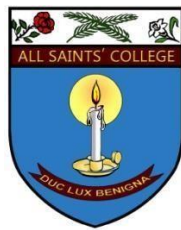


**ALL SAINTS' COLLEGE,  
CHACKAI  
THIRUVANANTHAPURAM**



**UPDATED  
POLICY MANUAL**  
*(w. e. f 2016-2017)*

## **Vision**

The creation of dynamic young women who are academically proficient and financially independent, socially committed and morally upright.

## **Mission**

To develop a centre of academic excellence which will provide both knowledge and skills to meet the challenges of today's fast - changing scenario. We believe that our students will be the agents of change in the community for whom the College was set up and in the larger society.

In keeping with the central principles of the institution, policies have been drafted and implemented to ensure a seamless flow of resources to the ultimate beneficiaries, the students.

The governing policies of the institution have been sub divided for ease of administration. They are as follows:

### **Foundational Policies**

1. The foundational policies of the institution reflect its core values.
2. The institution shall commit itself to the upliftment of the vulnerable communities belonging to the coastal belt of the region.
3. Special focus to be placed on women empowerment through social and economic independence through vocational training and imparting life skills.

### **Academic Policies**

1. Academic calendar of the institution must be formulated in accordance with the academic calendar of the University of Kerala.
2. The Academic protocol committee must make provisions for the smooth conduct of internal and external examinations. It must detail related matters such as preparation of internal question papers, attendance lists and CE marklists.
3. The committee must oversee the UG and PG dissertations and the conduct of the Viva and Voce.
4. The committee must also ensure quality assurance of the projects.
5. The committee must coordinate the conduct of internal academic audit.
6. It must oversee the conduct of external academic audits of the departments.
7. The feedback must be collected from the students and analysed. The committee must also make recommendations based on the analysis.

## **Outreach and Extension Policies**

The institution must enter into a meaningful engagement with society in areas such as environment consciousness, skill development.

1. All outreach and extension activities can be carried out only with the prior permission of the Manager/Principal.
2. All related fund allocation and collection if any must be done so with the permission of the Manager/Principal.
3. All departments must adopt an extension activity and conduct programmes relevant to the same.
4. The extension activity can be done in collaboration with external agencies or individuals.
5. The departments must ensure field or industry visit in keeping with their activity of choice.
6. The outreach activities of the college must reflect the aims and core values of the institution.
7. Emphasis must be placed on dissemination of knowledge that has particular significance to society such as environment and energy conservation.
8. The institution must maintain strong ties with the community and must orient its outreach activities towards the benefit of the same.
9. The areas to be addressed must include social upliftment of women in particular and the immediate community in general.
10. Provisions will be made for teachers and students to organize and participate in these activities.

## **Research Policies**

1. The institution will bring all research initiatives under a common umbrella.
2. A centre for research must be instituted to realise this goal- SCORE. (Saints' Centre for Outreach Research and Extension)
3. The coordinators of this centre must participate in resource building initiatives and also impart the ideas gained through such initiatives to others members of the staff.
4. Research centres, research labs of the college and research guides of the college who are affiliated to other research centres must come under the ambit of SCORE.
5. Any proposal for projects, seminars, conferences or workshops must be forwarded to the Principal through this centre.
6. Financial assistance if needed must be submitted in the form of a budget before SCORE for final approval. Funding will be granted on the basis of relevance, impact and budgetary requirements.
7. The papers of the research scholars affiliated to the research centres of the college must be placed before the research committee prior to publication.
8. An annual review meeting of all the research departments must be conducted. Copies of documents submitted for various purposes must be submitted to SCORE.
9. Hard copies of the theses, papers etc. of the research scholars must be submitted to the college library for obtaining final clearance.

## **Infrastructural Policies**

### **General Policies**

1. The institution must guarantee adequate infrastructure to carry out its primary objective.
2. The infrastructure of the institution is the cumulative responsibility of all its stakeholders and must be seen and maintained in that light.
3. The institution must upgrade its infrastructural profile in keeping with its growth patterns.
4. The institution must be differently abled friendly.

The physical infrastructural policies of the college will cover the following aspects:

1. Buildings
  2. Auditorium
  3. Recreation Hall
  4. Audio visual Hall
  5. Computer Centre
  6. Laboratories
  7. Plant Conservatories
  8. Museum
  9. Language lab
  10. Reprographic centre
  11. Furniture
  12. Transport
  13. Canteen
  14. Infirmary
  15. Rest room and washrooms
  16. Public Address System
  17. Wellness
  18. Noticeboards
  19. Potable water
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1. Venues such as the audio visual and conference halls can be used only after obtaining prior permission from the Manager/Principal.
  2. The buildings must undergo annual maintenance.
  3. There must be scheduled checks done of equipment such as mikes, speakers, light and sound systems of venues such as recreation hall and audio-visual and auditorium.
  4. Maintenance register must be maintained by all departments to keep track of the routine check and maintenance of computers, fans, lights and electronic outlets carried out in the departments.
  5. The maintenance register for general maintenance of other electronic equipment must be kept by the office Superintendent.
  6. The college bus is meant for the exclusive use of the students and teachers of the college.
  7. The canteen must provide food prepared under hygienic conditions. Aerated drinks as well as processed foods must be avoided.
  8. Indisposed students can rest in the infirmary. Any illness must be reported to the class teacher or in her absence, to the Head of the department.

