



NSS College, Cherthala

Affiliated to University of Kerala Accredited
with B++ by NAAC



Our founder
Sri Bharatha Kesari
Mannathu Padmanabhan
(1878 - 1970)



Profile of the College

N.S.S. College, Cherthala is a living memorial to the founder Acharya of Nair Service Society, Bharata Kesari Padmabhooshan Sree Mannathu Padmanabhan and has completed 59 years of effective and efficient existence in 2023. It is a government-aided Arts and Science College managed by the N.S.S. Management and is affiliated to the University of Kerala. Being located in a socially, financially and educationally backward area of the state, the Institution caters to the educational needs of all sections of society. The college is recognized by the University Grants Commission (UGC) and is included under the 2(f) and 12(B) of UGC and is availing the UG and PG grants from UGC. The college was accredited by the National Council for Accreditation and Assessment (NAAC) with a B++ Grade in 2017. With tremendous potential for further expansion, the college is on a path of progress on a very fast pace. With eleven UG and three PG programmes that accommodate about one thousand five hundred students, sixty-five teaching and fourteen non-teaching staff, the college marches ahead towards the realization of its goals and objectives of uplifting the village community educationally and socially. The education imparted is aimed at nurturing both the intellect and the soul of the students. The staff and the students toil hard to achieve even the unachievable goals.

An Overview

| | |
|---|--|
| Date of Establishment | 16th July 1964 |
| Management | Corporate Management under Nair Service Society |
| Affiliation | University of Kerala |
| Type | Grant-in-aid |
| UGC Recognition | 2(f) & 12(B) |
| NAAC accreditation | B ++ |
| Campus area | 27 acres |
| Location | Rural |
| Number of Courses | UG – 11, PG – 3 |
| Teachers' strength | 65 |
| Non-teaching staff | 14 |
| Number of teachers with Doctoral degree | 29 |
| Number of Teachers with research guideship | 10 |
| Students' strength | 1046 (2023-24) |



Milestones

1964 April: Foundation Stone

1964 July: Pre Degree

1968 June: B.A. (Economics)

1968 June: B.A. (English)

1968 June: B.A. (History)

1968 June: B.Sc. (Mathematics)

1968 June: B.Sc. (Physics)

1968 June: B.Sc. (Chemistry)

1980 June: B. Com

1981 June: B.Sc. (Botany)

1993: UGC Recognition under 12B of UGC Act 195

1995 June: B. Sc (Mathematics)

1999 June: M.A. (Economics)

1999 June: B.A. (Malayalam)

2001 June: B.Sc. (Environment and Water Management)

2013 June: M. Com

2014 June: B.Sc. (Zoology)

2017: NAAC Re Accreditation with B + +

2021: Foundation stone to new Building (RUSA)



Motto

“सत्वात् संजायते ज्ञानम्”

Knowledge arises from the mode of Goodness

(Bhagavat Gita 14.17)



Vision

A College of the community
for the increase and dissemination of
knowledge to the poorest among the poor



Mission

To provide quality education

To build excellence in students
and inspire them to be
inquisitive, innovative and
creative in their mission

To be a centre of initiatives and
attain excellence in the higher
education and cater to the
regional, national and
international needs



Objectives

To provide the students with a broad-based, prismatic educational experience, at once intellectual and value-based that prepares them for higher studies, qualifies them for suitable employment in their chosen field and makes them holistic individuals.

To provide the students with opportunity to demonstrate a broad, comparative knowledge and critical understanding of the principles, foundation and terminology in the chosen fields of study.

To enable the students to have familiarity and competence in a wide range of practical skills.

To train the students to grow in body, mind and spirit so as to enable them to leave the campus as mature, responsible and noble citizens to serve the nation and community better.

To foster at least one graduate from each one of the families in and around the village.



Academic Programmes

Undergraduate Programmes

- B.A. (English)
- B.A. (Malayalam)
- B.A. (Economics)
- B.A. (History)
- B.Sc. (Mathematics)
- B.Sc. (Physics)
- B.Sc. (Chemistry)
- B.Sc. (Environmental Science & Environment & Water Management)
- B.Sc. (Botany)
- B.Sc. (Zoology)
- B. Com. (Finance)

Post Graduate Programmes

- M.A. Economics
- M.Sc. Mathematics
- M.Com.



Open Courses

| | |
|--------------------|---------------------------------------|
| Malayalam | Malayala Pathrapravarthanam |
| English | Communicative Applications in English |
| Mathematics | Operations Research |
| Physics | Astronomy & Astrophysics |
| Chemistry | Essentials of Chemistry |
| Botany | Mushroom Cultivation & Marketing |
| EVS | Solid Waste Management |
| Economics | Human Resource Management |
| History | Introduction to Archaeology |
| Commerce | Financial Accounting |
| Zoology | Public Health and Hygiene |
| Physical Education | Health and Fitness Education |



Policy documents

The efficient and successful functioning of the institution is ensured by the following clear, well-defined policies on all important aspects of administration.

The following are the thrust areas and the policies followed by the college.

- Policy on Admission
- Policy on Financial Aid, Scholarships & Endowments
- Choice Based Credit & Semester System (CBCSS) Policy
- Policy on Student Discipline- General Rules and Regulations
- Anti- Ragging Policy
- College Union Policy
- Policy on Study Tour
- Policy on Governance
- Policy on Examination

- Library Policy
- Grievance Redressal Policy
- Policy Framework on ICT and E-Governance
- Research Policy
- Policy on Disabled Friendly Campus
- Gender Policy
- Policy on Environment and Sustainability, Waste Management, Energy Conservation, Water Conservation and Green Initiatives & Plastic Ban



Policy on Admission

Admission Process

- The College is affiliated to University of Kerala, Thiruvananthapuram and comes under the category of aided colleges managed by Nair Service Society.
- The admission procedure is governed by the rules and regulations of University of Kerala and the government of Kerala.
- An admission committee is constituted including Principal, two admission officers (a teaching faculty and office superintendent) and one teaching faculty from each department. Seats of various programmes offered by the college are mainly classified as Open Quota seats, Mandatory and Special Reservation seats, Community seats and Management seats.

