairman's Star Faculty List". Selection of faculty members into Star Faculty list would be based on the following criteria evaluated during that academic year.

Criteria	Weightage of Marks
Section A	
Student Feedback on the teaching, learning effectiveness of the faculty and mentoring aspects	20%
Section B	05%
Informal Peer review about the Faculty (HoD/Department Colleagues)	
Section C	
Inputs from the Head of the Departments regarding their discipline.	10%

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Excellence Award Policy

capabilities, capacities and team spirit (or by the Principal for Head of the Departments)	
Academic E-Content Development	10%
Performance regarding <i>Going the Extra Mile</i> in actively getting involved in activities regarding Governance, Crisis Management, Students' Extra-Curricular and Co-Curricular activities including personality development, sports, extra classes, special mentoring etc.	10%
Section D Research and Development activities and ability to get research funding / active involvement in seeking and developing consulting assignments, Publication of good articles in leading journals and / or books	15%
Section E Development of innovative teaching practices	05%
Section F Active involvement in Professional/academic Bodies	5%
Section G Chairman's Review	10%

**Implementation**

The faculty member must have served St. Albert's College (Autonomous) for two years continuously without any unpaid leave for more than a fortnight will be eligible to apply for the same.

To be considered for the Award for excellence, each faculty should at least score **70% of weightage marks** in the evaluation score sheet.

The faculty members who figure in the Chairman's Star List will be given preference towards:

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Excellence Award Policy

1. Overseas and industry visits for representation and participation purposes.
2. Allocation for assignments in the industry or other Universities / Institutions abroad with whom St. Albert's College (Autonomous) has a MoU for Faculty exchange.
3. Nominations to various Boards, Councils, Committee and Sub Committee of affiliate Institutions.

The faculty members who figure in the Chairman's Star List will be given:

1. An Award with citation
2. Research seed funding
3. Photographs and names of these employees would be displayed on the LCD screen at the reception, post selection
4. **To attend a conference for paper presentation (Outside Kerala and within India):** Management will bear 50% of the expenses of the faculty member in the Chairman's Star List during that year subject to a maximum of Rs. 5000/- for a conference in an academic year<sup>1</sup> (up to a maximum of 2 Conference).
5. **To attend a conference for paper presentation (Outside India):** Management will bear 50% of the air-fare of the expenses of the faculty member in the Chairman's Star List once during that year subject to a maximum of Rs. 15,000/- for a conference in an academic year.

<sup>1</sup> A request with the acceptance letter from the organizers and the full paper which will be presented in the conference has to be submitted to the Review Committee through the Principal. The Review Committee will consist of the Registrar, Principal, the respective HoD and two senior subject experts. The faculty member has to present the paper before the Review Committee meeting, if required. The Review Committee after looking at the nature of the conference, presentation, quality of paper and other details will submit the recommendation to the Chairman. In the light of the recommendation from the Review Committee, the Chairman will take the final decision.

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

## Excellence Award Policy

## Evaluation Criteria for Award for Excellence

## Section A – Quantitative

## Student Feedback Forms (25%)

The following schedule is constructed in such a way that you are required to indicate your level agreement with the following statements on a continuous interval scale of 1 to 10, including fractions, only if you feel fractions are necessary to express your level of agreement. The scale as indicated below represents disagreement at 1 and agreement at 10.

Strongly Disagree - 1    2    3    4    5    – Strongly Agree.

Sl. No	Statements	Subject Name 1	Subject Name 2	Subject Name 3	Subject Name 4	Subject Name 5
	<b>Faculty</b>	<b>Teachers Name</b>	<b>Teachers Name</b>	<b>Teachers Name</b>	<b>Teachers Name</b>	<b>Teachers Name</b>
1	The faculty is enthusiastic about the subject area of the course					
2	The faculty has adequate clarity about the concepts pertaining to the subject area					
3	The faculty demonstrated confidence in teaching and explaining the concepts					
4	The faculty demonstrated the application of the concepts to real world situations					
5	Most often the faculty could answer the questions of the students satisfactorily					
6	The faculty provided opportunity for all the students to participate in the class					
7	Usage of teaching aids, such as White board, ICT tools etc., while teaching					

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Excellence Award Policy

	the course					
8	The faculty covered all the topics in the syllabus adequately & logically					
9	The faculty demonstrated adequate communication skills required for instruction					
10	The faculty has effective classroom management skills					
11	The faculty provided useful feedback to the students					
12	Faculty uses effective continuous evaluation tools					
	<b>Total Score for each faculty</b>	Total Score in 60	Total Score in 60	Total Score in 60	Total Score in 60	Total Score in 60
	<b>Calculation to 20%</b>					

**Section B – Qualitative**

**Peer Feedback (5%)**

Evaluation by the Colleagues of the employee on the effectiveness of their work

**Section C – Quantitative**

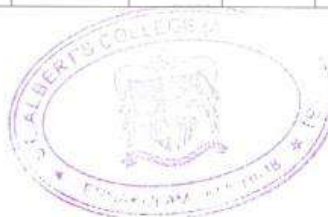
**Inputs from HoD (30%)**

**Inputs from the HoD regarding their capabilities, capacities and team spirit (10%)**

	5	4	3	2	1
<b>Subject knowledge</b> Knowledge of their Subject and effective dissemination of that knowledge with the students					
<b>Quality of work</b> Accuracy and quality of work shown by the faculty.					

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Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Excellence Award Policy

<b>Reliability</b> The extent to which the employee can be depended upon to be available for work, to complete work properly, and complete work on time. The degree to which the employee is reliable, trustworthy, and persistent.					
<b>Initiative and creativity</b> The ability to plan work and to proceed with a task without being told every detail and the ability to make constructive suggestions.					
<b>Judgment</b> The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.					
<b>Cooperation</b> Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.					
<b>Attendance</b> Consistency in coming to work daily and conforming to scheduled work hours.					
<b>Total Score of the Faculty</b>					
<b>Calculation to 10 Marks</b>					

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Excellence Award Policy

**Academic E-Content Development (10 Marks)**

(For every one E-Content developed by the faculty, he/she can be given two marks upto a maximum of 10 Marks)

**Performance regarding Going the Extra Mile (10 Marks)**

	5	4	3	2	1
<b>Planning and organizing</b> The ability to analyse work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which the employee can be trusted to carry out assignments conscientiously.					
<b>Directing and controlling</b> The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.					
<b>Decision-making</b> The ability to make decisions and the quality and timeliness of those decisions.					
<b>Governance</b> Contribution of faculty to the society in terms of Institutional Governance, crisis management, effective student grievance handling etc.					
<b>Quantity of work</b> No of committees in the Institution where the staff is actively contributing to (each committee gets two mark)					
<b>Quality of work</b> Quality of work shown by the faculty in the					

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Excellence Award Policy

above committees					
<b>Co-Curricular activities</b> Contribution of faculty in the Co-Curricular activities including personality development, placement training, special mentoring, other student development activities etc.					
<b>Extra-Curricular activities</b> Contribution of faculty in the Extra-Curricular activities including Arts, sports, Annual Days, observation of special day etc.					
<b>Extension Activities</b> Contribution of faculty to the society in terms of Academic/Non-Academic extension activities and motivating students to actively participating on the same					
<b>Total Score of the Faculty</b>					
<b>Calculation to 10 Marks</b>					

Section D – Quantitative

Research & Development (15 Marks)

	5	4	3	2	1
Employee has been awarded research funding by external agencies (government related) during the proposed academic year (for every 2 lakhs of funding, the faculty may be assigned one mark)					
Employee has developed R&D capability in the Institution during the proposed academic year from government related funding (for every 1 lakh worth of infrastructural development (machinery, equipment's etc.).					

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Vice Chairman

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Chairman

Excellence Award Policy

the faculty gets one mark)					
Revenue generated by the faculty from Industrial projects (non-government) (for every INR 50,000.00 of funding, the faculty may be assigned one mark)					
The number of awards or honours the employee received in research and development during the proposed academic year (for every one award or honour, the faculty may be assigned two marks)					
The number of papers published in refereed journals (UGC recognised) during the proposed academic year (for every paper, the faculty may be assigned two marks)					
The number of citations, the faculty has for the papers published during the proposed academic year (For every one citation, the faculty can be given one mark)					
The number of patents filed/awarded during the proposed academic year (For each patent, the faculty can be given five marks)					
The number of presentations made at National/ International conferences or symposia during the proposed academic year					

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Excellence Award Policy

(For each paper presentation in International Conference, the faculty can be given two mark whereas in National Conference, the faculty can be given one mark)					
The number of white papers published by the faculty / articles in State level Newspapers/ Periodicals					
(For each white paper/article, the faculty can be given one mark)					
<b>Total Score of the Faculty</b>					
<b>Calculation to 15 Marks</b>					

Section E – Quantitative

Innovative Practices (5 Marks)

	5	4	3	2	1
<b>Teaching Dossier</b> Factual description of Innovative Practices being adopted by the faculty and contains documentation that collectively suggests the impact of his or her teaching.					
<b>Students' Evaluation and Feedback:</b> Students' perception of their learning experiences in class regarding the innovative practices mentioned above and the effectiveness of such innovative methods <sup>2</sup> .					

<sup>2</sup> The HoD has to officially collect the feedback through focus group interviews and record the responses of atleast 15 students from each batch on the effectiveness of innovative teaching practices adopted by the faculty on those courses.

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Excellence Award Policy

<b>Total Score of the Faculty</b>					
<b>Calculation to 5 Marks</b>					

**Section F – Quantitative**

**Active Participation in Professional/academic Bodies(5 Marks)**

	5	4	3	2	1
No of Professional/academic Bodies the faculty is a member of, during the proposed academic year  (for every professional/academic membership, the faculty can be given two marks)					
No. of events actively participated by the faculty in these Professional/academic Bodies during the proposed academic year (for every event, the faculty can be given one mark)					
<b>Total Score of the Faculty</b>					
<b>Calculation to 5 Marks</b>					

**Section G – Qualitative**

**Chairman's Review (10 Marks)**

Evaluation by the Chairman of the College

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Fee Refund Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Fee Refund Policy

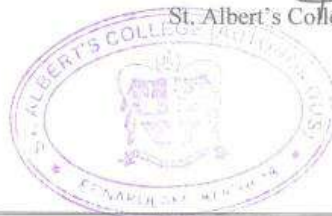
Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Fee Refund Policy

**Fee Refund Policy**

**Policy Statement**

St. Albert's College (Autonomous) is well aware of the hardship faced by the parents during the admissions of their wards. Hence, the college will follow certain practices on fee-refund of those students who have withdrawn their admissions.

**Objective**

To ensure that the College follows the norms prescribed by the Central/State Government, UGC, AICTE, MG University with regard to fee refund of the students who have withdrawn admissions.

**Policy Measures**

The College will follow the existing norms prescribed by the Central/State Government, UGC, AICTE, M. G. University with regard to fee refund of the students which will be approved by the Governing Council before implementation. The students withdrawing admissions have to follow the procedures stated thereof by the College.

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Green Campus Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Green Campus Policy

Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

## Green Campus Policy

### Green Campus Policy

#### Policy Statement

St. Albert's College (Autonomous) envisions a clean and green campus where there is an amalgamation of education and conscientiousness to promote sustainable and eco-friendly practices on the campus. The College protects its self-nurtured environment with its green campus initiatives, maintains a pollution-free green and clean campus and is committed to managing the campus, upholding the responsibility of promoting a sustainable environment.

#### Objectives

- To protect and conserve ecological systems and resources within the campus.
- To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- To raise awareness and adopt environmental good practices and the reduction of any adverse effects on the environment.
- To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible.
- To make the campus plastic free
- To conduct environmental and energy audits from time to time.

#### Policy

The focus areas of this policy are:

- Clean Campus Initiatives
- Clean Air Initiatives

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

#### Green Campus Policy

- Infrastructure
- Solar Power Plant
- Installation of Energy Efficiency Equipment
- Water Conservation through Rainwater Harvesting System
- Waste Management processes
- Awareness Initiatives
- Conduct of Green Audit
- Conduct of Energy Audit
- Plastic-Free Campus
- Restricted Entry of Automobiles

#### Clean Campus Initiatives

St. Albert's College (Autonomous) actively coordinates cleanliness activities in the college and beyond the campus in accordance with the vision of Swachh Bharat Abhiyan.

- To instil the concept of SwachhBharath, the students of each Programme clean their concerned classroom on a daily basis taking turns
- Activities under 'Swachh Bharat Abhiyan' is a key component of all the community work being done by the students and faculty of the college.
- Administering the pledge to students and staff members to maintain the cleanliness of the college campus and its surrounding areas on an annual basis.
- Committing to managing waste and maintaining a clean campus on a daily basis

#### Clean Air Initiatives

We encourage our students and staff to use public transportation. Our campus is also located in the heart of the city and for this reason, we feel responsible to maintain our green cover. The abundant natural landscape cleans the air on campus.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1



## Green Campus Policy

### Infrastructural Initiatives

- **Renewable Sources of Energy:** The College is dedicated to minimising and sustainably managing its use of electricity. The College believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy.
- **Energy Saving and Energy Efficient Equipment:** The College commits to installing environment-friendly electrical appliances that save energy and to using sensors for lights in corridors for efficient use of energy.
- **Water Conservation through Rainwater Harvesting System:** The College has committed itself to this effort to reload the groundwater table by practising rainwater harvesting. This practice helps in the replacement and recharging of groundwater.

### Waste Management Processes

The College strives to have a minimal impact on the environment and is dedicated to reducing and managing the waste generated by the college campus.

- Use of three types of bins separately for waste on the college campus as well as in hostels
- Recycle electronics and batteries (by signing an MoU with a third party for recycling of E-Waste)
- Systematically engage with the 3Rs of environment friendliness (Reduce, Reuse and Recycle).
- Maintain leak-proof water fixtures
- Minimize the use of water by using single-press taps which automatically stop water

### Awareness Initiatives

The College supports and encourages awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate the effective implementation of the Green Campus, Energy and Environment policies.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: I



## Green Campus Policy

### Conduct of Green Audit

The College conducts a Green Audit of the campus to assess strengths and weaknesses to further its goals of long-term sustainability. The College can then consider how to implement changes and make savings. It can determine the type and volume of waste.

### Conduct of Energy Audit

An Energy Audit is conducted as and when required to further reduce carbon footprint. The energy audit, with its specialized tools, identifies wastage of energy.

### Plastic-Free Campus

In view of the Government of India's and Government of Kerala's resolution to ban all single-use plastics due to the hazardous impact of plastic use and pollution, the college strictly bans the use of single-use plastics in its premise to make it a 'Plastic Free Campus.

### Restricted Entry of Automobiles

As per the order from the Higher Education (G) Department, Government of Kerala Order No; 26483/G1/H Edn dated 12.10.2015.

1. No type of vehicle shall be used during celebrations inside the college Campus/Hostels.
2. Students' vehicles shall be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
3. No student shall be permitted to enter the campus with four wheelers
4. There are only limited slots available to all students, which shall be allotted on a
5. First come first served basis or on a lot basis if the number of applicants exceeds the available number of slots.
6. Vehicles must be parked only in allotted slots.
7. No students shall be allowed to bring a two-wheeler above 350 cc inside the campus.
8. All motor rules which are enforced by the road transport authority shall be applicable inside the campus.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Green Campus Policy

9. Vehicle speeds shall be limited to 10 km/h inside the campus.
10. Any violation of these rules shall lead to revoking of the parking permit.
11. Students are strongly advised to use public transport/bicycles for commuting to college to promote the green initiatives of the college. They shall also disseminate the idea of making use of public transport wherever possible, reducing pollution and sustaining a Green Planet.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Grievance Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Grievance Policy

Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Principal

Revise date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

## Grievance Policy

### Grievance Policy

#### Policy Statement

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

St. Albert's College (Autonomous) regards it important that all of its employees will have sufficient knowledge of such procedures and an easy access to it. To this effect, St. Albert's College (Autonomous) has formulated a grievance policy, which has as its main objective the speedy resolution of grievances and maintenance of equitable justice for all stakeholders of the College.

#### Objective

The objective of the policy is to resolve grievances within St. Albert's College (Autonomous) as fairly and as swiftly as possible.

#### Application

This policy would be successfully implemented when employees and students follow the procedures of the Grievance Policy.

#### Policy

The policy is further classified into student and employee categories as each of them has to follow different procedures on filing grievances with the college.

Prepared by:  
Principal

Revise date: 02-02-2021



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Chairman

Revision number: 2

Grievance Policy

**Student Grievance**

1. An aggrieved student may submit an application seeking redressal of grievance only through the online Grievance portal of the College.
2. On receipt of the online complaint, the same shall be forwarded within 24 hours of the receipt of the complaint, to the appropriate Student Grievance Redressal Committee (either Department Grievance Redressal Committee or College Grievance Redressal Committee).
3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated with the aggrieved student within 3 working days.
4. Grievances not resolved by the Department Grievance Redressal Committee within 10 working days shall be referred to the College Grievance Redressal Committee. Grievances not resolved by the College Grievance Redressal Committee within 15 working days shall be referred to the Governing Body of the College.

**Employee Grievance**

The Grievance Procedure for the employees will be implemented as follows:

**Step 1**

1. In step 1, the employee must present his/her grievance in writing to the Head of his/her Department (or to the Principal, in the case the grievance is against the Head of the Department)
2. The Head/Principal must endeavor to solve the problem within five working days and inform the employee.
3. Should the employee not be satisfied with the outcome, he/she may proceed to Step 2.
4. If the complaint is against Principal of the College, the aggrieved employee may present his/her grievance in writing to the Vice-Chairman (and can skip step 2 if he/she is not satisfied with the outcome)

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Principal

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Grievance Policy

**Step 2**

1. The employee may present his/her grievance in writing to the Principal/Vice Chairman along with the outcome proposed in Step 1 and why he/she was not satisfied with the outcome.
2. The employee can only meet with the Vice-Chairman if he/she is not satisfied with the outcome proposed by the Principal in step 1.
3. The Principal/Vice Chairman shall endeavor to solve the problem within five working days and inform the employee and the authority concerned of Step 1.
4. Should the employee not be satisfied with the outcome, he/she may proceed to step 3.

**Step 3**

1. The matter is referred to the Chairman by handing over to him the grievance complaint, together with any other further relevant written information.
2. The Chairman shall convene a grievance hearing and attempt to resolve the matter within a period of fifteen working days and his decision shall be final.

Prepared by:  
Principal

Revise date: 02-02-2021



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Chairman

Revision number: 2



Health, Safety & Environment



## St. Albert's College (Autonomous)

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# Health, Safety & Environment

Revised/Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Health, Safety & Environment

**Health, Safety & Environment**

**Policy Statement**

St. Albert's College (Autonomous) is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff, students, parents, visitors and other stakeholders who visit the campus.

To do this, St. Albert's College (Autonomous) will:

1. Develop and maintain safe systems of work, and a safe working environment
2. Provide information and training at all levels in the organisation to enable all employees to support this policy

St. Albert's College (Autonomous) demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

**Smoking**

St. Albert's College (Autonomous) employs a non-smoking policy. Smoking is not permitted on the College property or offices at any time. Consequently, smoking while on college premises will be considered as gross misconduct and will render an employee liable to disciplinary / punitive action.

**Alcohol, Drugs (& Other Substance Abuse)**

This policy applies to all levels throughout St. Albert's College (Autonomous). St. Albert's College (Autonomous) is committed to creating and maintaining a safe, healthy and productive workplace for all employees. St. Albert's College (Autonomous) has a zero tolerance policy in regard to the use of Alcohol/illicit drugs on their premises or visiting other business related premises while under the influence of illicit drugs. Contravening either of these points may lead to disciplinary / punitive action.

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman



Incentives (Research)



## St. Albert's College (Autonomous)

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## Incentives (Research)

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Dean Research

Approved date: 08-07-2020

Approved by:  
Chairman

Incentives (Research)

**Incentives (Research)**

**Policy Statement**

St. Albert's College (Autonomous) provides incentives to its employees who have shown exemplary work in research.

**Objective**

St. Albert's College (Autonomous) would like to promote research culture in the College.

**Process**

The faculty members who have served St. Albert's College (Autonomous) for 2 years will be considered for these incentives and they are as follows:

**Ph.D. Support**

The Institution will provide all administrative support possible to all the full-time faculty members who wish to pursue Ph.D. While in service, if a faculty member registers for Ph.D. program at any of the College's research centres, he/she is eligible for a scholarship of 50% of fees that needs to be paid to the College. If the employee resigns before he/she completes the Ph.D. program or within a year of completing his/her Ph.D. at the College, he/she has to reimburse all the scholarship amount received.

**Financial Incentive for Research Publications**

Teachers are encouraged to publish research work in reputed journals and are considered for financial assistance. For providing financial incentive to published work, the research journals are classified into five categories:

Type of research journal	Quality	Type of article	Support*
Indexed journals	Impact Factor between 1 and 2	Full paper (not abstracts)	INR 1000.00

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Dean Research

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Chairman

**Incentives (Research)**

Indexed journals	Impact Factor between 2.01 and 3	Full paper (not abstracts)	INR 1500.00
Indexed journals	Impact Factor between 3.01 and 5	Full paper (not abstracts)	INR 2500.00
Indexed journals	Impact Factor 5.01 and above	Full paper (not abstracts)	INR 4000.00

\* Not applicable, if research allowance for the project is claimed under any other category.

\*\* Impact factor is to be substantiated (Impact Factor Index/SCImago)

Faculty have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence through the Head of the Department concerned to the Principal and Chairman for sanctioning the amount. The contributors of the articles have to submit along with the application the latest Impact factor of the Journal, from reliable sources.

The financial incentive is provided only to the first author, who is a faculty of St. Albert's College (Autonomous) and uses the College name as their affiliation. Proof of correspondence/ communication from the editor/referee should be submitted along with application. All journals should have ISSN numbers from national or international centres.

No incentives are provided where an external funding is received by the employee of the College for carrying out research on which the paper is published.

**To attend a conference for paper presentation (Outside Kerala)**

A request with the acceptance letter from the organizers and the full paper which will be presented in the conference has to be submitted to the Review Committee through the Principal. The Review Committee will consist of the Vice Chairman, Principal, Vice Principal, Dean (Research), the respective Head of the Department and two senior subject experts. The faculty member has to present the paper before the Review Committee meeting, if required. The Review Committee after looking at the nature of the conference, presentation, quality of paper and other details will submit the recommendation to the

Prepared by:  
Dean Research

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Approved by:  
Chairman

**Incentives (Research)**

Chairman. In the light of the recommendation from the Review Committee, the Chairman will take the final decision.

