

POLICY DOCUMENT



SREE SANKARA VIDYAPEETOM COLLEGE

VALAYANCHIRANGARA, PERUMBAVOOR

Reaccredited with NAAC 'A' Grade Affiliated to

Mahatma Gandhi University, Kottayam

www.ssvcollege.ac.in | ssvidyapeetom@gmail.com

CONTENTS

1.	Administration Policy.....	5
2.	Policy on Ethics	9
3.	Scholarship Policy	15
4.	E-Governance Policy	25
5.	Information Technology (IT) Policy and Acceptable Use Policy (AUP).....	29
6.	Policy on Anti-sexual Harassment.....	34
7.	Policy on Anti-ragging.....	37
8.	Grievance Redressal Policy.....	40
9.	Water Conservation Policy.....	43
10.	Policy Towards Sustainable Environment.....	44
11.	Waste Management Policy.....	46
12.	Disable Friendly Campus Policy	48
13.	Empowerment Policy for Teaching and Non-teaching Staff.....	50

PREFACE

The policy document of Sree Sankara Vidyapeetom College serves as a comprehensive guide outlining the principles, guidelines, and expectations that underpin the functioning of our esteemed institution. These policies are reflective of the college's mission, vision and values and support the college's commitment to providing a supportive learning, teaching, and working environment for all. They are designed to provide a framework of practice within which members of the college can pursue such objectives, and their own interests, without interfering with those of other members or of the public.

1. ADMINISTRATION POLICY

Educational administration involves the organization and coordination of available resources in education to accomplish the objectives of the educational system. The primary goal is to improve the quality of teaching and learning, accelerating the institution's journey towards excellence. Sree Sankara Vidyapeetom College has set the following as the quality policies:

Governing Body

1. The institution shall have a governing body led by the College Manager serving as the Chairman.
2. The Principal and the 2 teaching faculties will be the members.
3. The Governing Body may include up to 13 members.
4. The Governing Body is tasked with overseeing the overall functioning of the College.



5. The principal bears responsibility for academic, financial (excluding management), and general operations of the college.
6. The Treasurer is accountable for all accounts related to management.
7. All institutional policies must be formulated and approved by the governing body.
8. There will be at least four meetings of the Governing Body each academic year.
9. The Principal is responsible for scheduling meetings, informing members, maintaining minutes and periodic reports, and ensuring staff and students adhere to policies.
10. The Principal shall serve as the channel for all submissions, regardless of their nature, directed to the Manager
11. Subcommittees, including the Construction Committee, Management Appointment Committee, and Hostel Committee, shall be established under the Governing Body to oversee the institution's development.

Appointment

The college follows an appointment policy in accordance with UGC regulations for the hiring of both teaching and non-teaching personnel. These regulations outline the minimum qualifications necessary for appointments and set service conditions for College Teachers, Librarians, Directors of Physical Education, and Sports.



The objective is to maintain high standards in higher education and conduct regular reviews.

1. The Manager holds the exclusive authority for appointing both Teaching and Non-Teaching staff members.
2. The recruitment of teaching staff shall comply with the service rules and guidelines provided by the UGC, Affiliated University, and Government.
3. The appointment of non-teaching staff shall align with the University statutes and government service rules.
4. The appointment of temporary or contract-based staff shall adhere to the norms established by the UGC, Government and Management.

Admission Policy

1. The guidelines for student admissions are entirely based on the Centralized Allotment Processes established by the policies of Mahatma Gandhi University, Kottayam.
2. The policy and procedures ensure equal opportunities for students and cater to the educational needs of differently-abled individuals, the backward community, economically weaker sections, and students from Namboothiri community.
3. Students receive impartial guidance and advice.
4. Students retain the right to appeal any aspect of the handling of their application or admission.



5. The admission processes for students adhere to overarching principles such as fairness, consistency, transparency, and timeliness.

Implementation and Processing of Policy

1. The admission committee of the college is responsible for informing individual applicants about the terms of the student admissions policy and procedures.
2. The admission committee oversees the student application and admission process through the Centralized Allotment Process (CAP).
3. The admission committee processes all applications in accordance with the Students Admissions Policy.
4. The committee reviews entry requirements, including student age, academic qualifications, and caste/community.
5. Merit for admission to various university programs may be determined based on marks or grades obtained in the qualifying examination, achievements in co-curricular and extracurricular activities, or marks or grades obtained in a state-level entrance test conducted by an association of universities or any state agency.
6. Personnel involved in the admission process are prohibited from disclosing any information related to an individual student's application or admission to unauthorized individuals.
7. Upon admission, it is the responsibility of the student to familiarize



themselves with and adhere to the college's policies and procedures.

Admission Process

1. Applications are submitted through the Centralized Allotment Process (CAP).
2. Following the most recent instructions and guidelines, the college utilizes CAP for the admission process.
3. The Admission Officer is responsible for maintaining records of all student applications and admissions.
4. Eligible students receive scholarships in accordance with the Government norms and procedures established by the Government of Kerala.
5. The college will not be accountable for the refund of government fees in the event of admission cancellation.
6. In the event of admission cancellation, the college will refund the Department Fund and Caution Deposit.

2. POLICY ON ETHICS

The SSV College Code of Ethics supports the culture of ethical behaviour and it is an attempt to communicate expectations of proper professional conduct as well as the College values by those acting as part of the College including administrators, faculty, staff, and students. Everyone connected with SSV College will consider the full range of standards and values that are relevant to handling a specific matter and be committed to upholding both the spirit and the letter of this code.



CODE OF ETHICS

General

Advance the Public Interest:

Promote the interests of the public and put service to the public above service to oneself. Serve all persons with courtesy, respect, and dedication to high standards.

