

**SANATANA DHARMA COLLEGE**  
**ALAPPUZHA - 688003**



**POLICY DOCUMENT**

## **1. EDUCATION AND CURRICULUM**

The education and curriculum policy of the institution consists in designing, promoting, and offering various programmes related to the effective execution of the syllabi provided by the university along with conducting certificate/ diploma courses to professionally equip the students along with the regular courses.

1. The curriculum is designed to make the students fast learners and responsible citizens of the nation empowering them with the knowledge, understandings, capabilities, and values so that they can join in the venture of various developmental programmes organized for the integral development of the state. It includes various educational resources to select appropriate teaching and learning resources.

2. Measures are taken to ensure that classrooms are safe and classroom activities are conducted safely.

3. The curriculum is designed to include the innovative techniques relevant and useful to the higher education sector.

4. Special attention is given to evaluate the ongoing certificate courses. Add-on courses offered as part of the skill development policy to address the changing requirements of the job market.

5. Reappraisal of the already introduced supplementary programmes for slow and advanced learners as part of the policy requirement of inclusive learning is to be periodically done.

6. Regular feedback which ensures the parental support is taken for a consistent track record of the learners' performance.

7. Compulsory conformity with the proposed academic calendar of the college is insisted upon.

8. The proposals of the academic calendar are revised, evaluated and modified each year with help of the heads of the department, class tutors, and mentors.

9. Meeting the proposed outcomes of different programmes is constantly monitored and

strictly adhered to.

## **2. INTERNAL EVALUATION**

The Institution has a policy of internal evaluation and is committed to providing students with various internal assessments that track, measure, assure quality.

Apart from the University exams, the college adopts several types of assessment methods to ensure consistency of quality quotient.

1. The internal evaluation is designed to be fair, consistent, unbiased, transparent, reliable and accessible to all students.
2. Assessment is to be robust and substantial to provide a fair measure of student ability and achievement to support progress.
3. The assessment method must efficiently produce valid, consistent and reliable results.
4. The College conducts two steps of preparatory examination prior to the university examinations. There should be internal examinations and model examinations prior to the University exam.
5. Valued answer sheets are promptly returned to students and effective intervention is ensured by a face-to-face interaction with the concerned teachers and students.
6. Supplementary tests/ Class Tests/Modular assignments conducted to ensure performance parity.
7. Seminars and assignments are given to students to ensure their active participation in the learning procedure
8. Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills are also to be evaluated with creative methods.
9. Measures are to be taken to conduct action planning against the assessment criteria/learning outcomes.
10. The entire system of internal assessment is reviewed to make it easily interpreted and understood by students and assessors.

### **3. QUALITY**

The college is committed to providing the highest quality education and training.

1. The students will be given the opportunity to realise their full potential, enabling them to achieve the highest standards in their programmes of learning.
2. The college is committed to campus safety and envisages the campus as a safe place for all students.
3. All the students are treated equally and fairly without any discrimination on the basis of caste, creed, race or language.

4. The college is committed to the dissemination of the courses in ways by which the skills and aptitude of the students are nurtured in such a way that they may become effective employees and good citizens.
5. The college is committed to continuous improvement of our quality assurance and enhancement processes.
6. The college is committed to the establishment and maintenance of quality systems and procedures for timely evaluation of the institution's strengths and weaknesses and make corrections and improvements if deemed necessary.
7. The system ensures monitoring, reviewing, developing and enhancing standards of learning, teaching and assessment.
8. It ensures quality of the student experience and the service to employees by taking feedback and through direct interactions. The responses from students, employees and other stakeholders are considered by the management while making key decisions.
9. Periodic reviews are conducted to ensure the academic standards of the college remains on par with the changing requirements of the Higher Education sector so that the quality of learning provided to the students is of the highest possible standard.
10. The college regularly maintains the quality of its infrastructural facilities by making timely addition of new facilities and through the renovation and maintenance of existing facilities and infrastructure.
11. The research centres in the college are consistent in their outcome and extension lectures and other academic activities are regularly planned and executed.

#### **4. ANTI- RAGGING**

Conforming to the UGC regulations of 2009 regarding ragging, the college is committed to keeping the campus ragging free.

1. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, conducting of awareness programmes, etc. are fulfilled.
2. The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
3. The principal of the college directly supervises the Anti- ragging, Cell.