Management will bear 50% of the expenses subject to a maximum of Rs. 2000/- for a conference in an academic year. In addition, on submission of the presentation certificate from the organizers the presenter will be rewarded with another INR 1000.00.

No incentives are provided where an external funding is received by the employee of the College for carrying out research on which the paper is presented/published.

**To attend a conference for paper presentation (Outside India)**

A request with the acceptance letter from the organizers and the full paper which will be presented in the conference has to be submitted to the Review Committee through the Principal. The Review Committee will consist of the Vice Chairman, Principal, Vice Principal, Dean (Research), the respective HoD and two senior subject experts. The faculty member has to present the paper before the Review Committee meeting, if required. The Review Committee after looking at the nature of the conference, presentation, quality of paper and other details will submit the recommendation to the Chairman. In the light of the recommendation from the Review Committee, the Chairman will take the final decision.

Management will bear 50% of the air-fare subject to a maximum of Rs. 8,000/- for a conference in an academic year. In addition, on submission of the presentation certificate from the organizers the presenter will be rewarded with INR 2000.00

No incentives are provided where an external funding is received by the employee of the College for carrying out research on which the paper is presented/published.

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Dean Research

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Approved by:  
Chairman

Induction Policy



## St. Albert's College (Autonomous)

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# Induction Policy

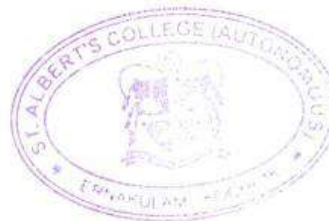
Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Training & Development

Approved date: 08-07-2020



Approved by:  
Chairman



Induction Policy

**Induction Policy**

**Policy Statement**

All new employees should attend an induction program upon their joining the Institution.

**Objective**

The objective of the Induction Policy is to familiarise the employee with the Institution, his/her job, colleagues, processes and policies with a view of ensuring that they can make a significant contribution to the Institution at the earliest.

The Induction Program should be a combination of standard components as well as learning, specifically tailored for the role/Department.

**Process**

This policy is introduced to ensure that the employee settles down smoothly into the institution and that he/she reaches a standard level of performance as early as possible. The benefits of this policy are:

1. It gives maximum relevant information to the new employee in the shortest time.
2. It eliminates the feelings of uneasiness, anxiety, apprehension etc. in the new employee.
3. It familiarizes the new employee with the College's Vision and Mission, Institution's hierarchy and its functions, its people, Standard Operating Procedures (SOP) etc. so as to make him/her productive at the earliest.
4. It enhances the image of the Institution as a people's friendly Institution.
5. It helps in reducing the attrition rate of the employees.

The new employees have to attend the first available Institution's Induction Program whenever conducted after his/her date of joining the College.

Prepared by:  
Dean – Training & Development

Approved date:08-07-2020



Approved by:  
Chairman

## Induction Policy

The prepared induction schedule shall be sent to all concerned, well in advance and a copy of it has to be given to the new employee on the day of his/her joining along with the date of next available Induction Program and with the guidance as to how to go about it.

On the date of joining, the inductee will be given a joining kit. The employee will be given sufficient time to complete all the formalities.

### Joining Checklist Form

Check List to be given at the time of joining		
Sl. No:	Requirements	Status
<b>1</b>	<b>Forms to be filled</b>	
1a	Joining Report	
1b	Personal profile	
1c	Form for becoming PF Member (if applicable)	
1d	Form for becoming ESI Member (if applicable)	
1e	E Mail Requisition (if applicable)	
1f	Website Requisition	
1g	ID card Requisition	
1h	Library Membership Requisition (if applicable)	
1i	Income Tax Declaration form (if applicable)	
1j	Bank a/c opening form	
<b>2</b>	<b>Requirements that has to be submitted</b>	
2a	Copy of offer letter	
2b	Copy of Appointment letter	
2c	4 Passport Size photographs	
2d	2 Copies of Pan Card	
2e	1 Copy of address proof	
2f	1 set of educational qualifications (Photocopies)	
2g	1 set of employment documents (Photocopies)	
2h	1 copy of photo ID Proof	
<b>3</b>	<b>Details to be collected for filing from Head of the Department</b>	

Prepared by:  
Dean – Training & Development

Approved date:08-07-2020



Approved by:  
Chairman

Induction Policy

3a	Manpower Requisition Form	
3b	Position Description Manual	
4	<b>Forms for your reference</b>	
4a	Institutions policies	
4b	Leave application format	

Prepared by:  
Dean – Training & Development

Approved date:08-07-2020



Approved by:  
Chairman



Industrial Visit Policy



## St. Albert's College (Autonomous)

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# Industrial Visit Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Dean – Academics

Revised date: 08-07-2020

Approved by:  
Chairman

Revision number: 1

Industrial Visit Policy

## **Industrial Visit**

### **Policy Statement**

During industrial visits, students visit companies and get insight regarding the internal working environment of a company and how a company functions, as well as useful information related to the practical aspects of the educational course which cannot be visualized in lectures. The industrial visit is considered one of the most tactical methods of teaching. It provides students with an opportunity to learn practically through interaction, working methods and employment practices. Moreover, it gives exposure from an academic point of view. Hence, St. Albert's College (Autonomous) proposes the policy for Industrial Visit.

### **Objective**

St. Albert's College (Autonomous) would like to nurture the quality of students by providing the practical aspects of the educational course which cannot be visualized in lectures.

### **Application**

This policy is applied when the Departments follow the process and procedures for industrial visits.

### **Policy**

The Head of the Department, Faculty in-charge of Industrial Visit and students shall adhere to the following guidelines and ensure its compliance from the planning of Industrial visit to the completion of visit:

1. Industrial Visit shall be arranged according to the academic requirements and as per the norms of the affiliating University. The Head of the Department must certify that the tour is required for the students or is related to their curriculum.
2. The visiting companies shall be relevant and suitable to the specialization of the Programme and academic requirements.
3. Industrial Visit shall fall within the stipulated period set by the college. The stipulated period shall be informed to the IV-Faculty in-charge and Students through Head of the Department well in advance to enable IV to go through a diligent process including communicating to the potential companies and obtaining permission to visit.

Prepared by:  
Dean – Academics

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Chairman

Revision number: 1

Industrial Visit Policy

4. Industrial Visit shall not exceed three days; preferably it has to be scheduled on Thursday, Friday and Saturday. The students have to return by Sunday night. All students should attend classes on the following Monday.
5. Industrial visit shall be allowed only if more than 90 percent of students have shown interest and registered for IV.
6. The entire IV Plan including permission letter from the companies to be visited, route map, list of students with their contact no. (preferably mobile phone) and emergency numbers, list of faculty-escorts with their contact details, undertaking letter from the student and parent, driving license of the driver and permit of the transporting vehicle should be available in the file and cross-checked by the Principal. Once the plan is approved, any other further change would need approval. Otherwise, the IV program shall be cancelled.
7. The bus shall carry a banner exhibiting the college name and the place of IV proposed
8. There shall be insurance cover (accident cover, and life cover) for every student and faculty member participating in such tours.
9. Students must carry security ID cards with details of their parents or local guardians and their contact numbers.
10. The heads of Departments should also ensure prior permission for the tour and get written permission from one of the parents or the local guardian for each student.
11. Participating students must be given an undertaking that they will abide by the rules and guidelines throughout the tour. Undertaking from the parents freeing the institution from the risk of personal and material loss if incurred during the visit should be submitted by each and every student.
12. Students must produce a medical fitness certificate before going on tour. Accompanying faculty members must be given an undertaking that they will take care of the students and ensure that rules are followed.
13. If any complaint/misbehavior is reported against student during IV, the college shall take appropriate punitive measures ranging from suspension to termination depending upon the case.
14. Faculty members can face disciplinary action if the safety of the students is compromised.
15. First aid for the students and faculty members participating in such tours should be arranged by the institution.

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Dean – Academics

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Chairman

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Industrial Visit Policy

16. Avoid trip to hill stations, water bodies (rivers, swimming pool, boating place etc.) during industrial visit.
17. Discipline should be maintained both in industry and public. Students should behave in a very decent manner. Any violation will be viewed very seriously.
18. Though the students organize industrial visit, the decision of the accompanying faculty will be final in all matters related to IV. All the students should obey the instructions of faculty in-charge of IV.
19. The payment for transport and accommodation should be done only after approval from Principal.

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Dean – Academics

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Internship Policy



## St. Albert's College (Autonomous)

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# Internship Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Academics

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Chairman

Revision number: 1



## Internship Policy

### Internship Policy

#### Policy Statement

St. Albert's College (Autonomous) encourages students to participate in internships in order to gain practical real-world career-related experience within a professional setting. Internships allow students to explore professions, and develop career-related skills and abilities while gaining valuable work experience. This policy is valid for students/faculty/departments of those courses where Internship / on-the-job training / Hands on Training is an essential part of completing the required credits for the completion of the Course.

#### Objective

The main objective of the Policy is to make the students gain meaningful experience so as to help them meet their future career goals by obtaining an Internship (on-the-job training / Hands on Training / Experience in Industry)

#### Policy

To ensure that an experience whether it is a traditional internship or one conducted remotely or virtually is educational, and thus eligible to be considered a legitimate internship by the College for the fulfilment of academic credits, all the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- Students should have an assigned on-site supervisor who is an experienced professional in the industry and a co-supervisor from the faculty members of the Department.
- There is routine feedback by the supervisor.
- Resources, equipment, and facilities provided by the host employer support learning objectives/goals.
- Students may not fulfil internships for organizations owned or managed by any immediate family members.

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Dean – Academics

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Chairman

Revision number: 1

Internship Policy

***Department Commitment***

- The Head of the Department has to determine the suitability of companies proposed by the Placement Cell of the College or by the Students.
- The Head of the Department shall establish an internship oversight committee, which shall be responsible for establishing appropriate prerequisites and ensuring proper student preparation
- The Head of the Department shall assign a faculty as the Co-Supervisor of the student to help the student set learning objectives for the experience and to mentor, monitor student progress, resolve concerns, and provide feedback to the student on a regular basis.

***General Guidelines and Procedures***

The general procedure for arranging an internship is given below:

- Step 1: Request Letter/ Email from the Concerned Department of the college should go to industry to allot various slots of 2 to 8 weeks depending on the Schedule/Semester as approved by the Governing Council of the College.
- Step 2: The industry will confirm the training slots and the number of seats allocated for internships via a confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students to the concerned department. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the Faculty members who are particularly looking after the Internship of the students.
- Step 3: Students on joining Training at the concerned Industry / Organization should submit the Joining Report/Letters / Email.
- Step 4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice. The evaluation Report of the students is submitted to the department.
- Step 5: Students will submit a training report along with the Training Certificate after completion of an internship
- Step 6: Evaluation of the Internship will be per the schedule proposed by the office of the Controller of Examination.

Prepared by:  
Dean – Academics

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Approved by:  
Chairman

Revision number: 1

Intellectual Property Rights (IPR) Policy



St. Albert's College (Autonomous)

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Intellectual Property Rights  
(IPR) Policy

Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2



Intellectual Property Rights (IPR) Policy

**Intellectual Property Rights (IPR) Policy**

**Preamble**

Intellectual property plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as knowhow, inventions, brands, designs and other creative and innovative products are, today, often more valuable than its physical assets. Keeping this in mind, this Intellectual Property Rights (IPR) Policy of St. Albert's College (Autonomous), seeks to provide guidance to teaching and non-teaching staff, students, scholars, and outside agencies on the practices and the rules of St. Albert's College (Autonomous) regarding IPR and obligations which include the nature of Intellectual Property (IP), its ownership, exploitation, technology transfer and confidentiality requirements. The IPR policy is expected to fulfil the commitment of St. Albert's College (Autonomous) to promote academic freedom and provide a conducive environment for research and development.

**Applicability**

This policy shall be applicable to all employees of St. Albert's College (Autonomous), as well as other personnel associated with any activity of the College, such as, but not limited to Research, Consultancy or Education Programmes, and covers different classes of IP including Patents, Designs, Trade Marks/Service marks, Copyright, Integrated Circuits Layout, Trade Secret and confidential information.

Any alterations in this policy will not be effective until the Intellectual Property Rights Committee (IPRC)<sup>1</sup> takes a unanimous decision, which is approved by the Governing Council of the College and such changes would be effective for inventions and other research results arising in the future.

Staff of St. Albert's College (Autonomous) is required to observe policy on IPR as may be decided by the Governing Council from time to time.

<sup>1</sup> IPRC shall comprise of Principal as Chairman, Dean (Research) as Coordinator and three additional members nominated by the Chairman of the Governing Council of the College. It can also include experts if necessary.

Prepared by:  
Dean – Research

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Chairman

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Intellectual Property Rights (IPR) Policy

**Disclosure**

When the creators believe that they have generated patentable or commercialisable IP, they shall report it promptly in writing along with relevant documents, data and information, to IPRC using the Invention Disclosure Form of St. Albert's College (Autonomous). Disclosure is a critical part of the IP protection process for claiming the ownership. The information shall constitute a full and complete disclosure of the nature, particulars and other details of the IP, identification of all persons who constitute the creator(s) of the property, and a statement of whether the creator believes he or she owns the right to the IP disclosed, or not, with reasons

**Confidentiality**

All employees of St. Albert's College (Autonomous) and other personnel associated with any activity of the College shall treat all IP related information which has been disclosed to the IPRC and/or whose rights are assigned to the College, or whose rights rest with the employees of the College, as confidential. Such confidentiality shall be maintained till such date as is demanded by the relevant contract, if any, between the concerned parties unless such knowledge is in the public domain or is generally available to the public. Having filled the Disclosure Form, the creator shall maintain confidentiality i.e. refrain from disclosing the details, unless authorized otherwise in writing by the Principal and the Manager of the College, until the College has assessed the possibility of commercialisation of the IP.

Subject to the right of academic freedom, St. Albert's College (Autonomous) staff shall not directly, except in the proper course of their duties, either during or after a period of their appointment, disclose to any third party or use for their own purposes or benefit or the purposes of any third party, any confidential information about the business of the College unless that information is public knowledge or he/she is required by law to disclose it.

**Evaluation Decisions**

The IPRC of St. Albert's College (Autonomous) will evaluate the disclosure made by the creator and determine whether there is a good prima facie case for believing that the IP has economic value and it needs IPR protection.

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### Intellectual Property Rights (IPR) Policy

The College shall communicate to the creator within 90 days from the date of disclosure, its decision whether the

1. The College wishes to own and commercialise the IP.
2. The College is unwilling to commercialise the IP.
3. Ownership of the IP is doubtful.

#### **Authority of Contracts**

All commitments, agreements, Memoranda of Understanding (MoUs), etc. relating to commercialisation or exploitation of St. Albert's College (Autonomous) owned IP will be granted in the name of the College, for and on behalf of the College, by the chairman of IPRC.

All agreements including but not limited to the following categories, undertaken by any employee of the College and the students need to be approved by the IPRC:

1. Allegiance, Affirmation & Confidentiality Agreement
2. Consultation Agreement
3. Evaluation Agreement
4. Research and Development Agreement (R&DA/MOU)
5. License Agreement
6. Technology Transfer Agreement
7. Alternative Dispute Resolution Agreement
8. Classified Information Non-disclosure (specific) Agreement

The Chairman of the Collegeshall act as the final signing authority in all the categories of agreements listed above.

### **Intellectual Property and its ownership**

#### **Copyrights**

St. Albert's College (Autonomous) will not own the rights in copyrightable works such as books, articles, monographs, lectures, speeches and other communication produced by the employees in the course of research and teaching using the College resources, but, due credits

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Intellectual Property Rights (IPR) Policy

need to be mentioned in the work without any exceptions. Ownership of copyright of all copyrightable work shall rest with the author(s) with the following exceptions:

1. If the work is produced during the course of sponsored and/or collaborative activity, specific provisions related to IP, made in contracts governing such activity, shall determine the ownership of IP.
2. St. Albert's College (Autonomous) shall be the owner of the copyright of work, including software, created by the employees of the College.
3. St. Albert's College (Autonomous) may demand assignment of the copyright in whole or in part depending on the degree of College supported resources used in producing the copyrightable work.
4. St. Albert's College (Autonomous) shall be the owner of the copyright on all teaching materials developed by the employees of the College as a part of any of the academic programs at the College. However, the authors shall have the right to use the material in his/her professional capacity.
5. St. Albert's College (Autonomous) shall be the owner of the copyright of work produced by non-college personnel associated with any activity of the College with the intellectual contribution of the employees of the College. However, the authors shall have the right to use the material in his/her professional capacity.
6. The student and his/her supervisor(s) will jointly have the ownership of copyright in the thesis / dissertation / project report submitted by a student.
7. St. Albert's College (Autonomous) shall be entitled to use all the Audio-Video records created by the College [recordings of various events organised by the College such as but not limited to recordings of Guest-lectures, Seminars, Workshops, Conferences, papers presented in research summits/conferences etc.], for any purposes as deemed fit by the College.

Where copyright has not been assigned to St. Albert's College (Autonomous), the College will be entitled to a non-exclusive, non-transferable license to use the work within the College for non-commercial educational and research purposes, and to possess a limited number of copies for such purposes, whichever is relevant.

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2



Intellectual Property Rights (IPR) Policy

**Invention(s), Design(s), Integrated circuit layouts, and other creative work(s):**

St. Albert's College (Autonomous) shall be the owner of all invention(s) including software, design, and integrated circuit layouts, created by a team of the College and non-college personnel associated with any activity of the College.

For invention(s) including software, design, and integrated circuit layouts produced during the course of sponsored and / or collaborative activity, specific provisions related to IP made in contracts governing the collaborative activities shall determine the ownership of IP. Specific provisions related to IP with the collaborative agencies/sponsors has to have the prior approval of IPRC.

Except as stipulated above, St. Albert's College (Autonomous) shall be the owner of all invention(s) including software, design, and integrated circuit layouts, created at the College.

**Patents**

This section refers to intellectual property that is patentable or protected by confidentiality agreements.

1. St. Albert's College (Autonomous) will require to be assigned to it such intellectual property as is created by the creators through the use of College resources. In this case, the College will take steps to patent or make agreements for further commercialisation. Where a patent is applied for, the creator shall agree to maintain all relevant details of IP as confidential until the patent application is filed. In the case of protection through confidentiality, the same information will be kept confidential as long as the IP has commercial value. The creator shall furnish such additional information and execute such documents from time to time as may be reasonably requested for effective protection and maintenance of proprietary rights of the College in the IP.
2. St. Albert's College (Autonomous) will be the owner of IP created through sponsored research, where, the sponsor refuses/doesn't respond within 90 days of communication about the ownership of IP (If the sponsor has not taken steps to commercialise the property within one year of acceptance of the IP, the College will be free to revoke the license).

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Dean – Research

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Intellectual Property Rights (IPR) Policy

3. The creators of St. Albert's College (Autonomous) owned IP shall retain their right to be identified as such unless they specifically waive off this right in writing.
4. Royalty accruing or any type of payment received from the commercialisation of the College owned IP will be shared between the College and the creators.

**Trade mark(s)/ Service mark(s)**

The ownership of trademark(s)/ service mark(s) created for St. Albert's College (Autonomous) shall rest with the College. In cases of all IP produced at St. Albert's College (Autonomous), the College shall retain a non-exclusive, free, irrevocable license to copy/ use IP for teaching and research activities, consistent with the confidentiality agreement(s), if any, entered into by the College.

**IPR Policy Administration**

**Royalty Sharing**

Any royalty generated by the commercialisation of IPR, will be shared between the creator/inventor, and the College as follows, after deduction of agreed costs on the prescribed terms and conditions.

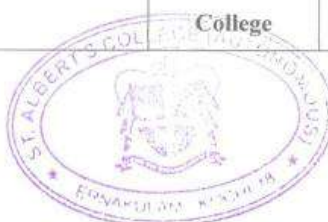
Royalty	Creator/Inventor	St. Albert's College (Autonomous)
Let 'A' be the royalty received from the commercialisation of IPR	70%	30%

Any royalty generated by the commercialisation of IPR, will be shared between the creator/inventor, his or her Department/Centre or Sponsoring agency and St. Albert's College (Autonomous) after deduction of agreed costs borne by the College on the prescribed terms and conditions. It will be shared as follows (or as per the contract of that project):

Royalty	Creator/Inventor	St. Albert's College	Department/centre or Sponsoring
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Dean – Research

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Chairman

Revision number: 2

Intellectual Property Rights (IPR) Policy

		(Autonomous)	agency
Let 'A' be the royalty received from the commercialisation of IPR	50%	20%	30%

**Infringements, Damages, Liability, and Indemnity Insurance**

As a matter of policy, St. Albert's College (Autonomous) shall, in any contract between the licensee and the College, seek indemnity from any legal proceedings including without limitation manufacturing defects, production problems, design guarantee, up-gradation and debugging obligation. St. Albert's College (Autonomous) shall also ensure that the employees of the College have an indemnity clause built-into the agreements with licensee(s) while transferring technology or copyrighted material to licensees. St. Albert's College (Autonomous) shall retain the right to engage or not in any litigation concerning patents and license infringements.

**Conflict of Interest**

The inventor(s) are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company. A license or an assignment of rights for a patent to a company in which the inventors have a stake shall be subject to the approval of the Chairman of the College taking into consideration this fact.

**Dispute Resolution**

In case of any disputes between St. Albert's College (Autonomous) and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Chairman of the Governing Council of St. Albert's College (Autonomous). Efforts shall be made to address the concerns of the aggrieved party. The Chairman's decision in this regard would be final and binding. The IPRC shall have the responsibility for interpreting the policy, resolving disputes, the application of the policy and recommending changes to the policy from time to time.

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Dean – Research

Revised date: 02-02-2021



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Chairman

Revision number: 2

Intellectual Property Rights (IPR) Policy

**Legal Jurisdiction**

As a policy, all agreements signed by St. Albert's College (Autonomous) and dispute(s) arising from them, will be subject to the legal jurisdiction of the High Court of Kerala only and shall be governed by the appropriate laws of India.