Uphold the Constitution and the Law:

Respect and support government constitutions and laws while seeking to promote the public good.

Promote democratic participation:

Inform the public and encourage active engagement in governance. Be open, transparent and responsive, and respect and assist all persons in their dealings with public organizations. Be open and transparent while protecting privacy rights and security.

Strengthen social equity:

Treat all persons with fairness, justice, and equality and respect individual differences, rights, and freedoms. Act affirmatively to reduce unfairness, injustice, and inequality in society.

Fully Inform and Advise:

Provide accurate, honest, comprehensive, and timely information and advice to elected and appointed officials and governing board members, and to organizational superiors.

Demonstrate personal integrity.



Adhere to the highest standards of conduct to inspire public confidence and trust in public service.

Demonstrate commitment to duty, principle, and personal integrity:

Adhere to the highest standards of conduct to inspire public confidence and trust in public service. Exercise integrity, courage, compassion, benevolence, and optimism.

Promote Ethical Organizations:

Strive to attain the highest standards of ethics, stewardship, and public service in organizations that serve the public.

Strive for Professional Excellence:

Strengthen individual capabilities to act competently and ethically and encourage the professional development of others.

Regarding the College

In all college activities, the college develops and encourages practices relevant to its Vision and Mission to provide high quality learning opportunities for students. The college accepts that all of its activities are in conformity with the principles laid down by the relevant legislations and Committee reports such as the Ethics Committee of Rajya Sabha etc. for those holding public office, namely: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The college recognizes its obligations to all those with whom it has dealings - students, employees, employers, suppliers, other educational institutions, and the wider community - and to the taxpayer.



The reputation of the college and the trust and confidence of those with whom it deals is one of its most vital resources, the protection of which is of fundamental importance. The college demands and maintains the highest ethical standards in carrying out its activities. In its dealings with individuals, the college adheres to the principles of natural justice. The college is committed to securing equality of opportunity for staff and students alike.

The Management:

The Management Committee of Sree Sankara Trust has adopted a Code of Conduct for itself consistent with the principles laid down by the relevant legislations prevailing in India.

The Trust seeks to ensure that its members are appointed on merit and are drawn widely from the community it serves, having regard to the need for continuity and freshness, and for a range of skills and interests. The Trust is responsible for determining the educational character and mission of the college and for oversight of its activities; for the effective and efficient use of resources, the solvency of the Trust, and the safeguarding of its assets; for the approving of annual estimates of income and expenditure; and for the appointment, discipline, pay and conditions of service of staff, in accordance with the Laws of Government and Statutes of Mahatma Gandhi University.

The Trust has adopted procedures which ensure sound financial decision-making, control and monitoring to meet the requirements of the funds and public audit.

The Trust ensures that information on its decisions and the work of the



college is made widely available, having regard to proper confidentiality.

Students

The college has adopted a Code of Conduct for its students based on similar principles to that for the Trust. The college believes that respect, openness, and honesty in dealing with its students or prospective students are a prerequisite for success, and an important statement of the values it offers. In all advertising and public communications, the college avoids untruths, concealment and overstatement about its programmes and achievements. The college avoids recruitment practices which involve the offer of improper financial or other inducements to students.

The college makes all reasonable attempts to deliver learning programmes and support services to meet the individual needs of students, efficiently and effectively to accepted quality standards, and takes steps to rectify any shortcomings in the service delivered.

Learning support, information, advice and guidance offered to students is impartial and guided by the best interests of the student. The college publishes a charter setting out details of its complaints and appeals procedures. It deals with all students with equal care and respect. The college ensures that complaints are dealt with fairly, openly and efficiently.

Educational Partners

The college competes and collaborates honestly with other educational institutions offering similar learning opportunities. The college does not



seek to damage the reputation of competitors either directly or by indirect means. The college does not seek to acquire information regarding competitors by unfair or disreputable means. The college does not engage in unfair or restrictive practices regarding the recruitment or retention of students.

The college consults with partners who might be affected on any significant proposals for change in the learning programmes or services it offers.

Faculty and Staff

The college has adopted a Code of Conduct for its employees also. The staff Code of Conduct forbids employees from soliciting or accepting inducements in respect of any matter connected with the operation of the college. The college respects the freedom within the law of staff to question and test received wisdom, and to put forward new ideas or controversial or unpopular opinions, without placing their employment in jeopardy. Communication in the College allows for staff involvement, and open and honest expression of views.

External Relationships

The college recognizes that it has a responsibility to the community it serves and takes steps to ensure that information on its activities is made widely available.

The college is responsive to its community and within the framework of its own vision and mission statements seeks to provide programmes and services relevant to the needs of individuals and employers. The college provides timely and accurate information on individual



students to employers or other providing sponsorship, within the confines of relevant legal requirements.

Compliance and Verification

The college requires all its students to adhere to its Code of Conduct for them. The college requires all its employees to adhere to its Code of Conduct for staff.

The college has created mechanisms by which employees and students can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety, and have them investigated, with every reasonable assurance of confidentiality as appropriate.

The Chairman of the Trust is responsible for monitoring adherence to the Code of Conduct by members of the Trust, investigating alleged breaches and reporting them in accordance with agreed policy.

The Chief Executive is responsible for ensuring that breaches of the Code of Conduct by members of staff and students are investigated and appropriate action is taken.

The college auditors may be asked to report on any financial practice which appears to breach the code. The Code of Ethics is available both on the college intranet and the college website.

3. SCHOLARSHIP POLICY

Students are advised to apply for government and other funded scholarships. The Nodal Officer responsible for disseminating pertinent information and guidance on National/State Government scholarships ensures that students are kept well-informed and updated



on the application process and requirements. Sree Sankara Vidyapeetom College, Valayanchirangara is dedicated to fulfilling its mission of delivering high-quality higher education to the rural population.