Open Quota Seats

- In all admissions 50% of the seats will be filled by open selection on the basis of merit.
- 20% of the seats will be reserved for SC/ST candidates (SC 15% and ST 5%).
- Unfilled SC/ST seats will be allotted to OEC/OBC/SEBC applicants as per rules from time to time.
- The rest of the vacant seats are converted to general merit seats as per rules.
- 10% seats reserved for Nair community students on the basis of merit.
- The remaining 20% of the seats are filled by the Management's recommendation.

All prospective students of UG/PG programmes of the college should apply for Merit Seats. Admission to Merit Seats is done through the Centralized Allotment Process of University of Kerala.

Interested students should submit their applications through the University Admission Portal. Details are available at www.admissions.keralauniversity.ac.in

Special Quota

- Admission to the Sports Quota- exclusively for candidates with outstanding records in Sports & Games
- Cultural Quota – exclusively for students who excel in Youth festival recognized by Director of Public Instruction (DPI).
- Persons with disabilities- exclusively for students suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose, is done as per the conditions laid down by the university.
- One seat in each degree course and one out of every 20 seats in the PG section will be reserved as sports quota for candidates with at least district level sports records.
- NCC/NSS members will get a bonus of 15 marks for admission to a degree course and five marks for PG. Holders of N.C.C. B and C certificates are entitled to an additional bonus of 5 marks.
- Children of Ex-Service men are entitled to a 15 marks bonus for admission to UG and PG courses.

Community Seats

- 10% seats in the programmes are earmarked for candidates from Nair Community and are based on merit.
- Allotment is done through centralized online allotment process of University of Kerala.

Management Seats

- 20% seats in the aided programmes come under this category.
- Applicants for these seats should submit their applications in the college office directly or by post in addition to applying in the university admission portal.
- The application forms to be submitted at the college can be obtained from the College office after remitting the prescribed fees.
- The application to the college office should include copy of certificates to prove the age and marks obtained in the qualifying examinations.

Admissions to UG and PG programmes will normally be made at the beginning of each academic year.

- The students seeking the admission to UG or PG programme will have to apply online to the University and collect their allotment details from the University website and

should report to the college at the specified time for admission.

- The intimated candidates should appear for an interview with the Principal. The allotment is only provisional and is confirmed only after the interview and the scrutiny of the certificates. The students seeking admission should produce a Transfer Certificate and Conduct Certificate from the institution last attended.
- The students from the universities other than the University of Kerala should produce the migration and eligibility certificates.
- The application for the community quota or management quota can be collected from the college office on payment of the prescribed fees. The registration of application does not guarantee any admission.
- The students who apply for TC should clear all pending dues and fees.
- The late fee will be levied as per the Government rules from those who apply for TC one year after leaving the college.
- The duplicate TC will be issued only after the Principal is convinced of the loss of the original and after obtaining an affidavit signed by a public notary.
- Any student who discontinues the programme of study without the written permission of the Principal will not receive “good” conduct certificate
- Students, who do not become eligible for promotion even after repeating one semester year with the Principal’s permission, or who do not register for the university examinations, or who do not come to the college for 10 consecutive working days without the permission of the concerned HOD and the Principal will be removed from the rolls of the college.
- The students who do not secure admission to higher semesters should seek readmission to the college and should pay the applicable fees on the reopening day after the summer vacation or as otherwise directed. No seat will be reserved for the students who violate this direction.

Fees

- The Tuition fee shall be paid either fully (in June) or in 3 instalments (in June, September and December).
- The first instalment of the Tuition fee should be paid in June every year along with the miscellaneous fee.
- The subsequent instalments will have to be paid on or before the 7th working day of the month on specified day for each class. If the specified day for fee collection happens to be a holiday, it can be paid on the next working day.
- The fine for late payment of fee is Rs.5/- up to the 9th day of the month, Rs.10/- up to the 19th day of the month and Rs.50/- on or after the 20th day of the month.
- If the fee/fine dues are not remitted within 13 days after the due date, the names of defaulters will be put on the notice board.
- The last chance to clear an instalment of the fee will be the day previous to the due date of the next instalment.
- The defaulters, who do not remit the fees for a term, will not be allowed to attend the next term.
- The defaulters, who do not clear the fees by October or March will not be allowed to appear for the university examination or be promoted to the higher semesters.
- The structure of the fees and the rules and regulations to the payment of fees are

subject to change according to the orders issued by the Government or the University from time to time.

- The fees will be accepted only on the stipulated dates for each class.
- The time for remitting the fees will be from 10 am to 2 pm only.
- Receipts with the college seal will be issued for all payment, which should be produced for verification on demand. The students are advised to verify the receipts of payment remittance before leaving the counter.
- Students should preferably tender the exact denominations to avoid any delay at the fees counter.

Caution deposit and Refund

All the UG and PG students have to remit some prescribed amount as the Caution Deposit which will normally be refunded on completion of the course.

- After the completion of the course, the Caution Deposit will be refunded on the receipt of the application in the prescribed format available in the college office.
- All claims for the refund should be presented on or before 31st March of the academic year in which the course will be completed.
- The last date for the application for the refund of the caution deposit shall be normally notified in the leading Malayalam dailies.
- If the caution deposit is not claimed within two months from the date of such notifications, the whole amount will be permanently forfeited and be remitted to the Government revenue.
- The students should keep the receipts issued for the remittance of the Caution Deposit amount in safe custody during the tenure of the course.
- The Caution Deposit amount will be refunded only if the relevant receipts are produced along with the prescribed application.
- Failure to produce the original receipts will result in the failure of the claim for the refund.