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Dean – Research

Revised date: 02-02-2021



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Chairman

Revision number: 2



IT Policy



## St. Albert's College

An initiative of the Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# IT POLICY

Approved on: 02-02-2021

Approved by: Chairman

St. Albert's College

A handwritten signature in black ink, likely of the Chairman, written over a horizontal line.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



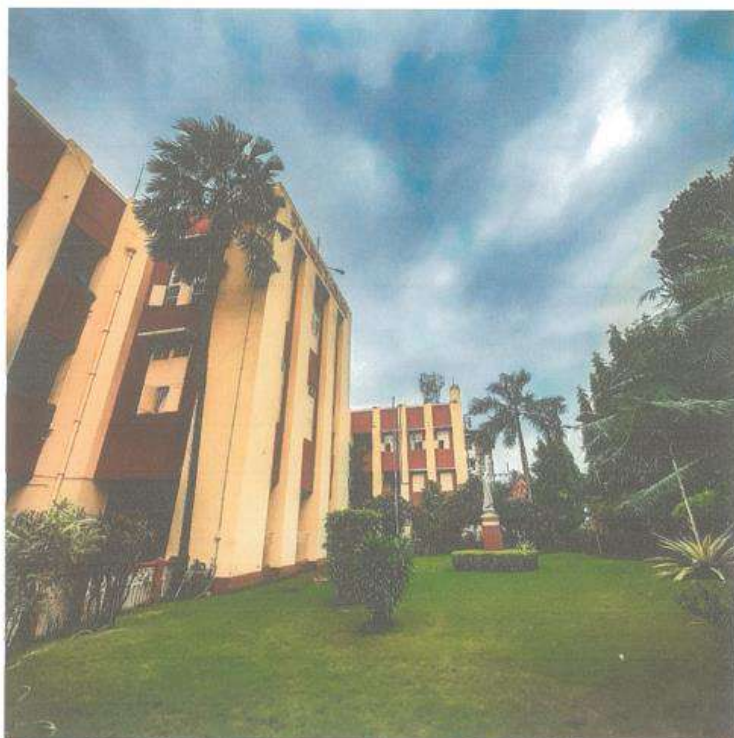
Approved by:  
Chairman

Revision number: 1

IT Policy

## IT POLICY

St. Albert's College (Autonomous)



### DIGITAL INFRASTRUCTURE MANAGEMENT CELL (DIMC) OPERATIONAL STATEMENT

The mission of the Digital Infrastructure Management Cell (DIMC) of St. Albert's College (Autonomous) is to work in partnership with the staff (teaching and non-teaching), students, and beneficiaries of St. Albert's College (Autonomous) to provide the most efficacious use of audio, video, digital and networking resources.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

## IT Policy

The DIMC aims to facilitate the faculty of St. Albert's College (Autonomous) to achieve the mission and strategic goals. It is the responsibility of the DIMC team to empower students, faculty, staff and beneficiaries to effectively utilize technology resources by striving to provide high standards of support services and infrastructure.

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## INTRODUCTION

The use of Information Technology is one of the keys to effective and efficient productivity, enabling staff, faculty and students to achieve their goals through all methods that are made available. These ever-broadening capabilities allow St. Albert's College (Autonomous) go beyond the horizons of knowledge and extend Higher Education to those who would not otherwise have the opportunity to attend. DIMC at St. Albert's College (Autonomous) permeates every campus facility for the productivity and security of all who use it. The purpose of this policy is to establish an overall framework for guiding the growth and use of the digital resources of the college in accomplishing the broader goals of St. Albert's College (Autonomous) . The IT policy supplements the St. Albert's College (Autonomous) Personnel Policy and Procedures Manual.

### A. PERMISSION

It is not the intent of these policies to unduly interfere with educational and research use of the network or to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms with responsibility. Furthermore, it is not the intent of these policies to impinge on the intellectual property rights of authorized users.

St. Albert's College (Autonomous) employees and students who comply with this policy may:

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Vice Chairman

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## IT Policy

1. Use St. Albert's College (Autonomous) owned computers, software, and data to which each individual has authorized access.
2. Use the St. Albert's College (Autonomous) network, including access to the Internet.
3. Use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of St. Albert's College (Autonomous) .

## B. DEFINITIONS

All definitions are included in Appendix A of this Policy.

## C. POLICY MAINTENANCE

The DIMC at St. Albert's College (Autonomous) will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to review the effectiveness of these policies and, if necessary, to modify and amend some sections of the policies and procedures, or to add new procedures.

The primary responsibility for maintenance and administration of this policy rests with the DIMC Team Leader (DTL). DTL is responsible for drafting any updates and changes to the policies and procedures, which are to be reviewed and approved by the Chairman of St. Albert's College (Autonomous) . If the changes are approved by the Chairman/Manager, the changes will become effective and implemented. DTL will publish and announce the new or revised policy. Some policy revisions or additions may require the signatures of each employee acknowledging notice of the revised policy.

## D. APPLICABILITY OF POLICY

This policy applies to all St. Albert's College (Autonomous) employees, students and/or non-employees (beneficiaries) who may be authorized to use St. Albert's College (Autonomous) Technology Resources as defined by this policy. They shall be required to agree and adhere to these policies before being granted permission to access these resources.

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Chairman

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## IT Policy

This policy applies to all campus facilities, equipment and services that are managed by the St. Albert's College (Autonomous) Digital Infrastructure Management Cell, including off-site data storage, computing and telecommunications equipment. This policy also applies to application-related services purchased from commercial cloud services, and Internet-related applications and connectivity.

St. Albert's College (Autonomous) users shall also apply this policy when using St. Albert's College (Autonomous) IT resources to navigate through networks or computing systems beyond the local systems.

Use of the St. Albert's College (Autonomous) technology resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administering missions of the college. The use of St. Albert's College (Autonomous) technology resources will be consistent with the purposes and objectives of St. Albert's College (Autonomous).

All computer equipment may or may not be attached to the St. Albert's College (Autonomous) network. However, to protect these resources from misuse and/or accidental damage, these resources will still be set up by the DIMC team to require the use of login accounts. The same procedures for requesting network login accounts will be followed for this type of resource, despite their lack of actual network connectivity.

St. Albert's College (Autonomous) Information Technology Resources that are covered under this policy, but is not limited to, the following:

1. LAN and WAN network equipment and appliances
2. Servers, blade centers and virtual server appliances
3. Server operating systems and data base management software
4. Print servers and enterprise printers
5. Distance Learning Equipment

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IT Policy

6. Enterprise VoIP systems and phones
7. Enterprise Applications and educational learning systems
8. Wireless equipment

This Plan applies to all college-owned workstations, laptop computers, apple computers, desktops, tablets, peripherals (printers, scanners, projectors, and interactive whiteboards), network hardware (servers, switches, routers, bridges, and other key network devices), cable plant and physical infrastructure, and the institution-wide software, including operating systems, office productivity products and other site-licensed desktop applications running on those devices.

E. SANCTIONS

Violation of any of the provisions of this, or any St. Albert's College (Autonomous) IT policy or procedure will be dealt with immediately and may result in disciplinary action as stated in the Personnel Policy and Procedures Manual and Student Code of Conduct. The full range of disciplinary actions is available, including, but not limited to:

1. Permanent loss of computer use privileges.
2. Denial of future access to St. Albert's College (Autonomous) IT resources.
3. Disciplinary action – any disciplinary action will be taken in accordance with appropriate procedures as established by the Governing Council of St. Albert's College (Autonomous) .
4. Dismissal from the college; and/or
5. Taking legal action
6. Reporting a local, state, or federal criminal offense to local authorities.

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IT Policy

**USE OF ST. ALBERT'S COLLEGE (AUTONOMOUS) INFORMATION TECHNOLOGY RESOURCES POLICY**

St. Albert's College (Autonomous) owns all College computing systems and applications. This policy is intended to provide campus users with guidelines for responsible and appropriate utilization of these College computing and technology resources. This policy supplements the St. Albert's College (Autonomous) Personnel Policy and Procedures Manual. Rapid change in technology is perpetual and St. Albert's College (Autonomous) reserves the right to determine, at any time, what constitutes appropriate use of technology resources covered in this policy. St. Albert's College (Autonomous) is responsible for overseeing the appropriate use of College Technology Resources and ensuring compliance with tribal, state and federal law. This policy is intended to provide College employees, students, and other users of these resources with guidelines for responsible and appropriate use. Additional policies, procedures and standards may also apply to the use of computer assets. This policy assumes that all St. Albert's College (Autonomous) employees and students will act honestly, responsibly and with good judgment to protect these resources and to fulfill the responsibilities of proper ethics.

**A. GOALS**

The goals of the use of St. Albert's College (Autonomous) computers policy are to:

1. Help assure the integrity and reliability of the St. Albert's College (Autonomous) internal networks, hosts on those networks and any computing resource connected to them.
2. Ensure the security and privacy of the St. Albert's College (Autonomous) computer systems and networks.
3. Ensure the protection and retention of sensitive College data.
4. Establish appropriate guidelines for the use of St. Albert's College (Autonomous) - owned technology on and off- campus.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



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Chairman

Revision number: 1

## IT Policy

5. Effectively combat the unauthorized distribution of copyrighted material by users of St. Albert's College (Autonomous) network, without unduly interfering with educational and research use of the network.

### B. RESPONSIBILITIES

All users of the St. Albert's College (Autonomous) network have a responsibility to comply with this policy and to understand their responsibilities. This includes the requirement for confidentiality, retention and access to records detailed there.

#### 1. Confidentiality, Retention and Access to Electronic Records

a. All St. Albert's College (Autonomous) employees should be aware that electronic mail, facsimile transmissions, and voice mail are technologies that may create an electronic record. An electronic record is reproducible and, therefore, could ultimately be disclosed to third parties. Such records are considered writings and all writings may be disclosed for audit or legitimate St. Albert's College (Autonomous) operational or management purposes. Whatever an employee sends or receives on a College e-mail account is the property of the College and can be accessed or viewed by the College without notice. All records and information generated and stored on electronic message systems is kept according to appropriate e-mail retention schedules.

b. Education records of students attending the College are confidential and can only be released in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) and the administrative rules of the College.

#### 2. Logging and Monitoring

a. St. Albert's College (Autonomous) has the right to log and monitor employee use of the St. Albert's College (Autonomous) IT Resources and to ensure their appropriate use for business-related privileges. This may include, but is not limited to, review of employee computers, file server space, user accounts and all electronic documents. St. Albert's College

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Chairman

Revision number: 1

## IT Policy

(Autonomous) employees should not expect privacy in their use of St. Albert's College (Autonomous) state resources.

### C. GENERAL EXCEPTIONS

The use of St. Albert's College (Autonomous) resources shall be for the purpose of facilitating the exchange of information and furtherance of education, research, and administration of missions of the college. Employees may not use St. Albert's College (Autonomous) resources, including any person, money or property, for private benefit or for the personal gain of the employee or any other person. However, employees may make occasional, but limited, personal use of St. Albert's College (Autonomous) Information Technology resources only if all the following conditions are met:

1. Prior permission of the Chairman / DTL is acquired
2. There is little or no cost to the College
3. Any use is brief in duration and occurs infrequently.
4. The use does not interfere with the performance of the employee's official duties.
5. The use does not disrupt other employees and does not obligate them to make a personal use of resources.
6. The use does not compromise the security, privacy, or integrity of the College network, information, or software.

### D. PROHIBITED USES

The use of St. Albert's College (Autonomous) Information Technology Resources is strictly intended for use by St. Albert's College (Autonomous) employees, students and authorized beneficiaries. This prohibits others, such as family members and friends, from using St. Albert's College (Autonomous) Information Technology Resources for any purpose. Additionally, the College specifically prohibits certain use by anyone, including employees, including:

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IT Policy

1. Any use for the purpose of supporting, promoting or soliciting for an outside organization, group, business, political candidate, or political party, unless provided for in this policy under general exceptions or authorized by the St. Albert's College (Autonomous) Chairman or designee.

2. Use that promotes personal business or financial interests.

3. Any use that constitutes political campaigning or lobbying, whether for an individual, a private business, a non-profit organization or a political party, except as noted below. This includes participating in or assisting in an effort to lobby the state legislature, a state agency head, or any governmental entity.

4. Solicitation of contributions using the St. Albert's College (Autonomous) Information Technology Resources for political purposes.

5. Use for advocacy of personal beliefs including, but not limited to, those related to political policies and religious organizations and religious ideologies.

6. Commercial uses, such as advertising or selling for personal business or personal financial interests.

7. Use of St. Albert's College (Autonomous) e-mail distribution lists for personal purposes.

8. Use for any illegal or unethical activity.

9. Use for infringement of copyrights or any intellectual property rights.

10. Any form of harassment, including sexual and racial harassment.

11. Discrimination on the basis of race, creed, color, marital status, religion, sex, national origin, age, veteran's status, sexual orientation or because of the presence of any disability.

12. Accessing, downloading or disseminating any information that a reasonable person would deem inappropriate for the workplace, such as pornography or racist materials. This

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IT Policy

restriction does not prohibit such access or retention of such materials if they are being used solely for a specific academic purpose.

13. Downloading software or files via the Internet for personal use.

14. Any activity using excessive network band-width, such as downloading music, videos. Such activity is prohibited, even if the use is brief in duration or occurs infrequently, because it compromises St. Albert's College (Autonomous) 's network and legitimate business activities. However, this prohibition does not apply to students when being done as directed by a faculty member for specific educational purposes.

15. Private use of any St. Albert's College (Autonomous) Information Technology Resources removed from St. Albert's College (Autonomous) , even if there is no cost to the College.

16. Hacking, attempting to subvert or assisting others to breach the security of any St. Albert's College (Autonomous) network or Information Technology Resources, or to facilitate unauthorized access.

17. Use of any St. Albert's College (Autonomous) Information Technology Resources to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, malware).

18. Participating in activities involving disclosure or masquerading or defaming the college.

19. Viewing, copying, altering or destroying data, software, documentation or data communications belonging to St. Albert's College (Autonomous) or to another individual or entity without permission.

20. Allowing another individual (whether they might otherwise be authorized to use the St. Albert's College (Autonomous) Information Technology Resources or not) to use a login account credential.

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Chairman

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IT Policy

**USE OF THE ST. ALBERT'S COLLEGE (AUTONOMOUS) NETWORK AND DATA MANAGEMENT SYSTEMS POLICY**

St. Albert's College (Autonomous) owns the St. Albert's College (Autonomous) Information Technology Resources including the network systems and applications. This policy is intended to provide St. Albert's College (Autonomous) network users with guidelines for responsible and appropriate utilization of these resources. Use of the St. Albert's College (Autonomous) network and St. Albert's College (Autonomous) data management systems shall be for the purpose of facilitating the exchange and storage of information, including information on students and/or employees, and compliance with and furtherance of, the education, research, and administrative missions of the college.

St. Albert's College (Autonomous) reserves the right to determine at any time what constitutes appropriate use of the St. Albert's College (Autonomous) network and any computing access and services provided by St. Albert's College (Autonomous) .

**A. GOALS**

The goals of this policy are to:

1. Assure the integrity and reliability of the College internal networks, systems on those networks, databases, legacy systems, web-accessible resources, and any computing resource connected to them.
2. Ensure the security and privacy of the College computer systems, networks and data.
3. Ensure the protection and retention of sensitive data.
4. Establish appropriate guidelines for the use of the College network and data, whether accessed from on or off-campus.

**B. PROHIBITED USE**

Specifically prohibited uses of the St. Albert's College (Autonomous) network and data management systems include:

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Vice Chairman

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Chairman

Revision number: 1

### IT Policy

1. Hacking, attempting to hack, or assisting others to hack or breach the security of any St. Albert's College (Autonomous) data, network, or technology resource, or to facilitate unauthorized access.
2. Use of any St. Albert's College (Autonomous) network or data management system to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses, malware).
3. Viewing, copying, altering or destroying data, software, documentation or data communications belonging to St. Albert's College (Autonomous) or to another individual without permission.
4. Individuals allowing another individual (regardless of whether they might otherwise be authorized to use the St. Albert's College (Autonomous) network and/or St. Albert's College (Autonomous) data management systems) to use their login account password.
5. Accessing data for any purpose other than to perform the official duties of a St. Albert's College (Autonomous) position.
6. Unauthorized disclosure of information to a third party.
7. Bypassing the St. Albert's College (Autonomous) data management systems "time-out" feature, unless specifically authorized by the DTL.

### C. RESPONSIBILITIES

All users of the St. Albert's College (Autonomous) IT Resources, including its network and data management systems, have a responsibility to comply with this policy and to understand their responsibilities and all expectations as spelled out in their job duties. This includes the requirement for confidentiality, retention and access to records stored within the College systems. St. Albert's College (Autonomous) DTL and its representatives also have responsibilities under this policy. These include the responsibilities for logging and monitoring networks, data management systems and electronic messaging systems.

Prepared by:  
Vice Chairman

Revised date: 02-02-2021



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Chairman

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## COPYRIGHT INFRINGEMENT POLICY

It is the policy of St. Albert's College (Autonomous) to fully respect all rights that exist in any material protected by the copyright laws of the India while also encouraging usage of the material that furthers the educational mission of St. Albert's College (Autonomous). This Policy provides guidance to faculty, staff, and students, and beneficiaries on the usage of copyrighted material.

### A. TECHNOLOGY-BASED DETERRENT

St. Albert's College (Autonomous) uses software and firewall to manage bandwidth utilization on campus.

### B. COMMUNITY EDUCATION

All students are given the opportunity to attend a session at orientation on current technology issues. This session addresses copyright infringement and other common policy violations that result through technology. At the start of college year an email is sent to all currently enrolled students from DIMC. This email provides a number of notifications and guidelines in compliance with federal and state regulations.

### C. PROCEDURES FOR HANDLING UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Upon receiving notification of copyright infringement through a takedown notice, DTL has a set procedure of enforcement. The infringing user is identified. First time offenders are disconnected from the network and sent a notification of infringement as well as a request to agree not to share copyright material on the network without proper permission. The user is afforded the opportunity to meet in person to discuss the takedown notice. The user may be disconnected up to two weeks. During the disconnection period students still have access to the network using lab and checkout workstations. Further infringement violations will be referred to the disciplinary procedure. St. Albert's College (Autonomous) disallows the sharing of copyrighted material.

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IT Policy

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**EMAIL USAGE POLICY**

Electronic mail tools are provided to St. Albert's College (Autonomous) employees and students in order for them to efficiently communicate. A number of St. Albert's College (Autonomous) IT security standards are in place to define the practices, processes and controls related to using St. Albert's College (Autonomous) provided e-mail resources. In order to ensure that the integrity and reliability of the St. Albert's College (Autonomous) internal networks are not compromised by inappropriate use, users will comply with all provisions of these standards. Email from any St. Albert's College (Autonomous) computer system shall not be used to create or distribute any content that is:

1. Disruptive
2. Offensive
3. Derogatory
4. Malicious
5. Discriminatory about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and/or practices, political beliefs or national origin.
6. Otherwise in violation of any binding law or St. Albert's College (Autonomous) policy.

**A. PROHIBITED USE**

1. Unauthorized distribution of copyrighted material.
2. Sending discriminatory, harassing or threatening messages or images.
3. Sending content that is deemed to be offensive, including the use of vulgar or harassing language/images.
4. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.

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5. Sending, receiving, or accessing pornographic materials.
6. Sending malicious emails, i.e. any information that could be used to sabotage institutional progress or as personal attacks.
7. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate College purposes.
8. Sending unauthorized copies of College files or other College data.
9. Destroying, deleting, erasing, or concealing College emails intended for legitimate College business.
10. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the College's networks or systems or those of any other individual or entity.
11. Becoming involved and promoting in partisan politics.
12. Causing congestion, disruption, disablement, alteration, or impairment of College email systems.
13. Using email to promote recreational games or Ponzi schemes.
14. Hacking into another user's email account.
15. Engaging in private or personal business activities.
16. Extensive personal use or for personal gain.
17. Use that is in violation of any binding law or St. Albert's College (Autonomous) policy. If there are questions about what is considered prohibited use, employees should check with DIMC.

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## INTERNET USAGE AND SOCIAL MEDIA POLICY

### A. PURPOSE

St. Albert's College (Autonomous) operates an internal private network as part of its educational infrastructure. It also extends and operates external connections to the Internet. The purpose of this policy is to clearly delineate the limitations of Internet use available through that network.

The internet access of St. Albert's College (Autonomous) is through a dedicated network provided exclusively for the benefit of St. Albert's College (Autonomous) students, employees, staff, and others directly involved in campus life and the academic community. The private St. Albert's College (Autonomous) network is available through both wired and wireless terminals, but access is not extended to the public at-large. Special requests for public access will be reviewed on the same basis as the Third-Party Access.

Public access to the St. Albert's College (Autonomous) wireless network is not allowed. To ensure the continued privacy of the St. Albert's College (Autonomous) network, security measures, policies and standards are implemented to only grant access to the network through campus facilities or through authorized user authentication and access codes, such as mac id authorization, login accounts and passwords. Devices using the College's wireless network will be configured by the St. Albert's College (Autonomous) DIMC support personnel to require the registration of such a wireless device to an authorized St. Albert's College (Autonomous) user.

### B. INTERNET USAGE POLICY

Employees, students, and beneficiaries are responsible for reading and adhering to the St. Albert's College (Autonomous) Personnel, Policies, and Procedures when using the Internet. Violations of certain policies can occur through the use of the Internet. Investigations of violations of those policies can include evidence obtained through the use of the Internet.

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If a user of St. Albert's College (Autonomous) Internet service is unsure about what constitutes acceptable Internet usage, the user should ask their supervisor or the concerned DIMC member for further guidance and clarification.

1. St. Albert's College (Autonomous) users are expected to use the Internet responsibly and productively.

2. Activities include research and educational tasks that may be found via the Internet that would help in a staff, faculty and student's role.

3. The student personal use is allowed to the extent that it does not interfere with business and education and to the extent there is no unauthorized distribution of copyrighted material. St. Albert's College (Autonomous) reserves the right to limit or discontinue personal use by blocking streaming and social media sites or other personal use activities if the use impedes educational network communication, violates the intellectual property rights of others, or otherwise constitutes unlawful or unauthorized access.

4. Employees accessing the Internet with College-owned equipment shall limit their personal use to a minimum and usage should not be performed during business hours.

5. All Internet data that is composed, transmitted and/or received by St. Albert's College (Autonomous) computer, network, and internet systems is considered to belong to St. Albert's College (Autonomous) and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties. Employees have no expectation of privacy of their internet searches, internet browser history, or other data composed, transmitted, and/or received through St. Albert's College (Autonomous) computer, network, and internet systems.

6. The equipment, services and technology used to access the Internet are the property of St. Albert's College (Autonomous). The College reserves the right to monitor Internet traffic and access data that is composed, sent or received through its online connections.

