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# ASSABAH

ARTS AND SCIENCE COLLEGE,  
VALAYAMKULAM

# POLICY MANUAL

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## VISION

To impart a high quality education to the people around, with a Special focus on empower the living standard of backward communities, minorities, women, and other weaker sections of society, for constructive nation-building and making India a global leader.

## MISSION

- To offer academic programs of national and global significance.
- To create higher centres of learning and research in areas of Commerce, Management, Arts, Humanities, Science and Technology.
- To create an academic innovative ecosystem for holistic development of Students.
- To inculcate character leadership skills, life skills, social skills, emotional and spiritual values.
- To promote equity, social justice, secular outlook, plurality, inclusiveness and patriotism.

## **Educational and Administrative**

### **Appointment, Advancement, and Service Protocol:**

#### **Appointment Procedures:**

This institution is committed to a transparent and merit-based approach for new appointments. Upholding the principles of equal opportunity, every candidate will be given equitable consideration. Selection committee will prioritize diversity and inclusivity, ensuring a fair and unbiased process. Emphasis will be placed on evaluating candidates' qualifications, experience, and alignment with the institution's values.

#### **Service Guidelines:**

In fostering a positive work environment, clear policies will govern professional conduct, working hours, and attendance. Expectations for regular attendance, punctuality, and ethical conduct will be communicated effectively. Recognizing the importance of work-life balance, the institution will strive to provide flexibility. Regular performance evaluations will be conducted, offering opportunities for professional development and constructive feedback.

### **2.1 Payment and Supplementary Perks:**

#### **Salary Structure:**

A competitive salary structure shall be maintained by this institution, which shall be regularly reviewed in order to comply with industry standards. The salary adjustment will be based on performance driven by employees' contributions, responsibilities and market developments. Transparency will be maintained and employees will be informed of the factors affecting the salary adjustments.

#### **Benefits Package:**

A full benefits package will be provided to staff, this includes healthcare, pension plans and other benefits. To evaluate the importance, regular reviews shall be carried out the competitiveness of the advantages provided. The college is committed to promoting the health and well-being of its employees, recognizing that a robust benefits package contributes to worker satisfaction and fosters a positive work environment.

### **3. Leave Policy:**

The leave policy at this institution ensures a fair and structured way, in order to provide employees with adequate rest and leisure time. Special provisions will be laid down, alongside standard holiday leave in case of emergency situations and major life events. The process for requesting and approving leave will be transparent, and the college will support a healthy work-life balance, acknowledging the importance of employee health and well-being. Institution provides 15 casual leaves for employees across a year, also duty leave if necessary.

### **4. Grievance Redressal Policy**

#### **Grievance Reporting Mechanism:**

The institution has an efficient grievance redressal cell for students. Initially the students can give their complaints to the concerned department, where there are already selected members of the grievance redressal cell from the department. The action regarding the complaint is analysed and a solution for the same is initiated by the members of the department. In case of not being able to initiate the solution, then it will be dealt by the college redressal cell. However, the concerned issue is analysed and further actions are taken based on the severity of the problem.

### **5. Guidelines for Ethical Conduct**

#### **Professional Ethics:**

All staff shall be expected to comply with high standards of professionalism in this institution. The expectations of behaviour will be laid down in a formal code of conduct, which emphasizes respect for diversity, teamwork and the maintenance of an exemplary work place. In order to strengthen the principles of ethics and promote a culture of integrity and accountability, regular training programs will be carried out.

### **6. Examination Policy**

#### **Scheduling and Conducting Examinations:**

The scheduling, conducting and evaluation of examination are properly done with already laid standard guidelines. The college attempts do the same with equity and probity. The students can report if they are dissatisfied with the results which secures a transparent and accountable assessment system.

## **7. E-Governance Policy**

### **Use of Technology in Governance:**

The institution uses Embase pro suite for efficient e -governance enumerating the confidentiality, privacy and attainability. Training programs are given to staff to use the existing system efficiently. The system stores details of students and teachers and keeps the information confidential and accessible to them.

## **8. Asset Management**

### **Facility Maintenance Standards:**

The college is committed to maintaining standards of care\to ensure a safe and functional environment for all. Preventive maintenance schedules will be implemented, minimizing disruptions and extending the longevity of facilities. Audits are conducted regularly to optimize the usage of resources effectively.