4. Any student who is found guilty of ragging is seriously dealt with as per the university regulations. The case is also reported to the relevant authorities of the state immediately at the reception of the complaint at the college office.
5. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches at the beginning of the academic year.
6. Counselling facility is provided once a week in the college, and if necessary, any time professional counsellors are made available in the campus.
7. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the principal.
8. The class tutors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary, take the steps to refer them to professional counsellors.
9. New orders of Central and State Governments, UGC, University and Courts with respect to ragging are implemented on a timely manner. These are promptly integrated into the college's anti-ragging framework.
10. Special induction sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare new students for the socio-academic life in the campus.
11. The college should identify all vulnerable locations, and ensure a constant vigil and watch at such locations.
12. Hostels/accommodations, where freshers are admitted, are required to be carefully guarded.
13. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions
14. The prospectus and other admission related documents of the college should contain the anti-ragging policy. There should be the display of anti-ragging slogans with the help of electronic and print media in the campus.
15. CCTV cameras with centralised monitoring and recording facility are installed throughout the campus in order to deter ragging and other illegal activities.
16. The anti- ragging policy of the college call for the formation of teacher squads which take turns to maintain the customary discipline of the campus.
17. Special sessions should be conducted to sensitize the parents of the students about the rights and safety of the students.

## **5. ANTI-HARASSMENT (INTERNAL COMPLAINTS COMMITTEE)**

The college is committed to maintaining an environment that encourages and fosters good conduct and respect for individual rights. The institution makes it a point that none of its stakeholders undergoes any sort of harassment. Thus, it peruses an effective Antiharassment Policy in order to create an environment free from discrimination, harassment, and/or sexual assault.

1. The college prohibits discrimination, harassment (including sexual/gender harassment), sexual assault and retaliation against employees, students, interns, contractors and other third parties conducting business with the college.
2. The college specifically expects management level personnel to serve as models of appropriate conduct for other employees, and will hold them to a higher standard of accountability.
3. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013
4. Legal aid classes are regularly provided to the students to conscientize them about the sexual and gender-based violence.
5. To ensure gender equality female students are adequately represented in the various clubs and forums of the college.
6. In handling claims made under this policy, the college may incorporate behavioural standards that are established by related policies.
7. Any student/employee who believes that they have been subjected to harassment (Including sexual/gender harassment) prohibited by this policy, or any employee or student who has witnessed such harassment, retaliation or sexual assault, should immediately report the circumstances to the principal who is the head of the Antiharassment Committee or to the immediate superior authorities as fast as possible.

## **6. GRIEVANCE REDRESSAL**

The college management is keen on implementing various measures for the proper handling of the grievance redressal. DGRC (Department Grievance Redressal Committee) should be constituted and maintained at the level of departments. The findings of the DGRC should be submitted to the IGRC (Institutional Grievance Redressal Committee). The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
2. In order to resolve any confusion and grievance in relation to admission to various academic Programmes, a special helpdesk should be created. Any breach in the reservation policy in admission should be directly informed to the principal.
3. Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
4. Complaints related to various offices of the college including the principal can be informed directly to the manager of the college.
5. The concerned authorities namely Principal, Vice-principal, IQAC Coordinator and respective heads of the department are obliged to make their presence in the open forums conducted by the departments.
6. Adequate measures should be taken to address the suggestions collected from the suggestion boxes placed at different blocks of the college.
7. Prospectus of the college should be published in print form and online.
8. Grievance Redress Cell convenes frequent meetings in order to monitor the grievance redressal activities of the institution.

#### 7. SC/ST & EQUAL OPPORTUNITY CELL

According to the UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes (SC/ST Cell), for the universities and colleges, the purpose of these Cells is to help the institution in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing

#### 8. ANTINARCOTIC CELL

**The Anti-Narcotics Cell of the college has been established for curbing drug trafficking and to guarantee a drug- free campus by prohibiting consumption or use of drugs and alcohol by students of the college, within or outside the college premises.**

#### Objectives

- **To ensure a drug free campus.**

- **To motivate the students to actively participate in awareness programmes conducted by the cell**
- **To provide counselling for students who display tendencies towards drugs / alcohol use.**

## **9. FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION**

The institution has a very transparent and frequently audited system of financial management. The college has to provide the best resources to the students and faculty in order to meet its academic and other requirements.

