

MTCC

POLICIES AND PROCEDURES



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📍 Malappuram, Nilambur,
Chungathara

Sl. No	Policies
1	Green Policy
2	Internal Compliance Committee
3	Research Policy, Code of Ethics, Guidelines for Research
4	E governance Policy
5	Resource Mobilization Policy
6	Certificate course Policy
7	Grievance Redressal Policy
8	Institutional Policy on Disabled Friendliness
9	Policy on Social Media and Websites



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DRAFT OF GREEN POLICY & PROTOCOL



GO GREEN GROW



MAR THOMA COLLEGE
CHUNGATHARA,
MALAPPURAM 679 334

PREFACE

I believe our biggest issue is the same biggest issue that the whole world is facing, and that's habitat destruction. -- *Steve Irwin*

Mar Thoma College Chungathara (MTCC) endeavours to achieve a human – environment coexistence model which would promote society’s welfare through environmental protection. The policy visualizes setting a national and international benchmark for a socially and environmentally sustainable campus, through action plans for environmental education, management and conservation from where, “*GO GREEN AND GROW GREEN*” is realized. To fulfill this vision, the college is obliged to institute a Green Policy and protocol which will cover the following points:

- 🌳 We shall consider in the matters of future developments, infrastructure constructions and action plans with reference to the green policy and abide with the green regulations set forth in this document.
- 🌳 College shall integrate environmental concerns into its everyday practice.
- 🌳 Adopt best practices for environmental protection; observe conservation, environmental laws, regulations and standards.
- 🌳 The College has a responsibility and desire to educate members of the Community to engage effectively as global citizens, steward our natural resources in a responsible manner, foster a unique culture that supports and promotes the values and principles of social and environmental sustainability, and in cooperation with organizations at the local, state, national and global levels.
- 🌳 To motivate the College community to maintain and increase the green cover area of the campus in the coming years. While increasing green area, Indigenous evergreen species of flora should be given importance suitable for this ecosystem.
- 🌳 Be a reminder of the college community to take measures to protect and enrich the existing biodiversity spots within the campus like Arboratum, Butterfly Garden (citrapataᅅgah), Herbal Garden (oushadodhyanam), Orchard, Hydroponics, Vertical gardens, Botanical Garden etc.
- 🌳 State the commitment of the college to reduce energy consumption and reduce wastage of energy. Explore renewable energy sources as far as possible.

- 🌳 It is an urge to decrease the amount of waste generated by constantly monitoring the sources and through the policy of Reduce, Reuse and Recycle. We should implement a long-term waste management strategy for future through innovation drives and incubation units.
- 🌳 As a HEI we stand for increasing, sharing and exchanging environmental awareness and protection amongst campus community and the society at large.

As per the decision of the College Academic Council on 10th July 2023, a committee is constituted for preparing *a Green policy and Green protocol*. The committee included four members under the leadership of Dr. Sheelu Abraham (Assist. Professor, Physics- Convenor), Dr. Ajesh T P (Assistant professor and Head, Botany), Dr. Jino P Varughese (Assist. Professor, Hindi), and Mr. Genoy George (Assist. Professor and Head, BBA). The committee held seven sittings and formulated this draft and submitting for the approval of the College academic council.

1. Dr. Sheelu Abraham (Assist. Professor, Physics- Convenor)
2. Dr. Ajesh T P (Assistant professor and Head, Botany)
3. Dr. Jino P Varughese (Assist. Professor, Hindi)
4. Mr. Genoy George (Assist. Professor and Head, BBA)

INTRODUCTION

"Conservation is a state of harmony between men and land."- *Aldo Leopold*

Established in 1981, Mar Thoma College prides itself in its history of 42 years. Despite its status as a minority institution, the college has imparted high quality education to all sections of society regardless of caste, colour or creed. Green campus is a concept to build sustainable living practices that are environmental-friendly in educational institutions around the world. Sustainable environment in college campus impacts students' lives positively on a daily basis. Studies have shown that students studying in an active green campus have better knowledge retention capacity, environmental behaviours, community solidarity, etc.

The College has its own aesthetic beauty. The college welcomes everyone who enters the portal with its shaded Arboretum surrounded by trees. Besides this, there are colourful landscape gardens creating many green spots in and around the campus. Efforts are being made to develop the campus on green concepts, particularly focusing on water conservation, use of alternative sources of energy, solid waste management, vermicomposting, green belt development and sustainable architectural designs of buildings.

The Mar Thoma College, Chungathara, defines a Green Campus Policy to envision a Clean and Green Campus where environmentally friendly practices and education combine to promote sustainable and green practices in and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among the students and staff.

Green campus is a holistic approach to ensure sustainability through its internal as well as external activities within the higher education community. This concept incorporates Management, teachers, students and non-academic staff in improving energy efficiency, conserving resources, enhancing environmental quality including habitat preservation, healthy living environment, use of renewable energy and management of wastes, water recycling etc. The concept also welcomes a new curriculum focusing on sustainability to produce "green graduates".

Defining a green policy is essential for mitigating the college's environmental impact and fostering a culture of sustainability that resonates throughout the entire institution. By setting clear goals, engaging stakeholders, and providing a roadmap for action, the green policy becomes a powerful tool for driving positive change and creating a more sustainable future. The Policies mainly focus on the **Clean Campus, zero waste campus, Plastic free campus, Green Campus, Clean Air, Water Conservation, Green Buildings, Green Energy, Environment-centric Student Societies and Department Activities. Mass Awareness Initiatives and Environmental Audits.**



VISION & MISSION

To create environmental consciousness among the society through the students and actively involve in the activities to protect the planet Earth from unscrupulous human invasions for a sustainable, pollution-free and healthy life ahead.

Scope of the Policy

The Green Campus, Energy and Environment Policies will develop exciting new curricular, co-curricular and extracurricular practices that encourage students to lead in creating positive change. These initiatives call for a thorough review of all infrastructural and administrative functions from the standpoints of energy efficiency, sustainability and the environment.

Objectives of the Policy

-  To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
-  To continuously improve the efficient use of all resources, including energy and water, and to reduce the amount of waste produced, recovering and recycling waste whatever possible.