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7. All sites and downloads may be monitored and/or blocked by St. Albert's College (Autonomous) DIMC if they are deemed to be harmful, unlawful, unauthorized, and/or not productive to business.

8. The installation of software on any St. Albert's College (Autonomous) equipment including, but not limited to, instant messaging software is strictly prohibited.

9. Prohibited use of the Internet by Staff, Faculty and Students includes all harmful, unlawful, or unauthorized use. This includes, but is not limited to:

- a. Streaming radio or music services using College computers in College offices during business hours.
- b. Unauthorized distribution of copyrighted material.
- c. Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- d. Stealing, using, or disclosing someone else's password without authorization.
- d. Downloading, copying or pirating software, media files and electronic files that are copyrighted or without authorization.
- e. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- f. Hacking into unauthorized websites.
- g. Sending or posting information that is defamatory to the college, its products/services, colleagues and/or consumers.
- h. Introducing malicious software onto or jeopardizing the security of the College network and/or systems.
- i. Defeating or attempting to defeat security restrictions on college systems and applications
- j. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- k. Passing off personal views as representing those of St. Albert's College (Autonomous).

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- l. Academic cheating and plagiarism.
- m. Accessing any St. Albert's College (Autonomous) course materials for which distribution and use has been specifically prohibited by the instructor. This includes, but is not limited to St. Albert's College (Autonomous) materials found on crowdsourcing course sites which contain materials such as graded quizzes and exams, homework answers, etc., along with any questions that are or might be intended for future quizzes and exams.

#### C. SOCIAL MEDIA POLICY

This policy provides guidance for staff, faculty and student use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information and media with others in a contemporaneous manner.

Social media use should not interfere with employee's or student's responsibilities at St. Albert's College (Autonomous). The primary purpose for St. Albert's College (Autonomous) computer systems is to be for business and academic purposes.

The following principles apply to professional use of social media on behalf of St. Albert's College (Autonomous) as well as personal use of social media when referencing St. Albert's College (Autonomous).

- 1. Users should be aware of the effect their actions may have on their reputation and the reputation St. Albert's College (Autonomous). The information that users post or publish may be public information or otherwise accessible for a long time.
- 2. Users should be aware that St. Albert's College (Autonomous) may observe content and information made available by users through social media. Users should use their best judgment in posting material that is either inappropriate or harmful to St. Albert's College (Autonomous), its employees or consumers.

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3. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are unlawful, unauthorized, defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile workplace or student community environment.
4. Employees are not to publish, post or release any information that is considered confidential. If there are questions about what is considered confidential or protected by FERPA, employees should check with the DIMC.
5. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the authorized St. Albert's College (Autonomous) DIMC member.
6. If users encounter a situation while using social media that threatens to become antagonistic or threatens to harm others or themselves, this should be reported either to DIMC or the office. Supervisors and DIMC members must report every incident to the DTL and their chain of command.
7. When using St. Albert's College (Autonomous) computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, St. Albert's College (Autonomous) blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is prohibited and could result in disciplinary action.
8. If employees, students, or beneficiaries publish content after-hours that involves work or subjects associated with St. Albert's College (Autonomous), a disclaimer should be used, such as this: "The opinions on this site are my own and may not represent St. Albert's College (Autonomous) positions, strategies or opinions."
9. It is imperative that employees, students, and beneficiaries keep St. Albert's College (Autonomous) related social media accounts separate from personal accounts. Use of College email addresses to establish personal social media accounts is strictly prohibited.

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## INFORMATION TECHNOLOGY SECURITY POLICY

St. Albert's College (Autonomous) acknowledges the obligation to provide adequate security and protection of all Information Technology (IT) usage within its domain of ownership and control. This policy serves as an umbrella that governs all other St. Albert's College (Autonomous) policies pertaining to IT usage on campus, and complies with the appropriate IT policies. It is also the intent of St. Albert's College (Autonomous) to take precautions to prevent revealing specific security policies, standards and practices containing information that may be confidential or private regarding St. Albert's College (Autonomous) business. \*

The St. Albert's College (Autonomous) IT security policy is acknowledged as a "dynamic" document that may require alteration periodically to address changes in technology, applications, procedures, legal and social imperatives, and unanticipated changes.

### A. INFORMATION TECHNOLOGY SECURITY

It is the sole responsibility of the DTL to provide oversight management of all tasks and procedures that directly pertain to maintaining IT security on campus. It is the responsibility of all members of the college community to participate and share this obligation, as specified by all supportive policies and procedures pertaining to technology use on campus.

### B. IT SECURITY

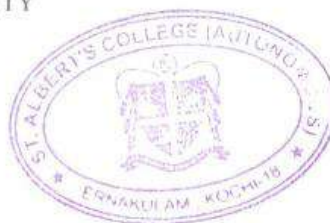
IT security is defined as:

1. Protecting the integrity, security, availability and confidentiality of information assets managed by St. Albert's College (Autonomous) .
2. Protecting information assets from unauthorized release or modification, and from accidental or intentional damage or destruction.
3. Protecting technology assets such as hardware, software, telecommunications, networks (infrastructure) from unauthorized use.

### C. MAINTENANCE OF SECURITY

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IT security will be maintained by upholding the following guidelines and standards:

1. St. Albert's College (Autonomous) will operate in a manner consistent with the goals of the Information Technology Department to maintain a shared, trusted environment within St. Albert's College (Autonomous) and within the College community system for the protection of all data relating to business and education.

2. St. Albert's College (Autonomous) will maintain an IT security audit portfolio that includes comprehensive documentation of all security processes and configuration of all firewalls and defensive mechanisms, such as virus and malware protection will be included in this audit portfolio. This portfolio and all documentation related to any security policies will be maintained by the St. Albert's College (Autonomous) DIMC. The templates are provided in the Appendix A.

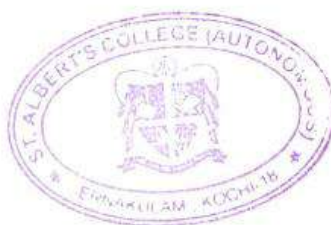
3. St. Albert's College (Autonomous) will ensure that all college employees are appropriately familiar with all IT security policies and procedures, and are aware of their personal responsibilities to protect IT resources on campus. St. Albert's College (Autonomous) DIMC will provide training to each employee in the security procedures for which they are responsible.

4. St. Albert's College (Autonomous) will review its security processes, policies, procedures, and practices annually. In the event of any significant changes to its business, computing, or telecommunications environments, St. Albert's College (Autonomous) will make appropriate updates as necessary.

5. A compliance audit of this IT security policy will be conducted when deemed necessary. The nature and scope of the audit must be commensurate with the extent that St. Albert's College (Autonomous) is dependent on secure IT to accomplish its critical business functions. St. Albert's College (Autonomous) will maintain documentation showing the results of its review or audit and the plan for correcting material deficiencies revealed by the review or audit.

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**D. RESPONSIBILITIES OF DIMC**

1. Providing the college with secure business applications, services, infrastructures, and procedures for addressing the business needs of the College.
2. Following and enforcing internal security standards established for creating and maintaining secure sessions for application access.
3. Notifying the appropriate administrator(s) when an individual or individuals have knowingly compromised IT security on campus. The DTL is not responsible for determining disciplinary action for individuals who violate IT security policies. This responsibility will be managed by the respective office, administrator, or local law enforcement, depending on the scope and nature of the violation.

**E. SECURITY BREACH NOTIFICATION PROCEDURE**

This procedure governs the actions of any St. Albert's College (Autonomous) employee who discovers or is notified of a breach or possible breach of the security of unencrypted personal information collected and retained by St. Albert's College (Autonomous) as computerized data. This breach can be the result of a compromise of a St. Albert's College (Autonomous) computing system or network, the loss or theft of any physical device in which personal information is stored, or the loss or theft of any storage medium upon which personal information is maintained. If the security of any St. Albert's College (Autonomous) system storing or processing computerized data that includes unencrypted personal information is compromised and a notification must be issued.

The DIMC will take any measures to determine the scope of the breach and restore the integrity of the affected data system.

The notification may be delayed if law enforcement needs to be contacted for a criminal investigation.

**I. Physical Breach**

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- i. If a report is made to the St. Albert's College (Autonomous) office of the bursar of the theft of a computing or storage device, the office will:
  1. Follow their normal procedures regarding theft of college property
  2. Report it to law enforcement, and act as liaison with any law enforcement agency involved in the situation.
  3. Notify the DIMC of the incident.
- ii. If a report is made to the DIMC of the theft of a computing or storage device, ITD will:
  1. Notify the office of the bursar.
  2. Provide any inventory information to the person concerned of the theft.
  3. Participate in any investigatory actions as directed by the PRO.

2. Technical Breach

- i. A technical breach is defined as the discovery by technical support staff of a breach of security of a computer or the St. Albert's College (Autonomous) network.
- ii. If the presenting incident is discovery of a network breach, the DIMC technical support personnel will:
  1. Begin network and computer technical investigations addressing intrusion detection and incident response. This will continue until the security and technical aspects of the situation are resolved.
  2. Report to the DTL, all aspects of the breach and how it occurred.
  3. Determine if a person or group responsible can be named.
  4. Determine safeguards that need to be put in place to prevent a reoccurrence.
  5. In some circumstances, it may be appropriate to report a breach of the security of the network or St. Albert's College (Autonomous) computers to law enforcement, as well.
  6. The DTL, Chairman or designee and law enforcement will:

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- iii. Consult regarding the nature and scope of the security breach and determine whether law enforcement needs to be engaged.
- iv. Decide whether and to what extent members of the St. Albert's College (Autonomous) campus community and victims of such breach need to be notified.
- v. Research each incident and determine how it is to be handled.
- vi. If it is determined that a breach may have compromised the security, confidentiality, or integrity of St. Albert's College (Autonomous) - managed personal information, the Director of Information Technology (or designee) will initiate a meeting as soon as possible with the executive council consisting of the following or their designees: a) Chairman b) Vice-Chairmen c) Bursar d) Principal e) Vice-principals f) Deans g) PRO and h) DIMC members.

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## INFORMATION TECHNOLOGY SECURITY PLAN

This document summarizes the St. Albert's College (Autonomous) 's comprehensive written Information Technology (IT) Security Plan. In particular, this document describes the IT Security Plan elements pursuant to which the Institution intends to ensure the security and confidentiality of covered records, protect against any anticipated threats or hazards to the security of such records, and protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to the College's IT consumers.

### A. DESIGNATION OF REPRESENTATIVE

The Digital Infrastructure Management Cell Team Leader (DTL) is designated as the IT personnel who shall be responsible for coordinating and overseeing the IT Security Plan. The DTL may designate other representatives of the DIMC team to cover and coordinate a particular element of the IT Security Plan.

### B. SCOPE

The IT Security Plan applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information:

- 1) A student or other third party provides in order to obtain a financial service from the Institution,
- 2) About a student or other third party resulting from any transaction with the Institution involving a financial service, or
- 3) Otherwise obtained about a student or other third party in connection with providing a financial service to the person.

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C. ELEMENTS OF THE IT SECURITY PLAN

1) Risk Identification and Assessment: The institution intends, as part of the IT Security Plan, to undertake to identify and assess external and internal risk to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the IT Security Plan, the DTL will establish procedures for identifying and assessing such risk in each relevant area of the Institution's operation, including:

a. Employee training and management: The DTL will coordinate with representatives in the Institution's Human Resources and Financial Aid offices to evaluate the effectiveness of the Institution's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current Personnel, Policies and Procedures Manual and the IT Policy.

b. Information System and Information Processing and Disposal: The DTL will coordinate with representatives of the Institution's Financial Aid and College Office to assess the risks to nonpublic financial information associated with the Institution's information system, including network and software design, information processing, and the storage, transmission, and disposal of nonpublic financial information.

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**USE OF THE COLLEGE NETWORK AND DATA MANAGEMENT SYSTEMS  
POLICY**

The DTL will also assess procedures for monitoring potential information security threats associated with software systems and for managing security updates for software and operating systems.

**A. DETECTING, PREVENTING AND RESPONDING TO ATTACKS**

The DTL will coordinate with other relevant units to evaluate procedures for and methods of detecting, preventing, and responding to attacks, other systems failures, and network access. The DTL will evaluate the IT security policies and procedures for coordinating responses to network attacks and developing incident response teams and policies. The DTL may elect to delegate to a representative of the DIMC the responsibility for monitoring and disseminating information about known security attacks and other threats to the integrity of networks utilized by the Institution.

**B. DESIGNING AND IMPLEMENTING SAFEGUARDS**

The risk assessment and analysis shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper, or other form. The DTL will implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

**C. OVERSEEING SERVICE PROVIDERS**

The DTL shall institute methods for selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they have access. In addition, the DTL will work with other designated institutional officials to develop and incorporate standard, contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.

**D. Adjustment to IT Security Plan** The DTL is responsible for evaluating and adjusting the IT Security Plan based on the risk identification and

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assessment activates undertaken pursuant to the IT Security Plan, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the IT Security Plan.

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## COMPUTER LABS POLICY

St. Albert's College (Autonomous) provides students access to computing technology resources in numerous labs and computer classrooms across all campuses. Since the student population on campus is very dynamic and diverse, it is imperative that careful articulation of the policies, expectations, and standards for use of these resources be provided to them, and to the St. Albert's College (Autonomous) staff and faculty who support those students in their educational endeavors. This policy is intended to meet that imperative, and to provide all campus users with guidelines for responsible and appropriate use of these campus computing and technology resources. The primary purpose of the St. Albert's College (Autonomous) computer labs is to provide computing technology resources for students and to facilitate the exchange of information related to, and in furtherance of the education, research and academic missions of the College.

### A. GOALS

The goals of the St. Albert's College (Autonomous) computer labs are to:

- 1) Provide a computer labs environment across centers that are supportive of learning.
- 2) Help assure the integrity and reliability of the St. Albert's College (Autonomous) internal networks, hosts on those networks, and any computing resource connected to them.
- 3) Ensure the security and privacy of the St. Albert's College (Autonomous) computer systems and networks.
- 4) Establish appropriate guidelines for the use of St. Albert's College (Autonomous) - owned technology.

### B. PROHIBITED USE

Using St. Albert's College (Autonomous) Information Technology Resources for uses and/or communications that are specifically prohibited in the policy Use of St. Albert's College (Autonomous) Computer Resources which violate any other St. Albert's College (Autonomous) policy, state and federal rule or law is strictly forbidden. Those specifically prohibited uses of any St. Albert's College (Autonomous) IT resource include:

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- 1) Subverting, attempting to subvert, or assisting others to subvert or breach the security of any St. Albert's College (Autonomous) network or other Information Technology Resource, or to facilitate unauthorized access.
- 2) Use of any St. Albert's College (Autonomous) IT Resource to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses).
- 3) Viewing, copying, altering or destroying data, software, documentation, or data communications belonging to St. Albert's College (Autonomous), or to another individual without permission.
- 4) Individuals allowing another individual (authorized or not to use the St. Albert's College (Autonomous) IT Resource) to use their login account password.
- 5) Disclosing access credentials or masquerading using access granted to another user.
- 6) Using St. Albert's College (Autonomous) computing resources for personal or private financial gain without written authorization.
- 7) Unauthorized distribution of copyrighted material.
- 8) Tampering or theft of equipments or devices of St. Albert's College (Autonomous) from within the lab.

#### C. ACCESS TO COMPUTING LABS

St. Albert's College (Autonomous) computer labs are open for computer use only under the leadership of authorized faculty, staff, for currently enrolled St. Albert's College (Autonomous) students. Access to any St. Albert's College (Autonomous) computing lab is managed through the St. Albert's College (Autonomous) network.

- 1) All labs are to be monitored and proper registers are to be maintained
- 2) Non-student adult visitors may be allowed in monitored labs only with the prior permission of the Chairman or designee under the supervision of a DIMC member. In the event of a non-student visitor violating any provisions of this policy or the computer labs procedures,

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the lab-in-charge for the specific lab may instruct the visitor to leave. Non-student visitors will not be allowed into any unmonitored lab.

3) Faculty and staff may only use St. Albert's College (Autonomous) computer labs in furtherance of their support of the learning objectives of St. Albert's College (Autonomous) students.

4) St. Albert's College (Autonomous) computer labs will not be used to perform duties or tasks normally performed in the employee's office environment.

#### D. LABS AND CLASSROOMS

St. Albert's College (Autonomous) provides different types of computing facilities for use in supporting student learning on campus. These policies apply equally in all these facilities, unless exceptions are otherwise specifically stated. These facilities are: electronic classrooms, computer classrooms, specialized computer labs.

1) Electronic Classrooms provide multimedia capabilities for instruction from a single, centralized instructor station. These rooms are scheduled for use in the same manner as any other classroom at St. Albert's College (Autonomous) following standard St. Albert's College (Autonomous) policies and procedures.

2) Computer Classrooms provide hands-on technical instruction in a classroom environment. These labs are only available for use during those times that have been specifically scheduled. Registered must be maintained and students must be designated to a specific seat in the lab.

3) Specialized Labs are equipped with specialized hardware and software devoted to supporting the program's unique educational mission. These labs support such varying disciplines as physics, math and language, and are often assigned to students as a part of their regular class work. These labs are staffed by faculty and/or lab assistants who provide additional tutorial assistance within the program's specialty. Use of these labs are restricted to users taking the specific classes supported by the facility monitored through registers.

#### E. SENSITIVE MATERIALS

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## IT Policy

All St. Albert's College (Autonomous) computer labs are considered shared public places. Users should be aware that some materials accessed on the Internet may be considered controversial, offensive, inappropriate or inaccurate. St. Albert's College (Autonomous) asks users, out of consideration for others, to take care not to display, or broadcast in any St. Albert's College (Autonomous) -shared public place, any images, sounds, or messages that could create an atmosphere of discomfort, harassment or intimidation for others, and to refrain from transmitting such images, sounds or messages to others using St. Albert's College (Autonomous) computing resources.

In some situations, the display or broadcast of such materials is necessary to further a legitimate educational purpose. In these cases, St. Albert's College (Autonomous) asks that users be sensitive to the public nature of shared facilities and make arrangements to access these materials in a private environment.

In some situations, the display or broadcast of such materials, if unlawful or otherwise prohibited by this Policy could be grounds for disciplinary action.

### F. GENERAL LAB RULES

1) Computing labs will only be used for legitimate academic purposes. Bags, food, and drinks are not permitted.

2) All St. Albert's College (Autonomous) computer labs are intended to be quiet work and study environments, similar to a library. Users are encouraged to avoid excessive noise, keeping the level of conversational noise at a minimum.

3) Children under the age of 16 will not be allowed in any St. Albert's College (Autonomous) computer lab unless specific written authorization has been granted by the Chairman.

4) Operating hours Lab hours will be posted in each lab. All users shall complete their work, including obtaining any printouts, before closing time. Users are not permitted to stay in the computer lab areas after closing time. Refusal to comply may result in disciplinary actions.

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5) Printers are provided in most St. Albert's College (Autonomous) computer labs wherever necessary as a privilege for student use only; faculty and staff should refrain from printing in a lab. Users should exercise discretion in the use of printers in computing labs. Most programs have print preview functions which should be used prior to printing any final document. Print usage on the student network may be actively monitored for abuse. Those users identified as printing excessively will be notified and asked to comply with this policy.

6) Users may not store any files on the hard drives of any lab computers without specific permission from computing services. Faculty may, for a class in which the ability to store files locally is a part of the classroom curriculum, negotiate blanket permission to do this for students enrolled in their class. Users are encouraged to save often and to make frequent backups of their storage media.

7) Any student using any lab computer for non-educational purposes may be denied further access to the lab resource by a lab-in-charge or responsible teaching faculty in charge of the student.

8) St. Albert's College (Autonomous) will not be responsible for personal lost or stolen items left in any lab. Items found in the lab will be sent to the College office. Users should label all media with their name for easy identification, if misplaced.

9) Aggressive behavior will not be tolerated in any St. Albert's College (Autonomous) computer lab. If necessary, lab-in-charges will report incidents that cannot be resolved in a quiet, orderly manner to the tutor, Heads of the Departments, Vice-principal or principal. Disciplinary actions will be taken if the issue is escalated.

10) For safety reasons, it is important that computer lab users make an effort to keep aisles clear. Materials such as books and pens brought into a computer lab should be taken out when the user leaves. After classes held in computer labs, the faculty in charge of the specific class should ensure that students have cleaned and properly arranged their workspaces.

11) No equipment in any classroom lab may be moved within the classroom or removed from a lab without permission of the Chairman, Vice-Chairman, Bursar, or DTL. This includes

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all computer hardware, including monitors, mice and keyboards and peripheral devices, such as surge protectors, UPS or printers. No user should disconnect any technology resources from any computer or network connection, nor move any tables upon which computing equipment rests without prior approval. All damaged equipment discovered in any lab should be reported to the DIMC.

12) Users will be held responsible for the IT resources they use in any St. Albert's College (Autonomous) lab. Under no circumstances will users leave a computer unattended and unlocked for more than fifteen (15) minutes. Users should never leave their workstation unattended without first saving any data upon which they are working. If a computer in the open lab is left unattended for more than fifteen (15) minutes, lab-in-charges may log the user off the computer to make it available for other users. Any personal effects in the area of the computer will be moved.

13) Unauthorized access to accounts, files or data held on St. Albert's College (Autonomous) computing systems, or the use of St. Albert's College (Autonomous) computing systems and networks to access any other system without authorization is a violation of these policies and potentially a criminal offense. Such unauthorized access is strictly prohibited.

#### G. RESPONSIBILITIES

All users of the St. Albert's College (Autonomous) computer labs have a responsibility to know, understand, and comply with this policy, to understand their responsibilities, and to meet all the expectations of this and all other St. Albert's College (Autonomous) IT security policies and standards. These responsibilities include assumption of any civil and/or criminal liability which may arise from their individual use or misuse of St. Albert's College (Autonomous) technology resources.

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**INFORMATION TECHNOLOGY RESOURCES BY THIRD PARTIES POLICY**

St. Albert's College (Autonomous) frequently provides access to its Information Technology Resources, including computer facilities, to private company resources, tribal offices and community members to conduct College business when such resources are not in direct use for business or academic purposes, provided such use substantially relates to and does not interfere with the mission of the College. This access to St. Albert's College (Autonomous) facilities includes access to the wireless network, computer classrooms, computer labs, and electronic classrooms on campus.