1. Programmes and extension activities planned by various departments should submit the proposal to the monitoring committee. The monitoring committee should analyse the needs of each programme and organization's comparative advantage from that programme.
2. The college encourages each department to find sponsors while conducting seminars, fests and conferences.
3. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus.
4. Apart from the customary government aid, the financial and monitoring committee should study various ways to channelize funds for the development of the institution.
5. All the construction and maintenance works are undertaken by the management after conducting a feasibility study with the help of financial and monitoring committee.
6. The members of the faculty are encouraged to avail themselves of different research incentives/ funds/ aids by various agencies.
7. Contribution from the public should be channelized for implementing programmes that convey awareness about the values and challenges of higher education programmes.
8. Various MOUs have been signed with various higher education institutions, government and private sector undertakings to further research and other activities of the college.

## **10. ENVIRONMENT AND SUSTAINABILITY**

The college is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental



footprint. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

1. The college is obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the **nature** and environment.
2. The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, and state governments.
3. The college is resolved to optimise sustainable resource use and reduce the use of hazardous substances.
4. Special measures should be taken to protect and improve the biodiversity of the campus.
5. Practical steps should be shown in developing and implementing research and teaching initiatives related to sustainability.
6. The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.
7. Objectives and targets should be established for improving our environmental performance in the areas of energy consumption, greenhouse gas emissions, water consumption, waste to landfill, sustainable transport, and biodiversity.
8. The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items to replace single use plastics.
9. Reservoirs for rain water harvesting should be constructed in the campus.
10. The college has installed a Solar Power Plant on the North Block in order to harness solar power.
11. The college should attempt to switch to digital learning in order to achieve the aim of becoming a paper-free campus. Online, digital file system should be progressively adopted in college administration.

## **11. WASTE MANAGEMENT**

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism.

1. The college admits its environmental responsibilities and recognises its obligations to contribute to the resolution of global and local environmental issues by minimising its environmental impact.
2. The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
3. The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
4. Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility.
5. Communicate the waste management policy of the college with staff, students, and other agencies in the campus to ensure all are aware of the waste management strategy followed by the college.
6. Identify and enable the reuse of waste items wherever feasible, either internally or in association with third parties.
7. Onsite treatment options such as composting, bio-manure, etc. should be used in the campus.
8. Aero-bins for composting of waste is provided by the Alappuzha Municipality and are installed within the campus.
9. To promote organic farming, vegetable gardens are to be setup in available plots.
10. The college has an active, volunteer “green army “comprising of students and faculty members. The green army routinely undertakes clean up drives within the campus.
11. A waste incinerator sponsored by the Chemistry Alumni Association is installed in the campus and it aides in waste management.

## **12. RESEARCH**

Research and related activities constitute the fulcrum of the academic policy of the institution and the research policy should provide a guideline for conducting research and publication of the research work.

1. The research advisory & monitoring cell is tasked with sustaining the quality of research at the institution consistently. The cell should be constituted to support and advice the research departments of the institution.

2. The institution should strive to equip more departments with research facility.
3. Regular academic programmes like seminars, conferences, workshops etc. should be conducted.
4. The institution acknowledges the achievement of its faculty in various disciplines.
5. The areas for research to be conducted in the college should be defined and prioritized. The research departments should ensure that the research focus of the institution stays contemporary and relevant.
6. The college should provide essential infrastructure support for the research work.
7. An objective, transparent, merit based decision-making system for the allocation of resources should be established by the college for financial and other support for research.
8. Research done by faculty members can be directly incorporated into teaching, making use of the instructor's own research experience to benefit student learning and outcomes.
9. Any difficulty regarding the research programme should be reported to the principal through the advisory/monitory cell.

### **13. MENTORING**

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support.

1. The mentors have to act on behalf of the college to support learners who are enrolled on a course of study.
2. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the student in mind at all times.
3. The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
4. They should have regular meetings with their mentee and keep records.
5. They should not make the young learners work for them or take advantage of them in anyway.

6. The college is responsible for providing training, advice and guidance to the mentors.

7. The department heads, tutors and the mentors will meet as a group once in every month to discuss the progress of the mentorship programme and particular issues faced by the mentees while maintaining confidentiality.

8. Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentors.

#### **14. EXTENSION ACTIVITIES**

The College has a centralized approach towards the extension activities which serve to sensitize the students to social issues and also imbibe a sense of social responsibility for the complete development of their personality.

- All the extension activities organized by the College through NSS, NCC, Blood donors

forum and departments are designed to contribute to the all-round development of students

all the while making a difference in the society.