9. In case the student falls ill during class hours, the guardians must be alerted and the student be taken to the nearest hospital with the permission of the college authorities and guardians.
10. The hostel facilities must be provided only for the students and interns of this institution.
11. The wellness initiatives of the college must ensure a fitness culture of the institution.
12. There must be provision for safe drinking water in every block of the college.
13. Flyers and circulars on noticeboards must carry the initials of the Principal or the seal of the department. All notices must carry a Date of Removal (DoR).

#### **Laboratory**

1. Labs must be set up or updated in a manner sensitive to curricular and research protocols.
2. Stock verification of the labs must be done annually
3. General maintenance of the instruments must be done annually and duly noted in the maintenance register of the respective labs.
4. Requirements in the labs must be forwarded by the Head of the department.
5. Any breakages in the labs must be compensated in the form of deductions from the caution deposit.

#### **Library**

1. The general and department libraries must be updated subject to availability of funds.
2. Purchase of e-books must be encouraged.
3. Library must maintain theses of research scholars
4. Stock verification of the libraries must be done annually.

#### **Physical Fitness and Sports Policies**

1. Use of the gymnasium and fitness regimes must be monitored by the respective department.
2. The play grounds of the college must be maintained by the designated staff.
3. The play grounds can be used for conducting intercollegiate as well as state level meets if so deemed fit by the Manager/Principal.

#### **Print and Digital Media Protocol**

1. The website of the college must be monitored and maintained by the website committee.
2. The website must be updated regularly and the committee must ensure that the details given therein are correct.
3. All events and news pertaining to the institution must be hosted on the website.
4. No news about the college can be circulated to newspapers or other media without the approval of the Manager/Principal.
5. Derogatory messages or videos, anti-national content must not be circulated by the stakeholders.

## **Financial Policies**

The financial policies of the institution are oriented towards maintaining good financial health as well as using its resources in a manner that not only provides for present needs as well makes provisions for future requirements.

### **General policies**

1. Financial prudence must be exercised. Nature and purpose of expenditure must be clearly outlined and decisions must be taken in consultation with the College council.
2. Financial transparency must be maintained.
3. All outstanding payments must be cleared within two weeks of submitting the relevant vouchers and receipts.
4. Timely internal and external financial audit must be carried out.
5. No fund or fee collection must be carried out by teachers or students without the knowledge of the Principal.
6. All proposals that require financial support must present a detailed budget for the scrutiny by the respective body from which the assistance is sought.
7. The proposals thus funded must present the related challans, vouchers and receipts within ten days of the conclusion of the event.
8. The fees collected under Overheads and Initiatives can be used for recurring and non recurring expenditure pertaining to general institutional and student development.
9. The PTA fund will not be reimbursed in the event of discontinuance of the course after the closure of the online admission window.

### **PTA Fund**

1. The PTA Fund is collected at the time of admission.
2. The PTA fund maybe used to sponsor activities of the college that benefit the intellectual and creative pursuits of the students.
3. The PTA fund is to be used to fund scholarships, prizes, medals for students who excel in studies and co-curricular activities.
4. The fund can be used to improve standards of the infrastructure of the college as well as to help finance recurring and non recurring expenses pertaining to the day to day working of the institution.
5. The PTA fund can be utilized to sponsor events that create a congenial atmosphere in the college.

### **Alumni Fund**

1. An alumni membership fee will be collected from the final year students. This membership is valid for a year.
2. There is Lifetime membership and Patron Membership for those who wish to be better involved.
3. The Alumni Fund is to be used for sponsoring value education, student welfare schemes, prizes, knowledge and skill augmentation and infrastructural upgradation.
4. The alumni fund is to be used to provide counselling facilities for the students.

### **Staff Fund**

1. The staff fund is to be collected on a monthly basis from all permanent faculty.
2. The amount is to be decided at a general staff meeting.
3. The fund is to be managed by the Staff Secretary and the Staff Treasurer (nominated by the staff) with the approval of the Principal.
4. The fund is to be used for meeting cumulative expenses of the staff in connection with official matters, staff incentives, social initiatives and recreation.
5. The staff fund is to be used to sponsor prizes to meritorious students.
6. Any special needs may be raised in a general staff meeting and be met upon general consensus.

### **Other financial commitments**

1. The students must prepare a plan and budget for any event that they wish to organize.
2. The same must be submitted to the Principal with the endorsement of the teachers in charge so as to obtain funding.
3. The students can also raise funds through sponsorships, food fests, film fests or voluntary donations for conducting internal celebrations such as Onam, Christmas, Union and Arts Club activities, cultural competitions- college level and inter collegiate.
4. Any external sponsorships must be obtained through ethical means and by furnishing endorsed challans and receipts to the sponsors. The college will give its endorsement to the students on its official letterhead for this purpose. The funds thus obtained must be used only for the event for which the sponsorship is sought.

### **Human Resource Policies**

1. The college must nurture its human resources such as teaching and administration staff, technical and non- technical staff and all related personnel.
2. The institution must provide all assistance towards procedures that aid in career advancement, skill development and research initiatives of its personnel.
3. The opportunities must be balanced and keeping in mind considerations such as seniority, timelines for career advancement.
4. The personnel undergoing training must conduct continuance sessions for associated staff in the college as part of Quality Improvement Protocol.

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