MES KALLADI COLLEGE, MANNARKKAD

Accredited by NAAC with A+ Grade (CGPA 3.32)
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POLICY HANDBOOK

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PREFACE

MES Kalladi College, is the proud symbol of the Muslim Educational Society to the cause of higher education in Kerala, especially to the educationally and socially backward sections. The college started functioning as a junior college in 1967 and was upgraded in 1971 with the introduction of degree courses and later the college was further upgraded as a Post Graduate college in 1978.

The college is government-aided institution run by the Muslim Educational Society affiliated to the University of Calicut and included under 2(f) and 12(b) of the UGC act. MES Kalladi College has a long history of contributing to the educational and cultural upliftment of the community. The college is accredited by NAAC with A^+ Grade. It is continuously in pursuit of excellence by adapting with the new trends in higher education.

Since its inception, the college formulated policies related various domains of academics and administration. These policies provided a standard operating procedure for the institution which in turn was instrumental in the quality enhancement. New policies were formulated for addressing the latest developments in higher education sector. The internal quality assurance college is now releasing a handbook on various policies of the institution.

I hope this handbook will be a useful tool to all the stakeholders.

Dr. C. Rajesh
Principal

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1. About the Institution

MES Kalladi College, is the proud symbol of the Muslim Educational Society to the cause of higher education in Kerala, especially to the educationally and socially backward sections. This is the first college started by the MES and it is also the felicitous outcome of the noble endeavour of the late Kalladi Cheriya Kunhammed Sahib and the local public. College is located in the backdrops of Western Ghats.

The college is a government aided institution, affiliated to the University of Calicut and included under 2(f) and 12(B) of the UGC act. The college started functioning as a junior college in 1967 and was upgraded in 1971 with the introduction of degree courses and later the college was further upgraded as a Post Graduate college in 1978. The Department of History was upgraded as the first research centre in 2016. Now the college is offering 20 Under Graduate programmes, 9 Post Graduate programmes, 1 Integrated PG programme and 5 Research programmes.

The college maintains a positive academic atmosphere for intellectual pursuits that has consistently been rewarded with excellence in curricular and co-curricular endeavors. The college was first accredited with 'B++' grade by NAAC in 2006 and then reaccredited in 2013 with an 'A' Grade. It was a felicitous recognition of the college striving for excellence that had resulted in getting an 'A+' in the third cycle of accreditation in 2019. The college also got ISO 9001:2015 certification in 2019.

The college was supported with FIST funding of Department of Science and Technology, Govt. of India in 2015 for augmentation of research facilities. College has got financial support for infrastructure development and research activities from UGC and KSCSTE. College has signed an international MoU with UNISBA (Universitas Islam, Bandung, Indonesia).

The College is equipped with good infrastructural and technological facilities to enhance the academic environment. The college has an automated library which serves as a platform for knowledge enriching and sharing. It is equipped with sufficient number of books and journals. The faculty members and research scholars have publications in international peer reviewed journals. Along with the curricular and academic enrichment of the students, college focuses on the skill development of the students thereby mould them to achieve better career goals. College organizes outreach and extension programmes to cater its services to the community especially in the nearby tribal area, Attapadi.

Our students have good track record in their academics with a over 85% students passing their final year examinations. We have good number of rank holders in too. College promotes the talents of students in sports and arts by providing them with the facilities to enhance their abilities. Our students achieved many national and international medals in various sports activities such as Karate, Thaikonda, Wrestling, athletics, football, kick boxing, etc. Our students mark their merit in arts by achieving prizes in University Festivals.

MES Kalladi College has a long history of contributing to the educational and cultural upliftment of the community. It is continuously in pursuit of excellence by adapting with the new trends in higher education.

2. Vision, Mission and Core Values

Vision

Mould exemplary citizens with **quality education** that encompasses competent spirit, scientific temperament, civic consciousness, and social commitment.

Mission

- To provide new vistas of knowledge with innovative programmes and courses that adapt to the evolving demands of time thus enabling **the vertical and horizontal growth** of the recipients.

- To mentor and assist the underprivileged to guarantee their upbringing as self-reliant and confident individuals.

- To deliver a culturally rich, inclusive educational experience for learners that will eradicate the barriers of discrimination on any grounds and uphold the nation's integrity and universal brotherhood.