Policy on Financial Aid, Scholarships & Endowments

Scholarships

- Kerala State Suvarna Jubilee Merit Scholarship
- Post-Metric Scholarships for the minority community students
- Central Sector Scholarship
- Scholarship for differently abled students
- Kerala University Merit Scholarship
- Fisheries Scholarship
- Lump-sum Grant for SC/ST/OBC students [Rs. 525 per annum for PG and Rs. 625 per annum for PG]
- KPCR Fee Concession for Economically Backward students [Fee concession for those whose annual family income is less than Rs.25000 for UG and less than Rs. 40000 for PG]
- Lakshadweep Scholarship Scheme
- Mercy cops Educational Scholarship
- Higher Education Scholarship

Endowments

- Prof. V. N. Raveendran Nair Endowment cash award -
Two endowments constituted by Prof. N. Jagadambika Kunjamma (Retd. Professor of Chemistry Department) in the name of her husband Late. Prof. V. N. Raveendran Nair (Retd. Professor of Chemistry Department) for the student who secures the highest mark in B.Sc. (Chemistry) Programme and for the student who secures the highest mark in B.Sc. (Environmental Science and Environment and Water Management) of this college.
- Sumesh J. Kumar Memorial Endowment -
Constituted in the loving memory of Sumesh J. Kumar (former student of

Chemistry Department) for the student who secures the highest mark in B.Sc. Chemistry Programme in the college.



Choice Based Credit & Semester System Policy (CBCSS)

All the programmes offered by the institution are under the Choice Based Credit and Semester System (CBCSS) of the University of Kerala. There are 4 semesters for the PG programmes and 6 semesters for the UG programmes. The duration of each semester is 90 working days. The odd semester is from June to October and the even semester is from December to April.

- Various papers are known as “courses” and various UG degrees (B. A / B.Sc. / B. Com) are known as “First Degree Programme in respective disciplines” in the CBCSS terminology.
- There will be a credit associated with every course, which varies depending on the number of instruction hours per week.
- A student is required to earn at least 120 credits to pass the programme. The students should complete the programme within 12 continuous semesters from the commencement of the first semester.

Course Evaluation

- The evaluation scheme for each course shall contain two parts: a) Internal Assessment (IA) b) External evaluation (End Semester Evaluation ESE). 20% weightage shall be given to the internal assessment. The remaining 80% weightage shall be for the external evaluation. The marks secured for internal assessment must be sent to

university by the colleges concerned.

- The internal assessment shall be based on a predetermined transparent system involving written tests, assignments/ seminars/ Viva and attendance in respect of theory courses and lab involvement and records, tests and attendance in respect of practical courses.
- The class tutors shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both the class tutor and HOD.
- A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester.
- Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance (below 75%) in a semester is subject to a maximum of two times during the whole period of a Degree Programme and may be granted by the University.
- External evaluation carries 80 marks. All question papers shall be set by the University. The external examinations in theory courses are to be conducted with question papers set by the external experts.
- The evaluation of the answer scripts shall be done centrally, under various valuation centres of the University, by examiners according to a well- defined scheme of valuation and answer keys provided by the University.
- For the UG courses, there is a wide variety of courses like the Core courses of the Main Discipline, Complementary courses of Subsidiary Disciplines, Common Courses such as English and Additional Language (Hindi, Malayalam and Sanskrit), Open and Core Elective courses, Co-Curricular activities, Extension activities and Projects
- Every student of a UG Programme shall have to work on a project of 4 credits under the supervision of a faculty member as per the curriculum. Project evaluation shall be conducted at the end of the sixth semester
- For the smooth conduct of the CBCSS programmes, the University suggests three levels of monitoring committees: Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and University Level Monitoring Committee (ULMC). The ULMC comprises all the CLMC conveners, and it will hold periodical meetings and will discuss the progress and the procedure of the CBCSS programmes.
- The decisions and suggestions of the ULMC will be taken to the respective college level by the CLMC convener and will be monitored by the respective CLMC, which comprises all the HODs.
- The CLMC members should keep in touch with the resources and notices of the University Website and the University Computer Centre for the information and updates on the CBCSS programmes.
- The admission, the registration of the students, the semester-wise schedule of the internal and end semester examinations, application for the examinations, issue of the hall tickets, announcement of the results are all being done on-line through the university web site and the University Computer Centre is facilitating this process.



Policy on Student Discipline General Rules and Regulations

Working time

The normal working time of the college is from 9.30am to 3.30pm. The forenoon session is from 9.30 to 12.30 and has 3 periods of 1 hour duration each and the afternoon session is from 1.30 to 3.30 and has 2 periods of 1 hour duration each. There is a 1-hour lunch break from 12.30 to 1.30.

Extra classes, Remedial coaching classes, Add-on courses or Career- oriented Certification courses and other extra classes shall be scheduled from 8.30 am to 9.30 am or from 3.30 pm to 4.30 pm or on Saturdays.

Code of Conduct for Students

- The students are expected to maintain a good standard of behaviour inside and outside the college.
- The students should wear clean decent dress. All the students should wear their identity cards with neck bands displaying the data clearly.
- The students should maintain their classrooms with cleanliness and hygiene.
- When a class is engaged, no student should enter or leave the classroom without the permission of the teacher.
- The students are strictly prohibited from loitering on the veranda or corridors during class hours.
- The students should utilize the free time, if any, profitably and may use the library reading room or may engage in studies or other extracurricular activities.
- The students should handle the college properties with care and keep the environment clean.
- The college walls, classrooms or furniture should not be disfigured with writings or

engravings. Those found to violate this will be subjected to strict disciplinary actions including charging fines to recover the damage.

- Tobacco, Pan and such intoxicating items are strictly prohibited on the campus. All students are required to co-operate to make our campus Tobacco-free.
- The possession and use of alcohol, liquor or drugs of any kind in the campus will be considered as a serious offence.
- The students who are found to have consumed liquor or alcohol of any kind should not enter the campus and the offenders will be seriously dealt with.
- The students are advised to attend to the notifications in the college notice board regularly so that they are well informed about the current affairs of the college.
- The urgent announcements will be made over the Public Address System at the end of the class hours.
- The students should lodge their grievances or complaints, if any, in the appropriate forums in the college and should give them in writing addressed to the Principal.
- The students are prohibited from attending or organizing any meetings in campus or collecting money for any purpose by circulating or pasting any kind of notices or petitions, without the permission of the Principal.
- The students are prohibited from the use or possession of mobile phones inside the campus. In case of a violation of this rule, teachers can seize the mobile phones from the students. Within the campus, a vigilance squad is working to prevent any violation of this rule.
- All the students of the institution will be issued an identity card, bearing their relevant details.
- The students should wear their ID cards within the campus and produce the same for the verification or face any disciplinary actions, when noticed by the Principal or any member of the teaching or nonteaching staff. The Identity Card is not transferable.
- In case of any damage/loss of the original identity card, a duplicate identity card will be issued on payment and procedures.
- The misusing or tampering of the ID cards will be seriously dealt with.

