POLICY DOCUMENTS

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

Contents

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

PREFACE

KMM College of Arts & Science is a Self-Financing Institution approved by AICTE & Govt. of Kerala & affiliated to M.G. University, Kottayam. Our college prepares the youth with the right blend of knowledge, skill-sets and professional attitude, upholding ethical values and societal commitments. This institution is a part of Jai Bharath Educational Foundation which was established in 2002, and garnered a reputation as an educational trend setter that caters to equipping and empowering students from all backgrounds to succeed and progress through systematic application of innovative learning models. Now the foundation has become one of the leading promoters of educational institutions in the country under the vision of its founder chairman, Mr. A.M Kharim and other trust members. We focus on developing the right skills and orientation in students, as well as giving special focus on the all round development of students. We offer the right blend of skill and knowledge that are required and we do our best in promoting attitudinal aspects to achieve success in the present world. The Institution brings a young and fresh outlook with an orientation to equip managers with the skills and talents to meet the challenges of the present world with confidence.

Focused on the goals and objectives set forth by the inspirational founders, the organization strives to implement high-quality policies as stated in its policy document. The policy outlines the norms, policies, and procedures that apply to staff and students of the institution. These policies reflect the morals and principles that maintain the institution's high standards. The goal of policies, processes, and practices is to direct members of the college community in their daily activities. These materials are available for reference to staff, students, and other stakeholders as necessary guidelines. Monitoring measures are in place to make sure that decisions are being made in accordance with the institution's quality policy across all activities.

ADMINISTRATION POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

I. ADMINISTRATION POLICY

In order to achieve the specified objectives, education administration is a process of systematically managing and coordinating human and material resources available within the institution. In order to achieve the defined objectives, administration's primary objective is to make things happen. To speed up the process of excellence and glory for this institution, the following quality policies have been established at KMM College of arts and science.

a) Governing Body

- There shall be a governing body for the institution with the college manager as the chairman.

- The principal and vice principal shall be ex-officio members.

- There can be eight other members to be appointed by the manager.

- The Principal, who is the executive head of the institution, is entrusted with the responsibility of managing the day-to-day affairs of the college.

- The governing body shall supervise the entire functioning of the college.

- The governing body shall draft and approve all policies relating to the institution.

- All submissions of any kind to the Manager shall be through the principal.

- The manager is responsible for all management related accounts.

- The Vice Principal will be responsible for maintaining the discipline of the college. He will keep an eye on how well staff and students are following the rules.

- At least once in an academic year, the governing body shall visit all departments and the office. Alumni - Alumni contribute by connecting back to college, fundraising etc.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

b. Appointment

- Each teaching and non-teaching staff member's appointment is initially for a year, which is regarded as a probationary term.

- After probation is successfully completed, the management has the option to extend the service term for an additional set number of academic years.

- The appointment of the guest faculty and the faculty on contract is done by a committee headed by the manager.

- The appointment of teaching staff shall be done in adherence to the instructions of the UGC government and affiliated University.

- The appointment of the non-teaching staff is done as per the criteria imposed by the government and the Institution.

- Every member of the teaching staff will be appointed to the position of Assistant Professor.

- Each faculty member who teaches UG or PG students will have a department head.

b) Admission

- In accordance with the rules and regulations of the affiliating university, the principal shall be responsible for the admission of students.

- In order to carry out, supervise and monitor the admission process, an admission committee shall be set up by the principal.

- In relation to the admission and reservation of students, the committee shall comply with the rules and policies set out by the Government, the University Grants Commission and the accredited university.

- The Admission Committee shall draw up a list of eligible students to be accepted in accordance with the management quota.

c) Student Orientation

- In order to facilitate their integration into the institutional system, the newly admitted students will be given an orientation on the rules and regulations, code of conduct, curriculum, Co-curricular and Extra-curricular activities, NAAC imperatives, etc.

- The Vice Principal shall be in charge of the Orientation Programme with a well-Definition of the orientation charter and schedule.

- In order to stimulate their development of dynamism, students are provided with periodic workshops, seminars, webinars and training programmes on a variety of subjects relating to skill improvement, innovation, entrepreneurship, life skills as well as motivational and counselling classes.

d) Staff Orientation

- In order to ensure that all teaching and non-teaching staff members have the necessary competences, a one-day orientation course on different aspects of training requirements and ethics will be held at the college

- The Programme shall be organized by the Management with a well charted schedule.

- In order to establish and clarify their rights, duties and obligations, teachers and non-teaching staff shall receive training and an orientation on the College Code of Ethics.

- The temporary/contract-based staff shall be bound to abide by the norms of the Management regarding the appointment.

e) Faculty Empowerment

- Every year at least one national or international seminar, workshop or conference should be attended by the faculty.

- At least three papers should be published in an academic year from every department.

- A single least FDP or training may be attended by all teachers annually.

- Each faculty should compulsorly be a part of an extension activity.

- In addition to the course work they are assigned, teachers must participate in at least two additional administrative responsibilities every year.

8

- Faculty should provide with training in e-content creation, tutorials, mentorship and extension activities.

- Weekly sessions on development of soft skills and technical skills provided by the college should be attended by all faculties.

- Financial support for staff members' professional development may be granted based on its benefits to the student community.

f) Planning

- The planning committee, which is made up of the Manager, Principal, Vice-principal, IQAC coordinator, five faculty members, one technical staff and two Administrative staff will determine an annual budget for the next academic year at the end of every academic year based on the requirements found by the committee to upkeep of all infrastructural facilities.

- Every requirement will be divided into annual and daily requirements by the committee.

- To evaluate the infrastructure, facilities, and requirements for the upcoming academic year, the committee will meet at the conclusion of the year.

- The committee will create the budgets in accordance with the departmental standards and present them for approval to the principal and bursar.

- The committee need daily reports from the department heads regarding maintenance and repair needs, which can be sent to the principal's office. The needs will be processed by the bursar within 4–5 working days in order to keep everything available as soon as feasible.

- The budget will be given to the management for final approval.

g) Resource Mobilization

- In order to successfully mobilize cash and grants obtained from the Government, UGC, NGOs, Management, and benefactors for the college's academic, maintenance, and other support activities, the principal must maintain an open and well-organized financial management system.