Core Values

a. Secularism
b. Equity
c. Social Commitment
d. Professional Ethics
e. Environmental Consciousness
f. Scientific Temper

3. Quality Policy

The leadership of the institution is committed to pursuit of excellence in the field of higher education in order to ensure holistic development of the students. We endeavor to achieve this objective by constantly improving our quality management through creative enrichment of learning experiences, adoption of Innovative teaching methods and continuous review of systems and processes.

4. Resource Mobilization Policy

The Institution has a transparent and well-planned financial management system. The major source of funding is from state and central government in addition to the revenue generated through fee collection. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself
- The governing body coordinates the effective utilization of the funds for the development of the college
- The government funds are taken care of by the College Council duly advised by UGC Cell, DST-FIST cell, purchase committee etc.
- Tuition fee and corporate grant are used for the infrastructure development and academic activities. Government funds are optimally used for which it is sanctioned.
- Transparency and accountability is ensured by conducting annual financial audits

5. Staff Appointment, Service Benefits and Welfare Schemes

The Policy

1. **Appointment of Teaching Staff:** Appointment of teaching staff to self-financing section shall be carried out in a mechanism similar to the appointment of regular staff of aided section. The eligibility criteria will be the same as that fixed by UGC. Vacancies will be notified and the applicants will be called for interview. The interview panel will consists of Chairman of Governing Body, Principal and Subject expert. The scoring in the interview shall be as per the regulations of UGC and rank list will be prepared accordingly. Appointments will be based on the rank in the interview.

2. **Appointment of Non-Teaching Staff:** Appointment of non- teaching staff to self-financing section shall be carried out in a mechanism similar to the appointment of non teaching staff of aided section. The eligibility criteria will be the same as that fixed by Government of Kerala. Vacancies will be notified and the applicants will be called for interview. The interview panel will consists of Chairman of Governing Body, Principal and one teacher nominated by Governing body. Appointments will be based on the rank in the interview.

3. **Service Benefits**

3a. Salary of Teaching Staff

- Salary of the teaching staff will be fixed by the governing body according to the existing guidelines of Government of Kerala and University of Calicut

- Special salary package shall be given to those having PhD

- Annual Increment will be given to all the teaching staff who completes one year of service at this college

- A teaching staff will become eligible for vacation pay if he/she has completed 12 months of continuous service (including vacation) in this college. Vacation salary will be paid if he/she continues service in this college.

3b. Salary of Non-Teaching Staff

- Salary of the teaching staff will be fixed by the governing body according to the existing guidelines of Government of Kerala

- Annual Increment will be given to all the non-teaching staff who completes one year of service at this college

3c. Festival Allowance

Festival allowance will be given to all the teaching and non-teaching staff during Onam season

3d. Leaves

Teaching staff are eligible for 15 casual leaves. Non-Teaching staff are eligible for 20 casual leaves. Not more than two leaves can be taken in one month itself. Maternity leave (LWA) for one year will be granted to female teachers. Male teachers are eligible for 5 days of paternity leave.

4. **Welfare Schemes**

   Teachers are enrolled in Employee Provident Fund (EPF) and Employee State Insurance (ESI) Scheme. Accident Insurance will also be provided.

5. **Financial Assistance to attend seminars and conferences**

   Financial Assistance will be provided to teachers to attend seminars/workshops/conferences. The assistance may be in the form of registration fee of the event or travel allowance. The management deserves the right to fix the amount of such financial assistance.

6. **Financial Assistance to join Professional Bodies**

   Financial assistance will be provided to teachers to join professional bodies. The assistance may be provided as membership fee for such professional bodies.

6. Infrastructure Development, Maintenance and Utilisation

The development of institution's infrastructure is necessary for its ongoing growth. The maintenance of the developed infrastructure also is important as it will reduce the cost of huge expenses for frequent infrastructure addition due to damage of existing infrastructure. A policy on the development, maintenance and utilization of infrastructure is relevant in this regard.

Objectives of the Policy

➢ To provide state-of-the-art facilities to meet the academic, co-curricular, extracurricular, and administrative needs of the college.

➢ To guarantee that every stakeholder involved benefit from the efficient utilization of infrastructure.

➢ To plan the use and distribution of facilities, including lecture halls, auditoriums, indoor stadium, gymnasiums, open stages, libraries, and labs.