- All the departments may undertake extension programmes either independently or jointly with other departments or government or non-government organizations.
- The College focuses on conducting informative activities to school children and community development activities. Holiday Camps, Adult learning, Open House etc.
- Areas of enrichment include social justice group, drama productions, band, debating, musicals, public speaking, science popularization and entrepreneurship development.
- The various outreach and extension activities provide hands on experience in specific areas to the students of the college.
- The college strives to provide ample opportunities for students to display their talents and to utilize their knowledge and skill for the development of the society.

Extension programmes directly interface the College with the corporate sector, public sector undertakings, social welfare organizations, government agencies, media houses and private educational institutions.

#### **15. PHYSICAL FACILITIES - SHARING AND MAINTENANCE**

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching-learning environment

- The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises ensuring optimum utilisation
- Common facilities like the playground are provided to the public and to the neighbouring institutions on prior request.
- The college has walker's lane and open fitness centre (gymnasium).
  
- The college provides venue for conducting examinations such as recruitment drives of banks, and PSC examinations.
- The college premises have been used as a venue for the Centralized Valuation Camp for the end semester Examinations of the affiliating University.
- The college provides amenities and infrastructure for Centre for Continuing Education Kerala.
- The services of electricians, mechanics, plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipment of the college.
- Electrically sensitive equipment are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
- The Advanced and Expensive Equipment are maintained by Annual Maintenance Contract (AMC).
- Maintenance funds obtained from State/Central Governments, UGC and the college management are utilized for the maintenance and upkeep of infrastructure and support facilities.
- The college is pleased to share its infrastructure facility for the betterment of the society.

## **16. STUDENTS ACTIVITIES**

The students are given special care and attention during their academic career, ensuring their holistic development while guaranteeing their participation in nation building. The policy of the college thus gives priority to mould excellent citizens with high intellect, integrity and values.

1. The policy is designed to safeguard the rights of the students and support the institution's goals and strategies.

2. The policy regarding students is strictly adhered to the norms and regulations of UGC, Government, University of Kerala and the Policies of Sanatana Dharma Vidyasala.

3. The policy is reviewed annually to ensure that it complies fully with any changes in legislation, aspires to best practices in the sector, and continues to support the vision and values of the college.

4. The college is committed to providing clear, comprehensive and accurate information on its programmes and courses and admission requirements which is accessible to all.

5. The college promotes academically able and motivated students without any discrimination based on caste, creed, region, religion and so on.

6. Matters relating to the recruitment, admission, mentoring, and academics will be supervised by the teachers, HoDs, mentors, IQAC, College Council and the Principal. Students have the right to bring to the attention of the principal any issues regarding these.

7. Students with disabilities have the right to get all the special services provided in the campus. Failure regarding the matter is directly dealt by the authorities.

8. The students are obliged to keep the rules and regulations of the college and conduct of behaviour which is provided in the college calendar.

9. In addition to this, the following points are considered to ensure a pro-student atmosphere in the campus.

(i) Transparency in admission, examination, campus placements, etc.

(ii) Sharing of infrastructure facilities among various departments and various sections of students.

(iii) Value/ moral education to all students.

(iv) Career guidance to all students.

(v) Financial support to needy students

(vi) Psychosomatic wellness of every student.

## **17. ALUMNI ACTIVITIES**

Alumni of the college include all students who left the college after the completion of the

courses of graduation, post-graduation and research. The overall objective of the Association is

to maintain a lively relation between the alumni and the alma mater. The Alumni Association is

governed by the stipulations of its own constitution.

1. The Alumni Association has an important role in advancing the institution along with its vision, mission and core values.
2. The Association maintains a mutually beneficial relationship between the parties, the alumni and alma mater. Each alumnus represents the institution in his or her respective vistas of life.
3. The Association should embark its own initiatives in the fields of academic activities, job-orientations, training programmes and various other human resource development initiatives in the campus.
4. The alumni also participate in various academic and non-academic advisory bodies of the college. Their participation helps to bring their professional experience to these bodies and is found to be very beneficial.
5. The institution is eager to recognise the accomplishments of its alumni in various fields every year. The alumni who reach positions of eminence are otherwise role models to the students and are generally recognised by the college by bestowing them with distinguished alumnus/alumna and other similar awards.
6. The college maintains the contact information of its alumni with confidentiality. Any information from this database will not be provided to any third-party organizations.
7. The Alumni Association Office plans various initiatives and programs to coordinate the activities of alumni. The Association is responsible for fundraising from alumni and other well-wishers. The Association keeps highest level of transparency in the utilisation of these donations. The list of donors and utilization of the funds will be published in the annual statement of the Association.
8. The college conducts Alumni Day Celebration officially once a year and various batches of alumni can conduct their private gatherings in the campus with prior permission from the principal.
9. Along with the above-mentioned policies the college complies with all the regulations given by UGC

## **18. ADMINISTRATION**

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. They ensure the expansion of college's vision and mission, achieving compliance with any applicable laws and regulations, strengthening internal controls while promoting operational efficiency.