- The principal must choose a coordinator for the fund mobilization committee.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- The committee shall notify management, departments, and employees about financing agencies and resources as well as other relevant announcements.

- The Committee appointed to oversee the efficient use of resources will oversee the principal's monitoring.

- The principal is responsible for setting up internal and external financial audits for management accounts as well as government/UGC accounts.

h) Purchase

- A committee for purchases should be established, with the Vice Principal serving as the coordinator.

- The purchase committee shall release the requirements and invite tenders from various vendors to ensure competitive rates.

- The purchase committee shall release the purchase order and forward it to the accounts department for payments and approvals.

- The committee for purchases should handle official purchases and adhere to all established rules.

- To guarantee transparency regarding the receipt and expenditure of funds, a register should be kept.

- The details of purchases shall be communicated with departments concerned for warranty registration and enter in their stock register.

i) Maintenance

- The Technical Supervisor should receive any requests for instrument and infrastructure repair.

- To document the maintenance needs, a register need to kept in the office.

- Department related maintenance shall be communicated through respective HODs.

- The maintenance requirements raised by any department should be fulfilled within 7 working days.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- The state of the labs, classrooms, and other departmental facilities must be kept clean and maintained by the house keeping departments, and should be overseen by the Supervisor.

j) Internal Complaints Policy

Policy Statement

Internal Complaints Committee (ICC) is an integral part of an educational institution where both male and female stakeholders are involved. The committee takes care of the complaints resulting out of sexual harassment in workplace. The female student/employee experiencing sexual harassment inside the college campus including hostel, may approach the committee with her complaint. The committee will take up the issue without any delay and bring it to the notice of the head of the institution. Remedial and punitive measures to be undertaken will be suggested by the committee.

Process

Any student or faculty member with a genuine grievance may approach the Internal Complaint Committee to submit their grievance in writing or by email to **internalcomplaintcommittee@kmmcollege.edu.in.** Grievances received are addressed systematically with the active involvement and cooperation of the respective department or section concerned. Necessary confidentiality is maintained throughout the handling process.

Ways to prepare a complaint

- A person who has experienced sexual harassment (the complainant) submits a written complaint to the ICC. This can usually be done through a formal complaint form, email, or in-person submission.

- The complaint should include details of the incident(s), the nature of the harassment, and any relevant evidence or witnesses.

- The ICC conducts a preliminary review to assess if the complaint falls within its purview and if it is valid and actionable.

- The inquiry is conducted in a confidential manner to protect the privacy of all parties involved.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- The respondent (the person accused of harassment) is notified of the complaint and given a chance to respond.

- Both the complainant and the respondent are interviewed separately, and the committee may also speak with other witnesses.

- The Inquiry Committee prepares a report summarizing the findings of the investigation, including whether the allegations were substantiated.

- The report is submitted to the head of the institution who reviews the findings and recommendations.

- If the complaint is substantiated, punitive measures against the respondent could include disciplinary actions, warnings, suspension, or termination, depending on the severity of the harassment.

ACADEMIC POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

II. ACADEMIC POLICY

Academic integrity is a key priority of the college, upheld by strict quality policies. Our academic policies and procedures ensure that both faculty and students understand their rights and responsibilities, maintaining the college's reputation through clear and fair guidelines for teaching and learning. It is essential for both faculty and students to be well-acquainted with these policies.

a) Teaching and Learning

- All instructors are required to adhere strictly to the annual Academic Plan.

- Each instructor must meticulously maintain records for tutorials, continuous evaluations, remedial sessions, and bridge courses.

- Information and Communication Technology (ICT) should complement traditional lecture-based teaching methods.

- Each instructor is responsible for documenting at least two student-centric academic or non-academic activities they have organized.

b) Examination

An Examination Coordinating Cell shall be established, comprising a Coordinator for Internal Exams and a Chief Superintendent for University Exams.

- The Chief Superintendent shall oversee all University examinations in strict adherence to MG University examination standards.

- University examinations shall be under the supervision of the Principal.

- The Coordinator of Internal Exams shall manage all internal examinations in alignment with the academic calendar.

- The coordinator shall devise a comprehensive schedule for internal examinations in alignment with the Academic Calendar.

c) Learner Centric/Specific Programmes

- The principal shall implement learner-centric Government initiatives like SSP, WWS, ASAP and support systems such as scholarships.

- Each program should have a coordinator assigned to it for better functioning and for monitoring the programme.

- Proper documentation of the documents is the responsibility of the coordinator.

d) Mentoring

- A mentorship coordinator will be assigned by the principal.

- Proper training for mentors will be provided.

- Each student will be having a faculty mentor.

- The mentor-mentee ratio cannot be more than 1:20.

- The mentor will help the mentee both personally and academically to encourage self-realization.

- The mentor is required to maintain a confidential report on mentoring.

- The department's mentoring program will be periodically observed by the HODs.

e) Department/ HOD Requirements

- HOD should monitor professional enhancement and teaching effectiveness of every faculty member.

- HOD should ensure the quality of academic programs and curriculum in every academic year.

- HOD should prepare reports on departmental activities, achievements, and challenges to higher authorities.

- Every department should conduct webinar/seminar/workshops once in a month.

- Each Department should initiate academic and placement collaboration with industries / institutes and should sign MOU.

- Each department should organize one relevant certificate course, and ensure maximum participation in the same.

f) Survey and Feedback

The survey and feedback mechanism outlined in the institution is designed to gather comprehensive input from stakeholders to continually enhance educational quality and operational effectiveness.

- Feedback on Teaching Methodology: Each faculty member is responsible for collecting feedback from students regarding the effectiveness of their teaching methods. This feedback is crucial for faculty members to reflect on their approaches and make adjustments that can improve student learning outcomes.

- Departmental Feedback: Each department gathers feedback from students on the general functioning of the department. This encompasses various aspects such as administrative processes, facilities, academic support, and overall student experience within the department.

- Curriculum Improvement Suggestions : Suggestions for improvements in the curriculum are communicated to the university's Board of Studies through faculty representatives. These suggestions are based on feedback from stakeholders, including students, faculty, and possibly other relevant parties.

- Role of IQAC in Feedback Assessment: The Internal Quality Assurance Cell (IQAC) plays a central role in this feedback process. It collects, organizes, and evaluates feedback gathered from all stakeholders across different parameters.

g) Outcome Based Education

- The college shall formalize and implement Outcome-Based Education to ensure instructional practices are centered on student needs.