➢ To maintain the infrastructure facilities in a legible manner so that the campus looks neat, well ordered and the infrastructure remain functional for a long period

➢ To effectively utilise the selected infrastructure facilities by providing it for use of government/non government agencies on request without affecting the functioning of academic activities of campus.

Scope of the Policy

The well maintenance of an institution's developed infrastructure is necessary for its ongoing growth. This will reduce the cost of huge expenses for frequent infrastructure addition due to damage of existing infrastructure.

The Policy on Infrastructure Development

➢ Whenever there is a demand or necessity of creation of a new infrastructure will be discussed at various levels of authority, such as the Campus Development and Maintenance Committee, College Council and College Management Committee. The Principal in due consultation with the College Management Committee gives the final approval.

➢ The possibility of mobilising financial resource for the new infrastructure will be discussed at the appropriate level of authority

➢ Financial resources from government shall be explored if possible. Otherwise the infrastructure will usually be created by funding from college management

➢ In special cases financial assistance of PTA may be used for infrastructure development

➢ Proper procedures as per government norms shall be adopted for the works/purchases related to setting up of infrastructure

The Policy on Maintenance of Infrastructure

General Infrastructure facilities

➢ A maintenance supervisor has been entrusted by the management to ensure the safety and security of the entire campus in addition to maintaining the classrooms, furniture, and other goods.

➢ The department heads are required to regularly inspect the academic facilities to ascertain the necessary repairs and maintenance for their particular departments.

➢ Employees and students can file concerns regarding the maintenance and tidiness of the facilities in the maintenance register kept by the College administration.

➢ The management has employed cleaning staff to maintain the cleanliness of the campus.

ICT Infrastructure facilities

➢ The IT infrastructure facilities are accessible to all staff members and students.

➢ There will be an ICT Cell which monitors the usage of ICT infrastructure in the campus. There will be a Network Admin who will be the in charge of maintenance of ICT facilities and college website. There will be a technical assistant also.

➢ There will be an ICT Maintenance Register. The Department Head bears the responsibility of alerting the Technical Assistant to the necessity of system repairs and overseeing the timely completion of the necessary actions.

➢ The technical assistant will be in charge of fixing and maintaining the campus's Internet and Wi-Fi infrastructure.

➢ The technical assistant is required to regularly review the complaint and stock registers, which are stored at the college office and computer labs.

Laboratory facilities

➢ Lab assistants are responsible for maintaining the laboratories.

➢ The Head of the Department is obligated to inform the office when maintenance chores are necessary.

➢ When working in potentially hazardous conditions, all faculty, students, staff, and visiting scholars are expected to wear personal protection equipment (PPE) and follow a standard laboratory dress code.

➢ It is not allowed for students to stay in the lab unsupervised by a member of the laboratory staff.

➢ Notifying the lab personnel promptly of any injuries, mishaps, spills, or breakages is imperative.

Sports facilities

➢ The head of the department of physical education is responsible for ensuring that the sports infrastructure is used and maintained in an appropriate manner.

➢ The department is also required to keep a stock registry of the sporting goods and carry out an annual stock verification.

➢ Anybody who is not a student at MES Kalladi College who wants to use the sports facilities must have prior written permission from the Principal.

Library facilities

➢ The librarian is responsible for the maintenance of library's facilities

➢ New volumes must be verified by the librarian before being added to the stock register.

➢ The Principal must be notified in writing by the librarian about the necessity for infrastructure expansion and repair

➢ There will be a library advisory committee to give creative suggestions for procurement of books and other activities of library

Hostel Facilities

➢ Principal will function as all hostel's warden. The warden will designate a deputy warden who will live at the hostel and oversee its operations.

➢ There will be a hostel committee comprising of the deputy warden and student representatives for maintaining order in the hostel and managing the mess.

➢ The deputy warden is responsible for keeping an eye out for violations of the hostel's code of conduct.

➢ Regular maintenance of hostel infrastructure will be done by a caretaker (for boy's hostel)/matron (for girl's hostel).

The Policy on Optimum Utilisation of Infrastructure

The college management aims at the optimal utilization of campus infrastructure facilities. Thus, the selected infrastructure may be allowed for public purposes without affecting the academic activities of the campus. The infrastructure may be allowed for government/non-governmental agencies upon paying a fixed rent decided by the college management. There should be proper memorandum of agreement on the use of infrastructure. This may include the following

- The class rooms may be provided to conduct the contact classes of School of Distance Education of University of Calicut or other Universities on holidays.