- 🌳 To protect and conserve ecological systems and resources within the campus.
- 🌳 To make the campus Clean, Green and plastic free.
- 🌳 To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Wildlife Photography Competitions, Essay Competitions, Bird Watching Programs, Excursions, Study Tours, invited Talks, Etc.
- 🌳 To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- 🌳 To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
- 🌳 To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.
- 🌳 To conduct environmental and energy audits from time to time.
- 🌳 To minimize the use of paper in administration through having a policy for E-governance.
- 🌳 To develop a 'green' culture among the stakeholders and produce *Green graduates*

GREEN POLICY

Environment is no one's property to destroy; it's everyone's responsibility to protect. –
Mohith Agadi

A. CLEAN CAMPUS

Creating and maintaining a clean campus is essential for promoting a healthy and pleasant environment for students, faculty, staff, and visitors. A clean campus enhances the overall experience and reflects the institution's commitment to cleanliness, hygiene, and sustainability. Implement a comprehensive cleaning schedule for all campus facilities, including classrooms, offices, restrooms, common areas, and outdoor spaces. Regularly clean floors, windows, desks, and other surfaces to maintain a tidy environment. Promote cleanliness and hygiene through educational campaigns and signage. Use posters and digital displays to remind the college community about responsible waste disposal and cleanliness practices. The college pays dedicated focus to ensure minimal waste is generated on the campus. Solid, liquid, e-waste, biomedical and hazardous waste are segregated and disposed of as per rule. Campus should be Zero waste and plastic free.

B. GREEN CAMPUS

Creating a green campus involves promoting sustainability, environmental awareness, and eco-friendly practices throughout the college community. Create and maintain green spaces on campus, such as gardens, parks, and nature preserves. Use these areas for educational purposes, outdoor classes, and recreation. Develop a culture among the stakeholders about the judicious use of resources. Organize workshops, seminars, and events to raise

awareness about environmental issues and sustainable practices. Engage students, faculty, and staff in sustainability initiatives and empower them to become environmental advocates.

C. CLEAN AIR

A clean air policy in college is crucial for ensuring a healthy and sustainable environment on campus. Poor air quality can negatively impact health and well-being, and improving indoor and outdoor air quality is essential. Ensure that all buildings and classrooms are equipped with adequate ventilation systems. Regularly inspect and maintain ventilation systems to ensure proper functioning and air circulation. Use environment-friendly and non-toxic cleaning products to reduce the emission of harmful chemicals indoors. Educate the college community about the importance of clean air and how individual actions can improve air quality. Organize workshops and campaigns to raise awareness and encourage sustainable practices. The “Continuous Ambient Air Quality Monitoring Station (CAAQMS) is a facility to measure the air and meteorological parameters (criteria pollutants) continuously all year round.

D. WATER CONSERVATION & WATERSHED MANAGEMENT

Water conservation is using water more efficiently and wisely to reduce waste, protect water resources, and ensure sustainable access to clean water for future generations. Water is a finite and essential resource, and conserving it is critical to addressing water scarcity, droughts, and environmental degradation. The

college should be provided with rain water harvesting facilities from the rooftop outlets is carried through the well-connected pipelines to large water harvesting tanks, and the overflowing rainwater from these tanks is discharged into the soak pits and after proper filtration the rain water could be utilized for well recharging and ground water recharging and could be stored in shallow ponds. Decentralized storage should be attempted for a college like ours where large underground storage tanks would not be feasible. Drainage map of the college should be prepared which would be basis for watershed management and landscaping. Avoid the leakage, use of Sprinklers, Drip mode for irrigation and organise awareness campaigns on reducing the water wastage in the campus. Water recharging will help to uplift the ground water table and gradually we can reduce the use of borewells in and around the campus.

E. GREEN BUILDINGS

Green buildings, also known as sustainable buildings or eco-friendly buildings, are structures designed and constructed to reduce their environmental impact and promote energy efficiency, resource conservation, and occupant well-being. These buildings aim to minimize their carbon footprint throughout their life cycle and eventual demolition or deconstruction.

F. GREEN ENERGY

Renewable energy sources are natural resources that can be replenished naturally and sustainably. The college believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy for new and existing buildings. The college should target 30 KW energy from solar power within 2030. Use of LED bulbs/ Power-Efficient Equipments (minu. 3star to 5 star) More than 90% electric lights and all the computers of

the college are LED enabled. The other Equipments are also purchased taking into account their power-efficiency.

The College encourages Staff and students to use electric vehicles instead of those run on fossil fuels. Use of Street Lights Controller will minimize the use of electricity consumption and make the maximum utilization of the available resources. A Biogas Plant has been installed in the Girls' Hostel of the college. It has a capacity of 2000 Ltr. and can produce Methane gas equivalent to 500 gms equivalent of LPG per day. The raw material used for the plant is the waste food from the canteen and the Girls' Hostel Mess. This gas is not explosive as that of LPG, so it is very safe to use. There is no threat of leakage or storage of gas.

The college has a policy to minimize the use of paper in all types of official/academic communication of the college through E-Communication. The use of paper is substantially reduced through digitization. One-side blank pages are used to avoid wastage of paper. All the college staff have been provided the college E-mail IDs and through which they make all the required official and college-related communication. What's app - Class-wise groups, Department wise groups, Committee wise groups have been formed which have reduced the usage of paper in notices and circulars. Moreover, the college has avoided massive usage of paper by introducing the "Learning Management System" wherein references, notes, syllabi, question banks, study material are stored and shared on the e-platform. Some departments have also started accepting E-assignments. This practice has proved highly beneficial to save money, boost productivity, save space, make documentation and information sharing easier, and help the environment

G.AWARENESS INITIATIVES

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid

in its implementation. The college should support and encourages awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate effective implementation of the Green Campus, Energy and Environment policies.

H.ENVIRONMENT-CENTRIC STUDENT SOCIETIES AND DEPARTMENT ACTIVITIES

College should encourage all the departments and specific student societies like Nature Club, NSS, Eco-club and others to organize events, competitions and training sessions that will bring about positive environmental changes at the grassroot level. The college should support departments and student societies in moulding the students into active agents of environment protection and conservation. Green society institutional changes towards sustainability and eco-friendly practices have percolated down to the students which have led more and more students to join Green Society. Making the society a compulsory one will provide it a bigger platform to broadcast the institution's environmental values to raise awareness. Because compulsory societies expect the fulfilment of a specified number of hours of work and commitment, this will aid the green initiatives and practices that are a part of this policy to grow exponentially.

GREEN PROTOCOL

Earth provides enough to satisfy every man's needs, but not every man's greed. — Mahatma Gandhi

A set of guidelines or procedures designed to promote environmental sustainability and reduce the impact on the environment is called Green Protocol. The College might implement the green protocol in various contexts to ensure that their operations, processes, and practices prioritize environmental conservation, energy efficiency, waste reduction, and eco-friendly approaches. The Green Protocol enhances the campus's environmental quality by educating about sustainability, resulting in a healthy environment to live and learn. It also refuses or reduces the use of disposables while increasing reusables like glass/stainless/porcelain materials and cotton bags.

