



# SANATANA DHARMA COLLEGE ALAPPUZHA

Affiliated to the University of Kerala  
Reaccredited by NAAC with A+ grade



## POLICY DOCUMENT



# SANATANA DHARMA COLLEGE

ALAPPUZHA





## **DECLARATION**

This booklet collection includes 18 official policy documents of Sanatana Dharma College, Alappuzha. The development of these components adheres to all relevant statutes and regulations from the UGC, State Higher Education Department, Kerala State Government, and the Government of India. These policies are reviewed and approved for implementation.



**For SANATANA DHARMA COLLEGE**

*D. K. Kumar*

**Manager MANAGER**

**Sanatana Dharma College, Alappuzha**



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## ABOUT US

Sanatana Dharma College, Alappuzha, is situated between the seashore of Alappuzha and the farmland of Kuttanad, with the goal of improving the lives of the common people in Alappuzha. We are deeply committed to serving the economically and socially marginalized sections of society, making admission open to all, irrespective of caste and creed, and respecting their rights of conscience. The college is committed to upholding the highest standards of academic excellence and integrity in all its endeavours. Thus, our institution strives to preserve the trust of the college community and the general public. We anticipate that the administrators, employees, and students at the college will fulfil their responsibilities with due diligence and professionalism, in accordance with the principles of integrity, honesty, and fairness.

**MOTTO**                      *SATYAM SIVAM SUNDARAM*

## VISION

The College embodies the montage of wisdom, truth and justice envisaged by the idealists of the lore to imbibe and spread the postulates of 'Satyam, Sivam, Sundaram' in the society through its teachers, scholars, students and alumni.

## MISSION

*'Education douses the fire of vanity while igniting the power of fortitude'*

The College strongly espouses the ideals of holistic education through these steps enumerated here.

- Extending best quality education with state-of-the-art technology and contemporary teaching methodologies across disciplines.
- Empowering students with adequate skills and capabilities to face the competitive world and inculcating in them the winners' attitude necessary for achieving success.
- Developing ethics, etiquette, discipline, and morality through student centric and community engagement activities.
- Awakening the plumes of creativity, imagination and research aptitude among the teachers and students and interconnecting goals for the betterment of the society.
- Organising collaborative research, consultancy, training and empowerment programmes and associating with industries, community and fellow institutions in the country and abroad thereby getting updated in every sphere of academics and research.





- Incessant association with the stakeholders to churn out the best in terms of placements and progression to higher education and research.
- Chiselling competence and keeping a mentality open to continuous learning among teachers and students by establishing outside linkages keeping in pace with the changing academic requirements.
- Assuring inclusivity to the underprivileged, physically and mentally challenged section of young minds and empowering them for nation building.
- Acknowledging and integrating constructive feedback/criticisms to be on the track of constant improvement and updation.

## POLICY DOCUMENTS

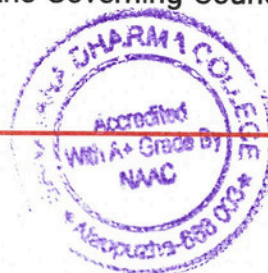
This policy document outlines the rules, guidelines, and regulations of the institution that employees and students must adhere to. Policies express the ideals and ethics that maintain the quality of the institution. These policies, procedures, and practices govern college members in their daily interactions. These documents provide recommendations for students, faculty, and others to follow. We must adhere to all unspecified matters in accordance with established norms and regulations.

### 1. Administrative Policy

Educational administration refers to the systematic organisation and coordination of the people and material resources inside an institution in order to accomplish specific objectives. The administration's primary goal is to accomplish defined objectives. Sanatana Dharma College has established the following quality policies as part of its journey towards excellence and glory.

