



# **IQBAL COLLEGE**

**PERINGAMMALA, THIRUVANANTHAPURAM**



## **POLICY MANUAL**

*After having elaborate discussions with various stakeholders, the college authorities have formulated policy document for Iqbal College Peringammala which will be in force till significant revisions are called for to adapt to social, technical and educational demands and requirements.*

## **OBJECTIVES**

- To Cultivate a creative and high-level learning environment.
- To apply innovative and student-friendly pedagogy
- To create new knowledge through research
- To promote alliance and linkage with other institutions
- To address the problems of the poor and marginalized
- To uphold and internalize human values.
- To create a congenial atmosphere for secularism
- To aid the students by mentoring
- To conserve the nature and natural resources

## **PROGRAMME HIGHLIGHTS**

- A blend of inductive and deductive learning process.
- Assignment and monthly tests to maintain high level of academic vigor.
- Extra-curricular activities to enhance creative skills and personality development.
- Regular debates and seminars to sharpen awareness on current affairs
- Tutorial system and group dynamic activities to acquaint the students with team work.
- Remedial coaching' to improve the standard of weaker students.
- Competitions and festivals to hunt for creative talents.
- Continuous Interactive sessions between Teachers & Students.
- Class rooms with well-equipped Audio-Video presentation facilities including ICT.
- Team work for mobilizing Quality Enhancing Systems.
- Continuous evaluation systems for Student-Faculty performance.

## **VISION**

*To be a Committee of Excellence which imparts value-based education to young students and empower them as full-fledged future citizens.*

## **MISSION**

*To translate the vision into action by giving globally relevant quality education to students irrespective of caste, creed and gender.*

The governing policies of the institution have been sub divided for ease of administration.

### **Foundational Policies**

1. The foundational policies of the institution reflect its core values.
2. An Internal Quality Assurance Cell is constituted to oversee the implementation of the policies.
3. The institution shall commit itself to the upliftment of the weaker sections belonging to the tribal and minority communities.
4. Special focus to be placed on women empowerment through social and economic independence through imparting life skills.

### **Academic Policies**

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

## **Outreach and Extension Policies**

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

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

## **Research Policies**

1. The institution will bring all research initiatives under a common umbrella.
2. A Research Committee shall be constituted for this purpose.
3. The coordinators of this committee will participate in resource building initiatives and also impart the ideas gained through such initiatives to others members of the staff.
4. Any proposal for projects, seminars, conferences or workshops will be forwarded to the Principal through this committee.

5. Financial assistance if needed will be submitted in the form of a budget before the Research Committee for final approval. Funding will be granted on the basis of relevance, impact and budgetary requirements.
6. The papers of the research scholars affiliated to the research committees of the college will be placed before the research committee prior to publication.
7. Monthly review of research progress will be made
8. An annual review meeting of all the research departments will be conducted. Copies of documents submitted for various purposes will be submitted to the IQAC
9. Hard copies of the theses, papers etc. of the research scholars will be submitted to the college library for obtaining final clearance.

## **Infrastructural Policies**

### **General Policies**

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

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

1. Buildings
2. Auditorium
3. Prayer Room
4. Computer Committee
5. Laboratories
6. Fernery
7. Examination Chief Superintendent's office
8. Language lab
9. Reprographic committee
10. Furniture
11. Transport
12. Canteen
13. Infirmary

14. Rest room and washrooms
15. Public Address System
16. Wellness
17. Noticeboards
18. Potable water
19. College Bus

1. Venues such as the audio visual and conference halls can be used only after obtaining prior permission from the Principal.
2. The buildings will undergo annual maintenance.
3. There will be scheduled checks done of equipment such as mikes, speakers, light and sound systems of venues such as recreation hall and audio-visual and auditorium.
4. Maintenance register will be maintained by all departments to keep track of the routine check and maintenance of computers, fans, lights and electronic outlets carried out in the departments.
5. The maintenance register for general maintenance of other electronic equipment will be kept by the office Superintendent.
6. The college bus is meant for the exclusive use of the students and teachers of the college.
7. The canteen will provide food prepared under hygienic conditions. Aerated drinks as well as processed foods will be avoided.
8. Indisposed students can rest in the infirmary. Any illness will be reported to the class teacher or in her absence, to the Head of the department.
9. In case the student falls ill during class hours, the guardians will be alerted and the student be taken to the nearest hospital with the permission of the college authorities and guardians.
10. The hostel facilities will be provided only for the girl students and interns of this institution.
11. The wellness initiatives of the college will ensure a fitness culture of the institution.
12. There will be provision for safe drinking water in every block of the college.
13. Flyers and circulars on noticeboards will carry the initials of the Principal or the seal of the department.