CLEAN CAMPUS- zero waste campus, Plastic free campus,

- To segregate and collect the waste in the campus, fix colour code waste bins in every floor and safe assembly areas in Stainless steel brackets. Dustbin Colour Code (As per Indian Colour code)
Green: For biodegradable waste such as food and garden waste.
Blue: For recyclable waste such as paper, cardboard, and plastic.
Yellow: For dry waste such as plastic bags, packaging, and rubber.
Red: For hazardous waste (batteries, chemicals, and electronic waste). Also show the next waste bin location at each bins position.
- Fix proper display boards along with the waste bins to explain its protocol
- The biodegradable waste must be collected every day during 3 - 4.30 PM.
- Other wastes should collect twice in a week
- Twigs and wood could be shredded and used as mulch.
- Make compost units based on indigenous knowledge and convert dry leaves to leaf compost

- Install Bio compost units in the campus and promote composting- compost should be used for Gardens
- Instal Biogas units for Biodegradable waste & Kitchen wastes (Especially in Hostel, Canteen & Staff Quarters)
- Fix Appropriate waste bins in science labs to Collect specific wastes
- Avoid burning of wastes
- Collect the dry leaves for Bio composting or litter formation
- Foster a culture of responsible dining by avoiding food wastage
- Encourage the use of stainless-steel utensils to carry food
- Don't use disposable glasses and plates in gatherings
- Avoid the usage of non-biodegradable materials like thermocol, rexin, flex etc.
- Avoid Plastic Covered bouquets, pens, files in seminars, workshops etc
- Avoid excess printing of college digest, magazines etc.
- Segregate, clean and handover plastics to Haritha Kerala mission
- Store electrical, e-waste, scrape etc. and handed over for recycling
- Start an LED Clinic to repair and reuse the LED Bulbs
- Promote recycling of water in the campus
- Inspire students to plant and nurture organic vegetables
- Establish vegetable garden in Ladies hostel and become self sufficient
- once in a month cleaning drive should be organized. All the members (Students, teachers and non-teaching staff) should. Be the part of this. It makes a clean campus among them and it became a swchbharath activity
- Instead of 3R (Reduce, Reuse and Recycle) we adopt 5R (Reduce, Reuse, repair, Recycle and Remake)
- Conduct various training programmes and workshops for 5R concepts for skill enhancement among students
- Conduct Recycle and Reuse innovation drives for students every year

- Promote students to reduce the use of ball pen and collect it after usage and replace it with ink pen
- Bio-Medical Wastes (BMW) should be disposed of through the authorized BMW managing agency.
- Hazardous waste such as used batteries shall be disposed through an authorized recycler.
- Hazardous waste and chemical containers from any labs shall be segregated and disposed of through the authorized hazardous waste managing agency.
- AMC is maintained to periodically review the effective functioning of gadgets and other Equipments
- Suitable budget should allocate to upgrade the systems.

GREEN CAMPUS

- Students are instructed to maintain the campus green and clean
- Place mass awareness boards and motivational quotes related to the importance of clean and green environment are displayed in the campus with the leadership of green guards/Nature club
- A gardener is essential or maintain the campus greenery
- Periodically monitor the condition of plants cultivated as a part of afforestation programme and conserve by naming and numbering.
- Greenery within the campus to provide pollution free air and carbon-sink
- Identify the free spaces (unusable) and establish various gardens like - *rock garden, star garden, herbal garden, climber garden, Aqua gene, orchidarium, bambusetum, etc.*
- Professional land scaping is essential for new construction and renovation.
- Minimise the number of deciduous plants by replacing by indigenous ever green plants

- Promote Indore plants (sansevieria) within the class rooms & seminar halls to avoid foul smell and toxic gases
- Maintain Straggler/ Climber gardens to avoid dust and smoke to the campus
- Maintain the natural topography
- Labelling, IUCN status and numbering of plants is essential

CLEAN AIR

For Prevention of air pollution, we should adopt following protocols

- Increase the use of Solar appliances
- Prevent the overuse of appliances/electronic goods
- Promote the use of eco-friendly paints
 - a. Avoid the burning of any materials indoor/outdoor and make it a "No Smoke" Campus.
- Reduce fossil fuels- Use bicycles /Carpooling / battery operated vehicles.
- Promote Indore plants (sansevieria) within the classrooms & seminar halls to avoid foul smells and toxic gasses.
- Use the plants that have pollutant removal efficiency such as *Neem, Pongamia, Michelia, Nerium* etc in common assembly areas
- Use the available windows as ventilators.
- Install blinds/curtains made up of natural materials
- Avoid noise pollution in the campus

WATER CONSERVATION

- Prefer liquid cleaner over soap in departments and washroom facilities. Also develop its application in diluted form. ie., minimal usage.
- Always open tap at an optimum level
- Open the tap for the required time only, especially in washrooms.

- Repair for any leakage
- Use dual mode faucets, aerated taps etc.
- Adopt the usage of eco-friendly products rather than synthetic chemicals
- Metering of water usage in every floor to monitor water management
- Rain water harvesting system for each building
- Overflow from Rain water harvesting is used for well recharge
- Water efficient plumbing fixers can be adopted
- Sensors that prevent leak and overflow tankers
- Establish Rain Water purification systems
- Drainage map of the college should be prepared which would be basis for watershed management and landscaping.
- Avoid the leakage, use of Sprinklers, Drip mode of irrigation
- Provide awareness campaigns on reducing the water wastage in the campus.

GREEN BUILDINGS

- Follow the Green Building protocols for new construction
- Climate-based layouts and designs to minimise energy consumption
- Use of fly ash blocks/ interlock blocks for walls and slabs to maximise use of recycled material
- Building materials should be user friendly, Green certified & without causing any adverse effect to the environment
- Maximum use of natural lighting and optimum indoor air quality
- Follow low-cost building practices
- Waste water treatment and recycling with zero external discharge
- Instal Solar System for every new Buildings
- Harvest Maximum amount of water from the roof of new constructions

GREEN ENERGY

- Energy Conservation
- Monitor total facility demand and demands for individual end users
- Maintain a separate metering facility for each department
- Plan and construct buildings catering to maximum entry of wind and light
- Periodically conduct energy audits
- Use Carbon /Energy footprint calculator
- Make every effort to reduce electricity consumption through benchmark
- Encourage staff and students to reduce electricity consumption both on and off campus.
- During holidays/non-working hours, unnecessary equipment / appliances / lights should be turned off.
- Enhance staff and student awareness of energy efficiency through training and less formal methods.
- Use LED, LCD lights
- Use Sensor based lights in the campus
- Use energy efficient Equipments only (Minu 2 star -five star)
- Develop green roof
- Provide mandatory training opportunities on smart energy practices.
- Use Renewable Energy/ alternate energy sources such as solar, wind etc.
- Adopt energy conservation strategies directly and indirectly (Green Buildings, Green Purchase)
- Sustainable transportation and practice *Green Thursday* in every month (on that day only non-fossil fuel vehicles are allowed in the campus- Bicycles & electric vehicles)

ENVIRONMENT-CENTRIC STUDENT SOCIETIES AND DEPARTMENT ACTIVITIES





- Departments should follow the green protocols in all their activities
- Department should initiate green based certificate courses to students
- Department should maintain a green corner/ indoor garden
- Monitor Cleanliness and waste management in the classrooms and laboratories

MASS AWARENESS INITIATIVES

- Ensure the participation of students in all ecofriendly programmes
- Conduct various seminars, workshops, conclaves etc.
- Conduct various competitions like Quizzes, roleplay etc.
- Conduct various programmes related to 5R's
- Conduct various field visit programmes & organic farming
- Place display boards and protocols in safe assembly areas

ENVIRONMENTAL AUDITS.