1. Complete transparency is ensured.
2. Policy of decentralization is strictly adhered in effecting high quality administration.
3. A student friendly administrative mechanism is implemented.
4. An Inclusive approach is followed in all administrative matters.

## **19. FACULTY EMPOWERMENT**

The college policy ensures greater participation of the teaching faculty in the planning, decision making and implementation of policies of the college. It aims at making the structure more democratic and offer employees greater autonomy, confidence and freedom in making decisions. This helps the teaching faculty to work comfortably with their colleagues. The Sanatanam Teaching Learning Centre aims to continually provide faculty with training to familiarise them to the latest trends and policies in Higher Education.

The faculty empowerment is achieved through:

1. Conducting sessions on the plans, mission and goals of the college.
2. Keeping updated on the latest policies and demands in the higher education sector through seminars and group discussions.
3. Disseminating information through regular meetings, official correspondence
4. By involving faculty members in the planning process and decision making.
5. By providing conducive working environment.
6. Provide regular faculty training under the Santanam Teaching Learning Centre.
7. Constant feedbacks from the faculty is taken in order to ensure the conscientious performance of the routine works.
8. Special meetings are arranged to impart the consistency in realizing the mission of the college in the change and challenging trends of the society.

## **20. E-GOVERNANCE**



1. E-governance is implemented at various levels in order to provide a simple and efficient system of governance within the institution.
2. The college has a functioning, full-fledged website. The full profile of the college is provided in the website [sdcollege.ac.in](http://sdcollege.ac.in).
3. Admission process is made hassle-free with the help of the college website. The students can download application form from the website for management quota. Information about the hostel, admission process and academic facilities are provided.
4. The accounts of the college are maintained with help of digital accounting software.
5. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.
6. The library is computerised. Students can search the books in the computers in the lobby.

The library data is integrated to the website of the college. E-learning facilities like N-List, e-journals and periodicals are made available in the library. Proper training to the staff and the students for using the digitalized library is also provided.

7. Attendances of the students are taken with the help of SDC Campus Genie (<https://sdc.campusgenie.co.in>) (Sanatanam Academic and Administrative System (SAAS), an integrated Learning Management -Management Information System. The data of the students are provided to the teachers so that the teachers can conveniently take attendances of the classes. Teachers can provide notes & video classes in the system. Students can access it any time. Students can upload their assignment through the system. Time table generation, course plan, attendance report, CE marks etc can be generated by the system.
8. The students can monitor their attendance using the SAAS software and provide feedback to teachers.
9. The alumni portal provides facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

## **21. CONSULTANCY AND COLLABORATION**

The College encourages the faculty in research, consultancy, extension and supporting student start-ups apart from teaching.

- The College extends all support to faculty members for taking up research projects and to file for patents.
- The College follows the policy of extending the expertise available in the College for the benefit of society. The College offers consultancy services to industry, Government and Non-Government Organizations.
- The faculty members of the College are encouraged to render consultancy services and are provided with infrastructural support including laboratory facilities. The revenue generated goes to the common fund and utilized for infrastructural development.
- The expertise available in the science departments of the College is opened up to the public.
- The College also encourages faculty to visit foreign Universities and establish collaborations and linkages.
- For getting national and international exposure to faculty members and also to enrich their quality, the College encourages mobility of faculty between institutions for research, teaching and learning.
- For preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully, the College takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

## **22. HUMAN VALUES**

For providing a quality education to all students in the classroom teachers treat their students with love, care, affection and commitment and inculcate good values among them without favouritism and discrimination.

- The teachers are role models to the student by showing concern for students and, motivating them.
- The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- Teachers respect the right and dignity of the students in expressing his/her opinion.
- Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- Human values are transmitted through value education classes. Blood Donor's Forum, Miss-a-Meal programme, etc. helps the students to inculcate values of generosity and sacrifice. The College provides

Divyangjan students equal opportunities for accessing all the facilities available in the campus.