**A. AUTHORITY**

The DIMC Team Leader or designee has primary responsibility for all aspects of third-party access to all St. Albert's College (Autonomous) IT resources. These entities must agree to comply with this Policy, the security policies, and standards of St. Albert's College (Autonomous). St. Albert's College (Autonomous), through DIMC members, reserves the right to determine, at any time, what constitutes appropriate use of the St. Albert's College (Autonomous) technology resources and the St. Albert's College (Autonomous) network resources, including any access and/or any computing services provided by St. Albert's College (Autonomous).

**B. PERMISSION FOR TEMPORARY USE**

Any of these entities must provide documentation of the duration, the list of systems and access required and the location where access is required. This request must be approved by the DTL and forwarded to the Chairman or designee. The DIMC personnel will create a Help Desk Ticket to document the access and actions taken during the period of access.

**C. LIMITATIONS ON USE**

All third-party use will have a documented duration which will be reviewed at the end of the duration. Access will need to be renewed with a new approval for the level of access.

**D. SECURITY RIGHTS**

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Third Parties are granted standard security privileges or access to the computing equipment in St. Albert's College (Autonomous) computer resources sufficient to accomplish their business or educational goals. Individual decisions to allow more access beyond the standard rights will be made by the DTL in consultation with the Chairman. The impact of the request will be evaluated and balanced against the potential risk and threat to the College network, using the IT security standard addressing security privileges as a guideline.

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**SOFTWARE LICENSING COMPLIANCE POLICY**

St. Albert's College (Autonomous) acquires software licenses for the use and distribution to faculty, staff and students for productivity and efficiency of the operation of the college and its interaction with the students. St. Albert's College (Autonomous) expects all students, faculty, and staff members to comply with applicable local, state, and federal laws governing licensed software. This policy ensures that St. Albert's College (Autonomous) and all its employees and students follow the letter and spirit of both state and federal law regarding software licensing.

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IT Policy

## TECHNOLOGY HARDWARE AND SOFTWARE ACQUISITION POLICY

### A. PURPOSE

The purpose of this policy is to provide guidelines and the process for acquiring and maintaining institution-wide hardware, software and cloud services identified as mission critical. The intent of the policy is to ensure that computer technology and services comply with College defined support standards and security safeguards.

### B. RESPONSIBILITIES

Enterprise network, server and storage appliances for institutional-wide applications will be acquired by the DIMC in consultation with the finance committee (Federal/State Fund) or finance council (Management Fund) as per the funding source. The DIMC Center, IMC server rooms and closets are specially designed with the environment conducive to equipment efficiency and with backup power. The DIMC is responsible for the system management, updates, upgrades and new releases. These systems will be managed and maintained regularly to assure all maintenance procedures are properly scheduled. Planning of such processes will be coordinated with all users impacted. DIMC is responsible for all back-up and restore procedures. All systems will be backed up regularly and with efficiency for restore times. Here are the requirements when acquiring this type of equipment.

1. All computer technology for business and academics must be purchased through ITD.  
2. All computer technology assets purchased with College funds (Federal, State, or Management) are the property of the College and not a specific faculty or staff member's department property. College funds include, but are not limited to, grant funds, restricted, or unrestricted funds.

3. Funding for maintenance or support agreements must be coordinated with ITD prior to purchase.

4. DIMC must approve any server or specialized appliance requiring network connectivity prior to acquisition. In addition, the device must meet the required conditions for connectivity.

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5. Network connected servers or appliance devices must reside in an environment managed by DIMC must approve any technology that incorporates any kind of wireless access to ensure standards prior to purchase.

6. DIMC must review and approve any software application system or cloud service prior to acquisition.

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IT Policy

**TECHNOLOGY HARDWARE AND SOFTWARE REPLACEMENT AND UPGRADE POLICY**

**A. PURPOSE**

This document defines the policy of St. Albert's College (Autonomous) regarding the replacements of all college-owned technology equipment at the end of its life cycle and also the upgrades of institution-wide software. Adequate computer and network hardware and software are essential for the delivery of instructions, student learning, research and creative activities; and for the efficient and effective management of the institution. Rapid changes in technology require that a well-managed institution have a systematic plan for upgrading and replacing technology to ensure that it offers access to the most basic services. The purpose for this plan is to:

1. Provide consistency of hardware and maintain a standard that will limit the variety of parts and supplies.
2. Regulate the purchasing of computers by establishing a useful life table.
3. Improve the level of support by limiting the number of operating systems, office productivity products and other standard software installed in these systems.
4. Reduce the downtime and outages because of outdated or incompatible equipment.
5. Provide a guideline for evaluation or assessment of IT infrastructure on a regular basis
  - a. To assess bandwidth usage and the need to expand or enhance capabilities
  - b. To reduce possible failures due to normal aging.
  - c. To assure sustainability by replacing it with newer technology.
6. Provide sufficient backup solutions for power, network equipment and server systems for redundancy and high availability.

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7. To preemptively implement necessary changes. This systematic plan is meant to align with the College's Strategic Plan and to provide a framework for meeting the technology needs of the stakeholders of St. Albert's College (Autonomous). Input from the DIMC, Chairman, Vice-chairmen, Registrar, Bursar, Principal, and Deans could help encapsulate varying ideas for a more complete plan.

#### B. RESPONSIBILITIES

1. Administration/Department Heads - Each department head is responsible for identifying any exception (earlier or delayed replacements/upgrades) necessary to ensure that an employee can effectively perform his/her job duties. This information is then passed on to the DTL or designee for the replacement or upgrade process. The Bursar is responsible for reviewing and approving requested exceptions and divisional budgets.

2. DTL or designee is responsible for acquiring estimates for replacements and upgrades and also executing equipment replacements institution-wide including software upgrades according to established replacement cycle. The DTL also makes technical decisions on equipment and software standards and upgrades and replacements based on industry trends, software development life cycles, costs and risks to systems stability.

#### C. PLAN STATEMENT

St. Albert's College (Autonomous) will maintain modern computer and network hardware and software capable of supporting its educational and business activities. To accomplish this, technology hardware will have to be budgeted for replacement. If a hardware item is determined to be irreparable by DIMC or if the cost to repair exceeds the current market value of the item, the item may be replaced earlier than indicated in the table above with all costs for replacement covered by the College responsible department budget.

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**PRINTER STANDARDIZATION POLICY**

Purchasing will standardize on a network printer from a vendor using special government rate pricing for administrative and institutional use at the College. Each printer will come with built-in double-sided duplex printing capability and a 1-year warranty. Extended warranties can also be purchased with proper justification. Choices will include black and white, color, and multifunction printing. Standardization will provide for better College discounts and support. It will also enable us to keep our printing services sustainable. Approved printer model has undergone reviews and testing to confirm its usability, functionality and supportability on the DIMC network print queue system, and will be made easily accessible on managed computers. Purchase of the recommended printers will ensure a quick and smooth installation. In the event you feel you have printing needs not addressed by the recommended model, please contact the DIMC or submit a Help Desk Ticket. All printers already connected to the St. Albert's College (Autonomous) networks and print server will continue to be supported as per the fund policy.

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## APPENDIX A

### DEFINITIONS

All terms defined in St. Albert's College (Autonomous) policies are applicable. St. Albert's College (Autonomous) Network This includes the administrative and student local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main St. Albert's College (Autonomous) campus, Internet connectivity, networked infrastructure devices such as hubs, switches and servers, warrior web, and all other computers, networks and electronic messaging systems operated for the benefit of St. Albert's College (Autonomous) employees and students. St. Albert's College (Autonomous) Data Management Systems This includes the student information management system, human resources system, finance information management system, cashiering, degree audit and individual databases created by individual departments or the college. St. Albert's College (Autonomous) Information Technology Resources Includes, but is not limited to, St. Albert's College (Autonomous) -owned desktop, laptop or macs or servers, hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; e-mail systems; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; St. Albert's College (Autonomous) network resources, whether wire-based or wireless; Internet connections, accounts or access; and documentation photocopiers authorized by St. Albert's College (Autonomous) to be used by employees, students and/or other beneficiaries.

### AUDIT TEMPLATE

1. Do firewalls exist on all Internet or Extranet connections		
2. Are firewalls used internally to separate networks of different security levels?		
3. Is there a formal procedure for approving all external connections?		
4. Is the use of NAT or PAT implemented into your environment to		

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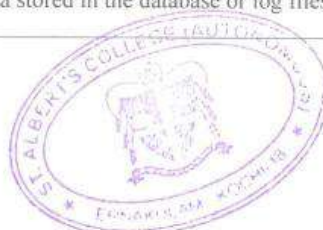
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hide internal network from the Internet?		
5. Is your firewall and router configured to conform with documented security standards?		
6. Is your firewall's CPU utilization monitored at least every 15 minutes?		
7. Are available security patches implemented within 30 days?		
8. Are security patches tested before they are deployed to production systems?		
9. Do all system changes go through a formal change control process?		
10. Does your cryptographic solution conform to applicable international and national standards, as well as all legal and regulatory controls?		
11. Are only crypto devices used that meet the approval standards and policies of your organization?		
12. Are there documented processes and procedures in place for encryption keys?		
13. Is access to keys restricted to the fewest number of custodians necessary?		
14. Is cardholder information retained when it is no longer needed for business reasons		
15. Is a quarterly inventory audit performed to verify if any stored cardholder information exceeds your retention requirements?		
16. Is CVV2 or magnetic stripe data stored in the database or log files?		

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17. Are all passwords on network devices and systems encrypted?		
18. Is stored cardholder data encrypted by one of the following, one-way cipher (hash indexes) such as SHA-1 (not MD5), Truncation, Simple ciphers, index tokens and PADS, strong cryptography such as PGP or Triple-DES with associated key management processes and procedures?		
19. Is telnet or Rlogin used for remote system administration?		
20. Is externally accessible account data transmitted in unencrypted format?		
21. Is confidential account information transmitted via unencrypted email format?		
22. Is strong cryptography and appropriate key controls in place to safeguard data during transmission?		
23. Are modems connected to the internal systems or DMZ systems?		
24. Is anti-virus software installed on all servers and workstations?		
25. Have anti-virus signature files been updated to the latest signature file?		
26. Is account information access on a need to know basis only?		
27. Are access control policies in place for data access privileges to cardholder information?		
28. Is firewall administration limited to only the network security administration staff?		

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29. Is a unique username and password required for each non-consumer user that logs into a system containing cardholder information?		
30. Is at least one of the following methods used to authenticate all non-consumer users when accessing cardholder information: unique user name and password? token devices (i.e., SecureID, certificates, or public key)? biometrics?		
31. Are non-consumer users required to change their password every 60 days?		
32. Are non-consumer user accounts locked within 6 invalid login attempts?		
33. Are password protected screen savers or terminal locks used on all critical systems?		
34. Are group passwords allowed on critical systems?		
35. Are passwords required to contain both numeric and alphabetic characters?		
36. Are individuals allowed to submit a new password that is the same as a previous password?		
37. Are all internal and external dormant accounts removed?		
38. Are applications run on default installations of operating systems?		
39. Is more than one application running as the primary function of a server at any given time?		
40. Are the minimum hardware components met on each network		

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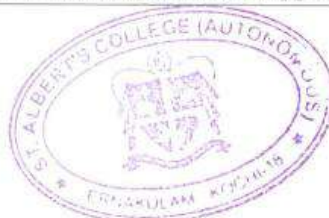
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component for the software to function properly?		
41. Are all unnecessary services disabled on a server?		
42. Are security controls built into the application development process?		
43. Has the application code been tested for vulnerabilities prior to entering production?		
44. Do you perform penetration testing on your network and applications at least once a year and after any significant modifications?		
45. Is access to all audit trails logged on all critical systems?		
46. Do you log the following: success and failed logins by all users, access to audit trails, deletion of objects, identification of affected components, root/administrator access origination and destination?		
47. Are actions related to encryption key management logged on all servers that utilize the keys?		
48. Do logs include date and time stamp on all critical systems?		
49. Are audit trails on all critical systems secured in a way that they cannot be tampered with?		
50. Do you review audit logs at least once a week on critical systems?		
51. Are audit logs retained for at least six months on all critical systems?		
52. Are vulnerability assessments performed on the internal and external network on a monthly basis and after updates and/or upgrades.		

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to systems?		
53. Is there a file integrity monitoring system in place to alert personnel of unauthorized modifications to critical systems?		
54. Are security alerts from the intrusion detection sensor monitored 24 hours a day, 7 days a week?		
55. Do you have Network IDS on perimeter related systems?		
56. Are the latest intrusion detection system (IDS) signatures installed on all IDS sensors?		
57. Are file comparison checks being reviewed on critical systems at least once a day?		
58. Is staff provided with adequate training on operational business and recovery plan execution responsibilities?		
59. Are the disaster recovery plan (DRP) and the business contingency plan (BCP) tested annually?		
60. Are security roles and responsibilities formally defined?		
61. Are critical data backed up on a daily basis?		
62. Are backup tapes stored in a location that does not require authorized access?		
63. Are all associated third parties with access to cardholder data contractually required to adhere to CISP data security requirements?		
64. Are information security policies documented, kept current and disseminated to all employees, vendors, contractors and partners?		

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65. Is there a security awareness and training program in place?		
66. Are pertinent security alerts monitored, analyzed and distributed to appropriate personnel?		
67. Is a security incident response plan formally documented?		
68. Are employees required to sign an agreement verifying they have read and understood the policies and procedures?		
69. Are employees with access to cardholder data permitted to begin work prior to completion of a background investigation (including credit and criminal record checks)?		
70. Is access to the data center restricted and closely monitored?		
71. Are all paper and electronic media — e.g. computer, networking, and communications hardware, telecommunications lines, etc. — containing cardholder information located in a physically secure environment?		
72. Have all discarded media been erased or destroyed using a formal procedure that ensures the complete deletion of all sensitive data?		
73. Do you maintain strict control over the internal and external distribution of any paper or electronic media containing cardholder data?		
74. Are visitors, including vendors, permitted to enter data centers or access sensitive systems without an escort?		
75. Are visitors asked to sign out and turn in their badge or tag before leaving the building?		

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76. Is a visitor log retained for at least three months to retain a log of physical activity?		
77. Are all media devices properly inventoried and securely stored?		



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Leave Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Leave Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



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Vice Chairman

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Leave Policy

**Leave Policy**

**Policy Statement**

St. Albert's College (Autonomous)'s policy is that all employees are entitled to leave in accordance with the relevant awards/agreements and statutory provisions. Where the attached practices conflict with employment law for an employee, or group of employees, the law will take precedence.

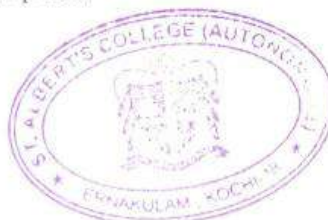
**General conditions governing grant of leave**

The following principles shall govern grant of leave to an employee: -

1. Leave cannot be claimed as a matter of right. Exigency of College's service requires discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it.
2. All kinds of leave, except Commuted leave will lapse on cessation of the employee's service with the College whether as a result of discharge, dismissal, retirement, death or otherwise.
3. Leave shall not be availed of without obtaining prior sanction of the competent authority. Application for Commuted Leave, in particular, must be submitted in writing, to the competent authority sufficiently in advance not less than 15 days from the date of commencement of the leave. In case, an employee is compelled to absent himself from duty on account of unforeseen circumstances, without obtaining prior sanction, application for leave should be submitted on the day of resumption of duty or within 5 days from the day of absence (whichever is earlier).
4. Leave may be pre-fixed or suffixed to holidays. Intervening holidays during the leave, except in case of Casual Leave, shall count as part of leave.
5. An employee prior to proceeding on leave shall intimate to the competent authority the leave address and shall keep the authority informed of any change of location/address during the leave period.

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6. All kinds of leave should be availed after obtaining prior sanction as far as possible, including Leave Without Pay, when no other type of leave is available in individual's account. In case prior sanction is not possible due to unavoidable reasons, the employee would be expected to inform the concerned officer over phone or in writing of such absence. Such employee should submit leave application without fail immediately on reporting for duty. In case of failure to do so, the entire period of leave so availed shall be treated as 'loss of pay' without making any reference to the employee.
7. Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding , graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.
8. If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after rest and treatment.
9. Application for extension of leave already sanctioned, if any, should be submitted well in time. The competent authority shall have the power to grant or refuse the extension of leave sought by an employee.
10. The competent authority for sanction of leave to the employees will be as notified from time to time.
11. Notwithstanding anything contained elsewhere in these regulations, the grant of any kind of leave shall be sole discretion of the Chairman/Principal and their decision shall be final and binding.

**Policy**

St. Albert's College (Autonomous) have both Aided and Self-Financing employees who are entitled for various leaves depending upon their status. For the further understanding of the policy, the said policy have been categorised into Leave Policy for Aided Staff and Leave Policy for Self-Financing Staff.

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Leave Policy

**Leave Policy for Aided Staff**

In addition to the national and other holidays, all aided employees shall be entitled to the leaves as mentioned in the Kerala Service Rules (KSR).

**Leave Policy for Self-Financing Staff**

In addition to the national and other holidays, all Self-Financing employees shall be entitled to the following types of leave:

1. Casual Leave
2. Duty Leave
3. Vacation Leave
4. Maternity Leave/Paternity Leave
5. Extra-Ordinary Leave

**Casual Leave**

1. Casual Leave may be granted for a maximum of 15 days during a calendar year (20 days for Self Financing Administrative Staff), to be credited twice in a year. An employee shall not ordinarily be permitted to avail of more than 5 days casual leave at a time. Casual Leave unavailed at the end of the calendar year shall lapse. Casual Leave shall not be encashable.
2. Holidays can be prefixed or suffixed or both can intervene. However, the total days of absence including leave and holidays, should not exceed 15 days.
3. Casual leave can be availed on pro-rata basis for accumulated leave period. Casual Leave shall be treated as on duty for all purposes including drawl of pay and allowances.
4. For faculty members and lab staff, ONAM holidays and CHRISTMAS holidays are given, as allowed for students.
5. Weekend or holidays falling within the casual leave period and weekends/holidays prefixed or suffixed with such leave shall not be counted.
6. Casual Leave is allowed to be availed on half day basis.
7. Casual Leave shall not be combined with any other kind of leave.

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Leave Policy

**Duty Leave**

1. Duty Leave upto a maximum of 10 days in a calendar year may be granted for attending following official duties:
  - a) A faculty can avail a maximum of 2 days of duty leave in the first year of service, a maximum of 4 days of duty leave in the second year and shall continue on a pro-rata basis till a maximum of 10 days of duty leave.
  - b) Attending conferences / seminars / workshops on behalf of the College or with the permission of the College.
  - c) Delivering lectures in institutions at invitation of such institutions received by the College, and accepted by the Chairman/Principal
  - d) Participating in a delegation or working on a committee appointed by Central or State Government, the UGC, another College or any other academic body, with prior permission of the competent authority.
  - e) For evaluation of answer scripts of other colleges with prior permission of the competent authority.
  - f) For performing any other duty as assigned by the College.
  - g) The duration of the leave should be sanctioned with prior approval from the competent authority.
  - h) The leave may be granted on full pay, half pay, or without pay, depending upon the discretion of the competent authority.
  - i) Duty Leave normally shall not be combined with any other kind of Leave except Earned Leave, Sick Leave or Extraordinary Leave, except only with prior approval of the Chairman/Principal

**Vacation Leave**

1. All employees are entitled to a minimum of 15 days block leave in the month of April/May per year on completion of 08 months of service without any long leave (ie. not exceeding two weeks in the preceding academic year) are eligible for vacation leave.
2. If an employee is asked to attend duties during April/May by the competent authority, the 15 day block leave can be taken anytime during the year with the prior approvals of the competent authority.

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3. Leave entitlements are calculated on a pro-rata basis from date of employment
4. Applications for annual leave should be lodged four weeks in advance with the Office of Chairman.

**Maternity Leave**

1. Every female employee, with less than 2 surviving children, who has actually worked in the establishment for a period of at least one year preceding the date of her expected delivery is entitled to receive maternity leave benefit, subject to the following conditions:
  - a) The total period of Maternity Leave shall not exceed 180 days.
  - b) No female employee shall be entitled to Maternity Leave for more than twice in the entire period of her service.
  - c) Every application for Maternity Leave shall be submitted by the concerned female employee along with a Medical Certificate from a registered medical practitioner in respect of her pregnancy, stating her Expected Date of Delivery, at least 90 days in advance before proceeding on Maternity Leave. Any employee will become eligible for the Maternity Benefits due to her only after submission of required documents.
  - d) In the case of miscarriage / abortions including induced MTP's, leave may be granted for a period not exceeding six weeks; in such cases, the application should be supported by a Medical Certificate.
  - e) Earned / Sick Leave in continuation of Maternity Leave may be granted in case of illness of the new born baby on production of Medical Certificate to the effect that the mother's presence is absolutely necessary.
  - f) During the period of Maternity leave, an employee shall be entitled to salary equal to the pay drawn immediately prior to proceeding on leave.

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Vice Chairman

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Chairman

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Leave Policy

**Paternity Leave**

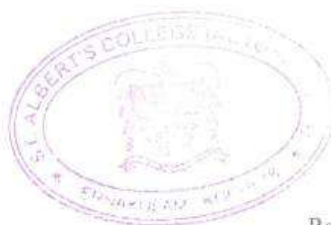
1. Paternity leave is admissible to a male employee, having up to two surviving children, for a maximum period of one week (7 days) within a period of one month before or after the date of delivery of child.
2. Paternity leave shall be sanctioned only when an employee has completed one year of service in the College.
3. An application shall be submitted by the concerned male employee along with a Medical Certificate from an RMP in respect of the pregnancy of his wife, stating her Expected Date of Delivery, at least 30 days in advance before proceeding on Paternity Leave.
4. Any weekend or holidays which is prefixed or suffixed to the paternity leave shall not be counted. However, any weekend or holiday falling within the period of paternity leave shall be counted towards the leave.
5. During the period of Paternity leave, an employee shall be entitled to salary equal to the pay drawn immediately prior to proceeding on leave.

**Extraordinary Leave**

1. An employee can be granted extraordinary leave only when no other leave is admissible.
2. Extraordinary Leave shall always be without pay and allowances, and will not count either towards the service or seniority of an employee. Extraordinary Leave shall not count for increment.
3. Extraordinary Leave shall be combined with any other kind of leave only with prior approval.
4. This leave is solely at the discretion of the competent authority and may be granted by the competent authority on receipt of written request from an employee who has put in a minimum of 3 year's service without break in the College. The maximum period of extraordinary leave shall be one month.