#### a. Governing Body

1. There shall be a Governing Council of the institution with College Principal as the Chairman.
2. The Principal, Vice Principal and the Superintendent of Office shall be ex-officio members.
3. The Governing council, consisting of the principal, vice principal, superintendent of office, three democratically elected members, HODs from all departments, and the librarian, will oversee the college's entire operation.
4. The Principal shall be responsible for all Academic, Financial (other than Management) and general functioning of the college
5. All policies pertaining to the institution shall be framed or ratified by the Governing Council.
6. There shall be at least three meetings of the Governing Council every academic year





7. The Secretary selected from the first Governing Council meeting will be in charge to schedule the meetings, to inform members, to keep the minutes of the meetings and periodic reports.
8. All submissions of any kind to the Manager should be through the Principal, the Proper Channel.
9. There can be an IQAC for monitoring the Academic progress of the Institution.
10. The college-level monitoring committee, or CLMC, is established by the department heads and elected members to oversee the academic affairs of the institution such as student registration, internal assessments etc.

## **b. Appointments**

1. The appointments of teaching staff and non-teaching staff members by the manager shall be done in adherence to the service rules and instructions of UGC, Government and affiliated University.
2. The appointment of temporary/contract-based staff shall abide by the norms of Government and affiliated University.

## **c. Admission**

1. The Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating university.
2. An admission committee may be constituted with the Principal as the Chairman, a senior faculty as the coordinator and the CLMC coordinator as the Nodal officer to execute, supervise and oversee the admission procedure.
3. The Committee shall abide by the norms and policies of Government, UGC and the affiliating university with regard to admission and reservation of students.
4. The list of eligible students to be admitted under the Management Quota and Community Quota shall be finalized by the Manager.

## **d. Student Orientation**

1. The newly admitted students shall be given an orientation on Rules and regulations, code of conduct, Curricular, Co-Curricular and extracurricular activities, NAAC imperatives etc. to help them assimilate into the institutional system.
2. The IQAC and TLC (Sanatana Teaching-Learning Centre) shall be in charge of the Induction Programme with a well-defined orientation charter and schedule.
3. Periodic workshops, seminars, webinars, and training programmes shall be conducted for the students on a variety of topics, including innovation, entrepreneurship, life skills, and skill enhancement, as well as motivational and counselling classes to assist them in evolving in dynamics.







## e. Staff Orientation

1. A one-day orientation programme on various aspects of professional requirements and ethics shall be organized in the campus for all Teaching and Non-Teaching staff members to ensure professional competency.
2. The Programme shall be organized by the TLC with a well charted schedule.
3. The teaching and non-teaching staff shall be given training and orientation on Code of Ethics of the Institution to define and delineate their rights, duties and obligations.
4. The permanent/regular teaching and non-teaching faculty shall be encouraged to adhere to the rules and statutes of Government, UGC and University regarding the salary and compensation.

## f. Financial support

The Management shall provide financial support:

1. To organise various activities like seminars, workshops, conferences etc., in the college.
2. To facilitate the teaching and administrative staff to register patents, to enroll in professional bodies and to attend various FDPs.
3. To organise co-curricular activities such as Youth festivals, Sports Day, Arts Day etc for students.
4. To reimburse registration fees and TA/DA to improve the professional competency of the Faculty members.

## g. Planning

The Planning Committee that constitutes the Principal, Vice Principal, IQAC Coordinator and faculty members shall decide an annual budget for maintenance of all Infrastructure facilities at the beginning of the year.

1. The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year.
2. The Committee shall prepare the budget as per the requirements of the departments and shall submit to the Principal and the Manager for approval.

## h. Purchase

1. There shall be a purchase committee with a senior faculty as coordinator.
2. The Purchase Committee should carry out the official purchases while adhering to all specified regulations.
3. Regular meetings shall be convened to decide and record the disbursement of funds for varied purchases.
4. A minutes-book shall be maintained to document the discussions and decisions.
5. A register shall be maintained to preserve transparency with regard to the receipt and expenditure of funds.