Every year college should conduct the following audits:

-  **Green Campus Audit**
-  **Environmental Audit**
-  **Energy Audit**
-  **Hygiene Audit**

CONCLUSION

We are not above nature; we are a part of nature. – *Jennifer Nini*

Implementing the green protocol, will change the way we live and make us more responsible towards the planet we depend on. This initiative will steer us forwarding in adopting more sustainable and eco-friendly strategies in all walks of life. Appropriate training should be imparted to the stalk holders in all sectors to adopt green living there by ensuring all people join hands in tackling the present environmental challenges and lead the society towards peace and prosperity.



Draft of Green Policy & Protocol





INTERNAL COMPLIANTS COMMITTEE RULES



**MAR THOMA COLLEGE
CHUNGATHARA**

Working Rules for Internal Complaints Committee

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)

5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
6. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.
8. The Committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
9. If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
10. The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman if and when required.
11. As an interim measure, ICC may recommend
 - a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - b) grant leave to the aggrieved woman upto a period of three months or :
 - c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - d) grant such other relief to the aggrieved woman as the case may require.
12. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
13. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
14. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
15. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses

keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.

16. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
17. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
18. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
19. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
20. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
21. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
22. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

23. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
24. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.
25. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
- 26. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. **The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.****
27. The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
28. Amicus Curie can be called for helping the committee if and when required.
29. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
30. If the Committee finds no merit in the allegations, it shall report to the Institute.
31. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:
 - a. A written apology

- b. Warning
 - c. Reprimand or censure
 - d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Undergoing a counseling session
 - g. Carrying out of community service
 - h. Terminating the respondent from service
 - i. Any other punishment according to the service rules applicable to the respondent
32. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.
33. Nothing precludes the Institute authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate Institute authorities.
34. If the allegation(s) is/are proved against the respondent, the Committee may direct the Institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:
- i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
 - ii. The loss of career opportunity due to the incident of sexual harassment.
 - iii. Medical expenses incurred by the victim for physical or psychiatric treatment
 - iv. The income and financial status of the respondent
 - v. Feasibility of such payment in lumpsum or in installments
35. The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.

36. ICC shall have the necessary powers to take suo motu notice of incidents of sexual harassment and/or gender injustice in the Institute campus and act against the same in such manner as it deems appropriate.
37. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
38. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
39. The Committee has the powers of a civil court in the following cases
 - i. Summoning and enforcing the attendance of any person related to the incident.
 - ii. Requiring the discovery and production of any documents
 - iii. Any other matter relating to the incident as decided by the Committee from time to time.
40. The aggrieved woman or respondent may prefer an appeal to the competent authority.

**Research Policy,
Code of Ethics and
Guidelines for
Research
Mar Thoma College
Chungathara**

Research Policy, Code of Ethics and Guidelines for Research

Mar Thoma College Chungathara

Adopted on : 17th June 2018

Revision drafted by : Research Advisory Board
Mar Thoma College Chungathara

Pre-evaluation : Internal Quality Assurance Cell (IQAC)

Feedback/Suggestions: Board of Studies

Governing Council
Staff Council

Approved by : IQAC and Governing Council on 17-06-2017



CONTENTS

1. Research centre @ Mar Thoma College Chungathara	3
2. Code of Ethics in Academic Research	8
3. Ethics Committee	9
4. Eligibility Criteria for admission to the Ph.D. Programme:	10
5. Full –time/Part – time Research	11
6. Duration of the Programme	11
7. Procedure for Admission	11
8. Course Work	12
9. Research Advisory Committee	12
10.Guidelines for Research Supervisors	13

Research Policy

Mar Thoma College Chungathara is always committed to develop a quality research culture among the faculty and students. Research Policy of the Institution provides standard norms for conducting research in an effective and safe manner. The policy also aims to contribute to building our nation by encouraging the scientific temper and research aptitude of its students and by implementing advanced research methodologies. The policy also helps to realize the Vision of the Institute of 'Empowering women' through excellence in research.

The policy may apply to:

All the Faculty, Temporary or Permanent, who wish to pursue research

All the Staff appointed as part of research projects

All the Students who do research as part of their curriculum

Research centre

1. **There is the facility for advanced Ph.D research in Commerce. The research areas of special interest are the following:**

Centre	Research areas of special Interest
Centre for Research in Commerce and Management Studies	Financial Management Marketing Management

2. Centre for Research in Commerce and Management Studies

The centre got approval from the University in 2017 and has taken off with flying colours. The Centre has Three Research Supervisors. They are Dr.M.B Gopalakrishnan (2017), Dr. Rajeev Thomas (2017), Dr. Dr. Binija George (2022), 11 scholars are pursuing research studies at the centre. The centre has a commendable research oriented collection in its book shelves and journals archives. The centre conducts seminars and workshops on a regular basis to cater to the needs of the ever-changing global business environment.

To Coordinate the activities at the Research centre, Research activities are coordinated by a Research Advisory Committee headed by Principal and the Head of the Department of Commerce serves as the Coordinator.

Research Advisory Committee.

3. Faculty from the college as research guides in outside institutions / Universities

Dr. Elezabeth Thomas (Malayalam) is the research guide at Govt. Sanskrit College Pattambi
Dr. Anwar Shafi KTM college Karuvarakundu, Dr. Jino P Varughese Govt .College Kozhikode.

4. Code of Ethics in Academic Research

Mar Thoma College Chungathara is committed to promote and maintain high standard academic research by faculty, research scholars and students. The college guarantees a robust academic research environment which upholds the values of freedom, equality and respect for diversity. Research activities of the college should always aim for the highest standards of excellence, integrity and morality. The college is keen to inculcate a culture of honesty, accountability and transparency, while maintaining academic freedom. Researchers of, Mar Thoma College Chungathara are required to take ethical responsibility in development, conservation and transfer of knowledge through academic research. Code of ethics is to benchmark the rights and responsibilities of researchers.