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Chairman

Revision number: 1

New-born Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# New-born Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Vice Chairman

Approved date: 08-07-2020

Approved by:  
Chairman

New-born Policy

**New-born Policy**

**Policy Statement**

In order to develop a good rapport with family members of the employees at St. Albert's College (Autonomous) and to show institutional solidarity of being with them at special moments, the arrival of a new-born will be celebrated as per the guidelines below.

**Objective**

St. Albert's College (Autonomous) recognizes the importance of human resources, and to show solidarity to its employees, the arrival of a new born into the Albertian family will be celebrated.

**Process**

St. Albert's College (Autonomous) will celebrate the arrival of an employee's new born as per the following guidelines.

1. Display name of the employee, spouse and the new born (if named) on the LCD screen at the reception.
2. The Chairman/Vice-Chairman/Principal shall wish the employee in person on the first available opportunity.
3. The Chairman/Vice-Chairman/Principal shall hand over a "Welcome to newborn" kit.

Prepared by:  
Vice Chairman

Approved date: 08-07-2020



Approved by:  
Chairman

Performance Appraisal Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Performance Appraisal Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



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Chairman

Revision number: 1

Performance Appraisal Policy

**Performance Appraisal Policy**

**Policy Statement**

All employees will undergo performance appraisal at the end of every academic year and they will have to submit their annual performance based appraisal document to their immediate superior - the Head of the Department/ Vice-Principal/ Principal/ Chairman, based on the level of their role. All performance appraisals will be timed from April to June to ensure that performance management is a regular responsibility of the Office of Chairman, rather than an occasional one. Performance appraisals are completely separate from remuneration reviews.

**Objective**

The objective of the performance appraisal system is to constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of team members and to identify when an employee has demonstrated readiness for greater responsibility.

The objective of individual performance appraisals is to review overall work performance on the basis of both capabilities and achievements of specific performance objectives. Performance appraisals also provide feedback to St. Albert's College (Autonomous) on the achievability of objectives and the capability of employees on managing various duties assigned to them.

**Process**

The performance based appraisal format would be shared with the employee in the mid-week of April which has to be duly submitted to the immediate supervisor by the first Monday of May.

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Performance Appraisal Policy

The immediate supervisor would comment on the forms submitted by the employees and the said forms would be forwarded to the level-2 supervisors of the employee by 15<sup>th</sup> of May (or the next working day if 15<sup>th</sup> is a holiday) in that year. The level-2 supervisors would comment on the forms submitted by the immediate supervisor and the said forms would be forwarded to the Principal within 10 working days.

The Principal/Vice Chairman/Chairman and the employee would agree on the date for a performance appraisal meeting in the month of June. The Principal/Vice Chairman/Chairman would meet the employee to discuss their performance, to set targets for the next academic year and to address any grievance raised by the employee on his/her evaluation by the supervisor. The Principal/Vice Chairman/Chairman would prepare a written performance appraisal in the approved format and file the same in the employee's record within 5 working days of the meeting.

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Personal Conduct Policy



## St. Albert's College (Autonomous)

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Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Personal Conduct Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

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Approved by:  
Chairman

Revision number: 1



Personal Conduct Policy

## **Personal Conduct Policy**

### **Policy Statement**

St. Albert's College (Autonomous) expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure that the College maintains its reputation with all internal and external stakeholders.

### **Objective**

To enhance St. Albert's College's (Autonomous) reputation as a leading educational institution of international repute, constantly striving to contribute to societal needs and welfare.

The policy guides all employees to perform their duties professionally with skill, care and diligence.

This includes:

1. Observing St. Albert's College (Autonomous)'s policies and procedures
2. Treating colleagues with courtesy and respect for their rights, duties and aspirations

### **Code of Professional Ethics**

All staff members of St. Albert's College (Autonomous) have to follow the Code of Professional Ethics developed by the college.

### **Dress Code**

All the faculty members are expected to dress neatly and in a professionally appropriate manner while on campus.

The following are examples of items that are not acceptable:

1. T-Shirts
2. Ripped or torn clothing
3. Lungies, shorts, 3/4ths, Bermudas
4. Slippers
5. Sportswear or Beachwear

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Revision number: 1

Personal Conduct Policy

6. Revealing and skin tight costumes
7. Low waist and lacerated /torn pants

St. Albert's College (Autonomous) reserves the right to request a staff member to dress appropriately as a condition of employment and if found in the work environment with inappropriate clothing, he/she may be sent home to change, before returning to work.

**Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the values St. Albert's College (Autonomous) presents to students and its stakeholders.

During business hours or when representing St. Albert's College (Autonomous), employees are expected to present a clean, neat, and tasteful appearance. The employees should dress and groom himself/herself according to the requirements of their position and accepted social standards.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Offensive body odour and poor personal hygiene is not professionally acceptable.
2. Facial jewellery, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
3. Visible excessive tattoos and similar body art must be covered during business hours.

**Personal Communications**

**Mobile Phones**

It is acknowledged that personal communication is inevitable and sometimes necessary and is expected to be kept within appropriate levels.

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Revision number: 1

Personal Conduct Policy

Faculty members are expected not to carry mobile phones to classes / Examination Halls / Office of the Controller of Examination during assessment cycles.

Faculty members are expected to behave and conduct themselves in such way as to uphold the image and reputation of the College and shall not make any destructive criticism or derogatory remarks about the College, the Management, members of the staff and students on any of the communication media/Social Media.

**E mail**

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, St. Albert's College (Autonomous) can be held responsible for the content of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines:

1. The employees of the College for the purpose of official communication have to use only the official e mail address
2. E mail should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information.
3. Formal memos, documents and letters for which signatures are important, should be issued on the Institution's letterhead regardless of whether a physical or electronic delivery method is used
4. If electronic messages need to be preserved, a copy of the e mail can be blind carbon copied to stockfile@alberts.edu.in

In order to protect St. Albert's College (Autonomous) from the potential effects of the misuse and abuse of email, the following instructions are to be observed by all users.

1. No material is to be sent as e mail that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of St. Albert's College (Autonomous) in the community or to its relationship with staff, students, parents and any other person or business with whom it has a relationship.

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Revision number: 1

Personal Conduct Policy

2. E mail is not to contain material that amounts to gossip about colleagues or that which is offensive, demeaning, persistently irritating, threatening, and discriminatory, and which involves the harassment of others or concerns personal relationships.
3. The E mail records of other persons are not to be accessed except by the management (or persons authorized by the management) engaged in ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case would be limited to the needs of that particular instance.
4. When using E mail a person must not impersonate or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. which are not part of the faculty member's duty, are not permitted.
6. Staff needs to be continually aware that some forms of email conduct may also be open to criminal prosecution.

Internet

The internet is a facility provided by St. Albert's College (Autonomous) for business use. Limited private use of Internet is permitted; provided that private use does not interfere with or distract a person from his/her work. The management has the right to access the system to determine whether private use is excessive or inappropriate.

The following activities, using St. Albert's College (Autonomous)'s internet access is not permitted:

1. Attending to personal activities of a business nature
2. Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material and material that could cause St. Albert's College (Autonomous) to be in breach of equal opportunity or anti-discrimination legislation, verbally, in writing or pictorially
3. Downloading or printing material as described above and showing to others, or allowing to be seen by others, items as described above
4. Repeated or prolonged use that is not directly relevant to the user's work

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Personal Conduct Policy

5. Infecting the network/server/office computers with viruses
6. Failing to follow the College's IT policy

**Gifts & Gratuities**

St. Albert's College (Autonomous) is committed to ensuring all business relationships with stakeholders as legal and based on professional integrity.

The employees are hereby instructed to adhere to the Anti-Bribing policy of St. Albert's College (Autonomous) and any non-compliance of the policy would invite disciplinary action.

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Vice Chairman

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Personal Records, Privacy & Retention



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Personal Records, Privacy & Retention

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

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Vice Chairman

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Chairman

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Personal Records, Privacy & Retention

## **Personal Records, Privacy & Retention**

### **Policy Statement**

A "Personal File" is defined as being the Organization's file held by the Office of the Registrar which contains information relevant to individual employees and to their employment. Personal files shall be created and maintained for every person employed at St. Albert's College (Autonomous). Personal files shall be created comprising information about the employee which includes, but is not limited to: application(s) for employment; details of any changes to the individual's employment conditions; probationary reports; letters and documentation relating to disciplinary action; annual performance review records; and other correspondence relating to employment and performance.

### **Objective**

St. Albert's College (Autonomous) recognizes the importance of creating and maintaining personal files of each employee and the protection of privacy of the employees.

### **Process**

The Institution is committed to protecting the privacy of employees and the confidentiality of records. If one has been given information in confidence or has been authorized to secure sensitive information, one is entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action, up to and including termination of employment. If there are any questions about access to information that may be sensitive or that which may violate the privacy rights of individuals, the concerned person should speak with the Office of the Chairman.

Only the following information concerning active or retired/resigned/terminated employees is released by the College upon receipt of a written request:

1. Dates of employment at the Institution
2. Job classification or title
3. Department in which the individual is or was employed

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Personal Records, Privacy & Retention

4. Telephone extension of active employees, if requested.
5. Official E-mail address of active employees

Written requests for additional information related to the employee will be provided only if a release form is signed and returned to the Office of the Registrar with the consent of the employee.

Employees will be notified, whenever possible, when the Institution is required to provide personnel information by a warrant, or any other court order. Supervisors and Administrative Officers do not have access to personnel files maintained at the Office of the Registrar. However, information on work record or employment history will be provided to the Head of the Department/ Vice-Principal/ Principal on a need-to-know basis.

**Access to Personnel Files by Employees:**

Upon written request, an employee may make an appointment with the Office of the Registrar to view his or her personnel file. An employee may not request that material be removed from the personnel file unless mutually agreed upon by the parties concerned. If the employee feels that a situation has been unfairly represented, he/she may submit a letter with clarifications to the Office of the Registrar and request that change/clarification become a permanent part of the file.

A written request also is required from former employees when requesting access to their personnel files.

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Vice Chairman

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Chairman

Revision number: 1

Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Policy and Procedures for Albertian Incubation Centre St. Albert's College (Autonomous)

Revised on: 08-07-2020  
Approved by: Chairman   
St. Albert's College (Autonomous)

Prepared by:  
Dean – Management Studies

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

**Policy and Procedures for  
Albertian Incubation Centre  
St. Albert's College (Autonomous)**

This document contains policy and procedures for operational matters related to Business Incubation at Albertian Incubation Centre [AIC] St. Albert's College (Autonomous). It covers the following processes:

1. Eligibility
2. Admission process
3. Intellectual Property
4. Seed Loan
5. Infrastructure
6. Other services
7. Periodic assessment
8. Information submission
9. Consideration
10. Tenure in Business Incubator (BI)
11. Exit (Graduation)
12. Conflicts of interest
13. Disclaimer
14. Agreements

The policy is subject to periodical review and amendments. It will be the responsibility of the companies admitted to AIC to update themselves from time to time on amendments in AIC policy and procedures. AIC reserves the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case to case basis.

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

**1. Eligibility**

Admission to AIC is open to:

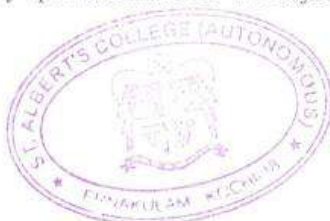
1. Faculty members of St. Albert's College (Autonomous) (current and former),
2. Students and Alumni of St. Albert's College (Autonomous)
3. Faculty members of other institutes
4. Students and Alumni of other institutes
5. Government and Private Employees
6. Self Help Groups

The proposals for business incubation must meet all the following parameters:

1. Any person desirous of availing incubation facilities has to incorporate a private/public limited company under the Indian Companies Act and apply in the prescribed format along with the required documents (If a company has not been registered, an application may be made in the names of all promoters/ Directors; however, the promoters/ Directors must ensure that the company is registered within a period of three months from the date of approval of the application for admission in AIC).
2. The companies promoted by students enrolled for a full-time degree programme at St. Albert's College (Autonomous) are eligible to apply for incubation provided the student is not actively engaged with the company during the class schedule.
3. The companies promoted by employees of St. Albert's College (Autonomous), provided that the employee is not actively engaged with the company during the official working hours.
4. A company if promoted by an employee of St. Albert's College (Autonomous) shall be granted incubation only upon submission of 'No Objection Certificate' from the Chairman. However, the incubating companies having employees as shareholders are eligible to apply for incubation, provided that the employee is not actively engaged with the company during the official working hours.
5. A company if promoted by an employee of any other institution or organisation shall be granted incubation only upon submission of 'No Objection Certificate' from their employer.

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

**2. Admission Process**

All the applicants (Representatives of the Promoters/Directors have to initiate the application with the signatures of all the Promoters/Directors) shall have to read and agree to the "terms and conditions" of AIC, only then their applications shall be processed. While submitting the applications, applicants have to disclose information on executive involvement of the promoters/Directors in other companies or commercial entities.

**Stage 1.**

**Submit Executive Summary/ Business Plan**

As a first step in the admission process, the prospective incubating company should submit an online Incubation Application ([aic.alberts.edu.in](http://aic.alberts.edu.in)) containing the Business plan, Certificate of incorporation (If a company has not been registered, the promoters/ Directors must ensure that the company is registered within a period of three months from the date of approval of the application for admission in AIC) and Memorandum of Association and Articles of Association. AIC, then shall present the executive summary to an internal review committee for comments on technical and business feasibility of the idea.

The Evaluation Criteria are as follows (not limited to these):

1. Strength of the product idea in terms of its technology content, innovation, timeliness and market potential, Cost-effectiveness.
2. Profile of the core team/ promoters.
3. Intellectual Property (IP) generated and the potential of the idea for IP creation.
4. Financial/ Commercial Viability and 5 year projections of Profit & Loss statements, Balance Sheet and Cash Flows.
5. Funds requirement and viability of raising finance.
6. Time to market.
7. Break-even period.
8. Commercial potential, demand and requirement in India.
9. Scalability.

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

The company may also cover the basics of the business, namely, value proposition, products and services, market analysis, competition analysis, milestones and timelines, development and marketing plan, and, risk analysis.

**Stage 2.**

**Presentation to Evaluation Committee of AIC**

If the initial evaluation of the business plan / executive summary is positive, AIC will arrange a meeting with the company Directors, during which the company will be expected to present using power-point slides describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by discussions. A final decision will be conveyed to the applicants regarding the company's entry into the incubator after the monthly AIC meeting.

AIC will rank the proposals if it is viable and space will be allocated to those ranked applicants as per the availability of space.

**3. Intellectual Property**

Intellectual Property (IP) can be a patent, software code, copyright, design registration, developed product, or alike. All the IP generated by an incubating company at AIC or IP generated by a graduated company from AIC within a period of 2 years from the date of exit from AIC will be with the St. Albert's College (Autonomous). The incubating companies at AIC have to follow the IPR policy of St. Albert's College (Autonomous).

IP for incubation purpose will be assessed based on the following details:

1. Whether any seed grant (from public or private sources) has been used in developing the technology which will go into the product(s) of the proposed company. If yes, details of the understanding with the funding agency in terms of sharing of the IP.
2. Whether any person other than the applicants has worked on the technology and if their work will be incorporated in the product(s). If yes, whether such other person has a right in IP ownership.

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

3. The company shall inform if any student of St. Albert's College (Autonomous) has worked on the technology and if their work will be incorporated in the product(s). If yes, whether such student has a right in IP ownership.
4. The company shall inform if any IP has been generated as a result of the collaborative work with faculty members (who are not promoters) and is being incorporated into the product(s). If yes, whether such faculty has a right in IP ownership.
5. If the IP is developed at St. Albert's College (Autonomous), whether any infrastructure of the College (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the technology that will go into the product(s).
6. If the IP is developed at St. Albert's College (Autonomous), whether any consultancy project was executed in the proposed area.
7. A statement from the "owners/ innovators/ creators" of IP to the effect that they are the "owners/ innovators/ creators" of IP as the case may be.

The Promoters should fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubated company.

Applicants, who are current faculty or students of St. Albert's College (Autonomous), aspiring for incubation with the IP of the College, shall first approach St. Albert's College (Autonomous) for transfer of / licensing of/ permission to use IP in favour of prospective incubate companies. They will initiate a letter to Dean -R&D, St. Albert's College (Autonomous) and AIC requesting the transfer of St. Albert's College's (Autonomous) IP in favour of a start-up company in the Business Incubator intended to be promoted/ supported by the inventor.

IP transfer/ IP licensing/ permission to use IP will be in favour of only the registered companies.

#### **4. Seed Loan**

AIC may provide/support-for seed loan subject to the availability of funds/ grants/ schemes meant for this purpose. Seed loan will be sanctioned only to the registered companies and

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

shall be based on merits of each company. Promoters/ Directors whose companies are not registered at the time of application shall not be eligible to receive seed loan until their companies are incorporated. Further, admission to AIC shall not automatically entitle the companies to seed loan.

A company desirous of getting seed loan may submit an application for seed fund on admission with AIC. Sanction of seed loan will be decided based on the eligibility criteria as decided by AIC. It would also be subject to the terms stipulated under specific grant or scheme as the case may be. Though seed loan may be sanctioned, disbursement shall be linked to the milestones. One of the criteria for approval of the seed loan will be to help the company reach the next stage in terms of product development or go-to-market stage. Preference will be given to companies with strong commitment and contribution from their promoters. AIC will have sole discretion to sanction or reject an application for seed loan and the decision of AIC in this regard shall be final. Seed loan will be disbursed to the selected incubating companies on the specified terms and conditions of Seed-Loan. AIC is not bound to give any reason in case an application for seed loan is rejected.

## **5. Infrastructure**

Upon admission to AIC, the following facilities will be offered to the incubated companies on an individual basis:

1. Co-working space and facilities for operations.
2. Internet connection (on actual cost basis)
3. Phone connection (on actual cost basis)
4. Standard Furniture as decided by AIC.

**Common Infrastructure:** AIC provides a common pool of hard and soft infrastructure to be shared by all incubated companies (on actual cost basis). The following resources are provided:

1. A common Printer
2. Fax machine.
3. Photocopying machine.
4. Document Scanner.

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

5. Library Access (both physical and digital)
6. Meeting/Conference room with projection equipment.
7. Training Room
8. Tele or Video conferencing facilities.
9. Common Amenities like washrooms, canteen, recreation facilities etc.

**Institute infrastructure:** AIC may facilitate access to the Institute infrastructure or laboratories as per the norms of St. Albert's College (Autonomous).

**Services:** AIC may associate with professionals for accounting, IP, legal and management expertise on a part-time basis. The incubated companies can avail their services with or without consideration (the details can be availed from the office of AIC). The possible services and support items are listed as follows:

1. Business Mentoring
2. Legal Support
3. Accounting Support
4. Secretarial Support
5. IP protection Support
6. Invention Studio/Makers Lab
7. Market Survey Support
8. Technology Support
9. Industry Connect
10. Investors Connect
11. Intern Support: To provide support, incubatees will be assigned an intern, if desired.

**Mentoring and Advisory Services:**

1. Strategic Check-ups: The AIC Coordinator will meet the company CEOs at least once a month for strategy reviews and discussion of operational issues.
2. An incubated company will have to take a faculty advisor as a mentor on technology issues.
3. Specialized mentors will also be made available to the companies to assist with particular strategic areas or to provide project-oriented consultation.

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

If a company is provided with specialised capital equipment, rent on the same will be decided on a case-by-case basis. This would, however be finalised prior to approval of a proposal for admission to AIC or at the time of procurement of the equipment as the case may be.

**6. Other Services**

Apart from physical infrastructure as stated above, AIC intends to create certain other supports and services which would include:

1. Organising events to help companies in networking and showcasing their technologies,
2. Meetings with visitors of St. Albert's College (Autonomous) (such as alumni, Venture Capitalists, industry professionals).

Incubatee companies can avail of the above support and services when offered by AIC. In addition, AIC will also build up information and knowledge pool to be useful generically for start-up companies. AIC will coordinate with Albertian Institute of Management/other departments of the College, on management education, technology appraisal and other training programmes designed for start-up companies.

**7. Periodic assessment**

AIC will evaluate the performance of incubatee companies periodically. Incubatee companies will submit report to AIC on quarterly basis in a prescribed format. The companies may also be subject to an annual assessment by a committee comprising of experts. A company which has taken seed loan will have to submit additional information as may be asked by AIC. The un-disbursed portion of the seed loan will be adjusted subject to the performance of the company. Incubatee companies will have to submit their annual reports along with financial statements of the previous financial year (also need to submit the financial projections forthcoming financial year) on or before 30<sup>th</sup> April.

Prepared by:  
Dean – Management Studies

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

**8. Information Submission**

Incubatee companies have to submit information to AIC about all material changes or developments taking place in their companies from time to time. Such information could be (but not limited to) change in name of the company, change in business or product profile, change in directors, promoters or shareholders, acquisition of a new office, additional equity or debt investments. AIC may require incubatee companies to submit other information as it deems fit. Prior concurrence of AIC should be obtained for effecting such changes.

**9. Consideration:**

In lieu of support and services to be provided by AIC, the incubatee companies will be subject to consideration on following accounts to the extent applicable:

1. Monthly rent/ facilities charge at discounted rate for physical and soft infrastructure to be paid to AIC.
2. Consideration in the form of equity and/or revenue sharing of the respective companies for transfer/ licensing of / permission to use IP in favour of the incubatee companies and the facilities provided by AIC. The percentage of Equity and revenue sharing will be decided by AIC and the incubating company at the time of admission and is to be given in favour of AIC.
3. Consideration for usage of departmental laboratory facilities to be given to St. Albert's College (Autonomous).

The indicative range of the equity holding by AIC for infrastructure and IP will be 15%. The percentage of the equity holding of AIC shall be maintained at 15% irrespective of whether additional shares are issued or the shares of the Promoters are diluted (or in any other manner). If the company fails to raise investment from an Angel Investor, Venture Capital Fund or any other source for a period of five years from the date of the last issuance of shares in favour of AIC, AIC will have a right to sell its holding to the promoters of the Company or to any other individual/entity at a value which will be higher of book value and fair value or at any rate deemed by the AIC. Investment for the purpose of this section means an investment received in form of equity by the Company from any sources.

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Dean – Management Studies

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Chairman

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

**10. Tenure in AIC**

Companies will be permitted to stay in AIC, to begin with, for a period of 24 months. A nominal monthly charge will be levied to a company for the period of first 24 months which can be extended for another 24 months. Companies will have to pay the charge at the prevailing market rate if the company uses the facilities of AIC for more than 12 months of the extended period.