- Each department shall delineate and formalize the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes prior to academic delivery, and these shall be published on the college website.

- An annual analysis of outcome attainment shall be conducted at both the departmental and college levels, with appropriate remedial actions implemented to address any discrepancies identified.

STUDENT ENTERPRISES AND SUPPORT SERVICE POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

III. STUDENT ENTERPRISES AND SUPPORT SERVICE POLICY

a) Extension and Outreach

Extension activities of the college provide a link between the institution and the community. Our institution has a robust framework for extension and outreach activities, which are crucial for fostering community engagement and societal impact.

Our Education/ Research/ Extension are based on the basic human values to help individuals/ families and community as a whole and to transform our neighbourhood society which is the strength of our institution.

The quality policies regarding Extension and outreach include:

- Appointment of a Coordinator: The principal delegates a coordinator responsible for overseeing extension and outreach activities. This ensures there is dedicated leadership and accountability for these initiatives.

- Student Participation Requirement: It's mandatory that all students engage in any of the extension activity annually. This requirement ensures that students actively contribute to community welfare, gaining practical experience and developing a sense of social responsibility.

- Design and Schedule of Activities: The coordinator is assigned to design and schedule extension and outreach events. These events focus on creating awareness among the public about various issues such as rights, access to information, exploitation, discrimination, and employment opportunities.

- Annual Report Preparation: The coordinator prepares an annual report detailing the extension and social outreach activities conducted throughout the year. This serves multiple purposes, including documenting the impact of these activities, maintaining transparency, and facilitating continuous improvement in future initiatives.

b) Library

- The library staff will make sure that faculties and students have easy access to the automated, well-stocked library facilities.

- Faculty, research scholars, and enrolled students are permitted to access the library's resources.

- Students and faculty are expected to use and return books in accordance with rules and regulations of the library.

- Teachers and students must follow the guidelines on using materials only for reference, not for distribution.

- At the beginning of the academic year, the library committee coordinator will compile a list of departmental level library requirements, which will then be sent to the governing body via the principal.

- It is required to update books, journals, other subscriptions, and digital sources on a regular basis.

c) Laboratory

- Students using laboratory facilities are required to follow the college's established guidelines.

- Teaching faculty and lab assistants will facilitate students' learning experiences in the labs.

- Lab assistants, supervised by the Lab-in-charge, should ensure the efficient proper working and periodic maintenance of all equipments.

- Stock register should be kept in every laboratory.

d) Counselling

The institution is committed to providing students with access to independent and confidential counselling services. These services are designed to offer support and/or intervention, whether practical or therapeutic, to enhance students' well-being and academic performance.

- Students will have access to independent and confidential counselling provided by a professional Counsellor.

- The Counsellor will offer support and therapeutic interventions.

- When working with students, the Counsellor will adopt a flexible approach, utilizing a variety of professionally recognized methods. The goal is to empower students to initiate personal change and improve their personal and academic outcomes.

- The Counsellor will coordinate with relevant faculty, when appropriate, for assistance and to support students who are considered to be at academic risk.

- The Counsellor and associated staff will maintain the confidentiality of information provided by students.

- The Counsellor and associated staff will keep records of each student's counselling sessions.

e) Placement

- The placement cell is formed with a coordinator authorized by the principal.

- Campus interviews and pre-placement trainings will be conducted by the Placement Cell.

- The placement coordinator shall keep liaison with companies for student placements.

- There should be a student and faculty representative from each department in the placement cell.

- The placement cell is responsible for keeping track of student placement records and minutes of meetings.

- The details of placements including job description, financial package etc. should be properly communicated to the students at least two days before the interview.

- The placement cell shall ensure the availability of resources prescribed by the companies approaching for placements.

f)   Students Council

- The Students' Council shall be created every academic year in accordance with the university rules.

- The election of students to the allocated posts of the Students' Council must follow the rules of the affiliating university.

- The members of the Student Council shall comply with the Principal's guidelines.

- The Students council will stand as the voice of the students and will recognize and provide active solutions for their problems.

- In order to facilitate personal growth, both in terms of academic and non academic attainment, proper scaffolding will be provided for students.

g) Scholarship and Financial Aid

- The college will ensure that students belongs to socially and economically backward class should avail the eligible scholarships and grants provided by Central and State Governments.

- Scholarships and financial assistance from non-governmental organizations will also be made available to eligible students.

- The institution will establish endowment prizes and internal financial aid to encourage and support students' academic progress.

h) Clubs and Cells

- The Principal shall appoint a Coordinator for each clubs and is responsible for overseeing and supervising the activities of all the Clubs.

- Each club or cell shall have two staff advisors to facilitate and manage its activities.

- All clubs and cells shall operate in accordance with an action plan formulated at the start of the academic year.

- Each club or cell is required to organize a minimum of two activities per semester.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- Each club or cell shall appoint two student coordinators to lead the activities.

- Staff coordinators must maintain records of each activity using the prescribed activity format.

- The formation of any club shall be at the sole discretion of the Principal.

i) Arts/ Sports

- The Physical Education Faculty will identify students with athletic talent.

- The faculty will encourage and offer necessary training in the sports where students excel.

- The faculty will create a program calendar for student participation in sports and games.

- With the Principal's approval, the faculty will organize Student Coaching Camps as needed.

- The institution will periodically enhance the sports and games facilities.

- The Management will allow nearby schools and other institutions to use the college's playgrounds and stadium for practice, matches, and sports events.

- Faculty Coordinator for Arts and Culture activities shall be appointed by the principal.

- The Coordinator for Arts and Cultural activities, along with the student Arts Club Secretary, will be responsible for organizing College Festivals and coordinating and preparing students for University Youth Festivals.