- Classrooms and examination rooms for the differently abled are arranged at convenient places.
- The College provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- Ramps are provided for easy access to all the buildings of the campus.
- Special toilet is set apart for the disabled.
- Braille materials and talking books are made available in the College library for the visually challenged.

### **23. PERFORMANCE APPRAISAL**

Performance Appraisal is based on meticulously designed modules

1. It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.
2. The performance appraisal methodology is linked to the UGC guidelines.
3. In addition to the regulations of UGC the performance appraisal, the demands of the college's vision and mission are taken for consideration.
4. It is done twice a year in a confidential manner.
5. The findings are communicated to the concerned parties without delay.
6. If there is significant progress for a particular department/person, it will be specially mentioned.
7. Areas that need improvement are given special attention.
8. Data will be analyzed quantifiably based on the documents produced and feedbacks.
9. The performance appraisal will be carried on with constant comparison with other colleges under the university.

### **24. STRATEGIC PLANS**

The Strategic plan document is made through a participatory process ensuring the involvement of all the stakeholders for meeting future challenges in the field of higher education.

1. The Institution has created the Strategic Plan through a detailed consultation process with stakeholders for five years.
2. It is constituted with the involvement of key stakeholders and faculty representatives.
3. The draft document is presented in an open meeting with students, staff and faculty for feedback.
4. The revised document is presented to the higher governing body before framing the final document.
5. It aims at creating an ambience in which new ideas, research and scholarship flourish, and from which the leaders and innovators of tomorrow emerge.
6. It tries to address problems faced by the nation and the global community as a whole. It aims at providing an education that transforms students through rigorous coursework and by providing an understanding of the needs of society.
7. It aims to collaborate with other academic and research institutes around the world to strengthen the education and research ecosystem.

## **25. POLICY REFORMS**

The policies of the college are never meant to be static. It is constantly evolving and updated in line with the spirit of the times. The governing body recognizes and promotes the planning and policy making.

1. Policies reforms are based on the findings and requirements of UGC, NAAC, affiliating University, state and central Governments and the global trends of a changing world.
2. The governing body of the college ensures the process of updating policies from time to time.
3. Appraisal of the policies of the college is done with the help of feedbacks from the faculty, students, office staff, P.T.A, Alumni and other stake holders.

4. The competent authorities review and approve the policy making and reform process and hold the responsibility for policy execution.

## **26. POLICY ON STUDY TOURS**

The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students.

- The study tour must be conducted in accordance with government rules and policies.
- The purposes and specific educational objectives of the study tours should be carefully developed.
- The study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
- The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.
- All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.

## **27. Code of Professional Ethics**

### **(A) College Principal should;**

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

(c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### **(B) Teachers and their Responsibilities :**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large.

Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences  
etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and  
profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work,  
conscientiously and with dedication;

(vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and

research;

(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision,

mission, cultural practices and tradition;

(ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of

The college and the university, such as: assisting in appraising applications for admission, advising

and counselling students as well as assisting the conduct of university and college examinations,

including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community

service.

### **(C) Teachers and Students**

Teachers should:

(i) Respect the rights and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

(iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

### **III. Teachers and Colleagues**

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities :**

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;



- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. Teachers and Non-Teaching Staff :**

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **VI. Teachers and Guardians**

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. Teachers and Society**

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the

progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder

responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to

promote feeling of hatred or enmity among different communities, religions or linguistic

groups but actively work for national integration.

SANATANA DHARMA COLLEGE



Sanatana Dharma College is an Arts and Science college established in 1946 and affiliated to the University of Kerala. It is a premier higher education institution that has made a remarkable contribution to the cultural and intellectual climate of Alappuzha. The college is famed for its excellent and committed faculty and modernized infrastructure facilities. A variety of conventional as well as new generation courses in the under-graduate and post-graduate levels are on offer. Among the twelve teaching departments Zoology, Botany, Chemistry, Commerce, Economics, Mathematics, Physics, Malayalam and English are research departments that offer Ph.D. programmes. It also boasts of a long list of illustrious persons from all walks of life who are the alumni of the college. The college is recognized by UGC under 2(f) and 12(B). The NAAC re-accredited the college in the 3rd cycle with A+ grade and CGPA of 3.53 during June 2017.