## **i. Maintenance**

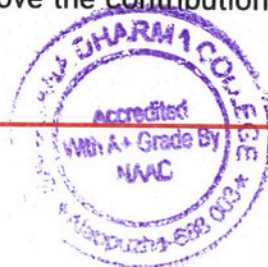
Sanatana Dharma College, Alappuzha, a college established in 1946, has a mix of traditional and modern infrastructure. C-shaped block, the older structure, has been withstanding the challenges of time. Some of the infrastructure suffers normal wear and tear due to the passage of time. "A Stitch in Time Saves Nine" is the basis for any quality Maintenance policy of any Institution. Infrastructure maintenance policy will be a comprehensive policy covering building maintenance, equipment maintenance, budget planning, scheduling time of maintenance, annual maintenance contracts etc.

1. There shall be a purchase committee with a senior faculty as coordinator.
2. Prioritize maintenance tasks based on factors such as safety, regulatory compliance, functionality, and impact on academic operations.
3. All requirements for maintenance of infrastructure and instruments are to be forwarded to the Principal.
4. Determine the financial resources required for infrastructure maintenance and allocate funds accordingly.
5. Develop a schedule for routine maintenance activities such as HVAC (Heating, Ventilation and Air Conditioning) system inspections, plumbing checks, electrical system evaluations, and building inspections.
6. Develop protocols for responding to emergencies such as power outages, water leaks, natural disasters, and other unforeseen events.
7. A register shall be maintained in the office to record the maintenance requirements.
8. Maintenance work sanctioned for the departments are to be supervised by the respective HODs.
9. Cleanliness of the class rooms/laboratories and other departmental facilities are to be monitored and maintained by the concerned Departments.
10. Communicate regularly with college administrators, faculty, staff, students, and other stakeholders to keep them informed about maintenance plans, schedules, and any disruptions to campus operations.

## **2. Resource Mobilisation Policy**

Any institution requires adequate resources to materialise its needs in order to achieve its goals and visions. To achieve this, a system for organizing, allocating, and utilizing resources is crucial. This policy envisions the structured mobilisation of procurable resources for Sanatana Dharma College and their prolific utilisation. The institution has a Planning Committee and a Purchase Committee, both headed by the Principal and each under the charge of a faculty member, that look after matters of resource allocation, procurement, and disbursal. The plans for Resource Mobilisation Policy shall be:

1. The Planning Committee must identify the major contributors of resources to the institution and bring out plans to improve the contribution from the routine sources and locate new ones.





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2. Management and PTA are the highest contributors for the institution followed by governmental agencies.
3. The salaries for the staff are paid by the government, as the institution belongs to the Government aided category.
4. Resources are also received through other actors of the state as scholarship-free ships, schemes of elected representatives, government schemes, remunerations etc.
5. The Planning Committee has to plan a budget at the onset of an academic year, analyse the possible ways of galvanising resources and notify individual departments or forums or clubs to identify their requirements and suggest budgetary plans for them.
6. It shall then collect the inputs received from these individual bodies and help them draw up proposals to find the required funds.
7. Sub committees shall be set up whenever there is a need to put in proposal for huge resource utilisation, like PM-USHA, PD fund disposal etc.
8. The Purchase Committee has to direct the process of preparing estimates for utilising the resources, inviting tenders and finding the requirements economically.
9. Appropriate planning must be done to secure resources from projects, NGOs, CSR, Alumni, Retired teachers, Sponsors, Well-wishers etc. Staff participation in procuring resources should be encouraged.
10. Separate purchases are to be made for specialised needs of library, lab, sophisticated lab, research, sports and fitness centre etc.
11. The committees shall also ensure equitable distribution of resources.
12. The resources received shall be properly earmarked for various purposes.
13. Specific resources received shall be ensured to have been used for the targeted module itself.
14. The committees are to constantly work on the strategies of improving resource receipt.

### **Accountability and Transparency:**

The Committees shall also assure accountability and transparency in the administration of resources.

1. All transactions shall be carefully recorded and bills and reports should be precisely maintained.
2. Regular audits shall be done and the audit statements should be published.
3. Internal audits must be done by individual forums using the Staffs of the institution.
4. The funds allotted from management shall be audited by the audit team suggested by the management.
5. An Annual Audit from the Directorate of Collegiate Education has to be done.
6. An Intermittent Audit from the Accountant General also should be done.
7. Any grievances, dubiety and submissions may be put to the Principal for pursuance.