Prohibition of Political activities

No student should get involved in any political activity in the campus or abet such activity carried out by the fellow students in the campus, in any matter whatsoever. Such activities are banned on the campus as per the direction of the honorable judiciary.

WA. No 535 of 2003 Honorable High Court of Kerala held that 'It is open to the educational institutions to prohibit political activities within the college campus and forbid students from organizing or attending meetings other than the official ones within the college campus and such institutions would not violate act 19(1a)/ 19(1c) of the 'Constitution of India'. In R.P. No. 435 of 2003, The Honorable High Court upheld 'The rights of the private managements and educational agencies in prohibiting the interference of the student's organizations, like SFI, ABVP, KSU etc.- such organizations have no legal right to interfere with the fundamental right guaranteed to management or various educational institutions in the state under Act 19 (1g) of the constitution'.

- Taking part in any political activity by organizing or causing to gather in the college

campus for the purpose of doing any activity as defined in the rule shall constitute serious indiscipline.

- Every member of such gatherings will individually be liable and responsible for the gross indiscipline in this regard and the Principal shall have the powers to take disciplinary actions against such students.
- Calling or appealing for the strikes for the reasons based on politics or ideologies that may be preached by political parties or their student wings and shouting slogans in the campus affecting the normal working of the institution is considered as a serious indiscipline.
- The participants in such activities shall be dealt with strict disciplinary actions and appropriate punishments as provided in the rules.
- No student at the college should indulge in any activities like dharna, gherao, and obstruction of the entry to and from any class room or office or such places in the campus and such activities will be treated as gross misconduct.

Disciplinary Authority

The Principal is the head of the institution and will be the disciplinary authority in respect of the students of the college.

- If any misconduct or indiscipline of any student(s) as referred in the rule above is noticed by the Principal and if he/she is invoiced with the prima facie evidence in the allegations against the delinquent student(s), he/she may pass an order suspending such student(s) from the college immediately.
- If the Principal thinks that the alleged delinquency requires further investigational evidence, he/she may present and discuss the matter in the college council and may appoint an enquiry committee of competent teachers to enquire about the allegation and to submit an expert report.
- The enquiry committee shall conduct hearings from all relevant persons, gather oral or written evidence from all sides, giving reasonable opportunity for all parties to make their stand clear. The enquiry committee is expected to complete the enquiry without much delay and submit the report to the Principal.



Anti-ragging Policy

UGC and the Honourable Supreme Court have banned ragging in the campus and described it as a criminal offence.

- The Anti-ragging Cell will deal with the ragging cases and suggest suitable measures to wipe off ragging from the campus.
- If any student is found to be involved in ragging, she/he will be subjected to strict disciplinary actions by the college.
- The committee is constituted every academic year by the college council to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words or an act which spoken or written or has the effect of teasing, treating or handling with rudeness a fresher or other any student.
- One teaching faculty of the college acts as convener and others up to a maximum of 5 will act as members.
- The committee constitutes a meeting at the beginning of the academic year chaired by the Principal to decide about its plan of action during the academic year.
- At the end of the academic year the convener will prepare an activity report and the same will be submitted to the Principal.

Punishments for Ragging

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence.

As per the regulations any students can be fined up to Rs. 2.5 Lakhs if found guilty of ragging. The UGC regulations provide for rustication of a student, for a period from one to four semesters.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level

shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meets, tournaments, youth festivals etc.
- Suspension/expulsion from the hostel
- Cancellation of admission
- Rustication from the institution for periods ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- Fine ranging between Rupees 25,000/- to Rupees 2.5 lakh
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment



College Union Policy

The election to the College union will be conducted on the parliamentary model as per paragraph 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High court of Kerala.

- The College union will have a Students' General Council and an Executive Committee. All students are members of the Students' General Council.
- In order to conduct an election to the Executive Committee, an electoral council consisting of two elected representatives from each class will be formed.
- The electoral council will elect the Executive Committee consisting of the following office bearers: the Chairman, Vice-Chairman, General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary.

Policy on study tour

The study tour should ensure the personal, social and academic development of students.

- Students are taken on study tours, industry visits etc. Such tours can be organized by students only in consultation with their tutors or concerned faculty of the clubs and with due permission of the Principal.
- Any representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of the expedition.
- An accurate faculty- student ratio should be assured in all the study tours, and that should include expert staff to meet with contingencies.
- All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively



On Governance

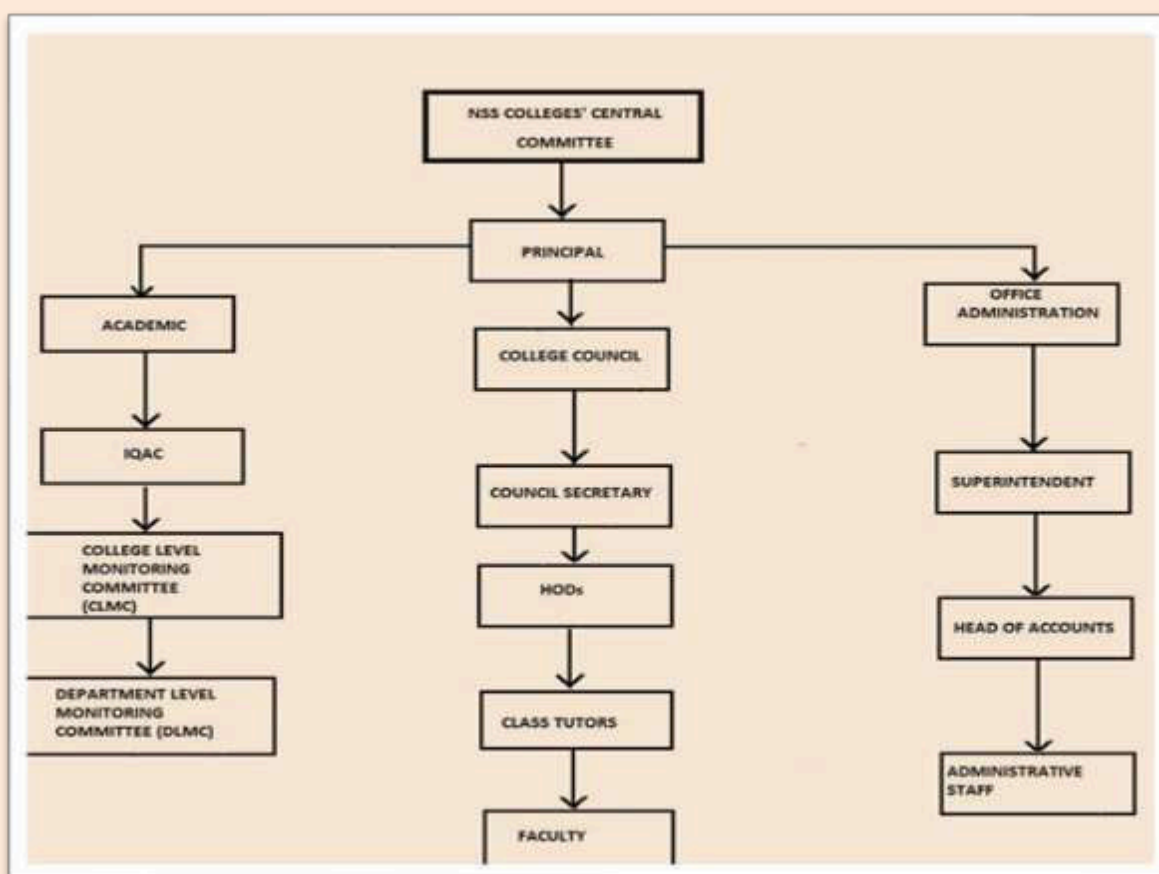
General Administration

- The administrative policies of the college focus on enhancing operational efficiencies, best practices, effective decision making and compliance with laws and regulations.
- The policies and procedures regarding academic and non-academic matters of the institution are transparent.
- The College follows a decentralized system of management, NSS Central Committee being at the top, ensuring the participation of all in the decision-making process.
- Principal is the highest authority of the college, followed by College Council and IQAC.
- Academic Committee are a vital link between the student body and the faculty. The significant function of this committee is to act as a medium of communication between the

students and the faculty, to take up the responsibility of imbibing best practices so that future student's community can have better systems in place. It also arranges regular interaction between faculty and students. It holds responsibility for conducting practices like academic award functions to honour students for their academic excellence.

- In order to carry out the academic activities as designed by the curriculum, there is a College Level Monitoring Committee, followed by Department Level Monitoring Committees.
- There are associations like PTA and Alumni to represent Parents and previous students of the college.
- There is a Students' Union to represent the students.
- There are various Clubs, Committees and Cells for the benefit of the students and for protecting the rights of teachers and students
- Various Co-Curricular Bodies encourage co-curricular activities among students.
- To carry out the general administration and to assist the Principal there is the Office Administration headed by Superintendent and followed by Head Accountant, Clerks and Menial Staff.

The college conducts regular financial, academic and administrative audits to ensure the health of its governance



Organogram

LICY on Examination

Examinations play a vital part in evaluating the academic performance of the students. Internal examination policy as designed by the curriculum aims at assessing the various capacities of a student, including her/his theoretical and practical knowledge and skill.

The policy for the conduct of External Examination

- The college is to appoint a senior faculty to serve as Chief Superintendent of Examination, to supervise and execute all examination related work and procedures.
- He/She is to be relieved from all extra-curricular assignments so as to concentrate on examination related work.
- The University Examinations has to be conducted by scrupulously following all the norms and regulations of Kerala university, including the appointment of staff in different capacities.
- There is a separate room for Examination related work, to ensure secrecy and effectiveness.
- The announcements related to examination form acceptance dates, fees details, schedules (timetable) re to be published on the website and/or displayed on the notice boards well in advance, leaving convenient time for the students to take note and comply within the stipulated time.
- Such information is to be also communicated to the students by tutors using other means such as, WhatsApp groups..
- The practical examinations are conducted by the college by appointment of internal examiners from the college faculty and external examiners from the Univerity
- Projects are evaluated by external examiners from the university, which includes a viva component
- Malpractice Prevention Squads from the University make surprise visits during examinations to ensure fair practices

The policy for the conduct of Internal Examination

- The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
- The assessment is comprehensive and continuous to gauge the students' ability and achievement and serve as a basis for all remedial programmes envisioned by the institution
- The College conducts internal examinations in the pattern of the university examination in each semester, apart from the time-to-time class tests and other forms of assessments like student seminars and assignments.
- Remedial teaching sessions are arranged within each department for the students who score low marks in the internal exams to enable her/him to give better performance in the University examination. Remedial registers are also maintained by the departments.
- Class tests and surprise tests are conducted periodically.
- Seminars and assignments are given to students to ensure their active participation in the learning process.
- The internal assessment system is often reviewed for its effectiveness..
- The CLMC monitors all matters related to internal assessment at the college level.



Library Policy

The college library came into existence at the time of the establishment of the institution. Its working time is from 9.00 am to 4.00 pm on all working days. Presently, it has state of the art facilities such as Upgraded version of Library Management System with web OPAC , INFLIBNET and about 38592 volumes of materials and several valuable journals and e-journals

- The Library has a good collection of text books, supplementary text books and general books. The books are arranged on various racks according to the subjects as per the Dewey Decimal Classification (DDC).
- The College continues to maintain its academic excellence through maintaining a well-stocked library.
- The College has been adding add more and more e-learning resources for the benefit of the teachers and the students.
- The College regularly updates the stock of books on the basis of recommendations taken from the teachers and students.
- Students as well as the teachers can get books of different authors to increase their knowledge database.
- College aims to establish a fully automated Library in the near future.