The following code of ethics are to be practiced by the scholars pursuing research: -

- Researchers have the right to conduct professionally appropriate research in the subject chosen without interference, censorship or restriction.
 - Researchers are to follow highest professional standards in research design, procedure and evaluation

 - Ethics framework set by Government and professional regulatory agencies should be strictly followed.
 - Researchers should refrain from misconduct or malpractices including plagiarism in research or publication.
 - Required levels of confidentiality in disclosure of methodology and major findings must be kept.
 - Researchers are encouraged by the institution to publish their work in high quality research journals.
 - Legal issues related to copyright, patent and publication are the sole responsibility of the researchers.
 - All the publications should properly acknowledge the institution
 - Be responsible for promoting academic integrity of the college
 - Any problems related to supervisory relationship will be resolved by Research Advisory Committee (RAC).
 - The college stipulated admission fee of Rs 10000 for Scholars, Fees once paid, is not refundable.
 - Collaborative research with other institutions requires prior permission from the Head of the institution.
 - Demonstrate integrity and competence, objectivity, justice and intellectual honesty in research.
 - The minimum standards and Procedure for Award of Ph.D. Degree issued by the UGC, and the Research Regulation norms issued by the Calicut University, are to be strictly followed.
-

5. Ethics Committee

Formulation and maintaining of institutional code of ethics is an integral function of the academic research committee. It is constituted by the research supervisors of the college headed by the Principal the Manager can nominate Experts if required in special cases as an when required for the betterment of research prospects. The Committee provides advice and guidance in research matters to the Staff Council and governing council pertaining to research ethics associated issues.

Misconduct in academic research is not limited to, plagiarism, piracy, copyright violation, data theft, defamation, misinterpretation, personation, fabrication, sabotage and professional misconduct. Mar Thoma College Chungathara follows policy of University of Calicut in the case of Plagiarism. (<http://www.universityofcalicut.info/dor/index.php/component/k2/item/231-university-policy-on-prevention-of-plagiarism>). All Research Scholars in the research centre is affiliated to University of Calicut have to check their thesis for plagiarism using URKUND (plagiarism checking software) available in the C H Mohammed Koya Library in the University of Calicut campus.

Any plan or attempt to do dangerous or negligent deviations from the standard protocol which cause harm to the individuals or properties or environment is also considered as ethical misconduct. Mistakes and errors committed by the researchers unknowingly will be excused. This institution has zero tolerance to ragging and harassment, especially sexual harassment by persons holding advantageous positions of power and authority. Faculty and staff should neither expect nor extract non-professional, personal work from their students, subordinates and colleagues. The Committee acts as the primary investigative/consultative body of the Institution dealing with issues and disputes related to research ethics. Anyone, anonymously or not, can put up an appeal to the Principal in case of an unsatisfactory grievance redressal. On the basis of the investigation, the Committee will submit observations and recommendations to the competent authority for further action. For investigating ethical issues related to the members of Ethics Committee, head of the institution can constitute special committees.

6. Eligibility Criteria for admission to the Ph.D. Programme:

(The criteria stipulated by the University of Calicut are to be followed)

- Candidates for admission to the Ph.D. programme shall have a Masters degree or a professional degree recognized as equivalent to the Masters degree of the University of Calicut, with at least grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or at least 55% marks in aggregate in the mark system or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
 - A relaxation of 10% of marks, from 55% to 45%, or an equivalent relaxation of grade, shall be allowed to candidates belonging to SC/ST category. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed to those belonging to OBC (non-creamy layer)/ differently-abled and other categories of candidates as per the decisions of the University/State Government from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.
 - Eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of marks/grades to the categories as mentioned in Clause 2.2 in these Regulations are permissible based only on the qualifying marks exclusive of the grace
-

mark procedures.

- Candidates possessing a Degree considered equivalent to M.Phil. degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
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7. Full –time/Part – time Research

- Registration may be granted to scholars on Full –time or Part –time basis.
- A full-time registration may be converted to part-time, after the completion of one year, or when the candidate declared successfully completed the course work.
- After three years in full-time, if the candidate wishes to convert the registration into part-time, the period of registration shall be reckoned with that of full-time registration.

8. Duration of the Programme

- Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- Extension beyond the above limits, in exceptional circumstances, may be permitted by the Vice Chancellor for the completion of the research work and submission of thesis.
- Women candidates and candidates with disability of more than 40% may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for a period up to 240 days.

9. Procedure for Admission

- Candidates for Ph.D. programme shall be granted registration through an entrance test if needed which will be conducted by the University in every six months.
 - The following categories of candidates are exempted from the entrance test for registration to Ph.D. Degree:
 - Candidates who qualify UGC-NET/JRF, UGC- NET/JRF, research fellowships of central and state Government departments/ agencies as approved by the University, as the case may be
 - Full time regular teachers of the University departments/Govt. or Aided Colleges affiliated to the University of Calicut and teachers with FDP/QIP or similar fellowships
 - Full-time fellows, who have been selected on the basis of a written Test and interview, working in a research project under the investigation of a research guide of the University.
 - M.Phil. Degree (successfully completed from any Statutory Recognized University in the relevant subject) holders.
 - The candidates mentioned in clauses above can apply for Ph.D. registration at any time during the academic year depending on the willingness/availability of guides.
 - The number of Ph.D. scholars, to be admitted to each subject of study at the duly approved research centers, shall be decided based on number of available research supervisors.
 - Admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the State Government/University, applicable
-

to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates, as decided by the State Government/University from time to time.

- Candidates eligible for registration to Ph.D. shall be decided by a two stage process – Entrance Test and Interview/Viva-Voce.
- All the candidates getting a minimum of 50% marks and in the case of SC/ST categories of candidates a minimum of 40% marks and in the case of OBC(non-creamy layer)/differently-abled and other categories of candidates a minimum of 45% marks, as the case may be, in the entrance test are qualified to apply for registration to Ph.D. Programme.
- Interview/Viva-Voce shall be conducted by a duly constituted ‘Department Research Committee’ in such a way that the candidates would be required to discuss their research interest/area through a presentation.

10. Course Work

- The course work for Ph.D. shall be of a minimum of 08 credits and a maximum of 16 credits.
- All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirements and shall specify content, instructional and assessment methods duly approved by the concerned Board of Studies of the University.
- The Department where the scholar pursues research shall prescribe the course(s), based on the recommendations of the Research Advisory Committee, as stipulated under sub-clause 6.1 below, of the Research Scholar.