- The Management shall grant access to the college's playgrounds and facilities to nearby schools and other institutions for practice sessions and to host matches and sports meets.
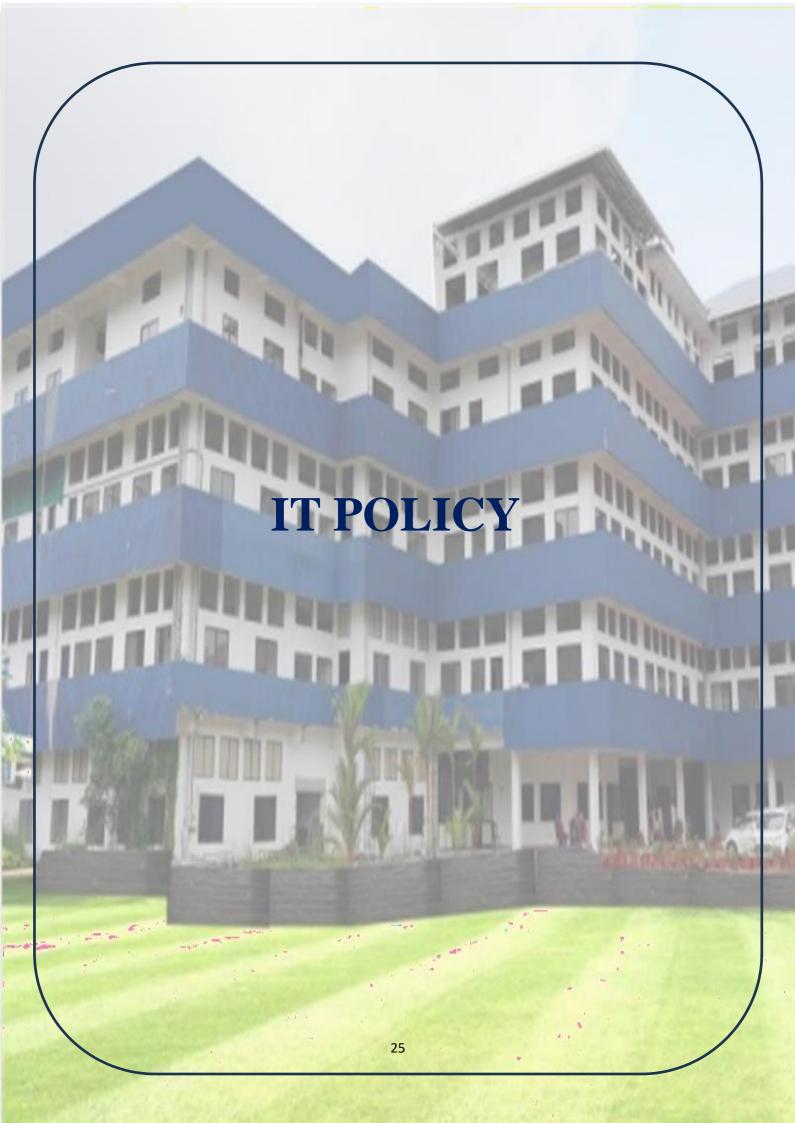
RESEARCH POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

IV. RESEARCH POLICY

The Research Policy of KMM College of Arts and Science, Thrikkakara aims to promote a research culture by supporting faculty and student research initiatives. It provides guidelines for ethical research practices, funding allocation, intellectual property rights, and collaborative partnerships. The policy encourages interdisciplinary projects, organizes regular workshops and conferences, and mandates strict adherence to ethical standards. By facilitating access to resources and fostering a collaborative environment, the Research Policy ensures impactful and innovative research outcomes within the institution.

- Establish a Research Cell led by the Principal, supported by a Coordinator/Convener and four faculty representatives from the Arts, Science, and Commerce streams, to oversee research proposals and projects.

- Organize seminars, symposia, and conferences on recent research trends at state, national, and international levels to cultivate a positive research attitude among faculty and students.

- Encourage teachers and students to pursue research and provide financial and related support, including infrastructure, library, and laboratory facilities, to faculty and students for productive research engagement.

- Ensure quality and ethics in research through systematic and regular monitoring by the Research Cell.

- Encourage faculty and students to participate in and present research papers at national and international seminars and conferences.

- Offer financial aid to departments for organizing seminars and workshops at regional, state, national, and international levels within their disciplines.

- Provide financial assistance to faculty for participating in national and international seminars and conferences, and for presenting and publishing research papers.

- Strengthen all eligible departments to achieve recognition as Research Centers.

IT POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

V. IT POLICY

The College works hard to make sure that its IT resources, procedures, and practices are implemented and managed in a high-quality, consistent manner. To enable and guarantee this, a thorough structure of precisely defined policies, procedures, and standards is needed. Regarding the use and security of its networks, computer systems, and information resources, the college upholds a number of policies.

The IT policy shall;

- Access must be given to every staff and students to the campus network.

- Motivate students to utilize the computer lab to its fullest.

- Encourage every employee and student to set up an email address.

- Prohibit staff members or students from sharing their official login credentials to any third party.

- Prevent the misappropriation of social media to disparage the administration, personnel, or students.

- Make sure that there are enough computers available, and that they are kept up to date by a computer maintenance service provider.

- Install and update anti-malware and anti-virus softwares on a regular basis.

- Legal action should be raised over misuse of the offered IT facilities.

- The disposal of the e-waste should be through though a licensed e-waste management company.

ETHICS POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

VI. ETHICS POLICY

At KMM College of Arts & Science Thrikkakara, we always strive to maintain honesty, transparency, and integrity. The college is of the opinion that everyone in its community has the right to work or study in a setting that is encouraging, safe, and secure. It upholds each member's right to an inclusive workplace and learning environment free from harassment and discrimination. The institution has an ethics policy in place to guarantee moral behaviour.

This policy's goal is to make clear the expectations for behaviour from all students, faculty, staff, the governing body, and those who work for the institution. It is intended that each member of the community plays a part in creating a respectful atmosphere by modelling appropriate behaviour and by preventing others from acting in an objectionable manner. Fairness and uniformity in all conduct-related matters are guaranteed by the policy.

According to the policy, the organization must:

- Establish a code of conduct to ensure the right behaviour of authorities, staff, and students.

- Give the management, the principal, and the vice-principal the responsibility to track and evaluate how the code of conduct is being implemented.

- Make plans to host training sessions, invited lectures, and orientation programs to motivate the campus community to abide by the established code.

- Encourage administrators and teachers to encourage and support a safe, inclusive, and courteous workplace where everyone is treated with decency and respect.

- Declare that violations of the college's policies, such as the code of conduct, are subject to disciplinary action, which includes termination.