Government Scholarship:

1. Post Matric Scholarship Scheme

Applicants must belong to a minority community as notified by the Government of India. The students doing graduation, post-graduation, technical or vocational courses, M.Phil. or PhD are eligible to apply for this scholarship. Students applying for this scholarship should have scored a minimum of 50% marks or equivalent grades in the previous final examination. The annual family income of the candidate's parents/guardian should not exceed INR 2 lakh. This annual income comprises total income from all the sources.

Website: <https://scholarships.gov.in/>

2. Snehapoorvam Scholarship of Kerala Social Security Mission

Eligibility: Students whose father or mother is deceased or is living with their relatives, friends or with the support of the community.
Scholarship amount: For UG and PG students, Rs. 10,000/- per annum for 3 years and 2 years respectively.

Procedure to apply: Eligible candidates should fill up the application form in the prescribed format as given on the website. Then submit the application form along with necessary documents to the College office for further processing. Documents required: Application form (mention the date of joining the course), Aadhar Card, parent death certificate,



certificate, Income proof, educational certificates, and bank details (joint account of student and guardian).

Website: <https://socialsecuritymission.gov.in/>

3. E-Grantz

Eligibility: Students pursuing post-matric courses approved by the university / board. Students admitted under merit and reservation quota. Students who belong to the categories of Scheduled castes, other eligible communities, OBCs and other communities who are socially and economically backward including forward castes. Students whose attendance is not below 75% at the end of each month.

Income limit: SC/ST no income limit, OBC(H), OEC income limit: Rs. 6,00,000/- and OBC & general income limit: Rs. 1,00,000/--For degree courses -Reimbursement of tuition fee, special fee and exam fee subject to income limit.

-For PG and Professional courses: Lump sum grant, monthly stipend, reimbursement of tuition fee, special fee and exam fee subject to income limit. - Fee is sanctioned once in an academic year and is paid to Institution's account.

4. Central Sector Scholarship

Eligibility: Applicant should have passed the Senior School Certificate Examination conducted by CBSE and have secured the total aggregate marks (in first five subjects) equal or above the minimum marks as per the stream opted by the applicant. Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 Lakhs



Scholarship amount: For UG Rs.1,000/- per month. For PG Rs. 2,000/- per month.

Website: <https://scholarships.gov.in/>

5. PG Indira Gandhi Single Girl Child Scholarship

Eligibility: Any single child, being the only child of her parents, is eligible to apply for the PG scholarship scheme. The scheme is applicable to such a single girl child who has taken admission to the first year Master's degree programmes. The age of the girl student should not exceed 30 years at the time of admission. Scholarship amount: Rs. 2,000/- per month for a period of two years only i.e. full duration of a PG course.

Website: <https://scholarships.gov.in/>

6. C H Muhammed Koya Scholarship

Eligibility: Should belong to Muslim, Latin or Converted Christian Community and should be a native of Kerala studying for first year graduation or higher courses. Should have scored 50% or above in the qualifying examinations. Annual income of the parent/ guardian should not exceed Rs.8 lakhs. Scholarship Amount: For UG: Rs. 5,000 per annum for 3 years. For PG: Rs. 6,000 per annum for 2 years.

Website: <http://www.minoritywelfare.kerala.gov.in/>

7. Suvarna Jubilee Scholarship

Eligibility: An applicant must be a first-year student of undergraduate or postgraduate course environment aided college or University



Department. An applicant must belong to the BPL family. Students must have secured 50% or above in the last qualifying examination.

Website: <https://www.dcescholarship.kerala.gov.in/>

8. Kerala State Higher Education Scholarship

Eligibility: First year degree students of Science, Social Science, Humanities or Business Studies.

Qualifying marks in previous examination:

- ST- All subjects: Pass
- SC- Science, Humanities and Social Science: 55%; Business studies: 60%
- Physically challenged- All subjects: 45%
- BPL, OBC - Science: 60%; Humanities and social science: 55%; Business studies: 65%
- General Category- Science and business studies: 75%; Humanities and social science:
- 60% Scholarship amount:
- For UG- First year: Rs. 12,000; Second year: Rs.18,000 (1st renewal) and Third year: Rs.24,000 (2nd renewal)
- For PG -First year: Rs.40,000 (3rd renewal) and Second year: Rs.60,000(4th renewal)

Website: <https://www.scholarship.kshec.kerala.gov.in/>

Institutional Scholarship:

Policy Title: SS Trust Scholarship Policy

Policy Approval Authority: Director Board of Sree Sankara Trust

Policy Approval Date: 01/06/2001



Introduction:

This policy outlines SSV College's commitment to promoting excellence in higher education through its scholarship program and ensuring equitable opportunities for all students.

1. Purpose:

The purpose of SSV College's Scholarship Policy is to provide reasonable guidelines for the acceptance, establishment, and disbursement of student scholarships.

It aims to:

- Identify and support superior ability and achievement among students.
- Promote excellence in education.
- Encourage participation of students from targeted equity backgrounds by offering financial assistance.
- Address historical disadvantage, under-representation, and marginalization of individuals.

2. Scope:

This policy applies to all aspects of SSV College's scholarship program, including application distribution, selection processes, and scholarship continuation.

3. Policy Statement:

SSV College is committed to treating all scholarship candidates with dignity and respect, offering equal opportunity without regard to color,



race, religion, sex, or any other protected category. Retaliation against individuals reporting discrimination or participating in investigations is strictly prohibited.

4. Exclusions:

None

5. Compliance and Enforcement:

The Principal and Secretary of the Trust are responsible for ensuring compliance with this policy. Violations may result in disciplinary action.