11. Research Advisory Committee

- There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the University, for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
 - To review the research proposal and finalize the topic of research;
 - To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - To periodically review and assist in the progress of the research work of the research scholar.
 - A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the University/College with a copy to the research scholar.
 - In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.
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12. Guidelines for Research Supervisors

- Any regular Associate/Assistant Professor of a particular subject of the research centre, with a Ph.D. Degree and at least two research publications in refereed journals approved by the UGC/University, may be recognized as Research Supervisor in that particular subject, by the university.
 - As per the university norms, a Research Supervisor of this research centre, working as a full time regular teacher in an outside institution affiliated to the University of Calicut, shall be permitted to be a research guide here, provided there is a co-supervisor at the Research centre of this institution.
 - An Associate Professor as Research Supervisor shall guide up to a maximum of six Ph.D Scholars and an Assistant Professor as Research Supervisor shall guide up to a maximum of four Ph.D.Scholars.
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Mar Thoma College Chungathara

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E-Governance Policy



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Mar Thoma College Chungathara

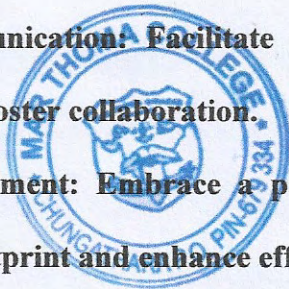
E-Governance Policy

Introduction:

Mar Thoma College, Chungathara, recognizes the pivotal role of Information and Communication Technology (ICT) in modernising governance processes. This E-Governance Policy delineates our commitment to leveraging ICT to streamline operations, enhance transparency, and provide improved services to all stakeholders.

Objectives:

1. **Implementation of E-Governance:** Seamlessly integrate ICT into college operations to improve efficiency.
2. **Transparency and Accountability:** Cultivate a culture of transparency and accountability through digitalization and automation of college functions.
3. **Access to Information:** Ensure swift and convenient access to information for all stakeholders.
4. **Global Accessibility:** Enable stakeholders to access college services online from any corner of the globe.
5. **Enhanced Communication:** Facilitate seamless online communication among various college entities to foster collaboration.
6. **Paperless Environment:** Embrace a paperless approach within the college to reduce environmental footprint and enhance efficiency.



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7. **Global Visibility:** Enhance the college's global visibility through an enhanced online presence and accessibility.
8. **Wi-Fi Enabled Campus:** Establish a Wi-Fi-enabled campus to facilitate mobile-based e-services for students and staff.

Execution Procedure:

Comprehensive Training: Prior to the introduction of new ICT facilities, comprehensive training will be provided to teachers, administrative staff, and students to ensure proficient usage of the systems.

Awareness Classes: Regular awareness sessions will be conducted to familiarise the student community with technology, ensuring a smooth transition to the new system.

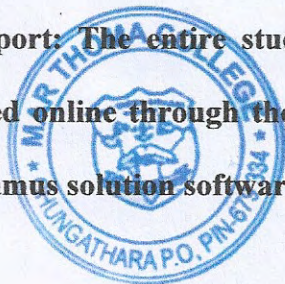
Areas of Application:

Website: Regular updates to the college website will provide information on college developments and serve as a communication hub for stakeholders.

Administration: Administrative processes will be digitized, aiming for a paperless environment, with online access provided to all stakeholders.

Finance and Accounts: Accounting processes will be digitized, and new software/modules will be adopted as needed to ensure data security and accuracy.

Student Admission Support: The entire student admission and other student support process will be conducted online through the Calicut University Centralised Admission Process and through a campus solution software.



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Learning Management System: A Learning Management System will be utilised to support academic activities and facilitate online learning.

Library: The KOHA software will be implemented for efficient library management, with digital reading sources and internet access readily available to students and faculty.

Conclusion:

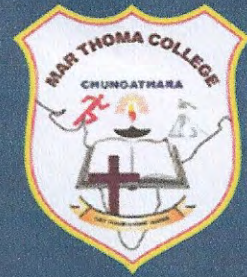
Through the implementation of E-Governance across these areas, Mar Thoma College, Chungathara, aims to enhance efficiency, transparency, and accessibility, thereby becoming a more accountable and efficient institution in academics and administration in the digital era.




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Mar Thoma College Chungathara

E-Governance Annual Report
2020-2021




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Title: E-Governance Report for Mar Thoma College Chungathara (2020-2021)

Executive Summary:

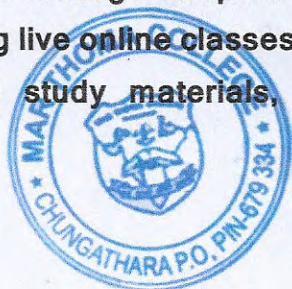
Mar Thoma College Chungathara has made significant strides in the implementation of e-governance measures during the academic year 2020-2021. Despite the challenges posed by the COVID-19 pandemic, the institution successfully leveraged digital technologies to enhance administrative efficiency, academic delivery, and student support services. This report provides an overview of the key initiatives undertaken in various departments to promote e-governance.

Introduction:

In response to the growing importance of digitalization in education and administration, Mar Thoma College Chungathara embarked on a journey towards e-governance transformation. With a focus on leveraging technology to streamline processes and enhance transparency, the institution implemented several initiatives across different functional areas.

Key Initiatives:

- 1. Digital Infrastructure:** Mar Thoma College ensured robust internet connectivity with a 500 Mbps BSNL landline connection on campus. This enabled seamless access to online resources and facilitated virtual collaboration among stakeholders.
- 2. Comprehensive Training:** Prior to the introduction of new ICT facilities, comprehensive training was given to teachers, administrative staff, and students to ensure proficient usage of the systems.
- 3. ERP Solutions :** The institution continued to utilize the E-College Solutions system for managing academic resources and communication with students. Additionally, GSuite was subscribed to, providing staff members with institutional domain IDs for efficient online collaboration and teaching.
- 4. Learning Management System (LMS) and Online Teaching Platforms:** In response to the pandemic, Mar Thoma College adopted Moodle, Google Meet, Google Jamboard, and YouTube for delivering live online classes. Google Classroom was utilized for attendance tracking and sharing study materials, ensuring continuity in the teaching-learning process.



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5. **Admission Process:** The admission procedure for undergraduate and postgraduate programs was conducted seamlessly through the single-window online application system of Calicut University. A student data management system facilitated efficient handling of student records, faculty profiles, and teaching-learning requirements.
6. **Finance Management:** Salaries for teaching, non-teaching, and management staff were processed through the SPARK KERALA online portal and Tally software, ensuring timely and accurate financial transactions.
7. **Website Maintenance:** Mar Thoma College prioritized the maintenance of its institutional website, including the annual maintenance contract to ensure up-to-date information dissemination and user experience.
8. **Fees Collection and Examination Registration:** Fees collection, examination registration, and internal assessments were conducted through the online college portal system of Mar Thoma College and Calicut University, promoting convenience and transparency for students and staff.
9. **Examination Security Measures:** To maintain the integrity of examinations, the college installed webcams in examination halls, deterring malpractices by candidates and upholding the credibility of the evaluation process.

Conclusion:

The year 2020-2021 witnessed Mar Thoma College Chungathara's commitment to e-governance, as evidenced by the successful implementation of various digital initiatives across administrative, academic, and financial domains. By embracing technology-driven solutions, the institution has enhanced efficiency, transparency, and accessibility, thereby fostering a conducive learning and working environment for all stakeholders. Moving forward, Mar Thoma College remains dedicated to leveraging e-governance principles for continuous improvement and excellence in education delivery.