ANTI-RAGGING POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

VII. ANTI-RAGGING POLICY

To forbid, stop, and eradicate the evils of ragging, which include any behaviour on the part of a student that results in taunting, treating a newcomer or any other student rudely, or engaging in unruly or disorderly behaviour. To make students aware of the perversity and degrading effects of ragging. The committee continuously monitors and keeps an eye out for ragging. It takes swift and severe action against any instances of ragging that are brought to our attention.

- Senior students should be given appropriate awareness.

- The campus and the classrooms should adhere to relevant laws, rules, and discipline.

- An anti-ragging affidavit is collected from newly joined students.

- The 24-hour anti-ragging helpline provided by UGC is available on the college website and notice board, as indicated below.

- Helpline Number : **1800-180-5522**

- The college helpline numbers are available on the college website, which will assist newly joined students in filing online complaints against ragging. Students may also file a direct complaint with the principal.

- If reported, strict legal actions will be taken.

GRIEVANCE REDRESSAL POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

VIII. GRIEVANCE REDRESSAL POLICY

KMM College of Arts and Science, Thrikkakara GRIEVANCE REDRESSAL POLICY adopts a zero tolerance approach towards ragging, sexual harassment and other student related issues. The following measures and mechanisms have been initiated in this regard :

General Awareness Measures: The policy primarily focuses on providing awareness classes to all students of the college regarding the legal consequences of ragging, sexual harassment and so on to sensitise students on such crimes. In this connection, senior student meetings are held (separately for male and female students) where the Principal, IQAC Coordinator and Discipline Committee Convenor address them prior to the commencement of first year classes. The college policy of ragging, anti-ragging laws, the supreme court verdicts and sexual harassment are explained. Besides ,first year students are given a full day Induction programme, with special sessions that explain the college policy and the mechanisms available to aggrieved students for Redressal.

Display Boards: Display Boards installed in the campus provide legal warnings to students.

Physical measures: in order to reduce opportunities for ragging, senior students are strictly prohibited from entering the first-year classes for the initial few weeks.

Anti-ragging pledge: The college adheres to the directives of Government of Kerala and the Supreme Court where each student who takes admission in the college is required to sign an anti-ragging declaration in the presence of his/her guardian stating that he/she will not involve in any ragging related issues

Statutory Bodies: The college constitutes mandatory bodies like Anti-ragging Cell, Discipline Committee and Internal Complaint Committee. Anti-ragging cell exclusively deals with ragging related issues. Discipline Committee deals with all other kinds of disciplinary issues. Internal Compliant Committee deals with sexual harassment. These bodies take up and redress cases relating to their respective areas. They also organize awareness and sensitization programmes for students.

WASTE MANAGEMENT POLICY

IX. WASTE MANAGEMENT POLICY

KMM College is duty bound in transforming the lives of society through excellence in teaching, social commitment and services to the society. Our college admires the responsibility of each individual in preserving nature for the coming generation. A better today will be a best gift for tomorrow. Stakeholders of the college firmly uphold a strong waste management policy, where the disposal of waste is ensured properly by the cleaning staff of the college. The college is proud of the student initiatives in converting the waste materials into value added products. Waste management includes the processes and actions required to manage waste from its inception to its final disposal. The campus has taken several measures to collect, and dispose the waste.

FEATURES IN THE CAMPUS

- Biogas plant.

- Incinerator for Sanitary Waste disposal and paper waste.

- Awareness programmes for waste management through NSS.

- Student Projects on Waste Management.

- Waste sorting using coloured bins.

WASTE MANAGEMENT POLICY STATEMENT

KMM College's Waste Management Policy statement articulates the role of the campus in reducing its hazardous impacts on the environment through a brilliant and effective waste Management system. The campus's endeavour is to build a Zero Plastic campus, thereby creating a sustainable environment for the upcoming generation

OBJECTIVES OF THE POLICY

- Preserving the natural resources for a better future.

- Ensure sustainability

- To protect the groundwater sources.

- To ensure that the stakeholders are aware of the adverse effects of waste on human health, the environment, planetary resources and aesthetics.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- To consult the scrap dealers for the monthly elimination of scrap waste in the college.

- To increase awareness regarding the waste minimization among the society members.

- To develop the campus as a model of waste management system in the urban society, serving as a role model for others.

RESPONSIBILITIES AND ROLES

The waste management team comprises of:

- Principal

- Vice principal

- NSS Volunteers

- Faculty Coordinators from all departments

- Technical staff and LGS

ACTION PLAN

- Regular monitoring for the conservation of water and other energy resources.

- Provide a good awareness to the stakeholders.

- To Teach students to convert the used papers into paper bags and to distribute them to the nearby stores monthly.

- Convert campus to a zero-plastic zone.

- Signing contracts with scrap dealers and thereby targeting a reduction in the disposal of wastes.

- Provide guidelines on waste reduction, segregation, collection and disposal practices in accordance with international best practices, to avoid deterioration of the natural environment and negative impacts on the health and safety of communities in the Project Area.

ALUMNAE POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

X.   **ALUMNAE POLICY**

MISSION

- Alumnae Association seeks to advance the mission of college by keeping its alumnae informed about the progress and goals of the college, encouraging fellowship among its alumnae, and supporting the interests of the College.

- To facilitate professional networking for mutual benefit in academic, professional, and/or business areas.

OBJECTIVES

- To increase interaction and help to increase communication between the College, past students and present students undergoing education in this College.

- To render consultations or provide services to Business associated with Alumnae in the field of technical, Commercial, standardization, testing facilities and in such other fields related to various departments.

- To enhance, modernize and upgrade the existing facilities of the college with the help of alumnae partners.

- To make available the industrial training, placement and other facilities to the present students with the help alumnae.

- To encourage educational, cultural, sports and such other activities as Governing body may deem fit in furtherance of the objects.

- To conduct seminars, conferences, workshops, lectures, webinars and other academic activities for the benefits of Alumnae and students of the KMM College.

- To organize and establish scholarship funds to help the needy and deserving students.

- To Institute prizes and awards for outstanding project work, research papers or other professional activity by the Alumnae of the College.

- To suitably recognize outstanding social and community service by the Alumnae.

- To promote career guidance, interaction and continuing education to the Alumnae and students of the College.