- The indoor stadium may be allowed for conducting various sports championships

- The college ground may be used for conducting athletic meets on holidays

- The ICT labs may be used for conducting online examinations

- The research facilities may be provided to research scholars/MSc Project students from outside.

In some special cases, the infrastructure facilities may be shared with government or charitable organisations for the interest of public

For example

- Venue for training of government officers

- General Election related activities

- Health check up camp/medical camp

The infrastructure facilities may be shared for activities of sister institutions of MES Kalladi College as per direction from the management.

7. Scholarship Policy

From the very first year of its establishment, the college gives freeships and educational concessions to students. Now considering the significant increase in enrolment and hence needy students, the management has decided to formulate a policy for scholarships.

The Policy

The institution promotes award of scholarship based on merit. The policy promotes granting of educational concessions based on the financial condition of the enrolled students. The adjustment toward the tuition fee to meritorious students in self-financing programmes may also be promoted. Financial assistance may also be given to students with special skill sets (e.g - Sports, Artist, NCC, differently abled). The number and amount of such scholarships, educational concessions or fee waivers depends on the financial status of the management. The governing body has the right to determine the number and amount of scholarships to be awarded each year. The financial support from Parent Teacher Association or Alumni may also be invoked in providing scholarships and other financial assistances. There will be a prescribed selection procedure for the award of scholarship. A scholarship committee monitors the award of scholarships and fee concessions.

Scholarship Committee

The scholarship committee will be constituted by the principal. The committee consists of a senior faculty member as nodal officer and two to five faculty members as assistant nodal officers. They have to responsibility to identify the deserving students for scholarship.

Eligibility Criteria

The eligibility to qualify for scholarship varies on the nature of scholarship. The eligibility as decided by the college governing body or Parent Teacher Association will be notified and indicated clearly on the application form.

Selection Procedure and Award Notification

Eligible students are required to submit the scholarship application form within the stipulated time. The scholarship committee scrutinizes the applications received in that particular academic year. The selection committee may ask for additionalinformation and documents as and when required. The recommendations by competent authorities may also be considered in a few deserving cases (sports, arts, NCC, etc). It is the responsibility of the student to submit all documents along with application for consideration. Incomplete or inadequate information will render the application rejected.

8. Environmental Policy

The college is committed for fostering sustainable development, especially among socially and educationally disadvantaged sections. Our Environmental Policy outlines our dedication to promoting an eco-friendly campus through sustainable practices, waste management, energy conservation, and biodiversity conservation.

Objectives

Environmental Awareness and Education: Foster a culture of environmental consciousness and integrate environmental education across disciplines.

Sustainable Energy Practices: Implement and promote the use of renewable and energy efficient technologies.

Waste Management: Establish effective waste management systems focusing on the principle of 3 R's. i.e., reduce, recycle and reuse.

Green Landscaping and Biodiversity Conservation: Preserve and enhance green spaces and promote biodiversity.

Eco Friendly Practices: Encourage the use of sustainable materials and reduce dependency on nonbiodegradable items.

The Policy

(a) Environmental Awareness and Education

We are dedicated to raise the environmental awareness and integrating environmental education into our curriculum. By organizing workshops, seminars, and awareness campaigns, we aim to instill a deep understanding and appreciation of environmental issues among students and staff. Students are encouraged to engage in environmental projects and research to enhance their practical knowledge and contribution to sustainability.

(b) Sustainable Energy Practices

MES Kalladi College is committed to utilize sustainable energy sources and conserving energy. Solar panels have been installed on campus rooftops to harness solar energy, and energy efficient systems such as LED lighting and sensor based equipment are implemented. We actively promote energy conservation by encouraging the campus community to turn off lights, fans, and other appliances when not in use.

(c) Waste Management

Effective waste management is a core component of our environmental policy. We strive to reduce waste generation by promoting the principles of reduce, reuse, and recycle. The campus is equipped with separate waste bins for biodegradable and nonbiodegradable waste. Biodegradable waste is processed through biogas plants and compost units, while nonbiodegradable waste is collected and disposed of in collaboration with local authorities. Sanitary waste is managed with incinerators.