## 3. Academic Policy

The college is committed to academic integrity and adheres to its quality policies. Faculty and students are able to comprehend their rights and responsibilities with clarity as a result of academic policies and procedures. They safeguard the college reputation and establish equitable and transparent policies for cross-campus educational and instructional endeavours. It is anticipated that the faculty and students will become acquainted with all academic policies.

### a. Teaching and Learning

1. All Teachers should strictly adhere to the Academic plan every year.
2. Proper records are to be maintained by each teacher for Tutorials, Continuous evaluation and Remedial classes.
3. Use of ICT as a support to the traditional lecture system is mandatory.
4. Make use of a Learning Management System (LMS) like MOODLE to create, distribute, and manage educational content and courses online.

### b. Examination

1. The Chief Superintendent and Additional Chief Superintendent of Examinations shall coordinate all university examinations in accordance with the University of Kerala's examination norms.
2. There should be an Examination Coordinating Cell with a Coordinator of Examinations for the conduct of internal examinations.
3. The principal shall supervise an internal malpractice squad for university exams.

### c. Learner-Specific Programmes

1. The Principal shall implement learner-centric Government initiatives like SSP, WWS, ASAP, Scholarships and e-grants
2. A Coordinator should be delegated for each programme
3. The Coordinators should monitor and supervise the functionality of the programmes
4. The teachers in charge should maintain proper documents

### d. Mentoring

1. A Coordinator for Mentoring shall be delegated by the Principal.
2. All teachers should be given proper training on Mentoring.
3. Mentor-mentee ratio should not exceed 1:20.
4. Mentor should render academic and personal support to the mentee and should promote self- realization
5. Confidential reports on mentoring should be kept by the mentor.
6. The HODs should periodically monitor the mentoring system in the department





## e. Department / HOD Requisites

1. Each department shall conduct a minimum of one seminar/workshop/conference (online/ face to face) every year.
2. Each department should organize a minimum of one departmental sensitization/extension activity every year.
3. Each department should organize a minimum of one certificate course/skill-oriented activity/collaborative linkage/MOU every year.
4. Each department should organize two student-centred learning activities annually
5. Each department should collect Feedback from stakeholders on curriculum annually. Feedback formats should be made available by IQAC.
6. The HODs should collect the PBAS of every faculty member at the end of each academic year.
7. The HODs should supervise and monitor to keep all departmental files updated.

## f. Survey and Feedback

1. Conduct a student satisfaction survey through IQAC.
2. HODs should collect feedback from students on the effectiveness of teaching methodologies.
3. Each department should collect student feedback on the department's general functioning.
4. Use IQAC to gather, codify, and assess stakeholder feedback on various metrics, then make the necessary modifications and improvements.
5. Share suggestions for curriculum improvements, based on feedback from stakeholders to the Board of Studies of the University through faculty of the institution representing the body.

## 4. Student Support Services Policy

Students are the primary stakeholders and beneficiaries of every educational institution. The institution is responsible for transforming the student community inclusively and comprehensively. Sanatana Dharma College combines campus-based and community-centred initiatives to create a diverse student community.

### a. Extension and Outreach

The college's extension programmes serve as a bridge between the community and the institution. Through its various curricular, co-curricular, and extracurricular activities, the institution continuously works to promote community welfare and extension. With the ultimate goal of changing our local society, our education, research, and extension programmes are based on core human values and are designed to support people, families, and the community at large. This strategy is the enduring strength of our organisation. Our exceptional outreach and extension policies encompass the following areas:





1. The Principal shall delegate a coordinator to monitor extension and outreach activities.
2. The coordinator shall organise extension and outreach events to educate the public about their rights, information, exploitation, discrimination, and employment opportunities.
3. The coordinator shall prepare an annual report of extension and social outreach activities.