- To publish books/leaflets/journals/ magazines/ periodical newsletter or any other publication, covering the achievements of the Alumnae and the tasks undertaken by the Association in the given time.

- To collect funds by subscriptions, contributions, donations and gifts from members, non-members, for furtherance of the above objectives.

- To develop entrepreneurship in various field with the help of alumnae.

ENERGY POLICY

XI.   ENERGY POLICY

PURPOSE

The Energy Policy of KMM College promotes renewable energy resources, thereby avoiding depletion of fossil fuels and making earth more sustainable

SCOPE

All the stakeholders of KMM College including management, principal, teaching and non-teaching staff, students and those who use the campus shall adhere to the energy policy.

POLICY STATEMENTS

- Installing energy efficient lighting and appliances throughout the campus to reduce the amount of energy used.

- Priority needs to be given to energy efficient equipment during purchase.

- Investing in solar energy has to be given prime importance.

- An Energy Monitoring Committee has constituted in the institution to check the use of various energy sources available in the institution.

- The Energy Monitoring Committee conduct energy audit annually and submit the report to the head of the institution.

- Maximum use of daylight has to be promoted in classrooms and office rooms.

- Encouraging students and employees to conserve energy by turning off lights and electronic devices that are not in use.

- Promoting the use of LED lamps in the institution.

EFFECTIVE MEASURES

- There is a proposed project of solar panel installation on library building under construction.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- Using LED bulbs for newly constructed buildings and most of the incandescent and fluorescent tube lights are replaced with LED bulbs.

- Bio gas plant is implemented in the campus for the effective energy conservation and to dispose the bio waste from college canteen effectively.

PROBLEM SOLVING

- Formed an Energy Monitoring Committee with the head of the institution, Staff and Student representative and a technical staff.

- Regular Monitoring and benchmarking of resource usage and waste generation.

- Provide training for faculty and students about Energy Management and Energy Conservation.

- Keeping proper sign boards to avoid wastage of water and electricity.

ENERGY AUDITING

The energy monitoring committee conducts energy audit every year. The Energy Management team comprises of:

- Head of the institution

- Staff and Student Representatives.

- Technical Staff

GREEN AND ENVIRONMENT POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

XII.   GREEN AND ENVIRONMENT POLICY

GREEN POLICY OF THE CAMPUS

Green campus initiative of KMM College is committed to build a society that is more sustainable and in harmony with nature. The green campus is a place where environment friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green policy aims to reduce environmental impact, promote awareness and education for a green environment and create a culture of sustainability within the institution and beyond.

PURPOSE

The goal of the green campus and environment policy of KMM College is to enrich and educate the members of institutions protecting and preserving the flora and fauna in the campus.

SCOPE

To develop and promote an eco-friendly campus, this policy is applicable in the institution.

POLICY MAKING

Following proper recycling methods and disposing the bio-degradable wastes in appropriate channels, the waste management in the campus is kept updated. In addition, several guidelines have been instructed to the members of the campus to preserve the sustainability in Green initiatives of the campus. NSS volunteers have conducted numerous awareness programmes such as flash mobs, clean environment drive etc, demonstrating the campus's commitment to spread these values to the society. The message has been shared among members to encourage from the conversion of non-renewable resources to renewable resources.

The main objectives are as follows:

- To create an eco-friendly campus by completely eliminating the Plastic waste in the campus.

- To conserve energy by promoting all alternate energy resources such as solar energy, biogas and other power efficient equipment.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- To inculcate the need among the students and urban society members in conserving rain water for a better tomorrow.

- To ensure that the campus is responsible for building trees which helps in soil erosion and reduces the pollution inside the campus.

- To develop a vegetation culture among the students which helps the students to maintain harmony with nature.

- To encourage the students in understanding the need of preserving the natural resources of nature for the coming generation.

EFFECTIVE MEASURES

- Maintain the campus as plastic free by prohibiting the use of banned plastic materials, plastic wrapped bouquets, plastic bags, flex banners, plastic water bottles, plastic cups and plastic wrappers.

- Making the landscapes into green lawns decorated with garden plants.

ENVIRONMENT FRIENDLY CAMPUS

- Providing an eco-friendly atmosphere for the stakeholders of the college.

- Installing drinking water provisions in all blocks in the campus.

- Restricting the entry of vehicles inside the campus.

- Encouraging more electric vehicles and bicycles inside the campus.

- Awareness programmes related to the Green Campus Theme.

- The college runs a proper waste management system by sorting solid,liquid,chemical and e-waste.

ENERGY EFFICIENT CAMPUS

- Reduction of paper materials by replacing e-study materials and other internet facilities in libraries.

- Using LED and other solar energy resources in a notion of preserving the energy.

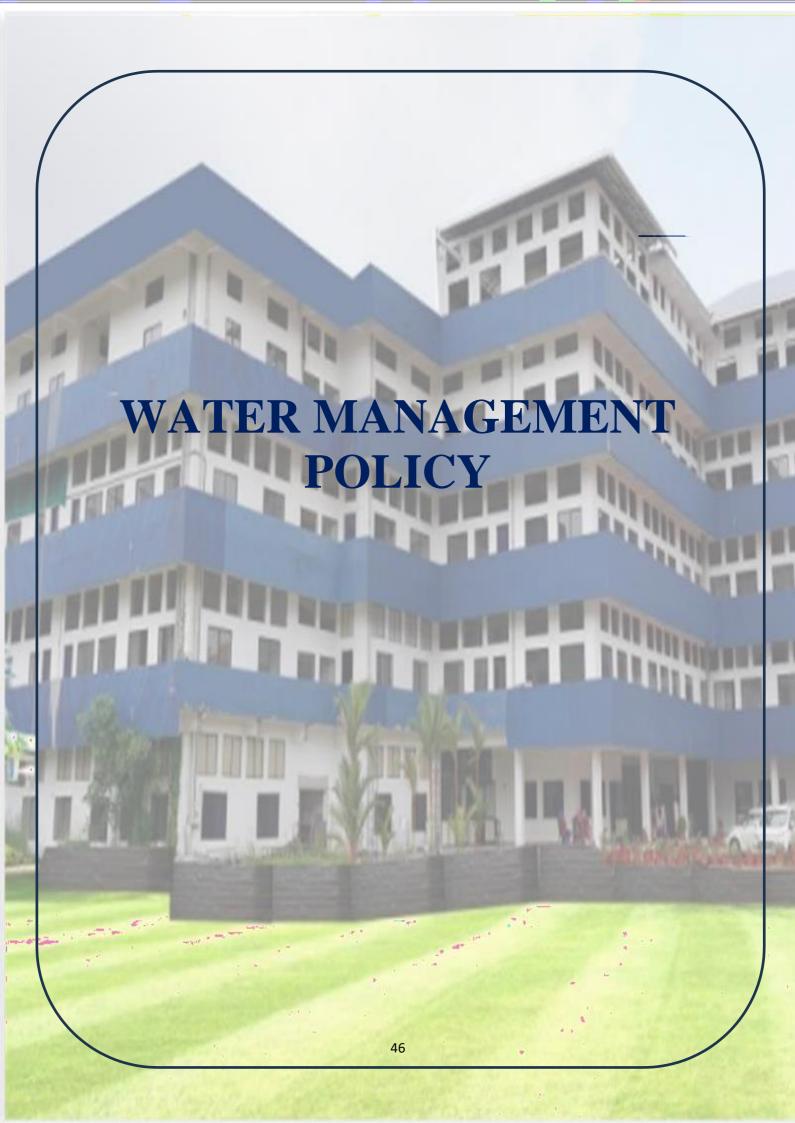- The College has implemented a sensor-based adjustment system.