(d) Green Landscaping and Biodiversity Conservation

Our campus is home to a variety of themed gardens, including a Herbal Garden, Butterfly Garden, Fruit Garden, and Vidyavanam, which promote biodiversity. Additionally, we maintain a vegetable garden to encourage organic farming practices. By preserving green spaces and enhancing campus landscaping, we create a serene and eco-friendly environment that supports biodiversity conservation.

(e) Eco Friendly Practices

To promote sustainability, we minimize the use of disposable items and encourage the use of reusable utensils and containers. We try to avoid using plastic bouquets, flex boards, and other nonbiodegradable materials for campus events, opting instead for eco-friendly materials. Digital communication and e-posters are promoted to reduce paper usage. The campus community is encouraged to adopt and advocate for eco-friendly practices.

(f) Green Protocol

The Green Protocol ensures the effective implementation of our environmental initiatives. This includes promoting waste reduction, encouraging energy saving practices, minimizing food waste, using eco-friendly materials for events, ensuring proper waste segregation and disposal, and advocating for eco-friendly practices among peers and the broader community.

Implementation and Monitoring

The Green Campus Initiative Committee oversees the execution of our environmental policy. This committee, which includes representatives from various stakeholder groups such as the Principal, IQAC Coordinator, faculty, students, non-teaching staff, parents, and industry representatives, regularly reviews and updates the Environmental Policy. The effectiveness of our environmental initiatives is monitored, and necessary adjustments are made to achieve our policy objectives.

Commitment to Sustainable Future

MES Kalladi College is dedicated to fostering a sustainable and eco-friendly environment. Through comprehensive policies and initiatives, we aim to lead by example and cultivate a culture of sustainability within our community and beyond. We are committed to continuous improvement and innovation in our environmental practices to ensure a greener future.

9. Energy Conservation Policy

The college acknowledge the vital importance of sustainable energy practices in protecting our environment. As a leading educational institution, we are committed to not only academic excellence but also to responsible stewardship of the planet. Our energy policy is designed to reduce our energy footprint and foster a culture of energy efficiency among our faculty, staff, and students. This document outlines our core objectives and strategies for achieving a more sustainable energy future.

Our mission is to decrease energy consumption, minimize our carbon footprint, and promote sustainable practices, while educating and involving our college community in energy conservation initiatives.

Objectives

1. Reducing emissions and pollutants by encouraging eco-friendly transportation options, reducing energy consumption, increasing efficiency, and promoting sustainable practices and awareness among students, staff, and faculty.

2. Fostering partnerships with government agencies, municipal corporations, affiliated universities, and local organizations to advance environmental conservation, energy efficiency, and sustainable development.

3. Providing education and training on energy-saving strategies to empower our community to make a positive impact.

The Policy

The following policy statements outline our commitment to achieving these objectives and creating a more sustainable future.

Sensitization: We are committed to raising awareness and promoting a culture of energy conservation among our teachers, staff, and students. To achieve this, we will organize regular workshops, seminars, and awareness campaigns to educate our college community about the significance of energy-saving practices and their beneficial impact on the environment. Additionally, we will encourage innovative thinking and approaches among our students, particularly those in the science disciplines, through the college's innovative club, fostering a spirit of creativity and sustainability.

Low Energy Consumption Equipment: We are dedicated to investing in energy-efficient technology and practices across our campus. When acquiring new equipment and appliances, we will prioritize those with high energy efficiency ratings. Furthermore, we will regularly assess our existing equipment to identify opportunities for energy-saving upgrades or replacements, ensuring that our infrastructure supports our commitment to sustainability and minimizes our environmental footprint.

Power Management: We encourage and remind students, staff and teachers to turn off lights, computers, and equipment when not in use.

Energy Audit: We will conduct regular energy audits to track and evaluate our energy consumption, pinpointing areas of high energy usage and uncovering opportunities for energy efficiency improvements. The insights gained from these audits will guide our energy conservation efforts, enabling us to set realistic targets for reducing energy consumption and continually optimize our energy usage.

Display Boards: Energy awareness display boards will be prominently installed throughout the college campus, offering valuable tips on energy conservation, information on eco-friendly practices, and progress updates on our sustainability initiatives. These visual reminders will encourage and empower our college community to adopt energy-saving habits in their daily routines, fostering a culture of responsibility and environmental stewardship.

Curriculum integration: Incorporate sustainability and energy conservation into academic programs.