## **b. Library**

1. The library shall work under the guidance of the Advisory Committee constituted as per GO. Ms. No. 169/94/H. Edn. dated 22/11/1994.
2. The Advisory Committee and its Student Wing shall assist the library's effective functioning.
3. The INFLIBNET service shall be launched to assist staff and students in accessing the digital knowledge pool.
4. The Principal, Librarian, and advisory committee shall set and approve the library's working hours.
5. The library staff shall offer convenient access for students and teachers to the well-equipped and computerised library facilities.
6. Currently enrolled students, research scholars and faculty shall use the library facilities.
7. Students and staff shall avail and return library books as per the norms constituted by the Advisory Committee.
8. Students and staff shall adhere to the rules with respect to overdue materials.
9. At the start of the academic year, the library committee coordinator shall collect department library requirements and submit them to the Governing body through the Principal.
10. Regular updating shall be done with regard to books, journals, other subscriptions, and digital sources.

## **c. Laboratory**

1. Students shall avail lab facilities as per the norms of the college.
2. The teaching faculty members and lab assistants shall facilitate the learning experience of the students in labs.
3. Every department shall maintain a stock register for the available equipment.
4. The Planning Committee shall conduct proper inspection and verification of stock at the end of every year.

## **d. Counselling**

The institution's goal is to provide independent and confidential counselling to our students. The goal of counselling is to provide support and/or intervention (practical or therapeutic) in order to enhance student well-being and/or academic progress.

1. There shall be a Counselling Cell with a senior faculty as the coordinator.





2. Students shall have access to independent and confidential counselling from a dedicated, professional Counsellor
3. The counsellor adopts various professionally accepted remedies to empower students to change and improve their personal and academic performance.
4. The counsellor and the coordinator shall maintain the confidentiality of the information provided by the students.
5. The counsellor and the coordinator shall maintain records of the Counselling sessions of each student

## **e. Reservation and Scholarships**

1. The college pledges to abide by all the rules and regulations on reservation issued by the UGC, the government and the University of Kerala, during the student admission process.
2. The college pays special attention to see to it that the students from economically and socially backward strata of the society get equitable distribution of scholarships.
3. Based on their socio economic background and merit, students are assisted in applying for availing numerous scholarships offered by the state and central governments.

## **f. Placement**

1. A placement cell shall be constituted with a coordinator delegated by the Principal.
2. The Placement cell shall conduct pre-placement trainings and may also arrange campus interviews
3. Placement cell shall maintain the minutes of all its meetings and the records of student placement.

## **f. Students' Union**

1. Every academic year, a student union shall be constituted in accordance with the university's regulations.
2. The democratic conduct of the union election for the student's designated posts will be governed by the norms of the University of Kerala.
3. Student union members must adhere to the directives of the Principal and the staff advisor.
4. The student union should represent the student community and should identify and offer proactive solutions to their issues.
5. The student union should convene regular meetings and maintain a record of the same.
6. Students should be given a lot of chances to develop and improve their skills.
7. Students should be able to use a variety of platforms, both on and off campus, to improve their unique skills and abilities, which will help them grow personally and academically.





## **g. Clubs and Cells**

1. A common Coordinator shall be delegated by the Principal to supervise and monitor the activities of all Registered and Non-Registered Clubs.
2. The activities of each organisation and cell should be coordinated by a staff coordinator.
3. Each club and cell should work in accordance with the action plan prepared at the beginning of the academic year.
4. Two student secretaries should be chosen by each club or cell to monitor the activities.
5. The coordinators should maintain records of each activity in the prescribed activity format.
6. The formation of any specific club will be solely at the discretion of the Principal.

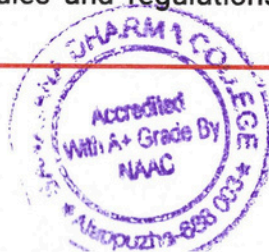
## **h. Sports, Arts, Culture**

1. The Physical Education Department shall organise interdepartmental completions or coaching camps with prior permission from the principal.
2. The Physical Education Department should select and train students for intercollegiate and university sports events.
3. There shall be a coordinator for art and culture activities.
4. The Coordinator for Arts and Culture will be in charge of the conduct of the college and university youth festivals, along with the student Art's Club secretary.