**11. Exit (Graduation)**

Incubatee companies will leave the incubator under the following circumstances:

1. Raising substantial investment from angel investor / Venture Capital Fund / any other investor– Rs. 1 crore (INR Ten Million) or more.
2. When the annual revenues of the company exceeds Rs. 1 crore (INR Ten Million) or when a company achieves a Profit before Tax of Rs. 50 Lakhs (INR Five Million).
3. Completion of stay for twenty four months, unless the stay is extended by AIC.
4. Underperformance or unviability of the business proposition: criteria for the same will be decided and applied by AIC on the case to case basis.
5. Irresolvable disputes between promoters/ Directors. AIC will decide the position or point when disputes are deemed to be irresolvable.
6. When the number of employees of the company exceeds seven.
7. When the company enters in an acquisition, merger or amalgamation deal or reorganisation deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or business plans, or when a company plans for a public issue.
8. Change in promoters/ Directors team without concurrence of AIC.
9. Any other reasons which AIC may find it necessary for an incubatee company to leave Incubation Centre.
10. Exit by a company in writing to AIC for other reasons

Notwithstanding anything written elsewhere, AIC decision in connection with the exit of an incubatee company shall be final and shall not be disputed by any incubatee company.

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Dean – Management Studies

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Chairman

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Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

## **12. Conflicts of interest and confidentiality of information**

When a person plays two separate roles in two different positions and he/ she uses one position for his/ her personal benefit in the other role, a situation leading to conflict of interest arises. AIC endeavours to draw a line between appropriate and inappropriate interactions among its board members, employees, mentors, consultants, affiliates, incubatee companies, their employees, persons connected to them or their promoters, employees and staff, various service providers and suppliers.

Since situations leading to conflicts of interests are inevitable, a transparent policy, based on full disclosure of relevant information by the concerned parties, and discouraging their influence on decisions and activities to avoid personal benefit to them has to be signed by all the concerned parties. The policy makes all stakeholders related to AIC and incubatee companies aware that no one should use his/ her position in one role for the personal gains in the other role, and when necessary, explicit permission of relevant stakeholder may be obtained. Appropriate judgement should be applied by all concerned parties while assessing the genuineness of conflicting interests.

This policy also deals with maintenance of confidentiality of proprietary information. A committee may be set up by AIC to resolve any dispute over such situation causing conflicts of interests.

## **13. Disclaimer:**

The incubatee company will understand and acknowledge that AIC intends to provide supports and services to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialise by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, AIC does not undertake responsibility for:

1. Ensuring success of an incubatee company, its products/ process/ services or marketability.
2. Ensuring quality of support and services provided by AIC to the complete satisfaction of the incubatee companies or their promoters/ Directors.

Prepared by:  
Dean – Management Studies

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Chairman

Revision number: 1



Policy and Procedures for Albertian Incubation Centre of St. Albert's College (Autonomous)

3. Ensuring quality of services of the consultants engaged by the incubatee companies through AIC/ St. Albert's College (Autonomous) network. Incubatee companies will have to apply their judgements before getting in to a relationship with them.

The incubatee companies agree that AIC/ St. Albert's College (Autonomous) or their employees shall not be held liable for any reason on account of the above.

**14. Agreements:**

The following agreements are required to be signed by the companies to the extent applicable:

1. Service agreement:
2. Equity agreement:
3. Transfer of technology Agreement/ Technology License Agreement:
4. Loan Agreement:
5. Usage of Departmental Lab:
6. IPR Agreement

Prepared by:  
Dean – Management Studies

Revised date: 08-07-2020



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Chairman

Revision number: 1



Seed Money



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Seed Money

Revised/Approved on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean -Research and Development

Revise date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Seed Money

## Seed Money

St. Albert's College (Autonomous) wishes to encourage its Faculty members to engage in the activities of research and innovation so as to increase the IP wealth of the College. Present policy document related to release of seeds grant and financial assistance for promotion of research.

1. The "Albertian Seed Grant for Research" is executed by St. Albert's College (Autonomous) and monitored by the Office of the Dean, Research.
2. A maximum of INR Ten Lakh (Rs. 10,00,000/-) will be allotted under this scheme in a year up to a maximum of INR One Lakh (Rs. 1,00,000/-) per research project.
3. The Principal Investigator (PI) must be a faculty member of St. Albert's College (Autonomous). However, teachers or researchers from other colleges/universities/institutes/industries may be allowed as Co-Principal Investigators.
4. The duration of the project shall be for two years from the date of commencement and audited report should be submitted in each financial year as well as at the end of the project to the competing financial authority of the college.
5. Any equipment, consumables purchased under the project is the property of St. Albert's College (Autonomous) and under any circumstances, transfer or relocation of them is not allowed.
6. Half yearly report on the progress of research is to be submitted to the Office of the Dean, Research (Soft copy to [research@alberts.edu.in](mailto:research@alberts.edu.in) along with two hard copies).
7. Due credit to be given to St. Albert's College (Autonomous) in any research publications arising out of the project. However, in the case of patents, the ownership will reside only upon St. Albert's College (Autonomous).
8. Applicants have to sign a declaration agreeing to continue as an employee in St. Albert's College (Autonomous) till the completion of the project, failing which the granted amount is to be refunded along with the interest as applicable.
9. Submission of research proposal does not guarantee any funding.

Prepared by:  
Dean -Research and Development

Revise date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Purchase Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Procedure for Purchase Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Resource Mobilisation

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Purchase Policy

**Purchase Policy**

**Policy Statement**

This policy of St. Albert's College (Autonomous) sees to it that all the employees of the College follow the guidelines and procedures mentioned in making purchases for the College.

**Objective**

St. Albert's College (Autonomous) encourages its employees to follow the guidelines and procedures in making purchases for the College.

**Application**

This policy is implemented when all the employees of the College follow the procedures in making purchases for the College.

**Procedure for Purchases in College**

The procedure to be followed in making purchases for the College is as follows:

- The description of the goods<sup>1</sup> / services<sup>2</sup> to be purchased to the extent practicable should
  - a. Be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics<sup>3</sup>.
  - b. Not indicate a requirement for a particular trade mark, trade name or brand.

<sup>1</sup> It includes all articles, materials, commodities, furniture, fixtures, raw materials, spares, instruments, machinery, equipment, vehicles, medicines, assemblies, sub-assemblies, accessories, a group of machinery comprising an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of the college but excludes books, publications, periodicals, etc. for a library.

<sup>2</sup> It includes those incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

<sup>3</sup> Technical input for the goods to be purchased has to be given by the concerned Departments

Prepared by:  
Dean – Resource Mobilisation

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Chairman

Revision number: 1

## Purchase Policy

- The specifications<sup>4</sup> in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the College.
- Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards.
- Quotes should be invited following a fair, transparent and reasonable tender procedure<sup>5</sup>.
- The Purchase Committee should be satisfied that the selected offer adequately meets the requirement in all respects.
- The Purchase Committee should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- A complete schedule of the procurement cycle from the date of issuing the tender to the date of issuing the contract should be published when the tender is issued.
- All Academic as well as administrative Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should be given to the Purchase Committee.
- In no case purchases should be split up so as to avoid the sanction from the management.
- Any donation/gift in the form of dead stock articles, books, equipment or any other item of capital nature shall be tagged and added to the property records as a gift and the gift is properly acknowledged and recorded.

## Inventory Management

<sup>4</sup> *The specifications so worked out should meet the basic needs of the organisation without including superfluous and nonessential features, which may result in unwarranted expenditure.*

<sup>5</sup> *In case of articles or services frequently required throughout the year viz. stationery, chemicals, glass wares, plastic wares, annual maintenance contract for computers/printers, photo copying machines etc, it is desirable to enter into annual rate contract for such a period as may be considered necessary to avoid calling of tenders every now and then.*

Prepared by:  
Dean – Resource Mobilisation

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1



Purchase Policy

• ***General Principles***

- Each department / section has the primary responsibility for the custody, care, maintenance, records and control of all property assigned to it. It shall maintain up-to date departmental/sectional records and initiate the appropriate actions of all transactions involving said property.
- Warranty information and supporting documentation is to be maintained by the concerned department / section.
- The Head of the Department may designate a property coordinator in the department for their department and annual physical verification of the assets is the primary responsibility of these officers. The faculty coordinator ensures the proper use and maintenance of all property and equipment assigned to the department /section. He/she shall promptly report, receipt of equipment that is to be tagged and any loss, damage, misuse or transfer of property or equipment, to the concerned head of the department. Maintain current, complete, and accurate property records and track the assignment of equipment within the department/section.

• ***Receipt of goods and materials from suppliers***

- While receiving goods and materials from a supplier, the officer-in-charge should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.
- All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials.
- Technical inspection where required should be carried out at this stage by the Head of the Department or by his/her nominee
- An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.

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Dean – Resource Mobilisation

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Chairman

Revision number: 1

Purchase Policy

- Details of the material so received should thereafter be entered in the appropriate stock register<sup>6</sup>

- ***Disposal of Goods***

- An item may be declared surplus or obsolete or unserviceable if the same is of no use to the College/Department.
- The Purchase Committee/Management may, at its discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a College Employee, responsibility for the same should be fixed.
- Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, on the date of delivery, as recycler/ pre-processor agency.

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<sup>6</sup>*Preferably in an IT-based system.*

Prepared by:  
Dean – Resource Mobilisation

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1



Professional & Personal Development Policy



**St. Albert's College (Autonomous)**

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Professional & Personal Development Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Training & Development

Revise date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Professional & Personal Development Policy

**Professional & Personal Development Policy**

**Policy Statement**

St. Albert's College (Autonomous), in partnership with the employee, will maintain a professional and personal development plan for each employee. St. Albert's College's (Autonomous) role in this is as a supportive facilitator. It will be up to the employee to take a leading role in managing their own development within an approved structure.

St. Albert's College (Autonomous) may, from time to time, require employees to attend specific training or instruction delivered by internal or external facilitators. This may be on or off-site. Development may take the form of training, education, mentoring, coaching or counselling.

**Objective**

The objective of the professional and personal development policy is to provide a structured environment for learning and development for the staff, within the Institution or outside the Institution.

**Process**

During the appraisal process the Principal/Vice-Chairman/Chairman will identify and document the areas where the employee's performance may be enhanced by further training. The Principal/Vice-Chairman/Chairman will identify specific courses which the employee can attend to improve his/her calibre.

The employee and Principal/Vice-Chairman/Chairman will then work together to complete a professional development plan for the former.

In response to this, the employee can source his/her own solutions instead of, or in addition to, the Principal/Vice-Chairman/Chairman's suggestions. Requests to attend the above identified programs/events should be submitted in writing to the employee's immediate supervisor and must include:

1. Suggested dates
2. Costs
3. Anticipated outcomes

Prepared by:  
Dean – Training & Development

Revise date: 08-07-2020



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Chairman

Revision number: 1

Quality Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Quality Policy

Revised on: 02/02/2021

Approved by: Chairman

A handwritten signature in black ink, likely of the Chairman, is placed over the text "Approved by: Chairman".

St. Albert's College (Autonomous)

Prepared by:  
Dean – Quality Assurance

Revised: 02/02/2021



Approved by:  
Chairman

Revision number: 1

Quality Policy

## **Quality Policy**

### **Policy Statement**

St Albert's College (Autonomous) is committed to imparting quality education and aims at being a global institution through incessant enhancement of its pedagogic capacity by pursuing global canons of distinction in all endeavours namely teaching, research, and consultancy. Collaborating with industry, other institutions and organizations for reciprocal benefit, St Albert's College is committed to achieving academic excellence, according to high-quality education, training, and expertise in various skill development programs, thereby enhancing the inherent abilities, competencies and thinking processes of students.

The College is committed to complying with the requirements and continually improving the effectiveness of the quality management system through ingenuity, teamwork and acclimatization to change and play a catalytic role to achieve national, regional and global harmony. The College focuses on developing a student-centred institution which nurtures and promotes the talents of its students and prepares them to make a positive contribution to society, ensuring that the staff and students are cognizant of the significance of ethical behaviour and social responsibility across all economic, social and cultural realms.

Prepared by:  
Dean – Quality Assurance

Revised: 02/02/2021



Approved by:  
Chairman

Revision number: 1

Recruitment and Selection Policy (Self-Financing Staff)



**St. Albert's College (Autonomous)**

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

## **Recruitment and Selection Policy (Self-Financing Staff)**

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Recruitment and Selection Policy (Self-Financing Staff)

**Recruitment and Selection Policy (Self-Financing Staff)**

**Policy Statement**

Recruitment and Selection aim to search and hire suitable candidates to fill vacancies in St. Albert's College (Autonomous) with the view to satisfy human resources need. The search may be internal and/or external. Any position within St. Albert's College (Autonomous) that becomes vacant will be filled, on submission of the requisition form by the Head of the concerned Department. Creation of a new post has to be minuted in the report of the Executive Council of the College.

**Objective**

The objective of this policy is to promote and maintain high standards of professional recruitment practice and to adhere to the best practices.

**Application**

This policy will be implemented when all the new employees of the College (Self-Financing) are recruited as per the policy mentioned below.

**Process**

**Manpower planning**

The HoD shall submit the Department faculty workload as per the norms of UGC (16 teaching hours for Assistant Professor and 14 teaching hours for Associate Professor / Professor) for the forthcoming academic year (both odd and even semesters) before two months of the commencement of odd/ even semester.

The HoD shall submit the Department faculty workload to the Vice-Principal with relevant details used to arrive at the Department faculty workload shall be attached and explained. The Vice Principal and the Principal shall scrutinize the Department faculty workload and after necessary modifications, if required, get it approved by the Chairman.

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1



Recruitment and Selection Policy (Self-Financing Staff)

In-case of a faculty requirement for the following semester, the HoD has to file an Employment Authorisation Form, forwarded by the Vice-Principal and recommended by the Principal. The recommended Employment Authorisation Form is further approved by the Chairman post which the recruitment process initiates.

**Recruitment: Notification & Selection**

1. Vacancies arising from time to time shall, as required, be notified in the leading newspapers and/or on the website and/or on various digital media's as decided by the Management.
2. Besides, there shall be a regular notification on the institutional website inviting applications for faculty positions, and applications received against this notification shall also be considered based on need.
3. Faculty members already serving at St. Albert's College (Autonomous) and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.
4. The last date for submission of applications against advertisements shall be as decided by the Management.
5. The screening and shortlisting of candidates for interview shall be done by selection committee as constituted by the management, considering Academic Performance Indicators of the applied candidates.
6. As Post Graduate in the relevant subject is the basic qualification for teaching as per UGC norms. Teaching/ industry / research experience prior to obtaining Post Graduate degree will not be considered as relevant experience for teaching post of that of Assistant/ Associate/ Professor for external candidates for direct recruitment.
7. Teaching experience: Faculty member who teaches full time in UGC recognized institution in one full academic year would be considered as having one year of teaching experience.
8. Industry-Experience: Candidates with relevant experience in their area of specialization from reputed firms will be considered
9. Research Experience: The period of work during full time doctoral-study will be counted for increment purposes at the level of an Assistant Professor
10. Interviews will be conducted as decided by the management based on the need.

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1



Recruitment and Selection Policy (Self-Financing Staff)

11. The Interview Board shall consist generally of the Chairman, the Principal, and the HoD (minimum). This can be expanded as per the requirement.
12. Selection of candidates shall be on merit and suitability as decided by the Interview Board and rank list of suitable candidates shall be prepared based on merit as per the area of specialization.
13. The rank list of selected candidates shall normally be maintained for 6 months or more depending on need.
14. The interview Board/Selection Committee shall recommend the designation of the selected candidate.
15. Offer letters signed by the Chairman shall be dispatched from the office to selected candidates for acceptance.
16. As per the acceptance of the offer letter, the appointment order signed by the Chairman shall be issued.
17. If any meritorious candidate applies for any post, even without a notification by the College, the management will be free to consider his/her candidature for suitable post.

**Qualification for Appointment of Faculty**

CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.  Desirable: NET	Nil
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline  Post PhD publications and guiding PhD	Minimum of 5 years' experience in teaching /research /industry of which 2 years post PhD experience is desirable.

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



Approved by:  
Chairman

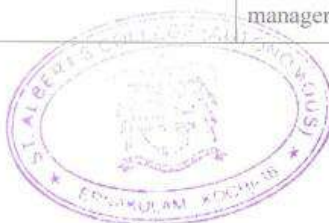
Revision number: 1

Recruitment and Selection Policy (Self-Financing Staff)

	<p>students is highly desirable.</p> <p>However, the management reserves the right to elevate an Assistant Professor without PhD or doing PhD to the Associate Professor (non-cadre) as recognition of his/her academic and administrative contributions in the building up of the institute.</p>	
Professor	<p>Same as that of Associate Professor.</p> <p>Post PhD publications and guiding PhD student is highly desirable.</p>	<p>Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.</p> <p>Or</p> <p>Minimum of 14 years' experience in teaching and / or Research and / or Industry.</p> <p>In case of research experience, good academic record and books / research paper publications / Intellectual Property Rights (IPR) / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to</p>

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Recruitment and Selection Policy (Self-Financing Staff)

- i. All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his/her original certificates of age and qualifications to the college office for verification.
  - j. A faculty member who acquires a doctoral degree, while serving the college shall be considered for extra increment(s) from the date of which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.
2. Other Benefits
- a. A staff is eligible for annual increment on completion of one complete year (365days) of service.
  - b. Increment will be based on the self-appraisal, results of both odd and even semesters, the confidential report of the HoD and a 360 degree evaluation.
  - c. Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates 'average', 'satisfactory' or 'poor'.
  - d. Seniority will be determined with effect from date of entry of continuous service with the incumbent in a particular cadre provided he/she was qualified to be so appointed at the time of his/her appointment.

Prepared by:  
Vice Chairman

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Research Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Research Policy

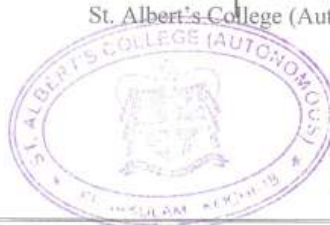
Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

Research Policy

## **Research Policy**

### **Introduction**

The success of an educational Institution in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the Institute. Therefore, the present Research Policy aims to help St. Albert's College (Autonomous) and faculty achieve excellence and contribute to society. It outlines standards of responsible and ethical conduct expected of all persons engaged in research at this Institute.

### **Objectives:**

1. To ensure that all research activities are conducted with integrity and with due regard for the health and safety of everyone concerned.
2. To create a very good research environment in the Institution.
3. Strategic management and monitoring of research performance.
4. To ensure integrity, quality and ethics in research
5. To encourage faculty members in procuring funds from international and national funding agencies.

### **Promotion of Research**

The College believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions. However, research shall be available for scrutiny to the Research Advisory Committee of the College and constructive criticism of peers. Research techniques used by the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The College shall create conducive environment for research. Due to limited resources, the College may not fully support all research likely to be undertaken, but it shall allocate the space, facilities, partial funding, and other resources for research programmes based on the

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2



Research Policy

scholarly merits of the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.

**Major/Minor Research Projects**

The College identifies calls for proposals for Major/Minor research by various agencies and disseminates the information through various communications channels established. Faculty can submit Major/Minor Research Project proposals to these agencies. These proposals are submitted to the Research Advisory Committee of the College for scrutiny before submitting the same to a funding agency.

The College provides all kinds of infrastructure facilities available for conducting a Major/Minor Research Project. The College plans to evolve a mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilisation certificate in time to the funding agency as per the requirement of the funding agency.

**Albertian Seed Fund for Research**

St. Albert's College (Autonomous) wishes to encourage its Faculty members to engage in the activities of research and innovation so as to increase the IP wealth of the College. Present policy document related to release of seeds grant and financial assistance for promotion of research.

1. The "Albertian Seed Grant for Research" is executed by St. Albert's College (Autonomous) and monitored by the Office of the Dean, Research.
2. A maximum of INR Ten Lakh (Rs. 10,00,000/-) will be allotted under this scheme in a year up to a maximum of INR One Lakh (Rs. 1,00,000/-) per research project.
3. The Principal Investigator (PI) must be a faculty member of St. Albert's College (Autonomous). However, teachers or researchers from other colleges/universities/institutes/industries may be allowed as Co-Principal Investigators.

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

Research Policy

4. The duration of the project shall be for two years from the date of commencement and audited report should be submitted in each financial year as well as at the end of the project to the competing financial authority of the college.
5. Any equipment, consumables purchased under the project is the property of St. Albert's College (Autonomous) and under any circumstances, transfer or relocation of them is not allowed.
6. Half yearly report on the progress of research is to be submitted to the Office of the Dean, Research (Soft copy to research@alberts.edu.in along with two hard copies).
7. Due credit to be given to St. Albert's College (Autonomous) in any research publications arising out of the project. However, in the case of patents, the ownership will reside only upon St. Albert's College (Autonomous).
8. Applicants have to sign a declaration agreeing to continue as an employee in St. Albert's College (Autonomous) till the completion of the project, failing which the granted amount is to be refunded along with the interest as applicable.
9. Submission of research proposal does not guarantee any funding.

**Collaborative Research Projects**

The Academia-Industry interaction is the demand of the day. Contribution to society at large is possible if the College closely works with industries and different organisations. Industries and business organisations face different kinds of problems and many of them would like to have help from the College to find solutions to their problems. For that, the College has planned to have the following activities:

**Inter-disciplinary research:** Inter-disciplinary study refers to the study process cutting across various disciplines. Interdisciplinary research involves generation and integration of knowledge needed to answer complex questions, solve complex problems and gain coherent understanding of complex issues that are increasingly beyond the ability of any single discipline to address comprehensively or resolve adequately. For effective research in interdisciplinary areas, College/researchers could adopt practices mentioned in the Research Manual of the College.

**Collaborative International Research:** St. Albert's College (Autonomous) has MoUs with prominent Universities and Research Institutions abroad, for conducting research jointly in the areas of common interest. The Office of the Dean (Research)

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Dean – Research

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Chairman

Revision number: 2



## Research Policy

together with Office of International Affairs shall constantly explore the possibilities of having such collaborative or joint research in terms of thrust areas, decide the modus operandi of conducting such research and attend to other relevant aspects.

**Industry Sponsored Research Project:** An organisation can sponsor a project and the experts of the Institution concerned can conduct research on this project for which the financial support would be provided by the organisation. As a result, if any patent is registered, the IPR Policy College would govern the said patents and their outcomes.