6. Related Policies and Supporting Documents:

SSV College Welfare Policy

7. Consequences of noncompliance:

Noncompliance with this policy may result in disciplinary actions, including but not limited to warnings, probation, or termination, as outlined in the Institute's disciplinary procedures.

➤ **PTA Scholarship Policy**

The selection procedure for a Parent-Teacher Association (PTA) scholarship in colleges can vary depending on the criteria set by the PTA, and the available funds. PTA scholarship selection processes are often based on a combination of factors, including academic performance, extracurricular activities, community involvement, leadership qualities, and sometimes financial need.

Eligibility Criteria: The PTA might establish certain eligibility criteria,



which can include minimum academic performance requirements, enrollment in specific courses or programs, or other conditions.

Application Submission: Students interested in the scholarship would typically need to apply. This application might include personal information, academic transcripts, details of extracurricular activities, volunteer work, etc.

Assessment of Academic Performance: Marks or academic performance, often reflected through grade reports, would be a significant factor in the selection process. This could involve reviewing the applicant's overall GPA, specific subject achievements, or standardized test scores.

Review Committee or Panel: A scholarship committee, comprising teachers, PTA members, or appointed individuals, may review the applications. They may assess various aspects of each applicant, including academic achievements, extracurricular involvement, leadership qualities, and personal statements.

Shortlisting Candidates: Based on the criteria set by the PTA, a shortlist of candidates meeting the requirements would be created.

Selection and Award: After evaluating all applicants, the committee would make the final selection. The selected candidates would then be notified, and the scholarship would be awarded based on the terms established by the PTA.

Individual-Sponsored Scholarship Application and Selection Policy

SSV College is privileged to offer scholarship opportunities instituted



by generous individuals associated with our institution. This policy outlines the application, selection, and awarding procedures for individual-sponsored scholarships, reflecting our commitment to supporting students' academic pursuits through private philanthropy.

Eligibility Criteria

Academic Achievement: Applicants must demonstrate outstanding academic performance in different Programmes.

Financial Need: Consideration will be given to applicants who demonstrate financial need, as assessed through a comprehensive evaluation of the applicant's financial situation.

Personal Statement: Applicants must submit a well-articulated personal statement outlining their educational and career goals, achievements, and reasons for seeking the scholarship.

Extracurricular Activities: Involvement in extracurricular activities, community service, and leadership roles will be considered as part of the selection process.

Application Process

The application for individual-sponsored scholarships will be available in the college office and may include specific requirements outlined by the sponsoring individuals.

Applicants must submit supporting documents, including academic transcripts, letters of recommendation, and the personal statement, by the specified deadline.

Incomplete applications or those received after the deadline will not be considered.

Selection Committee



A Scholarship Selection Committee, inclusive of representatives from the academic faculty and student affairs departments, will be established to evaluate all individual-sponsored scholarship applications.

The committee will review each application based on the eligibility criteria with due consideration for the specific preferences or criteria set by the sponsoring individuals.

Awarding Process

The Scholarship Selection Committee will recommend candidates for individual-sponsored scholarship awards based on the evaluation process. The final decision on scholarship recipients will be made by the committee considering the preferences of the sponsoring individuals.

Successful applicants will be notified in writing, and scholarship awards will be disbursed in accordance with the college's financial aid policies.

Transparency and Confidentiality

The scholarship application and selection process will be transparent, providing feedback to all applicants.

All information provided by applicants will be treated with the utmost confidentiality, and access to this information will be restricted to authorized personnel involved in the selection process.

Review and Revision

This policy will be periodically reviewed to ensure its effectiveness and relevance.

Any necessary revisions will be made in consultation with relevant stakeholders, including the sponsoring individuals.



This policy aims to ensure a fair and transparent process for the application and awarding of individual-sponsored scholarships at the college.

Conclusion

In conclusion, SSV College is dedicated to upholding the principles of fairness, inclusivity, and non-discrimination through its Scholarship Policy. This policy reflects our commitment to fostering a diverse, inclusive, and equitable learning environment, where every student can excel

4. E-GOVERNANCE POLICY

In the pursuit of operational excellence and academic innovation, Sree Sankara Vidyapeetom College is dedicated to adopting a holistic e-governance framework. This policy outlines our strategic approach to seamlessly integrating technology into administrative processes, academic endeavours, and library management, elevating our institution's standards and efficiency.

Objectives:

Our e-governance policy is designed to achieve the following objectives:

- **Operational Efficiency:** To optimize administrative workflows, reduce redundancy, and improve service delivery through smart technology integration.
- **Transparency and Accessibility:** To foster a culture of openness by ensuring real-time access to information and updates for all stakeholders.



- Collaborative Excellence: To facilitate robust communication channels that encourage collaboration among faculty, staff, students, and parents.
- Digital Learning Innovation: To leverage e-governance tools for nurturing a dynamic and adaptive learning environment.
- Data Security and Ethics: To uphold stringent data protection measures while maximizing data-driven insights.

Technology Infrastructure and Resources:

Leveraging the UGC, RUSA, and management funds, our technological ecosystem comprises:

- State-of-the-art desktop computers across departments and administrative offices.
- Three fully equipped computer laboratories.
- A cutting-edge network resource centre intricately linked with the library.
- Laptops procured through judicious allocation of UGC project funds and management funds.
- Laser printers stationed within each department for seamless documentation.
- A shared reprographic centre strategically located in collaboration with the library.
- Comprehensive campus-wide Wi-Fi access empowering both staff and students.

Academic and Administrative Excellence:



Student Admissions: While adhering to the Centralized Admission Process of MG University for merit-based admissions, we harness Customized Academic Management System (AMS) solutions to streamline student details entry, attendance tracking, TC generation, and more.