- Parking is well supervised by the security staff of the college to ensure that no outside vehicles enter the campus.

PROBLEM SOLVING

Stakeholders of the college have been educated about the need of preserving the sustainability of the campus.

WATER MANAGEMENT POLICY

XIII. WATER MANAGEMENT POLICY

PURPOSE

KMM College's Water Management policy is to provide safe and clean water throughout the campus. We believe in the sustainable management of water facilities. We are focusing on increasing our understanding of water-related risks, setting meaningful goals, improving our water efficiency, and advancing innovative solutions to water challenges. There are several water conservation systems available in our campus which supply drinking water to the entire institution.

SCOPE

All the stakeholders of KMM college including management, principal, teaching and non-teaching staff, students and those who use the campus shall adhere to the water management policy.

POLICY STATEMENTS

- To provide adequate water supply to meet the demands of the campus.

- To provide clean, safe and reliable drinking water.

- There was continuous monitoring of leakage and wastage of water. Immediate actions are taken to prevent wastage of water.

- To provide adequate facilities for the maintenance of water bodies and subsequent water distribution systems to fulfil the various needs of the institution.

INITIATIVES

- Storing of Municipal supply water in water storage tanks to ensure the availability of water in the whole campus area.

- Ensuring the improvement of drinking water quality by installation of water purifiers in each floors with a cleaning chart.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

- Establishing a rain water harvesting system with a water conservation tank capacity of 5000 Liters in the campus area.

- College campus is equipped with overhead tanks for storage and uniform distribution of water in the campus area and rainwater harvesting for water recharging points and watering the garden plants.

- The college fix leakages immediately and performs periodic maintenance required to prevent water loss inhouse plumber.

ROLES AND RESPONSIBILITIES

The Water Management Team comprises of:

- Head of the institution

- Staff and Student Representatives

- Technical Staff

POLICY ON INFRASTRUCTURE FOR DIVYANGJAN

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

XIV.   POLICY ON INFRASTRUCTURE FOR DIVYANGJAN

INTRODUCTION

The institution has a Divyangjan friendly environment. Our institution offers a barrier free environment to Divyangjan. It is important not only for students, scholars and academics with disabilities, also for the societies they live in, as it helps to combat discrimination and promote diversity and participation. This institution has Divyangjan friendly environment with ramp, rail, washroom, signage including tactile path, display boards and sign boards. Assistance technology like websites, softwares and provisions for enquiry, counselling etc. The institute aims to design its programmes, administration and activities to be accessible to the students. All the authorities of the institute are striving to extend a helping hand towards the Divyangjan so as to ensure the benefits of ground programmes, administrations and activities. The Government of India formulated the national policy for persons with different abilities in February 2006, which deals with the educational rehabilitation of persons with disabilities. The college recognizes that people with disabilities are valuable human resources for the institution and seeks to create an environment that provides equal opportunities, protection of their rights, and full participation in the academic environment. The right to education focuses on the need to have an inclusive education, which means to educate students with learning difficulties and to identify their rights for the fulfilment of the educational needs. The institution provides equal opportunities to all students with the guidelines given by the State government.

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

OBJECTIVES

- To provide a nurturing and motivating environment for Divyangjan students to accommodate their pedagogic needs.

- To ensure Divyangjan students get equal opportunities to explore their educational potential.

- To improve their confidence level.

THE FOCUS OF THE POLICY

- To ensure that the building's design is Divyangjan friendly by providing ramps, rail and lifts.

- To ensure accessible, gender sensitive, safe, usable, and functional washroom facilities provided for differently abled people.

- To ensure the proper text and pictogram signage such as tactile paths, lights, display boards, and signposts are necessary and located to be visible and touchable.

- The use of male and female symbols, in accordance with local customs and standards, with raised outlines and bright colour contrast will be more evident to everyone and particularly helpful for people with visual impairments.

- Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology and leadership. Teaching staff and college communities are responsive to their needs.

- To ensure the accessibility of software tools and technology for people with disabilities.

- Provision for enquiry and information; human assistance-reader; scribe; soft copies of reading materials, screen reading.

- To create an inclusive culture to avoid discrimination, exploitation and exclusion of differently abled students and staff.

- To ensure that all legislation pertaining to people with Divyangjan is followed.

- To provide accessible and inclusive education at the institute.

- To ensure the full participation of people with Divyangjan and to provide them with equal opportunities for development.

ACCESSIBILITY POLICY

The institute should provide various provisions to create a Divyangjan-friendly campus. The institute administration and faculty members should ensure appropriate and reasonable accommodations for each person with a disability and be willing to resolve access problems. The campus should be barrier free and accessible for people with different abilities.

THE PRINCIPLES OF ACCESSIBILITY

- To provide accessible textbooks and study materials to all students with disabilities.

- To ensure awareness programs for all the teachers and non-teaching staff regarding the issues of accessibility.