## **5. Research Policy**

The holistic educational vision of Sanatana Dharma College finds expression in its research policy. The institution is committed to research since it improves the teaching-learning practices, brings innovation, develops evidence-directed critical thinking and finally contributes to the existing stock of knowledge making for its advancement. In essence, the research policy of the College is the pursuit of truth with the help of study observation, comparison and experiment. By contributing to the broader body of knowledge through the promotion of solid and ethical research culture among the faculty as well as the students, we believe, our institution can contribute to the idea of nation building to a larger extent. The Research Committee of the college is constituted under the Internal Quality Assurance Cell (IQAC) of the college. The committee is composed of the Principal, the Vice- Principal, the IQAC Coordinator, Research Committee Coordinator, representatives of research guides, and research scholars from all nine research departments of the college. The college formulates its research policy in accordance with its vision and mission, which prioritizes quality education through the ideals of truth, godliness, and beauty.

The research policy of the College is developed and kept updated with a view to understand and imbibe the knowledge transformation that is occurring in the global arena. However, the vision of our research gives definite emphasis on the strong foundations of knowledge systems evolved in our nation. Under its research policy, the College ensures the adherence to all rules and regulations of the University







grants Commission (UGC), the Government of Kerala and the University of Kerala. SD College research policy is formulated and disseminated among the researchers to constantly remind that 'doubt is often better than overconfidence, for it leads to inquiry, and inquiry leads to invention'.

## Objectives of Research Policy

The major objectives of research policy of Sanatana Dharma College are:

1. To foster a dynamic research environment in the College by augmenting the institutional capacity for planning, budgeting and controlling research activities at operational, technical and strategic levels.
2. To inculcate research aptitude in students.
3. To identify the major areas of research from time to time and promote interdisciplinary and multidisciplinary research.
4. To lay the foundations for conducting research by framing the regulations and guidelines for the management of research.
5. To develop and foster ethical standards and research culture in the college.
6. To evolve a mechanism to ensure the teachers attain a certain level of the mix of teaching, research and consultancy activities.
7. To foster linkages with national and international institutions through MoUs for long term relationships.

The college develops and updates the policy by understanding and imbibing the ongoing global knowledge transformation. While the vision of research is global, the knowledge systems produced by India have their foundations. It also ensures that all of the college's research activities comply with university and UGC rules and regulations.

The research policy is manifested in various arenas as mentioned here

### a. Research Projects

1. The college encourages faculty members and students to apply for and take up research projects at national and international levels, including those instituted by UGC, CSIR, and NBHM.
2. For major projects, the college's Research Committee, in consultation with the IQAC, calls for research fellows using a proper procedure. Through national and international advertisements, the college invites applications from research scholars. The final selection is based on an interview. We encourage the selected scholars, if interested, to pursue research at the University of Kerala, leading to their PhD degree.
3. The college's Research Committee ensures that information about projects and scholarships reaches the faculty and students through prompt dissemination.

### b. Research Publications

1. Every faculty member is required to publish at least one paper in academic journals annually.





2. The Research Committee encourages the publication of research findings by faculty members and students in UGC-CARE-listed, SCOPUS-indexed national and international journals with an impact factor, thereby ensuring knowledge dissemination to the community through knowledge generation.
3. It also ensures strict adherence to the guidelines stipulated by the UGC and the University of Kerala.
4. A plagiarism check of the papers is done through the plagiarism software with the assistance of the college librarian.
5. The institution's name should appear on the submitted papers. The acceptance of the papers is to be intimated to the Research Committee and the IQAC, and a copy of the published paper is to be handed over to them.