Financial Efficacy: By interfacing with government portals, we facilitate fee payment, scholarship administration, and financial transparency, thereby optimizing our financial processes.

Digital Workflows: The implementation of e-forms across departments ensures a paperless approach to various administrative tasks, enhancing accuracy and speed.

Augmented Learning Environment

Learning Management System (LMS): Our evolved online LMS with Google Classroom offers an expansive repository of course materials, assignments, and recorded lectures, promoting dynamic, virtual classroom experiences.

Faculty Empowerment: Encouraging faculty members to curate captivating online content and refine their virtual teaching prowess.

Data Integrity and Privacy

Cybersecurity: Fortifying our digital infrastructure with robust cybersecurity protocols and regular audits to ensure the utmost protection of sensitive data.

Compliance: Striving for unwavering adherence to data protection



regulations and ethical standards, safeguarding the privacy of all stakeholders.

Enriched Student Services

Admissions Enhancement: Elevating our online admission process to a user-centric platform, empowering students to seamlessly apply, pay fees, and submit documentation.

Grievance Resolution: A dedicated online grievance portal empowers students to raise concerns and track their resolution process.

Empowering Workforce

Capacity Building: Through a series of meticulously curated workshops and training sessions, faculty, staff, and students will master e-governance tools, effectively amplifying their digital proficiency.

Innovative Pedagogy: Faculty members are encouraged to weave technology-enhanced teaching methodologies into their curricula.

Library Management Evolution

Advanced Library Management Software: Our digitized library management software ensures streamlined cataloguing, resource tracking, and seamless online access to an extensive array of digital resources.

Research and Discovery: Enabling researchers and students to explore a wealth of e-books, research papers, and journals.



Continuous Monitoring and Improvement

Evaluation Committee: A designated committee headed by the Head of the Department of Computer Science, continually evaluates the e-governance plan's implementation and impact, fostering continuous improvement.

Stakeholder Feedback: Regular engagement with stakeholders ensures ongoing enhancement of our e-governance strategies.

Financial Sustainability

Resource Allocation: Aligning UGC, RUSA, ICSSR, PD and management funds strategically for the development and sustenance of our e- governance infrastructure and initiatives.

Innovation Partnerships: Exploring novel funding avenues through collaborative partnerships, grants, and synergistic alliances.

5. INFORMATION TECHNOLOGY (IT) POLICY AND ACCEPTABLE USE POLICY (AUP)

Purpose:

Sree Sankara Vidyapeetom College recognizes the importance of providing reliable and secure IT resources to support academic and administrative functions. This policy outlines the appropriate use of IT resources by students, faculty, staff, and other authorized users.



IT Policy:

Computer Labs:

- Computer labs are provided for academic purposes only.
- Users should not engage in any activity that interferes with the functioning of the IT infrastructure or disrupts the work of others.
- Unauthorized software installation or modification of system configurations is strictly prohibited.
- Users should log off from computer systems after use.

Campus Wi-Fi:

- Campus Wi-Fi is provided for academic purposes only.
- Users should not engage in any activity that interferes with the functioning of the Wi-Fi infrastructure or disrupts the work of others.
- Access to certain websites or applications may be restricted based on the academic needs of the college.

IT Security:

- Users are responsible for maintaining the security and confidentiality of their accounts and passwords.
- Users should not share their account information or passwords with anyone.
- Users should report any suspicious or unauthorized access to IT resources immediately.



Data Management:

- Users are responsible for the proper storage and management of college data.
- Users should not store any sensitive or confidential information on personal devices.
- Users should comply with all relevant laws and regulations related to data privacy and protection.

- **Software Licensing:**

- Users should comply with all software licensing agreements.
- Unauthorized duplication or distribution of software is prohibited.

- **Personal Devices:**

- Users may use personal devices on campus but should comply with all relevant policies and guidelines.
- Users should not use personal devices to store or process college data without authorization.
- Users should comply with all IT security policies when using personal devices on campus.

Acceptable Use Policy (AUP)

The Acceptable Use Policy outlines the acceptable use of IT resources by students and staff. All users are required to read and agree to the AUP before using any IT resources provided by the college. The AUP covers the following guidelines:



Use of IT Resources:

- IT resources provided by Sree Sankara Vidyapeetom College should be used for academic purposes only.
- Users should not engage in any activity that interferes with the functioning of the IT infrastructure or disrupts the work of others.

Access and Security:

- Users are responsible for maintaining the security and confidentiality of their accounts and passwords.
- Access to IT resources should not be shared with others, and users should log off their accounts after use.
- Users should not attempt to bypass any security measures or attempt to gain unauthorized access to IT resources.

Internet Usage:

- Users are responsible for their internet usage on campus and should comply with all relevant laws and regulations.
- Access to certain websites or applications may be restricted based on the academic needs of the college.
- Users should not engage in any activity that may be considered offensive or harmful to others.

Email Usage:

- Users should use Sree Sankara Vidyapeetom College email accounts only for academic purposes and should not send or receive any unsolicited or inappropriate emails.



- Users should not use college email accounts to transmit or store any illegal or copyrighted material.

Social Media:

- Users should use social media responsibly and in a way that does not reflect poorly on the college.
- Users should not use social media to harass or bully others, or to post inappropriate or offensive content.

Consequences of Violating the AUP:

Violation of the AUP may result in disciplinary action, including suspension or expulsion from the college or termination of employment.

The college reserves the right to monitor and audit IT resources and to take appropriate action in case of violation of the AUP.

Enforcement:

Sree Sankara Vidyapeetom College takes the IT Policy and AUP seriously and will take appropriate action in case of violation. Users who violate the IT Policy or AUP may face disciplinary action, including suspension or expulsion from the college or termination of employment.