Implementation and Monitoring

Responsible Departments: The College Administration, in collaboration with the Energy Conservation Forum and Academic Departments, will oversee the implementation and monitoring of this energy policy.

Review and Assessments: Regular reviews and assessments will ensure the policy's effectiveness and relevance, with progress toward energy-saving goals closely monitored. Adjustments will be made as needed to optimize results.

Stakeholder Engagement: We encourage active participation from all stakeholders, including teachers, staff, students, and the local community. Feedback and suggestions for improving energy conservation practices are welcome.

Reporting: Regular reports on energy consumption, initiatives, and progress toward targets will be prepared and shared with stakeholders, ensuring transparency and accountability.

Solar Power Plant: As part of our energy conservation efforts, the college has installed a solar power plant, significantly reducing emissions and pollutants.

10. Waste Management Policy

The college upholds a strong commitment to sustainable practices and environmental stewardship. Recognizing the critical role of effective waste management in maintaining a clean and healthy campus, the college has instituted a comprehensive waste management policy. This policy delineates the college's strategy for managing degradable and nondegradable waste, fostering awareness, and promoting sustainable practices among all members of the college community.

Objectives

Promote Environmental Sustainability: Implement effective waste management practices to minimize the environmental impact of waste generated on campus.

Encourage Waste Segregation: Foster the segregation of degradable and nondegradable waste at the source to ensure proper disposal and recycling.

Educate and Train: Provide training and awareness programs on waste management practices, including vermicomposting, organic waste management, and e waste disposal.

Facilitate Waste Recycling and Disposal: Establish and maintain facilities that support the recycling and environmentally responsible disposal of various waste types.

The Policy

Waste Segregation and Management

MES Kalladi College has implemented a waste segregation and management system designed to address the diverse types of waste generated on campus. The following components are integral to this system:

Degradable Waste Management:

- **Vermicomposting:** A vermicomposting unit is operational near the vegetable garden, converting organic waste into nutrient rich compost with the aid of worms. This compost is utilized in the college gardens. Students shall receive training in vermicomposting as part of their waste management education.
- **Biogas Plant:** Located near the Lady's hostel, the biogas plant processes organic waste, primarily food and vegetable waste from the canteen and hostels. The resulting biogas serves as an alternative energy source.

Non-degradable Waste Management:

- **Waste Segregation Unit:** The campus is equipped with a waste segregation unit featuring compartments for plastic and paper waste. Items such as bottles, packaging materials, covers, waste papers, and cardboards are collected and segregated here. Regular collection and processing are carried out by the Haritha Karma Sena of Mannarkkad Municipality.

- **Waste Bins:** Separate waste bins for plastic and paper waste are installed in classrooms to facilitate proper waste disposal.

- **Incinerator:** Incinerators are in place to ensure the safe and hygienic disposal of sanitary napkins.

Liquid Waste Management: The institution ensures proper management of liquid waste, employing disposal systems that prevent contamination and pollution, with wastewater treated and disposed of responsibly.

E-Waste Management: The college has adopted a policy for e-waste management, which includes buyback arrangements for new purchases to ensure that old equipment is recycled or disposed of properly. Reuse and recycling of computers and accessories are prioritized to minimize environmental impact.

Training and Awareness Programs

Organic Waste Management Training: The Department of Botany is entrusted to conduct training programmes on waste management. The NCC, NSS, Biodiversity club, Bhoomithrasena club, etc. are entrusted to organise awareness drives about waste management.

Partnerships and Collaborations

MES Kalladi College maintains active Memorandums of Understanding (MoUs) with Haritha Karma Sena and Mannarkkad Municipality to ensure efficient waste management practices. The institution uses the User Fee Card system for waste collection, facilitating regular and systematic waste collection from the campus. These partnerships enable close collaboration with local waste management authorities, ensuring that all waste is processed and disposed of in an environmentally responsible manner.

11. E-Governance Policy

MES Kalladi College, Mannarkkad, is committed to use digital technologies as it aids in the institutional governance and maintenance of educational quality. We want to make administrative tasks smoother, improve financial management, provide better support to students, make exams fairer, protect important information, and follow the rules properly. We will do this by using digital tools, training people how to use them, and making sure everyone knows what's going on. Our commitment is to create a modern, safe, and student-centered learning environment. This policy shows how we're dedicated to create a modern, safe, and student-focused learning environment. This policy document explains our plan for using digital technology in areas like administration, financial management, students support, and conducting examinations.