EXAM POLICY

The institution will make reasonable changes to the educational plan and assessment framework to meet the needs of students with disabilities. The guidelines and regulations have been issued by the examination department for use in exams. The college also provide two class room facility-for the Divyangjan students in the time of exams in the ground floor.

ACCESS AUDIT

- Facilities are available for employees and students.

- Ramps and Divyangjan friendly toilets.

- Facilities are provided from time to time as per government rules.

- Disability sensitization sessions are part of the student and employee induction program.

- Faculty members are trained to assist people with different ability, including pupil with learning disabilities.

- The college provides a Divyangjan -friendly barrier-free environment where differently abled people can move safely and freely and use the facilities within the built environment. The environment supports the independent functioning of individuals so that they can participate without assistance in everyday activities within the campus. Buildings, places, and transportation systems are made barrier-free with the following amenities.

RAMP

Ramp rails, an inclined plane, are built in addition to staircases in all the blocks. The ramps are carefully designed as per specifications to be used by differently abled people.

SIGNBOARDS

Signboards ensures that differently abled people can easily access the facilities.

PERSONAL ASSISTANCE

The reception counter provides assistance with all necessary information to the Divyangjan people.

GENDER EQUITY POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

XV.   **GENDER EQUITY POLICY**

To fulfil its mission and vision the college is committed to gender equity within the institution. The College adheres to the standards of international ethics, beginning with the Human Rights Declaration of 1948 and related agreements like CEDAW. It also respects constitutional ethics. The College's policy aims to enhance gender equity within the institution by adhering country's laws, including the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, The Protection of Children from Sexual Offences Act, 2012, Equal Remuneration Act, 1976, Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, Protection of Children from Sexual Offences (POCSO) Act, Information Technology Act, 2000 and any new laws introduced for the welfare, protection, empowerment, and rights of women and transgenders. The College will incorporate the essence of both national and state-level policies, such as the Gender and Empowerment Policy 2010-2020 and the Kerala State Women's Policy.

The organisation incorporates gender equity in all operations through gender awareness among students, faculty and staff. Gender-related conversations will be promoted in all academic and extracurricular endeavours in the college to raise awareness of gender issues among all stakeholders.

The organisation recognises gender equity in all academic and administrative areas such as nominations, elections, admission and appointments to advisory and decision-making bodies. The organisation shall implement activities that foster an environment that supports and rewards the full contribution and productivity of both women and men.

The college creates and maintains a gender sensitive work environment. Every kind of gender barrier would be identified and eliminated. Our policy is "Zero tolerance for gender-based violence" encompasses economic, verbal, emotional, and physical forms of violence motivated by a person's gender. There will be monitoring, identification and correction of common place instances of gender-based violence and sexism. The gender-based obstacles that prevent students from participating in extracurricular and academic activities will not be encouraged in the college. College ensures career development opportunities which are afforded to both women and men. The introduction of gender-sensitive and gender-empowering psychological counselling would address the challenges related to gender that affect staff and students.

In order to study the gender dimensions of the relevant courses and start a conversation in this direction, KMM College will ensure gender equity and train the teachers and students. College is dedicated to enhance gender equity within the institution by managing human resources and by improving organizational culture. It aims to promote gender equity through programmes that serve the community. By 2025, the College will develop a centre for gender studies and research to oversee these kinds of projects. The gender parity of the KMM College and its operations will be promoted through the procedures and structures already in place such as the internal complaints committee, women's cell, annual orientation programme and periodic gender audit.

E-GOVERNANCE POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

XVI. E-GOVERNANCE POLICY

E-Governance used in our institution allows the use of information and communication technologies to enhance the quality of the online services to the administrative functions. The main aim is to improve communication, promote transparency and accountability and also to increase cost and time effectiveness. Governance in all areas is inevitable in the current era.

Implementation of E-governance has been a strategic plan of our college in the last year. To supplement this the college updates ICT facilities and improves the IT infrastructure. Training program of the staff members are arranged to equip them with the latest technological development.

OBJECTIVES

- To implement a computerized mechanism in proper collection, storage and maintenance of data relating to planning and development of institutions.

- To ensure efficiency, transparency and clarity in different functionalities of our institution.

- To provide online or electronic modes of communication among different departments of the college.

- To ensure teamwork among the users of the institution.

- To provide easy access to information.

The following areas have been identified and developed to enhance E-governance.

- Student Admission

- Fee collection

- Staff attendance

- Internal mark preparation

- Student feedback

- Student web portal.

- Examination activity automation.

Administration and student support: This section provides various administrative and student activities such as Administration, Admission, student data, Academic and staff data.

Finance and Accounts: It is concerned with student fee collection, salary disbursement, ESI and all other financial activities. These are done with the help of Tally. ERP 9 software.

Examination: The main area includes application submission, Student confirmation, Hall Ticket printing, exam time table entries, Exam absentee's entries, Internal mark entry.

SOCIAL MEDIA POLICY

KMM COLLEGE OF ARTS AND SCIENCE
(Affiliated to MG University, Approved by AICTE & Govt. of Kerala)
Edapally Toll Gate | Pipeline Jn | Thrikkakara | Cochin - 682021

Policy Documents

XVII.   SOCIAL MEDIA POLICY

The College is dedicated to utilizing the best available technology and innovation. This commitment includes employing all reasonable and cost-effective methods to enhance communication and interaction with the communities and individuals we serve. The college encourages both students and faculty to use social media as accessible platforms to streamline and enrich engagement and communication. To prevent significant errors that could lead to reputational, legal, and ethical issues, as well as the misuse or abuse of social media, the institution has established specific guidelines and policies for social media use. The policy includes:

- Forming a committee to monitor social media and update the College website.

- Ensuring announcements of upcoming events and daily activities are published on the college website, and other social media platforms.

- Providing guidelines and orientation for social media committee on using social media platforms and the website of the college.

- Supplying guidelines and instructions for staff and students on how to share contents for social media and website needs with the monitoring committee.

- Providing guidelines and instructions for social media committee on how to upload content to the college website and social media platforms like YouTube, Facebook, Twitter, and Instagram.

- Promoting maximum engagement of staff and students on social media to enhance the college's image.

- Encouraging optimal use of social media to support student activities and services.

- Publishing students' achievements and college accomplishments on social media and the college website to ensure wide public recognition of the college.