Acknowledgment:

All users of IT resources provided by Sree Sankara Vidyapeetom College are required to read and acknowledge the IT Policy and AUP before using any IT resources. By using the IT resources provided by the college, users acknowledge that they have read and understood the IT Policy and AUP and agree to comply with them.



6. POLICY ON ANTI-SEXUAL HARASSMENT

The SSV College has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination based on gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence. The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty.”

Based on these, the college is affiliated, decided to adhere to the following:

1. An anti - sexual harassment cell to be made functional with at least two senior women faculty on the committee
2. An anti - sexual harassment policy to be adopted and publicized.



3. The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Following this, the SSV College, being committed to uphold the Constitutional mandate ensuring the above-mentioned human rights, adopted the following policy.

Declaration of Policy

SSV College, under the Sree Sankara Trust shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Objectives of the Policy

1. To fulfill the directive of the Supreme Court and the UGC in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the



college.

6. To create a secure physical and social environment which will deter acts of sexual harassment.
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Definition Of Sexual Harassment

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

1. Physical contact and advances
2. A demand or request for sexual favours
3. Sexually coloured remarks
4. Showing pornography
5. Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.
6. Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or enrolment in the institution whether she is drawing salary, or honorarium or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship including recruiting or promotion or academics when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.



Jurisdiction

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

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

7. POLICY ON ANTI-RAGGING

The institution maintains a strict zero-tolerance policy towards any form of ragging within its premises, encompassing departments, classrooms, hostels, canteen, library, laboratories, sports areas, both on and off-campus, as well as in all modes of transportation for students, be it public or private. In compliance with the UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009 and revised as per UGC Notification vide The Gazette of India Part III-Section 4, New Delhi dated June 29, 2016 and as per All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions,



Universities including Deemed to be Universities imparting technical education) Regulations 2009, Anti-Ragging Committee is constituted in SSV College

Objectives:

- Eliminate all forms of ragging from the college premises.
- Take appropriate actions against individuals engaging in ragging and those supporting or encouraging such activities, adhering to UGC regulations and the Kerala Ragging Prohibition Act of 1998.

Definition of Ragging:

Ragging is defined as any act of physical or mental abuse, including bullying, exclusion, or harassment, directed at another student, whether a fresher or otherwise. Such acts are strictly prohibited on the grounds of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, or economic background (as per UGC Regulation dated June 29, 2016, clause 1.3(i)).

Procedure:

The institution rigorously follows the regulations set forth by the Central Government, State Government, and the UGC to combat the menace of ragging.

The Anti-ragging Cell will implement precautionary measures to prevent discomfort to students, especially at the commencement of first-year classes.

- Organize sensitization programs for first-year students to educate them about all forms of harassment at the beginning of their programs.



- Conduct awareness programs for senior students to caution them against ragging, ensuring a safe and friendly campus for new students.
- Class tutors will remain vigilant, ensuring the safety of their students and taking necessary steps, including counseling if required.
- UGC regulations and the Kerala Ragging Prohibition Act are incorporated into the Academic Handbook.
- Anti-ragging posters will be prominently displayed in key areas of the campus.

An offense of ragging can be charged based on a written complaint by the affected party or an independent finding by the Anti-ragging Cell when a situation arises. The Committee will determine the nature of punishment, considering the nature and gravity of the offense, after conducting an inquiry.

The college will take disciplinary action, which may include suspension, cancellation of admission, expulsion from the institution, or any mode recommended by the Committee, against those found guilty of ragging or abetting ragging.

Duties and Responsibilities of Anti-ragging Squad:

- It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- It shall also be the duty of the Anti-Ragging Squad to conduct an on- the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any



student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. The Anti- Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

7. The members of the squad will visit at least once in a week all potential areas of ragging in or outside of the college and hostel premises, including at night and may capture the culprits.

8. GRIEVANCE REDRESSAL POLICY

The Grievance Redressal Cell plays a crucial role in facilitating the resolution of grievances in an equitable and impartial manner, while ensuring the necessary confidentiality. Students are encouraged to submit their genuine grievances in writing or through the online grievance submission form available on the college website.

Collegiate Student Grievance Redressal Committee:

As per the UGC (Grievance Redressal) Regulations, 2012 and All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and other such Regulations of a similar nature, a Grievance Redressal Committee is constituted in SSV College with the broad objective of preventing unfair practices and to provide a mechanism to students, parents, and others for redressal of their



grievances.

Composition:

- Principal of the college – Chairperson;
- Three senior members of the teaching faculty to be nominated by the Principal.
- A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in cocurricular activities.
- Special Invitee.

A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC).

The CSGRC shall send its report with recommendations, if any, to the Vice- Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.)

Objectives of Students' Grievance Cell

1. To support, those students who have been deprived of the services offered by the college, for which he / she is entitled.
2. To make officials of the college responsive, accountable, and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances with an impartial and fair approach.



4. To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.

Functions:

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments / Sections to redress the grievances.
3. To guide ways and means to the students to redress their problems.

Students' Grievance Redressal Procedure

Suggestion / complaint Box is installed in front of the Administrative Block in which the students, who want to remain anonymous, can put in writing their grievances. The students can also lodge their complaints/grievances to any one of the faculty like their Mentor, Head of the Department or the Principal, who is the Chairman of the Collegiate Student Grievance Redressal Committee, in writing which will be forwarded to the Committee for relevant action. The grievances can also be lodged by sending an email to grievances@ssvcollege.ac.in. In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University (i.e. Maulana Abul Kalam Azad University of Technology) The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.



9. WATER CONSERVATION POLICY

The water conservation policy of the institution aims to promote responsible water use, reduce water consumption, and contribute to environmental sustainability within the campus.