## **9. Corrective Action Policy**

### **Academic Support Services:**

This institution recognizes the different learning needs of students and offers special support services and remedial classes to fast learners as well as learners. The effectiveness of these measures are regularly evaluated and changes are made to ensure that all students receive the support they need to achieve academic success.

## **10. Reservation Policy**

### **Adherence to Government-Mandated Guidelines:**

This institution is committed to following all reserve guidelines set by the government. The College implements monitoring and reporting mechanisms to monitor compliance and ensure a fair and comprehensive admissions process.

## **11. Scholarship Policy**

### **Criteria for Scholarships:**

Scholarships are given to students based on the marks obtained during their semester examinations. Assessments are conducted to assess the impact of the scholarship program and make necessary changes.



## **12. Anti-Ragging Policy**

### **Definition and Prohibition:**

The institution maintains strict rules against ragging inside the campus. There is an efficient anti-ragging committee associated with the anti-ragging squad which include teachers as well as students. Strict actions were taken to ensure a safe and welcoming environment for the students.

## **13. Gender Policy:**

### **Gender Equality and Inclusivity:**

The institution implements a comprehensive approach to ensure a safe and inclusive environment. This includes a zero-tolerance policy towards discrimination and the integration of gender studies courses. Measures such as anti-ragging protocols, internal complaint mechanisms, and the establishment of women development cells are in place to support this goal. The women development cell addresses all aspects of female students' needs, while 24/7 security and CCTV surveillance enhances campus safety. Both male and female staff accompany students during various activities. A counselling center, operated by the psychology department, offers support services. Seminars and webinars focusing on gender equity and empowerment are regularly conducted. Separate facilities for boys and girls promote comfort, and institutional plans prioritize gender equality by ensuring girls' representation in all programs and committees. The Women Development Cell (WDC) plays a pivotal role in fostering a supportive and empowering environment for female students.

## **14. Women Empowerment**

### **Women development cell:**

The Women Development Cell (WDC) at the institution fulfills a multifaceted role aimed at supporting and empowering female students. It begins by identifying and addressing gender-related concerns within the campus community. Offering a range of support services, including counselling and guidance, the WDC attends to personal, academic, and career-related matters. Moreover, it takes proactive steps to raise awareness through workshops and seminars on gender equality and women's rights. Preventing harassment and discrimination is a key focus, with the WDC implementing policies and providing a safe reporting platform. Encouraging leadership and empowerment, the WDC organizes programs to foster self-confidence among female students. Advocating for gender equity, it ensures representation in various campus activities and decision-making processes. Furthermore, the WDC facilitates networking opportunities and mentorship programs, connecting students with industry professionals. Finally, through ongoing monitoring and assessment, the WDC ensures the effectiveness of its initiatives, refining strategies to better serve the needs of female students



## **15. Counselling center**

### **Prioritizing mental health of students and staff:**

The Counselling Center at our college serves as a vital resource for both students and staff, offering confidential support and guidance for various personal, academic, and professional challenges. Staff of the Department of Psychology provide a safe and welcoming environment where individuals can freely discuss their concerns. Whether facing academic stress, interpersonal conflicts, or mental health issues, students and staff alike can access individual counselling sessions tailored to their needs.

## **16. Research Policy**

### **Support for Research Initiatives:**

Faculty members are encouraged to carry out research projects and the college facilitates collaboration with external research institutes. Dissemination of research results are actively promoted.

## **17. Accessibility and Inclusion Guidelines:**

### **Accessibility Standards:**

The inclusive policies at our college not only promote harmonious co-existence among students but also strive to unlock their full potential irrespective of socio-political, economic, religious, regional, racial, gender, or linguistic differences. These policies are designed to cater to the needs of students with exceptional abilities and to eradicate biased education practices. By focusing on historically marginalised groups, the policies encompass physical, curriculum, and social dimensions of inclusion, aiming to create tangible equality and foster a sense of belonging. Embracing multiculturalism and diversity, the college fosters unity in diversity and national unity. Moreover, it instils in students a sense of global citizenship, encouraging them to act responsibly in the global community. This commitment to inclusivity is evident in the college's admissions policy, which adheres to regulations set by federal, state, and local authorities, as well as universities and other governing bodies.