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RESOURCE MOBILISATION POLICY



MAR THOMA COLLEGE
CHUNGATHARA

Resource mobilisation policy

The resource mobilization policy of Mar Thoma College, Chungathara, is designed to leverage various sources of funding and support to meet the evolving needs of the institution while maintaining financial stability and transparency. This policy outlines the strategies and mechanisms through which the college intends to secure resources, including financial contributions, grants, partnerships, and in-kind donations, to support its mission and objectives.

Our college has a transparent and well instituted financial management system in which Government and Management are the main sources of funds. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The Governing council coordinates and monitors the optimal utilization of the funds for the promotion of learner-centred environment.

- The Institution is a non-profit organization with governing council as its apex body which ensures the optimal utilization of funds within the institution itself
- The funds from the government, UGC are taken care of by the principal, whereas the management funds are being managed jointly by the principal and Bursar.
- Funds are allotted to fulfil the infrastructural and academic requirements of the institution.
- The management provides financial support to host seminars/workshops/expert talks/Association activities/Faculty Development programmes
- Faculty are encouraged to attend seminar, conference,symposiums based on their areas of expertise and are provided with financial assistance to attend the same.Financial assistance is given to newly appointed faculty for attending refresher and orientation courses.
- Adequate funds are given for extracurricular activities, Sports and Cultural activities
- Sources of funds for the institution include
 - Self-finance Course and function fee from students as per Govt. Norms.

- o College Development Fund
 - o Hostel Fee
 - o Government funds-UGC/DST/Grant-in-Aid of Kerala Government
 - o Donations from well-wishers
 - o Alumni Contribution
 - o Rashtriya Uchatham Shiksha Abhiyan (RUSA),
 - o UGC, Kerala State Council for Science and Technology and Environment,
 - o Land Revenue.
 - o Grants from individuals, philanthropist.
 - o Contributions from PTA.
 - o Fund released from various government programmes such as Walk with Scholar (WWS), Scholar Support Programme (SSP), funds for conducting seminars.
- Scholarships and free ships to the deserving students. The college has instituted various endowments - Dr. C.J. John Student Aid Needy girl student in degree science stream, Endowment for best performance in PG courses, K.A. Abraham Memorial Endowment Scholarship, M.C. Chacko & Saramma Chacko Endowment, Easow Mar Timotheos Memorial Scholarship to name a few. The interests of these accounts at the banks is a source of revenue
 - Government funds are utilized optimally for which it is sanctioned

Transparency and accountability is ensured through regular annual financial audit of the accounts. The management accounts are audited by the internal and external auditors appointed by the patron. Financial support provided by the government agencies are audited by the respective Government Departments

Our college follows a four –tier financial audit mechanism that involve four levels of audit for the various funds. They are as follows:

1. **Internal Audit by Chartered Accountant**-After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are audited by a Chartered Accountant at the institutional level
2. **External Audit:** The internal audit report issued by the Chartered Accountant with utilization certificate of the management funds and all necessary ratified accounts are submitted to the Sabha Mandalam for an external auditor of the Mar Thoma Church to verify and give approval for the same. The auditor's report is discussed in the Governing Council and their suggestions for improvement are incorporated. Other funds allotted from government or UGC are submitted to them for ratification.
3. **Directorate of Collegiate Education**-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.
4. **Accountant General, Kerala**-The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Conclusion

The resource mobilization policy of Mar Thoma College, Chungathara, reflects its commitment to ensuring sustainable growth, academic excellence, and student success through effective utilization of resources and strategic partnerships. By diversifying funding sources, engaging with alumni, fostering partnerships, pursuing grants, and prioritizing transparency and accountability, the college aims to strengthen its financial position and advance its mission of providing quality education and holistic development opportunities to its students.



CERTIFICATE COURSE POLICY AND PROCEDURES



**MAR THOMA COLLEGE
CHUNGATHARA**

Certificate Courses Policy & Procedure for Mar Thoma College Chungathara (MTCC)

Introduction:

- Establishment of a framework for short-term career enhancement courses at MTCC.

Scope:

- Applicable to Principal, HODs/Programme Coordinators, Certificate Programme Coordinators, Certificate Course Convener, IQAC Coordinator, and students of MTCC.

Policy Statement:

1. Commitment to providing additional courses aligning with industry needs for student career and job enhancement.
2. Encouragement for fast learners to enroll in certificate courses for skill development and career advancement.
3. Affordability of courses, acknowledging uniqueness, with a minimum duration of 30 hours.
4. Non-refundable fees for certificate courses, utilized for fee concessions if a student discontinues, as decided by the Principal, HOD/Programme Coordinator, and Class teacher.
5. Hiring external faculties/firms may require anMoU, with revenue distribution agreements in place.

Responsibilities:

1. Identification of Certificate Programme Coordinator by HOD/Programme Coordinator.
2. Nomination of Certificate Course Convener by the Principal.
3. Collective decision-making by HOD/Programme Coordinator, Certificate Programme Coordinator, Certificate Course Convener, and IQAC Coordinator on fees, admission criteria, syllabus, and course duration.
4. Discussion and finalization of MoUs with external faculty/firms by Principal, HOD/Programme Coordinator, and IQAC Coordinator.
5. Communication about certificate courses through induction programs, the college website, and brochures.
6. Fair admission practices ensured by IQAC Coordinator and Certificate Course Convener.

Procedure:

1. Department meetings for discussion on the need and purpose of certificate courses.

2. Appointment of a Coordinator for the course by HOD/Programme Coordinator.
3. Preparation of syllabus and identification of external faculty/firm by the Coordinator, submitted for approval to HOD/Programme Coordinator.
4. Approval of fee structure, admission criteria, and course plan by HOD/Programme Coordinator, Certificate Programme Coordinator, IQAC Coordinator, and Certificate Course Convener.
5. Decision on revenue distribution by Principal, HOD/Programme Coordinator, Certificate Programme Coordinator, and IQAC Coordinator.
6. Communication of course details through the college website and brochures.
7. Online application submission, publication of pre-admitted students' list, and completion of admission formalities.
8. Course commencement following the established policy, with exams and certificate issuance.

Document Control:

- Record approval of syllabus in department minutes and subsequent approval by the Board of Studies.
- Custodianship of essential documents (syllabus, student lists, attendance, exams, and certificates) by the Certificate Programme Coordinator.

Feedback:

- Feedback provision by MTCC staff and students through appropriate contact channels.



GRIEVANCE REDRESSAL POLICY

MAR THOMA COLLEGE
CHUNGATHARA



Grievance Redressal Policy for Mar Thoma College Chungathara (MTCC)

Objectives:

- Foster an inclusive educational environment across the campus, encompassing learning resources and student support.
- Cultivate responsible and amicable relationships between students and teachers, as well as among students.
- Promote an environment where students can express concerns and grievances with dignity and without fear of reprisal.