This policy applies to all members, employees, contractors, and visitors of the institution, and is committed to sustainable practices, including the responsible management and conservation of water resources. The institution recognizes the importance of water conservation in addressing environmental challenges and is dedicated to minimizing its water footprint. All members including students and employees are expected to actively participate in water conservation efforts, follow guidelines, and report any water-related issues promptly.

- The first and initial step towards the water conservation policy is to raise awareness among the members of the institution about the importance of water conservation through educational programmes.
- Implement water-efficient technologies and practices in all facilities, low-flow fixtures, water-efficient appliances, and irrigation systems help to minimize the water usage in the campus.
- The SSVC managerial system regularly monitors to inspect and maintain water supply and distribution systems to identify and promptly address leaks, inefficiencies, or other issues that may contribute to water wastage.
- The institution optimizes landscaping practices by selecting drought-resistant plants, utilizing smart irrigation systems, and scheduling watering during non-peak hours.



- Establish a system for monitoring water usage and set targets for reduction. The institution is conducting a water audit regularly.
- Implement rainwater harvesting systems wherever feasible, to capture and utilize rainwater for non-potable purposes.

10. POLICY TOWARDS SUSTAINABLE ENVIRONMENT

Implementation of environmental policy envisages to promote sustainability, responsible resource management, and a commitment to environmental protection as a holistic approach towards social development. The institution is committed to fostering environmental sustainability and responsibility in all aspects of operations. SSVC is unwaveringly committed to environmental responsibility, emphasizing energy conservation, green procurement, and sustainable practices to foster a resilient and eco-friendly future for present and future generations. Recognizing the importance of preserving our planet for present and future generations, the SSVC has established the following environmental policy.

- The institution adheres to all relevant environmental laws, regulations, and standards, ensuring full compliance with local, national, and international requirements.
- SSVC strives to minimize our ecological footprint by efficiently using natural resources, such as water and energy, and adopting sustainable practices in our day-to-day operations.
- Implementing measures to take proactive measures to prevent pollution, including the reduction of harmful emissions and the proper disposal of waste. The institution aims to protect air, water, and soil.



quality.

- To reduce the carbon footprint level and improve energy conservation the institution is undertaking measures like increasing the use of LED bulbs, installing and maintaining solar panels, and taking energy conservation measures.
- The institution recognizes the importance of biodiversity and ecosystems. We will support initiatives to protect and enhance biodiversity in the areas where the college operates.
- The SSVC provides training to employees on environmental sustainability practices, empowering them to contribute to the institutional efforts and encouraging a culture of responsibility towards the environment.
- Measures implemented for regularly reviewing and improving the environmental performance of the college, green and energy audits are done regularly.
- To reduce the carbon footprint by exploring and adopting renewable energy sources and offsetting emissions.
- Encourage the use of sustainable transportation options among employees, such as carpooling, utilizing public transportation to reduce the environmental impact of commuting.
- Implement water conservation practices, including the use of water-efficient appliances, systems, and landscaping techniques, to minimize water consumption.
- Seek partnerships and collaborations with environmental



organizations, governmental bodies, and community groups to leverage collective efforts and expertise for the betterment of the environment.

- For any events hosted or sponsored by the institution, strive to minimize environmental impact by adopting eco-friendly practices, such as reducing single-use plastics, promoting recycling, and minimizing waste.
- The college actively engages with the local community to raise awareness about environmental issues, share best practices, and collaborate on initiatives that contribute to the overall well-being of our environment.

By adhering to this environmental policy, the Sree Sankara Vidyapeetom College aims to play a responsible and active role in building a sustainable future for our planet. We invite all members of our institution and stakeholders to join us in this important journey towards environmental stewardship.

11. WASTE MANAGEMENT POLICY

A comprehensive waste management policy is essential for promoting sustainability, environmental responsibility, and efficient waste handling within an organization. Waste Management Policy aims to establish a systematic and sustainable approach to waste reduction, recycling, and disposal. The goal is to minimize the environmental impact of our operations, conserve resources, and promote a culture of responsible waste management among employees and stakeholders. This Policy affirms the commitment of SSV College to safe and efficient waste management, to reduce, reuse and recycle waste produced, and to



ensure compliance with and all legal requirements relating to waste management.

The college produces a diverse range of hazardous and non-hazardous waste streams and has a duty to ensure that steps are taken to reduce these waste streams where possible and to ensure where possible that these are disposed of responsibly, using approved, fully registered waste contractors. The College is promoting environmental and recycling issues as an integral element of its activities and demonstrates its commitment to continual improvement. The College promotes leadership in environmental protection and enhancement through continuous improvement in its waste management processes. The waste management policy includes:

- The College is fully committed to the movement Swachh Bharat Abhiyan and we have uncovered its path to a cleaner, more sustainable future. (Prime Minister Shri Narendra Modi Launched the ambitious 'Swachh Bharat Abhiyan' (Clean India Mission on 2nd October 2014.)
 - The College has put in place a management structure to ensure the waste management policy objectives are met. This document outlines the Policy of the College for controlling the management of waste, ensuring that the segregation, handling, transportation, and disposal of waste are properly managed to minimize the risks to the Environment and the Health and Safety of students, staff and public.
- Follow green protocol on a strict basis in the campus to reduce the use of products and services that are harmful to the environment.
- Ensure compliance with legislative requirements when considering waste disposal options.