Rules and Regulation of the Library

- College ID Card is compulsory for Library use.
- Students should keep their belongings outside the reading room.

Books are issued to the students as per the following schedule:

- All students PG & UG can borrow books from on all working days.
- All users are requested to vacate their seats at least five minutes before the closing time.
- Ist year, IInd year, and IIIrd year students can take 1, 2 and 3 books respectively at a time and PG students are permitted to borrow a maximum of 10 books at a time
- Generally, books are issued for a period of 14 days.
- A student failing to return the book within the prescribed period has to pay a fine of Rs. 1/- per day.
- Students must examine the books on receiving them and report to the librarian damages if any.
- Students are not allowed to lend books taken from the library to anyone. If anyone violates this rule, she/he will be fined, and her/his membership will be cancelled.
- Reading loudly or talking in the reading room is strictly prohibited.
- Any loss or damage to the library belongings, if any, will have to be borne by the people responsible for it.
- Newspapers, periodicals and journals should not be removed from the allotted places.



Grievance Redressal Policy

The Grievance Redressal Cell & SC/ST Grievance Redressal Cell

- This cell is responsible for settling any type of grievances of the students, teachers and non-teaching staff of the college.
- The SC/ST Grievances Cell operates to promote the special interest of student in the reserved category and provide special inputs in areas where the students experience difficulties and helps in solving their academic problems.
- The Committee consists of one convenor and members from the teaching faculty of the college.
- The Committee constitutes a meeting at the beginning of the academic year chaired by the Principal to decide about its plan of action during the academic year.

- The students are to lodge their grievances to their respective tutors, and they in turn intimate the matter to the committee for necessary action.
- Students are not encouraged to petition the Principal, initially.
- They have to avail themselves of the opportunity provided by the Grievance Redressal Cell and then the Principal, if the grievances are not redressed in time.
- If a student is not satisfied in the decisions of the Committee, he/she may appeal to the University Level Grievance Redressal Cell. The verdict of the University Level Grievance Redressal Cell shall be final.
- At the end of the academic year, the convenor of the committee will prepare an activity report and the same will be submitted to the Principal.

Internal Complaints Committee (ICC)

There exists an Internal Complaints Committee (ICC) that ensures safety of girl students and women staff (teaching and non-teaching) in the campus. Complaints can be made by aggrieved women directly to this committee, on matters related to sexual harassment.

Department Level Grievance Redressal Mechanism

There are department level grievance redressal committees in all departments, which address any issues faced by students, including issues of internal evaluation, following a three- tier redressal system of Tutor- HoD –Principal.



Policy Framework on ICT and E-Governance

The College is committed to maintaining consistent, high-quality implementation and management of its IT resources, processes, and practices. To achieve this, a comprehensive framework of well-defined policies, procedures, and standards is essential. The college maintains specific policies concerning the use and security of its computer systems, networks, and information resources.

The IT policy aims to

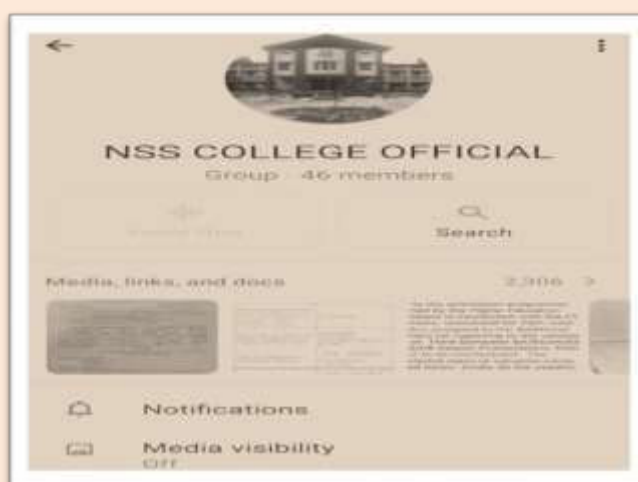
- Enable effective implementation of E-governance across various domains such as general administration, student admissions, examinations, library services, and financial operations, ensuring a streamlined and efficient governance system within the institution.
- Encourage maximum utilization of the computer labs by students.
- Motivate students and staff to utilize the computer labs to their fullest extent.
- Ensure that each department has a sufficient number of computers equipped with adequate WIFI facilities.
- Regularly install and update antivirus/antimalware software at specified intervals.
- Facilitate a paperless governance system.
- Ensure easy and quick access to information flow.
- Enhance the ICT infrastructure of the college. Implement Enterprise Resource Planning (ERP) software for effective institutional data management.
- Increase the availability of classes equipped with mounted LCD projectors.
- Fully automated library services, enabling remote access for students.

- Significantly expand the subscription of e-books and e-journals.

Administration

The college administration has taken significant steps towards E-governance by integrating technology into various administrative procedures. The following measures have been implemented:

- All information from the university is communicated through emails.
- The principal interacts with faculty members via an official WhatsApp group and through the college email.
- Decisions made in council meetings, IQAC meetings, and other official gatherings are circulated through the official WhatsApp group.
- Office automation software (E Solutions, provided by G J Tech) is used to manage student admissions and to issue transfer certificates online.



Website Management

To provide real-time information about the institution to the public, faculty, and students, a dynamic website must be maintained. The website serves as a central hub for all college-related information, ensuring transparency and accessibility. The website committee is responsible for ensuring daily updates, including:



- Announcements and notices about academic schedules, examinations, and results.
- Information on college activities, events, and achievements.
- Updates on admissions, courses offered, and faculty profiles.
- Resources for students, such as syllabi, timetables, and academic calendars.
- Contact information and support services available to students and parents.
- The website committee will work diligently to keep the website current and user-friendly, ensuring it reflects the vibrant and dynamic nature of the college community.