Objectives of the Policy

- Introducing e-governance throughout the institution's various functions.

- Enhance transparency in the institution's operations.

- Improving the quality and efficiency of teaching-learning process

Areas of Implementation

Administration

- Improving operational workflows to achieve efficiency and transparency.

- Deploying an integrated Enterprise Resource Planning (ERP) system for streamlined administrative management.

- Transforming student records into digital formats and introducing automated data retrieval mechanisms.

Finance and Accounts

- Improving financial management utilizing digital tools.

- Securing transactions effectively.

- Facilitating budget planning and decision-making through real-time financial reporting.

Student Support

- Delivering seamless support services to students.

- Establishing a centralized student portal for streamlined information access.

Examination

- Ensuring fairness and efficiency in examinations.

- The software aids in improving internal exam coordination via digital platforms.

Training and Awareness

- Ensuring proficiency in the use of e-governance tools for all stakeholders.

- Organizing training sessions for all stakeholders.

This e-governance policy is about making our college more efficient and transparent while ensuring it's easy for everyone to access what they need. We'll roll it out step by step and tweak it along the way to make sure it fits our evolving needs.

12.   Gender Equity Policy

The Gender Equity Policy of MES Kalladi College has been framed so that no students in MES Kalladi College Mannarkkad campus are disadvantaged on the basis of gender. The College gender policy is to abide by the laws of the country such as 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, POCSO, Information Technology Act, 2000 and also the new legislations which are being introduced in the country from time to time and which have a bearing on the welfare, protection, empowerment and rights of women and transgender. The College shall integrate the spirit of the national level and state level policies including Gender and Empowerment Policy 2010-2020 and Kerala State `Women's policy'.

The Policy

- The institution is committed to ensure that female and male students have equal access to the knowledge and skills that the campus provide

- All the stakeholders of the institution try to ensure equal participation of female and male students in class rooms in line with the vision of the college

- The Gender Equity in Campus provides a frame work of principles and practices that will improve the life chances and opportunities of all students regardless of whether they are males or females.

- MES Kalladi College has the responsibility to provide high quality equitable education that meets the needs of both female and male students.

- Gender related conversations will be encouraged in all the academic and non-academic endeavors in the college to sensitize all the stakeholders about gender issues.

- The College shall adopt the policy of the proportionate inclusion of women in all advisory and decision-making bodies.

- The College will detect and eliminate with gender sensitivity in any kind of practices and customs including the gender differentiated use of space (e.g., play grounds) and time (staying back for co-curricular activities, use of libraries) inside the campus and involvement in co-curricular activities.

- Any type of gender barrier would be identified and removed.

- Safety audit of the campus would be conducted periodically and a SAFE (Sexual abuse free environment) would be guaranteed.

- The College shall believe in inclusion and also in removing the gender based barriers which affect equality of opportunity for growth and development of students and teachers.

13. Divyangjan Policy

The college is dedicated to provide equal educational opportunities for all students, including those with disabilities (Divyangjan). The institution recognizes the importance of inclusivity and accessibility in education and is committed to create a barrier free environment that fosters the academic, social, and personal growth of all students. This policy document outlines the college's approach to ensure that students with disabilities receive the necessary support, resources, and accommodations to thrive in their academic journey.

Objectives

- **Ensure Equal Opportunities:** To provide equal educational opportunities for Divyangjan by removing barriers and ensuring accessibility in all aspects of college life.

- **Promote Inclusivity:** To create an inclusive environment that respects and values the diversity of all students, including those with disabilities.

- **Enhance Accessibility:** To implement and maintain physical and technological infrastructure that supports the needs of Divyangjan.

- **Support Skill Development:** To offer skill development programs and workshops tailored to the needs of students with disabilities, enabling them to achieve personal and professional growth.

- **Facilitate Integration:** To actively integrate students with disabilities into the mainstream academic and social life of the college, ensuring their full participation and engagement.