## **18. Green Initiation Policy:**

### **Sustainable Practices:**

The primary goal of our campus is environmental conservation, achieved through various measures to minimize our environmental footprint. This includes reducing energy consumption, water usage, and waste generation through efficient operational practices. We are committed to maximizing resource efficiency by utilising renewable energy sources, optimizing building designs, and promoting water conservation. Targets are set to reduce waste and increase recycling rates, while sustainable transportation

options are encouraged to reduce carbon emissions. Sustainability principles are integrated into the curriculum, fostering awareness among students, faculty, and staff. We prioritize purchasing environmentally friendly products and aim to eliminate plastics from our campus. Furthermore, we aim to include environmental considerations in all social development policies and outreach programs, reflecting our commitment to holistic sustainability.

## **19. Energy Saving Measures**

### **Energy-Efficient Practices:**

The college is dedicated to reducing and managing its electricity consumption in a sustainable manner, with a focus on utilizing renewable energy sources such as solar power. This commitment is demonstrated through various initiatives aimed at minimizing wastage and promoting efficiency. Sensor lights are employed to prevent unnecessary electricity usage, while the installation of a biogas plant in the college canteen and labs underscores the institution's efforts towards sustainable energy solutions. Additionally, measures like turning off lights, fans, and equipment when not in use are implemented across campus facilities. The college pledges to prioritize the installation of energy-efficient appliances and supports the use of greener energy sources like LED lighting. Moreover, practices such as utilizing daylight instead of electric lights during daytime and implementing power management features on computers further contribute to the college's sustainable electricity management goals.

## **20. Policy for Water Preservation:**

### **Water-Efficient Infrastructure:**

The college is actively addressing water conservation through various measures aimed at reducing wastage and promoting sustainability. Immediate action is taken to fix sources of water leaks, such as dripping showers and taps, to minimize water loss. Additionally, the college encourages the installation of water-saving appliances to further reduce consumption. Rainwater harvesting systems have been implemented to harness rainwater, aiding in raising the groundwater table and replenishing water sources. Moreover, a water purification system is utilized to recycle greywater and wastewater from labs, contributing to water reuse efforts. To minimize water loss during storage, the college employs effective and hygienic water storage systems. These initiatives collectively demonstrate the college's commitment to responsible water management and environmental stewardship.

## **21. Policy on Waste Handling**

### **Waste Segregation and Disposal:**

The college is implementing various eco-friendly practices to reduce its environmental impact across campus. One such initiative involves repurposing single-sided printed papers as rough paper for work, promoting reuse and minimizing waste. Additionally, efforts are being made to transition towards soft form readouts and electronic communication to reduce the use of hard copy readings and paper resources. In line with sustainable practices, the college aims to decrease the use of fertilizers and pesticides on campus grounds, favouring locally made compost when available. To mitigate air pollution, burning of plastic and other toxic materials is discouraged. Furthermore, environmentally friendly cleaning products are prioritized to ensure minimal harm to the environment. Waste management is optimized through the use of separate bins for biodegradable and non-biodegradable waste, alongside e-waste recycling containers for batteries and electronic devices. The college also promotes the use of multifunctional devices to minimize electronic waste production. Lastly, proper disposal of laboratory-generated chemical waste is emphasized to uphold environmental responsibility throughout campus operations. These efforts collectively reflect the college's commitment to sustainable practices and environmental stewardship.

## **22.. Resource and Mobilization Policy:**

### **Resource Allocation:**

The institution will prioritize effective resource allocation and utilization strategies as a fundamental aspect of its operations. Strategic planning procedures will oversee the comprehensive allocation of resources, with involvement from key stakeholders to ensure alignment with the college's mission and objectives. Transparency will be maintained in budgeting processes, and regular communication with the community will be upheld. Additionally, the institution will actively pursue fundraising endeavours, grant applications, and stakeholder engagement to enhance available resources.

This extensive human resources policy manual for the institution encompasses various domains, guaranteeing the maintenance of a favorable, inclusive, and sustainable work atmosphere while nurturing the overall growth of its community. It is imperative to regularly assess and revise these policies to accommodate shifting circumstances and to adhere to developing legal and ethical norms.