Campus Wi-Fi and CCTV Surveillance

All departments and general administration of the college is equipped with high-speed Wi-Fi internet access. The college campus is equipped with a comprehensive CCTV surveillance system to ensure the safety and security of students, faculty, and staff. Strategic placement of cameras throughout the campus enables continuous monitoring of key areas, including entrance gates, academic buildings, and common areas. This robust surveillance infrastructure helps deter unauthorized activities, enhances incident response, and provides a secure environment conducive to learning and personal development. The surveillance footage is regularly reviewed by the college security team to maintain a safe and secure campus atmosphere.

Student Admission and Support

Admission procedures for undergraduate and postgraduate courses are managed through the University of Kerala's admission portal. Information such as application details, prospectus, and institutional contact points are prominently displayed on the college website.

Other Student Support Activities



- All information from the university and higher education council is received via

email.

- Academic-related matters are circulated through student WhatsApp groups by the tutors.
 - Communication to parents, such as regular absences of their ward and PTS meetings, is also disseminated through WhatsApp.
 - All important events and other student/institution-related matters are uploaded on the college website, which is regularly updated by the college's website committee.
- Library access is partly automated with Grandha software and INFLIBNET is also available in the library.

Examination

The University of Kerala provides an exam portal for students, integrating all activities related to examinations, through an online mode. The following exam-related activities are managed:

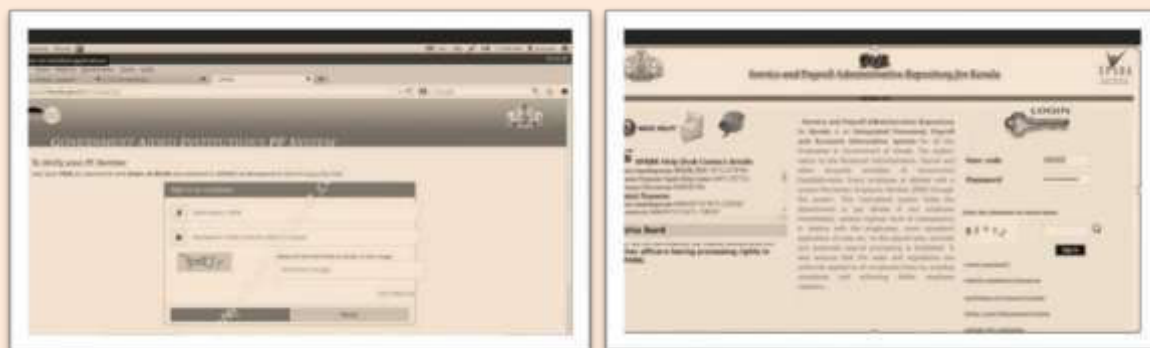
- Student enrolment, exam registrations and the uploading of internal marks on the university website.
- Timely information about university examinations is monitored by the CLMC, which collaborates with the university-level monitoring committee.
- PG question papers are received online from the university just before the exams, enhancing the confidentiality of the examination process. PG enrollment, registration, academic progress tracking, examination, mark entry etc. are done with the help of SLCM (Student Life Cycle Management), a system used by Kerala University to manage various aspects of students. It integrates administrative processes to streamline student management from admission to alumni status, ensuring efficient handling of academic records and student services throughout their university journey
- The CLMC also prepares and circulates the internal examination timetable through the official WhatsApp group and conducts internal examinations in a centralized manner.
- All information regarding university and internal examinations is communicated through WhatsApp groups.



Finance and Accounts Management

The college manages the financial dealings related to the salaries of faculty and administrative staff through SPARK. Faculty salaries are transferred via NEFT to ensure efficient and timely transactions. College accounting operations utilize Tally or similar accounting software. The latest versions are maintained with regular updates and security measures to safeguard financial data. Various portals are used for salary processing, provident fund management, and other financial transactions.

The college uses multiple software systems, including:



- **SPARK (Service and Payroll Administrative Repository for Kerala):** Service details of staff are entered, and salary and arrear bills are processed through this portal.
- **GAIN PF:** Provident Fund-related matters are managed through this portal, maintained by the Directorate of Collegiate Education, Government of Kerala.
- **PRISM (Pensioner Information System):** Details of retired employees are available
- The **VISWAS** portal, managed by the State Insurance Department, is used for entering and managing the insurance details of the college staff. This system ensures that all insurance-related information is accurately recorded and maintained. The portal facilitates the administration of staff insurance policies, ensuring that data is securely stored and easily accessible for processing claims and updates. The college is committed to maintaining the accuracy and security of this information to support the well-being of its employees



Research policy

- Faculty members are encouraged for carrying out quality research and publish their findings in reputed journals and file patents wherever possible.
- The college encourages the faculty members to take up research projects by extending all possible support.
- Faculty exchanges between institutions for research, teaching and learning are highly encouraged to enrich them with quality, national and international exposure.
- The Research Cell conducts several seminars on various aspects of research including methodology, plagiarism etc
- The IQAC organizes several webinars, seminars and invited talks to enhance the knowledge frontiers of the students and faculty alike.
- Faculty members are encouraged to attend FDPs, Orientation &/Refresher courses, seminars etc



Policy on Disabled-Friendly Campus

The college is committed to providing Divyangjan or differently abled students, equal opportunities for accessing all the facilities available in the campus as per the mandate under Rights for Persons, with Disabilities (RPWD) Act, 2016 and “Sugamya Bharat Abhiyan” of the Government.