### **Publication of Papers and Journals**

Publication of papers is critical for the effectiveness of the College. Faculty must publish continuously in quality journals. Therefore, the College encourages the publication of papers by the faculty with a targeted aim. A faculty member shall be expected to publish a certain number of research papers in refereed journals at national and international levels approved by the UGC.

Research papers to be published in identified journals and to be presented at national and international conferences shall be scrutinised and guided by a committee of senior professors. Each Department of the College shall be encouraged to publish a quality journal and organise research conferences, from time to time to boost research activities in the College and to contribute to the existing body of knowledge.

### **Intellectual Property**

Any intellectual property arising from any Research and other Consultancies will be governed by the IPR Policy of the College.

### **Incentives for Outstanding Research**

Outstanding research contributions made by the faculty, researchers, and research scholars shall be recognised as per the Incentives Policy of the College.

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

Research Policy

**Code of Ethics for Research**

Researchers and professional staff must, in all aspects of their research follow the Code of Ethics Policy of the College.

**Research Misconduct**

The College believes that the occurrence of misconduct is a threat to the basic principles of research. The College defines research misconduct, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Research misconduct does not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism, and violations of other College policies.

Misconduct in research damages the integrity of the profession and undermines the credibility of scholars. It is also antithetical to the values the College strives to maintain and promote. The College shall seriously take up all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved and may initiate disciplinary procedure if found guilty.

**Research Advisory Committee:**

The Research Advisory Committee of the College shall be constituted and will function as defined in the Research Manual of the College.

**Guidelines for Ph.D. Scholars and Research Centres**

St. Albert's College (Autonomous) has various research centres and the College believes in transparency of functions of these research centres in an ethical manner. The Ph.D. Scholars and Research Centres shall adhere to the guidelines laid down in the Research Manual of the College.

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

Research Policy

**Eligibility Criteria for Ph.D.:**

The eligibility criteria for registering for Ph.D. in the College would be based on the guidelines laid down in the Research Manual of the College.

**Norms for Shifting of Research Centre of a Research Guide**

1. No Objection Certificate (NOC) from the Manager of the College, where the research guide is working as Assistant /Associate Professor/Professor.
2. NOC from the Principal of the Research Centre, where the research guide is registered.
3. NOC from the Principal/HoD of the Centre/Department to which the shifting is proposed.
4. Written consent from all the research scholars working under the guide, agreeing to continue their remnant research work in the Centre to which shifting is proposed.
5. Permission from the affiliated University.
6. No research guide will be allowed to leave the Centre if the Centre lacks the required number of research guides to continue as a Research Centre.

Prepared by:  
Dean – Research

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 2

Reservation Policy on Admission



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Reservation Policy on Admission

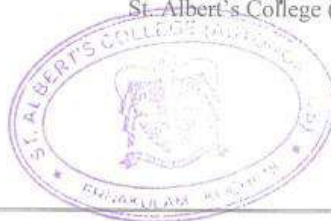
Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Principal

Revised date: 02-02-2021



Approved by:  
Chairman

Revision number: 1

Reservation Policy on Admission

**Reservation Policy on Admission**

**Policy Statement**

St. Albert's College (Autonomous) is well aware of its role in providing admissions to students from all strata of the society, in accordance to which the college will follow certain practices to admit students from varied communities/sections.

**Objective**

To ensure that the College follows the norms prescribed by the Central/State Government, UGC, AICTE, MG University with regard to providing admissions to students from varied communities/sections.

**Policy Measures**

The College will follow the existing norms prescribed by the Central/State Government, UGC, AICTE, M. G. University with regard to providing admissions to students from varied communities/sections and which will be approved by the Governing Council before implementation.

Prepared by:  
Principal

Revised date:02-02-2021



Approved by:  
Chairman

Revision number: 1

Student Admission Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Student Admission Policy

Revised on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Principal

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: I



Student Admission Policy

**Student Admission Policy**

**Policy Statement**

St. Albert's College (Autonomous) ensures a transparent and efficient admission process for the new students who are willing to take admitted to the College

**Objective**

The main objective of the Policy is to ensure that the admission process is completed in an efficient and transparent manner.

**Policy**

1. Admissions are given strictly on the basis of Merit and according to the guidelines and rules issued from time to time by the Central/State Government, UGC, AICTE, M. G. University
2. No recommendation / Donation will be entertained during the admission process.
3. Admissions under the reservation category are done as per the rules of Central/State Government, UGC, AICTE, M. G. University and as per the Reservation policy of the College
4. Admissions for the differently abled students will be as per the Divyangjan policy of the College
5. All admissions are provisional and are confirmed after the necessary verification of certificates by the University. In case the admission is rejected by the University, the college will bear no responsibility.
6. The fee refund for the students who cancel their admissions within the stipulated time will be as per the Fee Refund Policy of the College.
7. In the interest of the Institution and for the sake of discipline, the Principal is entitled to refuse admission to any applicant, suspend, dismiss or take any other punitive action against any student for his/her misconduct.
8. Students who possess a criminal background/have a police case initiated against them are not eligible for admission. If the same is brought to light post admissions the students will be expelled without further notice.

Prepared by:  
Principal

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1



Student Admission Policy

9. The process and procedure of each academic year's admissions process would be recommended by the Admission Committee for that year and approved by the Governing Council of the College

Prepared by:  
Principal

Revised date: 08-07-2020



Approved by:  
Chairman

Revision number: 1

Student Involvement and Participation Policy



St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

Student Involvement and  
Participation Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)



Prepared by:  
Dean – Student Affairs

Approved date: 08-07-2020

Approved by:  
Chairman

Student Involvement and Participation Policy

**Student Involvement and Participation Policy**

**Policy Statement**

It is the policy of St. Albert's College (Autonomous) to involve students in the Policy-making structure of the College by meaningful participation in Co/Extra-Curricular Activities of the College

**Objective**

To lead to effective participation in decision-making that unites stakeholders, produces an improved college environment and draws upon the strength of diversity.

**Policy**

Involvement of Students is not a token gesture; instead, students are expected to work diligently and constructively within the departments and the departmental committees to which they are elected and/or assigned. While the initial burden of implementation falls upon the academic Departments or Committees, the effective operationalizing of the programs and student representation will be the responsibility of the student representatives.

- Two students from each class would be selected as Student representatives of the Class (through secret balloting) during College Union Elections from which the College Union Student representatives would be elected through Presidential Election Model and as per the notification released by the Principal from time to time.
- Two students each from a class would be selected as Student representatives of the Class committee for 12 committees of the College, namely, Secretary, DQAC Coordinator, Treasurer, Arts Coordinator, Sports Coordinator, Examination Coordinator, Social Outreach Coordinator, Placement Coordinator, IEDC/IIC Coordinator, e-Governance Coordinator, Media Coordinator and Green Coordinator.
- The Number of students to be elected (or selected) is subject to revision from year to year.
- Student representatives shall participate in the same manner as faculty members in the deliberative and decision making processes as well as in the effective implementation and organizing of the events

Prepared by:  
Dean – Student Affairs

Approved date: 08-07-2020



Approved by:  
Chairman

Suggestions and Bright Idea Policy



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Suggestions and Bright Idea Policy

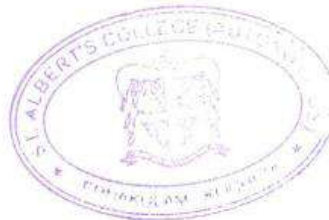
Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by :  
Dean – Quality Assurance

Approved date: 08-07-2020



Approved by :  
Chairman

Suggestions and Bright Idea Policy

**Suggestions and Bright Idea Policy**

**Policy Statement**

To encourage & facilitate all employees of St. Albert's College (Autonomous) to contribute SMART suggestions & ideas that can help in the Institution's growth and knowledge & skill development of the employees.

S – Specific

M – Measurable

A – Attainable

R – Relevant

T – Time Bound

**Objective**

St. Albert's College (Autonomous) recognizes the contribution of its employees in addressing various problems related to the College and suggesting effective solutions to overcome those problems.

**Process**

Any employee or group of employees may submit a suggestion or idea at any time. Suggestions should be submitted in writing to the Office of the Dean (Quality Assurance), online, via e-mail.

Suggestion should include:

- A description of the problem to be addressed or the area to be improved;
- A detailed description of the solution; and
- An analysis of the benefits to the Institution.

The Office of the Dean (Quality Assurance) will immediately acknowledge the receipt of each suggestion in writing. Each SMART suggestion shall be reviewed in the Executive Council meeting of the College.

Prepared by :  
Dean – Quality Assurance

Approved date: 08-07-2020



Approved by :  
Chairman

Suggestions and Bright Idea Policy

After the review, the Office of the Dean (Quality Assurance) will prepare recommendations of appropriate ideas for implementation and recognition. Ideas which are more appropriate, will be dealt at the College or Department level for further action in any format felt suitable.

**Awards:**

St. Albert's College (Autonomous) will provide a certificate and a plaque for the employees who have given SMART suggestions and ideas.

Prepared by :  
Dean – Quality Assurance

Approved date: 08-07-2020



Approved by :  
Chairman



## St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Systems and Procedures Policy

Revised on: 02-02-2021

Approved by: Chairman

Prepared by :  
Vice Chairman

Revised date: 02-02-2021



St. Albert's College (Autonomous)

Approved by :  
Chairman

Revision number: 1



Systems and Procedures Policy

## **Systems and Procedures Policy**

### **Policy Statement**

St. Albert's College (Autonomous) strives to meet the growing needs of the institution with the support of the Planning Committee, making available adequate physical infrastructure and constantly upgrading facilities in order to provide, maintain and utilize physical, academic and support facilities.

### **Objective**

To ensure that the College adheres to the proper usage and maintenance of physical infrastructure.

### **Application**

The Systems and Procedures Policy is applied when all the staff and students use the physical infrastructure of the Institution efficiently and effectively in an optimum manner.

### **Policy Measures**

#### ***Established Systems and Procedures***

1. The Principal discusses with the Planning Committee and presents a report regarding physical, academic and support facilities in the Governing Body for approval and implementation.
2. The HODs, faculty, non-teaching staff and other service personnel are given responsibility to maintain the facilities under their supervision. They later report to the Principal for maintenance of infrastructure when needed.
3. An annual audit & stock taking of the physical, academic and support facilities is undertaken for assessment and evaluation. A detailed report is submitted by the Heads of the Departments to the Principal which aids in planning forthcoming academic year.

Prepared by :  
Vice Chairman

Revised date: 02-02-2021



Approved by :  
Chairman

Revision number: 1

Systems and Procedures Policy

***Maintenance of Physical Facilities***

1. Maintenance Staff are responsible for maintenance related to electrical, carpentry, painting etc., of the classrooms and the entire campus throughout the year and major repair works are carried out during summer vacation.
2. Technical requirements and other infrastructure facilities are maintained regularly by separate electrical and technical maintenance team.
3. Annual Maintenance Contract (AMC) for air-conditioners, generators and other equipment which are cleaned, calibrated and maintained on a regular basis.
4. Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry.
5. The Support Staff look into the cleaning and maintenance of class rooms, seminar halls, laboratories, staff rooms, library, corridors, wash-rooms and the college campus and are done on a daily basis.
6. Outsourced Security Guards look into the security aspects of the campus and are on duty 24/7.
7. To ensure protection for staff & students, CCTV cameras have been installed at vantage points.

***Maintenance of Academic facilities***

Laboratory

1. Stock taking of all the equipment, instruments, glass ware, specimens, computing devices etc. is done in all the Departments annually and details are submitted to the Registrar for documentation purposes.
2. Regular maintenance of Fault registers and Log books in all the laboratories and repair works are carried out without delay.
3. For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, who forwards it to the Principal and the repair work is carried out by the concerned service personnel.
4. The instruments and equipment are serviced by the suppliers from whom they are purchased, in case of any service required. The maintenance register of the same is kept in the laboratory. Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance.

Prepared by :  
Vice Chairman

Revised date: 02-02-2021



Approved by :  
Chairman

Revision number: 1

Systems and Procedures Policy

5. The sensitive laboratory equipment are housed in air-conditioned rooms.

Library

1. All books in the Library are arranged according to their classification.
2. The Library support staff help in maintaining the books and the other infrastructure in the library.
3. Damaged books are bound, scanned and digitalized in the central library.
4. The annual stock taking and maintenance of the library books is carried out during the summer vacation.
5. On request from each Department, a list of required books is prepared and procured for the next academic year.
6. A nominal penalty is levied for delay in returning the library books or losing them.
7. The Departmental Library is taken care of by the Staff in-Charge of the Library in each Department and the support staff.

Computers

1. A faculty member/lab admin is in charge in every computer lab.
2. A hardware technician takes care of the maintenance and service of the computers.
3. Minor technical problems occurring in computers are handled by the concerned lab admin and system administrator.
4. The main server and accessories are installed with power backup.
5. Computer hardware technician is responsible for maintenance and repair of computers within the Campus.
6. Use of computer laboratory facilities, for teaching and learning is recorded in the log book.
7. All Wi-Fi users are controlled through firewall.
8. Working of LCD screens are checked on a regular basis by the system admin.
9. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage

Albertian Sports Campus

1. The playground is cleaned and all the courts are marked before the start of the academic year and before the conduct of inter-departmental tournaments.

Prepared by :  
Vice Chairman

Revised date: 02-02-2021



Approved by :  
Chairman

Revision number: I

Systems and Procedures Policy

2. The Department of Physical Education (Sports and Games) maintains stock registers, accession register, stock issue register and register for condemned equipment.
3. Every year the worn out and condemned equipment are replaced / disposed.

Recording Studio

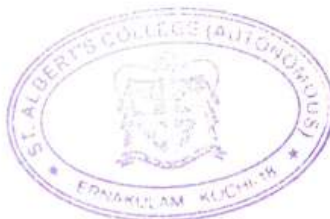
1. A faculty member/lab admin is in charge of the Recording Studios
2. A main server and accessories are installed with power backup.
3. The use of recording facility for teaching and learning is recorded in the log book.
4. Working of all the equipment in the studio is checked on a regular basis by the system admin.
5. Faculty are instructed to follow standard operating procedures strictly during the use of the studio, to avoid system failure due to improper usage

Class Rooms:

1. Classrooms are allotted as per student strength.
2. The Class Tutor is given responsibility for the maintenance of his/her class room.
3. The Tutor informs the Registrar about the requirement of repair /cleanliness.

Prepared by :  
Vice Chairman

Revised date: 02-02-2021



Approved by :  
Chairman

Revision number: 1

Institutional Research Ethics Policy



## St. Albert's College

An initiative of the Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

# Institutional Research Ethics Policy

Approved on: 08-02-2016

Approved by: Manager

A handwritten signature in black ink, likely belonging to the Manager.

St. Albert's College

Prepared by:  
Principal

Approved date: 08-02-2016



Approved by:  
Manager



**Institutional Research Ethics Policy**

**Institutional Research Ethics Policy**

St. Albert's College (Autonomous)'s Institutional Research Ethics Policy guides the staff and students on the ethical conduct of research and publishing.

If the research involves the participation of human subjects and Volunteers, the policy has to be redeveloped and to be operated as per the "Indian Council of Medical Research (ICMR) National Ethical Guidelines for Biomedical Research involving Human Participants". It is also mandatory for the faculty to secure Institutional Research Ethics Committee clearance for projects involving Human participants before the start of a research project.

**Policy**

**Approval of research Studies by the Institutional Research Ethics Committee (IEC)**

1.1. A research proposal may be submitted only after review and approval by obtaining explicit written approval from the Institutional Research Ethics Committee. The IEC will review the need and significance of the proposed study, clarity of research objectives, validity of the methods, justification of required resources and feasibility.

1.2. The above requirement (1.1) applies to all research studies whether faculty or student research projects as well as research leading to dissertations or theses.

1.3. The procedures for the constitution of the IEC, their functioning and the requirements that Investigators have to meet will be as per the Standard Operating Procedures laid down for the purpose.

**Advisory on journals for publication**

2.1. Indexed journals: The College recommends publishing in journals indexed in Scopus / Web of Science / Pubmed. Publications in such journals will be eligible for consideration for career advancement, Increments and for incentives.

2.2. "Predatory journals and "Pseudo-Journals": Predatory journals and predatory publishers "prey" on academicians for financial profit by charging article processing charges for open access articles, without meeting basic scholarly publishing standards such as rigorous peer review, editorial review, archiving, transparency in fees etc. "Pseudo-Journals" include journals that may be published by "legitimate" publishers but exist primarily for marketing

Prepared by:  
Principal

Approved date: 08-02-2016



Approved by:  
Manager

**Institutional Research Ethics Policy**

purposes and do not have sufficiently rigorous peer review processes to identify “fake” research reports. Predatory and pseudo journals are inimical to the very essence of science and are hence strongly condemned by the College. Faculty and Students are advised to be informed of such journals and practices and avoid publishing / supporting them in any way.

2.3 Open Access Journals: Open access journals are scholarly journals that are available online free of any direct cost to the readers. Such Journals reduce the barriers to the dissemination of scientific knowledge. However, such an online “free access” model is increasingly being adopted by unscrupulous predatory and pseudo-journal publishers. Hence faculty and students are advised to use caution while considering publishing in Open Access Journals.

**Authorship**

3.1. Criteria for authorship: Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. The order of authorship should be based on the individual's contributions to the work and drafting of the manuscript. To be eligible for authorship, an individual should meet all of the following criteria:

3.1.1. Substantial contributions to study conception and design; data acquisition, analysis and interpretation of data be done

3.1.2. Drafting the manuscript and/ or revising it critically for important intellectual content.

4.2. Honorary authorship or guest authorships are not permitted. The head of department/division/laboratory does not by default become eligible for authorship if not meeting the four criteria listed in 3.1.1

3.2. Order of authorship

1. The order of the authorship is generally reflective of the quantum of contributions to the study and manuscript drafting.

2. In general, the individual who has contributed most to all aspects of the study – conception, design, data collection, analysis, interpretation, drafting and revision of the manuscript is to be designated as the First Author irrespective of their student/faculty status. It is expected that post-graduate students and PhD scholars contribute majorly to all these aspects of their dissertation projects. Therefore, in publications arising from such dissertation/thesis projects, the student/scholar would

Prepared by:  
Principal

Approved date: 08-02-2016



Approved by:  
Manager



#### **Institutional Research Ethics Policy**

be expected to be the First Author. If there is a justifiable reason for any other individual to be designated as the First Author, this should be discussed, recorded and written approval obtained from all authors before submission of the manuscript.

3. The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. He / She is responsible for the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, conflict of interest forms etc. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication. The corresponding author should be the faculty of the College and shall use the College credentials for communication.

4. All authors share responsibility for the scientific accuracy of an abstract for a presentation at a professional meeting or a manuscript, including supplementary material. Hence, in cases of fabrication, falsification, or plagiarism, all authors are potentially culpable.

5. The above guidelines apply to conference abstracts and presentations as well. Authorship order is determined based on the above guidelines irrespective of who is presenting the paper.

#### **Acknowledgement of Non-author Contributions**

4.1 Contributions which do not meet the above criteria should be acknowledged as non-author contributors.

4.2. Approval must be obtained from Individuals/institutions who are being acknowledged in publications.

4.3. All funding sources should be acknowledged

#### **Affiliation and Address Conventions**

5.1. It is mandatory that author affiliations to the College and department are clearly stated in all publications arising from work conducted by the staff and students of the College. The College name should reflect "St. Albert's College".

Prepared by:  
Principal

Approved date: 08-02-2016



Approved by:  
Manager

Institutional Research Ethics Policy

**Scientific / Research Misconduct**

**6.1. Data fabrication and falsification**

1. Researchers are expected to maintain all original records and data for at least 5 years after publication
2. Data generated from student research projects is to be retained by their faculty supervisors even after completion of the student project and the exit of the student from the Institution for at least 5 years
3. Original data should be made available for verification as and when required by the Institution Ethics Committee or other designated authority
4. Any error that is discovered in reported results in publications should be brought to the notice of the Principal and Institutional Research Ethics Committee and corrections/retractions should be reported to the Editor of the publication
5. Any accusation of data fabrication/falsification from any source should be brought to the notice of the Principal of the College

**6.2. Plagiarism**

1. Plagiarism is an attempt to pass off someone else's work as his or her own. Self-plagiarism (duplicate publication), refers to an author's attempt to reuse substantial parts of his or her own published work without providing the appropriate references
2. It is every researcher's responsibility to ensure that manuscripts submitted for publication are free of plagiarism
3. The College recommends using a Plagiarism detection tool to screen manuscripts before submission and retain a copy of the report for their defence against possible accusations.

**6.3. Procedure for handling allegations of scientific / research misconduct**

1. Any allegations of scientific / research misconduct is to be reported by the recipient of such communication to the Principal through Dean (Research).
2. The Principal will refer the matter to the College Institutional Research Ethics Committee who in turn will constitute an Enquiry Committee and the respondent will be given an opportunity to submit in person and in writing clarifications and comments on the allegation.
3. The Enquiry Committee will submit a report on the findings of the inquiry to the Principal. The report will include the judgment by the Committee on whether

Prepared by:  
Principal

Approved date: 08-02-2016



Approved by:  
Manager

Institutional Research Ethics Policy

scientific / research misconduct has indeed taken place, the nature of the misconduct and the seriousness of the misconduct.

4. The Institutional Research Ethics Committee will make a final recommendation regarding corrective action if any based on the report of the Enquiry Committee to the College Council

Prepared by:  
Principal

Approved date: 08-02-2016



Approved by:  
Manager



## St. Albert's College (Autonomous)

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(Accredited with "A" Grade by NAAC)

# Gender Equity Policy

Approved on: 08-07-2020

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by:  
Dean – Resource Mobilisation

Approved date: 08-07-2020



/s/ Approved by:  
Chairman

## **Gender Equity Policy**

### **Policy Statement**

St. Albert's College (Autonomous) is committed to creating a community where all staff and students are equally respected and valued and enjoy equity of both opportunity and outcomes.

### **Process**

St. Albert's College as an educational institution and an employer is committed to promoting gender equality and to ensuring equality of opportunity and outcomes for all staff and students.

Gender equality involves equality of opportunities and equality of results; it includes the redistribution of resources and responsibilities between women and men and the transformation of the underlying causes and structures of gender inequality to achieve substantive equality.

St. Albert's College will ensure that all staff, students and college policies, procedures, systems and structures actively promote gender equality and seek to expose and redress gender inequities.

The Equal Opportunity Employment process is reflected throughout St. Albert's College's staff recruitment and retention processes (the College will provide equal employment opportunities to all qualified persons without discrimination on the basis of age and sex).