The Policy
- **Barrier Free Environment**

MES Kalladi College is committed to providing a disabled friendly, barrier free environment for Divyangjan. This includes:

Physical Facilities:

a. **Lifts:** Accessible lifts are available for students with mobility challenges to ensure easy movement across different floors.

b. **Ramps:** Ramps are provided at strategic locations to facilitate easy access to all buildings and facilities.

c. **Wheelchairs:** The college provides wheelchairs for students who require them for mobility.

d. **Pedestrian Friendly Pathways:** Safe and accessible pathways are available for easy navigation across the campus.

e. **Reserved Parking:** Designated parking spaces are reserved for students and faculty with disabilities

f. **Restrooms:** Disabled Friendly Washrooms and Toilets: Separate, well-maintained washrooms and toilets are available, equipped with necessary facilities to ensure comfort and accessibility for differently abled students.

- **Assistive Technology**

a. To support Divyangjan in their academic pursuits, the college has implemented various assistive learning technologies:

b. Screen Reading Software: NonVisual Desktop Access (NVDA) software is installed in computer systems to assist visually impaired students.

c. Braille Software: Braille compatible software is available in the library to aid students with visual impairments.

- **Facilitation Center for differently abled (Sachethana)**

The institution has established a dedicated Divyangjan cell and facilitation center called "Sachethana" to oversee and coordinate all activities related to the support and rehabilitation of students with special needs. This center is responsible for:

a. Rehabilitation Services: Providing ongoing support and resources to help students with disabilities overcome challenges and achieve academic success.

b. Examination Support: Offering scribes for examinations and other necessary accommodations to ensure fair assessment.

c. Skill Development Programs: Conducting workshops and training sessions, such as the Workshop on Paper Bag Making, to enhance the skills and employability of differently abled students.

d. Training and Awareness: The college conducts regular training and awareness programs for faculty and students to promote sensitivity and responsiveness to the needs of Divyangjan. This ensures that the entire college community is engaged in creating an inclusive and supportive environment.

14. National Institutional Start Up Policy (NISP)

Ministry of Education, Govt. of India has established an 'Innovation cell' with a purpose of systematically fostering the culture of innovation in all Higher Education Institutions (HEIs) across the country. The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform those ideas into prototypes while they are in formative years. MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs.

The Innovation and Entrepreneurship Policy will enable the institute to actively engage students and faculty members in innovation and entrepreneurship related activities. This document elaborates innovation pipeline and pathways for entrepreneurs at institute level, pedagogy and learning interventions for entrepreneurship development collaboration. This framework will motivate the students to opt entrepreneurship as a carrier option. This policy is aligned with National Innovation and Start-up policy-2019 and other policy documents of state and central government.

Objective

To nurture the innovative and creative talents of the youth and channelize them towards entrepreneurship as a carrier option and enabling them for converting their ideas into viable and successful enterprises

Guidelines

- Institution's Innovation Council (IIC) with defined specific objectives and associated performance indicators for assessment has been established to facilitate development of an innovation and entrepreneurial ecosystem in the organization.

- The college will provide funds for supporting innovation and startups related activities. However, revenue earning activities will be encouraged to minimize the burden on institute.

- Bringing in external funding through government such as DST, MHRD, AICTE, CSIR, BIRAC etc. as well as non-government sources will also be encouraged.

- Fundraising through sponsorships and donations, engaging alumni network for promoting innovation and entrepreneurship shall be encouraged.

- Institution's Innovation Council (IIC) will organize institutional programs such as conferences, seminars, workshops etc. jointly with EDC, IEDC and various

departments, clubs and forums to spread the awareness regarding importance of innovation and entrepreneurial agenda across the college.

- Efforts will be taken to make MES Kalladi College as a driving force in developing entrepreneurship culture in its vicinity. That means regional, social and community level. It includes giving opportunity for regional startups, provision to extend facilities for outsiders and active involvement of the college, in defining strategic direction for local development.

- Student innovators, pursuing some entrepreneurial ventures while studying should be allowed to use their address in the institute to register their company with due permission from the institution

- The institute should explore provision of accommodation to the entrepreneurs within the campus for some period of time.

- Participation in startup related activities needs to be considered as a legitimate activity of faculty in addition to teaching, R&D projects, industrial consultancy and management duties and must be considered while evaluating the annual performance of the faculty.

Responsibility for implementing NISP in the institution has been fixed on the joint team of IIC, EDC, IEDC, YIP, IPR Cell and management committee.

MES KALLADI COLLEGE, MANNARKKAD

Accredited by NAAC with A+ Grade (CGPA 3.32)

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