- There is a Cell For Differently- abled Persons in college that helps students with disabilities. It conducts inspiring talks and regular meetings of the parents of students with disabilities
- Convenient locations of classrooms and examination rooms are provided for the differently abled students.
- Extra time during examinations along with service of scribes is provided for physically challenged students as per the rules.
- For easy access to college buildings, ramps are provided in several places.
- A special toilet with additional fixtures is provided for the use of disabled students



Policy on Gender

- As an equal opportunities employer, the college provides equal opportunities for men and women in all areas of academics and administration- be it for staff and/ or students
- Programs for women on training in self- defence , on health , on legal awareness etc enable the process of Gender Equity. The college conducts many such programs
- Adequate safety arrangements are made available in the campus
- The college ensures the safety of girl students by installing CCTVs in the campus.
- There is equal opportunity for all genders in the classrooms and library, labs etc.
- The college ensures that the participation of girls in cultural activities and sports is very good.
- Separate toilet facilities are available for female students inside the campus.
- There is a Women's Study Unit, Counselling Cell, Anti-ragging cell, Discipline committee, ICC (Internal Complaints Cell) and Grievance Redressal Cell, for the safety and security of women on campus
- Gender audit is conducted by the college to ensure the gender balance in the college in all areas of its functioning



Policy on Environment and Sustainability, Waste Management, Energy Conservation, Water Conservation and Green Initiatives & Plastic Ban

Our ancient texts say that “*Yat Pinde Tat Brahmande*” which simply means “as is the macrocosm so is the microcosm”. In scientific terms, when we translate this, it leads us to understand that we are made up of the same five elements that the universe is made up of i.e., earth, water, fire, air and space.

When we look at it in a very broad perspective, protecting the environment is just protecting our extended existence and caring for the environment is only caring for oneself. Any imbalance in nature created by us, eventually comes back to haunt us in some way or the other, and therefore environment protection as a value is one of the most important ones to be inculcated in young people.

In our college with its great spread of greenery and its large variety of birds, butterflies etc., we get an opportunity to inculcate this value among our young people and to make them realize the significance of preserving and enriching the environment - to make them aware about the blessings of nature that they have in abundance. When in several parts of the world there is scarcity for land, extreme soil pollution, lack of tree cover, poor quality of air and scarcity of water, the bounty of the college is a reminder to be grateful.

Environment and Sustainability

- Students are encouraged to take an active interest in protecting and preserving the college's unique Ramsar site. Understanding the interdependence between the environment and human activity is essential for nurturing a sustainable future.
- The college maintains a herbal garden for students to explore and learn about plants, trees, birds, and butterflies. In an era where we are looking for alternatives for health and healing, knowledge about uses of medicinal herbs, their upkeep and maintenance is of utmost importance. Students are hereby expected to appreciate Indian knowledge systems and

heritage.

- To take responsibility for preserving and protecting our varied flora and fauna, including our campus water bodies. This commitment to safeguarding our natural heritage contributes to maintaining a healthy and balanced ecosystem.
- Students are encouraged to plant saplings, particularly during the Environment Week celebrations. This initiative raises a sense of belongingness and responsibility towards the environment. Planting trees contributes to enhancing biodiversity and improving air quality on campus. Protecting and caring for saplings involves regularly watering them and removing weeds.

Green Initiatives & Plastic Ban

- Students are encouraged to participate in the college's green initiatives organized by various departments, clubs, and committees. Engaging in these activities is an essential part of holistic education and promotes environmental awareness.
- The college undertakes agricultural activities from time to time. Students and staff are encouraged to appreciate agriculture as a fundamental activity for sustaining life and to participate in all such activities in college
- Everyone is prohibited from bringing plastic items onto the campus. This policy aims to reduce plastic waste and create awareness regarding indiscriminate use of plastic.
- Everyone in the college is encouraged to use paper bags instead of plastic bags. This helps reduce plastic waste and protects the environment.
 - The college encourages everyone to recycle plastic and glass bottles as useful or decorative items and to empower themselves by attending such workshops in college.

Waste Management

- Each staff member and all students are responsible to segregate waste at source into biodegradable and non-degradable categories and must use the designated bins for the same.
- Burning dry leaves is prohibited inside the campus. Leaves must be collected and recycled as manure, through proper waste management channels to maintain a clean and environmentally friendly campus, reduce air pollution and prevent harm to the flora and fauna.
- Students are expected to participate whole-heartedly in cleaning drives on campus to ensure that the campus remains free of litter and waste materials.
- Restrooms should be maintained and cleaned regularly for everyone's hygiene and comfort. Girls are required to use the incinerators provided for the safe disposal of sanitary products
- Students share a collective responsibility to keep the campus free of litter. By working together, we can maintain a clean and pleasant environment for everyone
- E-waste has to be disposed off carefully, with the help of authorized agencies for the same

Energy Conservation

- Faculty and office staff must limit printing data on papers and instead send internal communications via email. This helps cut down on paper waste and makes communication faster and more accessible for everyone. The blank side of papers, written or printed on one side should be reused for rough work and not discarded.
- All staff and students must use laboratory resources responsibly to minimize waste. This approach ensures that materials are utilized efficiently.
- Respecting and maintaining our facilities are essential for creating a safe and welcoming environment for everyone. Students are advised not to destroy campus property.
- To switch off lights and fans before leaving the classrooms is compulsory. This contributes to overall energy efficiency in our campus.
- Maximise daylight usage by keeping the windows of the classrooms open. This practice


enhances the learning environment while also improving the overall energy efficiency of our institution.

- Students are not permitted to bring vehicles into the campus to keep it pollution free. This policy helps reduce congestion and promotes a safer, more pedestrian-friendly environment for everyone.
- All students are prohibited from etching on benches, desks, and other furniture. Defacing walls and other surfaces are also not allowed. Respecting campus property helps maintain a clean and welcoming environment for everyone.


Water Conservation

- To close taps promptly to prevent wastage of water has been enforced as a regular habit.
- Overflow from overhead tanks is avoided
- Leaks are fixed immediately to prevent water wastage
- Water resources in the campus, such as wells and ponds are cleaned and maintained regularly.
- Safe drinking water is provided to students at many points in the college
- Water from handwashing etc are allowed to percolate into the soil or irrigate plants
- Awareness programs on importance of water conservation are conducted
- These practices not only conserve a vital resource but also promote a culture of sustainability within our campus.

The college tracks and monitors energy usage in the campus by conducting energy audit , environment sustainability through environment audit and all green initiatives via green audit


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