Policy:

- MTCC aims to address grievances related to admissions, attendance, student life, fee payment, certificates, scholarships, examinations, and facility access.
- Establishment of a Grievance Redressal Cell to attend to student grievances.
- Formation of separate committees for Anti-Ragging, Examination Grievances, Anti-Sexual Harassment, General Complaints, Grievance Redressal (SC/ST), and Grievance Redressal (Differently Abled).
- Priority given to maintaining complainant identity secrecy during grievance handling.
- Committees strive to create an encouraging atmosphere for timely resolution of grievances.

Structure of Grievance Redressal Cell:

- Acts as an umbrella under which six committees operate.
- Inclusion of members from each committee in the Grievance Redressal Cell.
- The College council serves as the appellate authority for the Grievance Redressal Cell.
- Principal receives committee reports, presenting them in the college council for further actions.

Functions of Committees:

1. Anti-Ragging Committee:

- Prohibits all forms of ragging within the college campus.
- Considers ragging a cognizable offense under the law.

2. Examination Grievances Redressal Cell:

- Addresses all examination-related grievances.

- The Controller of Examinations serves as the convener.
3. **Grievance Redressal Cell (Women):**
 - Handles gender-related disturbances against women.
 - Ensures confidentiality in handling sexual harassment cases.
 4. **General Complaints Committee (GCC):**
 - Headed by the Staff advisor.
 - Manages general complaints, including disciplinary issues and student-student or student-teacher conflicts.
 5. **Grievance Redressal Cell for SC/ST Students:**
 - Addresses academic and non-academic grievances of SC/ST students.
 - Adheres to guidelines from State and Central Government for serious incidents.
 6. **Grievance Redressal Cell for Differently Abled Students:**
 - Addresses grievances of students with disabilities.
 - The coordinator of the disability cell serves as the convener.

Registering Grievances:

- Students at MTCC can register grievances in writing, through the online redressal portal on the college website, or by utilizing designated grievance boxes.
- Online complaints can be submitted through the Student portal.
- Anonymous grievances can be submitted through a separate form in the grievance portal.

Feedback:

- Staff and students at MTCC can provide feedback about this document by emailing [appropriate MTCC email].



INSTITUTIONAL POLICY ON DISABLED FRIENDLINESS



**MAR THOMA COLLEGE
CHUNGATHARA**

Mar Thoma College
Chungathara



Institutional Policy on Disabled Friendliness

Mar Thoma College Chungathara envisions a dynamic, forward-thinking community embracing diversity and excellence. We are committed to fostering a friendly and collaborative campus environment, ensuring that both staff and students thrive in a supportive atmosphere. Our institution welcomes individuals with diverse abilities and challenges, providing an inclusive sanctuary for all. This Policy aims to ensure equitable access to learning environments and facilities for students and staff with disabilities or long-term health needs, emphasizing their integral role within the institution. The Policy maintains that the institution shall:

POLICY

Inclusion and assurance of opportunity

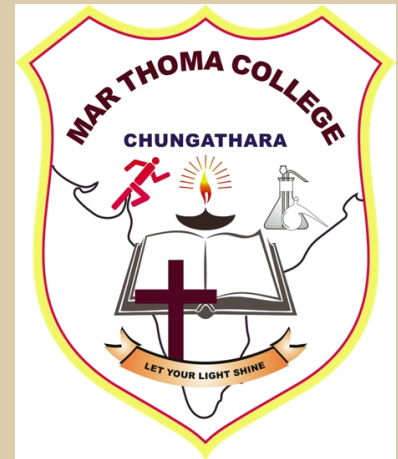
- Ensuring admission of students from all social milieus and their empowerment through intensive mentoring and counseling.
- Strict implementation of admission policies for people with disabilities in accordance with the updated guidelines for admission of the UGC.
- The roster of appointment of Teaching and Non-Teaching Staff for PwD category as approved by the University is followed by the college.
- Conducting awareness and sensitisation programmes and events for able-bodied staff and students to make the College a safe space for people with disabilities.

- Updating campus infrastructure to make it more accessible for people with disabilities.
- Ramps
- Railings
- Accessible washrooms for disabled students and staff
- Wheelchairs
- sign boards
- Provision of counselling facilities for mental health needs of people with disabilities.



POLICY ON SOCIAL MEDIA & WEBSITES

Mar Thoma College Chungathara's social media and website policies emphasize a progressive approach to digital communication. The policies highlight the multifaceted purposes of using social media and the college website, including disseminating information, fostering community, and promoting educational content



**MAR THOMA COLLEGE
CHUNGATHARA**

MALAPPURAM

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Preface

Mar Thoma College Chungathara's social media and website policies emphasize a progressive approach to digital communication. The policies highlight the multifaceted purposes of using social media and the college website, including disseminating information, fostering community, and promoting educational content. Clear guidelines govern the use of the college name and logo, stressing responsible practices and prohibiting personal use on social media platforms. The college maintains official social media accounts, with the public relations officer responsible for posting public information. Departments and student clubs are encouraged to use social media responsibly, linking accounts to the college website and displaying the official logo. Guidelines for both official and personal social media use focus on respect, accuracy, and sensitivity to various issues. Overall, these policies reflect the college's commitment to effective communication, responsible online behavior, and the preservation of its reputation.

- **Purpose of Social Media and College Website:**
 - Dissemination of information about the college, admissions, and regulations
 - Fostering camaraderie and community building among students
 - Sharing details about examinations, fee payments, and online educational content
 - Promotion of events, gatherings, and the development of social, professional, and learning communities within the college network
- **Policy on the Use of College Name and Logo:**
 - Authorized use in brochures and handouts for official purposes
 - Digital files obtained from the College Office, used without modification
 - Complete college name to be used for consistency
 - Prohibition of college name or logo use on personal social media platforms
- **Policy on Social Media Platforms of College:**
 - Official platforms include Facebook, Google+, YouTube, Instagram, and LinkedIn
 - Responsibility for content posting lies with the public relations officer
 - Sharing only public information; removal of sensitive or confidential information
 - Guidelines against posts challenging national integrity, hurting religious and gender sensitivities

- **Policy on Social Media Platforms and Websites of Departments and Student Clubs:**
 - Encouragement for responsible use by departments and student clubs
 - Designated individuals to handle accounts, content aligned with college policies
 - Importance of linking accounts to the college website and displaying the college logo
- **Guidelines:**
 - Respectful and responsible use of social media for both official and personal purposes
 - Respect for the audience, colleagues, and the college community
 - Emphasis on accuracy in information sharing and avoidance of discriminatory content
 - Sensitivity to religious, gender, and national issues reiterated throughout the guidelines
- **Guidelines on Personal Use of Social Media:**
 - Limiting personal and professional information shared on personal social media accounts
 - Use of strong and unique passwords, activation of geolocation services only when necessary
 - Practice of safe browsing, consideration of potential impact on individuals and the college community