- Ensuring the reuse of recyclable materials
- A waste segregation system is developed in the campus by including various stakeholders
- Colour coded dustbin systems are employed for the collection of solid waste. Green and blue dustbins are fixed in department corridors and campus premises. Ensuring the cleaning of dustbins on regular intervals.
- Separate disposal system is arranged for the disposal of biodegradable waste by digging pits. Sanitary napkins are disposed of in the incinerators installed in the campus.
- The College organizes various seminars, workshops, talks and other relevant programs to sensitize the students, staff, and the surrounding community about global and local environmental topics especially waste management issues.

12. DISABLE FRIENDLY CAMPUS POLICY

Sree Sankara Vidyapeetom College believes in providing a vibrant and enriching learning environment for all, regardless of ability. This policy outlines our commitment to creating an inclusive campus that fosters equal opportunities and celebrates diversity. The policy is dedicated to fostering an inclusive community that values diversity and prioritizes the needs of individuals with disabilities. The Disability-Inclusive Policy reflects the commitment of the institution to ensuring equal opportunities, accessibility, and support for all members of our institution.



- No students are discriminated against based on disability in admissions, academic programs, or campus services. Equal access to all college facilities, programs, and activities is guaranteed.
- Buildings and walkways will be designed with accessibility in mind, ensuring ease of movement for everyone. Ramps and accessible restrooms are readily available. Assistive technology, like screen readers and hearing aids are provided upon request.
- Wheel chair facility is also available in the campus for the needy.
- Faculties are sensitized to diverse learning styles and needs. Providing flexible learning options, such as extended deadlines and alternative assignments, will be considered on an individual basis. Accessible educational materials and audio recordings are provided whenever needed.
- Students with disabilities may request reasonable accommodations during examinations, such as extended time, scribes, or readers. These accommodations will be confidential and tailored to individual needs.
- The college provides dedicated support services, including counseling, academic resources, and peer mentorship, to assist students with disabilities.

The institution actively listens to student feedback and continuously adapts our policies and practices to create a more inclusive environment. The disabled friendly policy of the institution aims to build a campus where everyone feels valued, empowered, and capable of achieving their full potential.



13. EMPOWERMENT POLICY FOR TEACHING AND NON-TEACHING STAFF

The Empowerment Policy at Sree Sankara Vidyapeetom College (SSV College) is designed to promote the well-being, job satisfaction, and overall quality of life for both teaching and non-teaching staff members. This policy aims to create a supportive and inclusive work environment that values the contribution of every individual.

SSV College gives utmost emphasis to the academic competence of its faculty members. To cultivate a culture of continuous learning, educators are motivated to participate in subject-specific refresher courses, training sessions, short-term programs, and workshops, fostering a deeper understanding of their respective fields. The institution actively supports faculty engagement in research projects, providing essential infrastructure for the establishment of research laboratories. In a commitment to excellence, faculty members are urged to attend both national and

international academic forums, enhancing their teaching and research capabilities. Sree Sankara Vidyapeetom College believes that by fostering academic and research excellence among its faculty can contribute significantly towards the broader educational landscape and the advancement of knowledge.

Financial Support Policy

The Financial Support Policy of Sree Sankara Vidyapeetom College for faculty and non-teaching staff is designed with the following objectives in mind:

- Encouraging faculty members to attend both national and international



seminars, conferences, and workshops.

- Motivating non-teaching staff to attend training programmes and classes for improving communication skills.
 - Supporting faculty members in obtaining memberships in relevant professional bodies.

Guidelines for Faculty and Non-teaching staff Participation:

- A faculty member is allowed to participate in up to two international or national conferences/seminars/workshops.
- Non-teaching staffs are allowed to attend two training programmes in a year.
- Faculty members with a minimum of two years of service at SSV College are eligible to participate in these conferences/seminars. However, special permission may be granted for faculty members in their first two years of service.
- If a faculty leaves the service of the college before completing two years of service/confirmation, they are obligated to refund the entire amount incurred by the College for their participation in such conferences/seminars.
- All requests for participation in national or international conferences/seminars, including paper presentations, must be submitted using the designated format (Annexure 1) to the Research Committee. The submission should include copies of the abstract, acceptance letter for the paper, and official registration details indicating conference/seminar dates and fees.
- Additionally, the faculty member involved is responsible for coordinating with and/or informing the Head of the Department to ensure appropriate arrangements are made to manage their responsibilities during their absence.



for the conference/seminar.

- The application for attending conferences/seminars/trainings is to be made in a prescribed form (Annexure 1) which is available with the principal's office.



PRINCIPAL
SREE SANKARA VIDYAPEETOM
VALAYANCHIRANGARA P.O
(VIA) PERUMBAVOOR





SREE SANKARA VIDYAPEETOM COLLEGE

Sreesankarapuram, Valayanchirangara (P.O.), Perumbavoor,
Kerala.Pin.683 556. Phone: 0484-2657038, 2656938

(Affiliated to Mahatma Gandhi University)

NAAC Accredited at the 'A' level

E-mail: ssvidyapeetom@gmail.com

Web.www.ssvcollege.ac.in

FINANCIAL SUPPORT REQUEST

Date:

1. Name of the Staff :
2. Designation :
3. Department :
4. Details of the Event or Journal :
or Professional Body
5. Type : Seminar / Conference /Workshop / Webinar/ Training /
Journal Publication / Professional Body Membership
6. Dates of coverage : From: To:
7. Role : Paper Presenter/ Participant / Author / Member
8. Amount Claimed :
9. Justification for Availing :
financial support. if needed
separate sheet can be attached

(Signature of the applicant)

Recommendation by H.O.D

Recommendation / Notes by IQAC


Recommendation / Notes by Principal

Decision by Manager: Sanctioned / Rejected

Amount:

NB: All the supporting documents has to be attached herewith

Annexure 1


PRINCIPAL
SREE SANKARA VIDYAPEETOM
VALAYANCHIRANGARA P.O
(VIA) PERUMBAVOOR