## **Laboratory**

1. Labs will be set up or updated in a manner sensitive to curricular and research protocols.
2. Stock verification of the labs will be done annually
3. General maintenance of the instruments will be done annually and duly noted in the maintenance register of the respective labs.
4. Requirements in the labs will be forwarded by the Head of the department.

## **Library**

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

## **Physical Fitness and Sports Policies**

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

## **Print and Digital Media Protocol**

1. The website of the college will be monitored and maintained by the website committee.
2. The website will be updated regularly and the committee will ensure that the details given therein are correct.
3. All events and news pertaining to the institution will be hosted on the website.

4. No news about the college can be circulated to newspapers or other media without the approval of the Principal.
5. Derogatory messages or videos, anti-national content will not be circulated by the stakeholders.

### **Financial Policies**

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

### **General Policies**

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

### **PTA Fund**

1. The PTA Fund is collected at the time of admission.
2. The PTA fund may be used to sponsor activities of the college that benefit the intellectual and creative pursuits of the students.
3. The PTA fund is to be used to fund scholarships, prizes, medals for students who excel in studies and co-curricular activities.
4. The PTA fund can be utilized to sponsor events that create a congenial atmosphere in the college.

### **Alumni Fund**

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

### **Other Financial Commitments**

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

## **Human Resource Policies**

1. The college will nurture its human resources such as teaching and administration staff, technical and non- technical staff and all related personnel.
2. The institution will provide all assistance towards procedures that aid in career advancement, skill development and research initiatives of its personnel.
3. The opportunities will be balanced and keeping in mind considerations such as seniority, willingness and timelines for career advancement.

## **Code of Ethics**

1. **Timeliness:** Students must follow the calendar of working days and the time schedule of the college.
2. **Sincerity:** Students must attend every class with attitude and aptitude
3. **Cleanliness:** Students must keep the campus clean. They are not supposed to throw any waste in the campus. They have to use the dustbins for the purpose.
4. **Discipline:** After the first bell, every student must be in the classroom. They have to observe silence during prayer. They have to keep silence in the library. They have to respect teachers and behave in a cordial manner to fellow students.
5. **Modesty:** Dress in a modest manner.

## **Green Campus Policies**

### **I. Water Conservation Policies**

1. Awareness classes should be given to students on the minimal usage of water in the first year of their study in college itself, as two wells are the chief source of water in the campus.
2. The pond in the campus should be cleaned and maintained regularly.
3. The large number of trees in the campus must be protected and new trees should be planted each year.
4. Rain water should be harvested in proper tanks and used in the campus.

## **II Energy Management Policies**

1. The use of LED bulbs and lighting should be popularized in the campus.
2. Awareness programmes for stakeholders to save energy must be undertaken.
3. The use of air conditioners must be kept to the minimum.
4. Public transport, college bus, hired bus and car pooling should be encouraged among students and staff to reduce Carbon Footprint.

## **III Waste Management Policies**

1. Proper segregation and disposal of solid waste through dust bins, concrete ring enclosures and pipe compost must be maintained in the campus.
2. Students and staff must be encouraged to use eco-friendly products like cloth bags, recycled paper bags, steel and glass wares.
3. E waste should be kept to the minimum and disposed off properly.
4. Cleaning activities of the campus should be initiated periodically by the students under the supervision of the staff.

## **IV Green Area Management Policies**

1. Our College is situated in the bio diversity hotspot of the Western Ghats. Care should be taken to retain rare plants and trees in the campus.
2. Saplings should be planted every year and maintained by the stakeholders.
3. Enlisting the flora of the campus should be undertaken.

## **V Biodiversity Conservation Policies**

1. The rich faunal biodiversity in the campus should be conserved.
2. Biodiversity register containing the details of flora and fauna should be prepared and maintained by the joint efforts of the departments of Botany and Zoology.
3. Biodiversity surveys must be undertaken by UG and Pg students of relevant departments.

## **Differently-Abled Friendliness Policies**

1. Utmost care should be taken to facilitate the smooth induction of differently-abled students to the mainstream college life and their participation in college activities should be ensured.
  2. Ramps should be maintained in the campus for their ease of movement.
  3. Scribes must be provided to ease their difficulty while appearing for the University exams.
  4. Students should be encouraged to come to the help of differently-abled as and when the need arises.
  5. A lift must be built and operated to enhance the facilities for the differently-abled.
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