### **c. Guideship**

1. As nine departments of the college are research centres, all the faculty members with a PhD degree are encouraged to apply for guidance.
2. The faculty members of nearby colleges are given sanction to affiliate themselves with Sanatana Dharma College as guides after consultation with the IQAC and the Research committee of the college. It is also instructed to have the published papers of these affiliated guides and their wards bear the name of Sanatana Dharma College.
3. Daily attendance is strictly mandated for all full-time research scholars. The attendance register of the scholars is duly signed by the head of the department. The research conducted by part-time scholars is also carried out in accordance with the rules stipulated by the university.
4. The research scholars are encouraged to apply for fellowships available in their area of research. No research scholar can avail of more than one fellowship at a time. It is ensured by the guide concerned and the head of the department concerned.
5. The college promotes visits to reputable national and international research centres with permission from the research guide and the Head of the Department. The college promotes research collaboration at both national and international levels.

### **d. Research Awards**

1. The college has established two research awards: the Best Research Thesis Award and the Best Research Paper Award for the best thesis and the best research paper produced by the research scholars in an academic year.
2. Scholars are encouraged to apply for patents in consultation with the IQAC and the Research Committee of the college. UGC and university rules and regulations are strictly adhered to while applying for patents.

### **e. Research Ethics**

1. As a leading educational institution, the college emphasizes the importance of social commitment in every research project that its faculty members and scholars undertake. The college places high priority on disseminating knowledge to the community.





2. The Research Committee ensures regular monitoring of research happening in the college's research centers.
3. Before their wards submit papers for publication, guides are required to thoroughly scrutinize research papers for plagiarism.
4. The UGC and the university place the utmost importance on strict adherence to the rules and regulations.
5. The research scholars must include the titles of their fellowships in their research papers. The acknowledgement is made compulsory. The paper should also include the name of the college.

## f. Ongoing Research Activities

1. The Research Committee keeps itself abreast of the changes that are happening in the area of research. Research meetings are conducted at regular intervals, and fruitful communication is ensured.
2. The college conducts research awareness classes for both students and newly inducted research scholars to keep them informed of the latest trends in research.
3. The college promotes multidisciplinary approaches to foster interdisciplinary communication and knowledge transmission.
4. The college guarantees that the research work and findings serve a higher purpose of community service without fail.

## 6. Faculty Empowerment Policy

The strength of an educational institution is directly related to the working of its staff, especially academic staff. In order to ensure proper ways to maintain the quality of the Teaching staff, a careful policy should be sketched out. The faculty empowerment policy visions the measures to be imparted to enhance the quality and ability of the Teaching staffs.

### Stratagem :

1. The College strictly abides by the existing norms and methods suggested by the UGC and State Governments from time to time regarding the selection and appointments of faculty.
2. The College has a Teaching Learning Centre, *Sanatanam Teaching Learning Centre*, that works to improve the skills and capacities of the teaching staff to improve the mechanism of imparting knowledge to the students.
3. Faculties are to be given proper orientation towards the functioning of the College as well as the service rules.
4. Proper assistance has to be provided for the faculty on academic and administrative matters using the available resources in the college and faculties should be given the opportunity for effective utilisation of the same for their benefit.

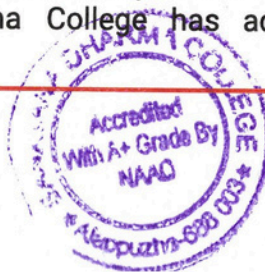




5. The college should provide faculty development programmes for the faculty helping them to improve their abilities.
6. Amenities like free Wifi, ICT systems, Libraries at College and Department levels, e-resources, Moodle-LMS, ERP in the College should be improved and maintained for the faculty to work with.
7. The research centres should function in a way for the faculties to utilise them both as a scholar and as a guide, as per the requirements.
8. The College Research Committee, SDCRCA, should ensure that faculties engage in research writing and publishing,
9. Principal should ensure equitable allocation of responsibilities in the college, like official posts, coordinatorship of clubs and forums etc.
10. The faculties should be given opportunity to attend seminars, conferences, workshops, FDPs, MDPs, Administrative and Academic consortiums etc. as well as function at the level of resource persons within and outside the college.
11. Faculties should be provided financial assistance to suffice their need of participating in any of the kind of programmes mentioned in clause (10).
12. Welfare measures to the faculty like financial assistance through College Society, Cooperative Store, Day Care Center etc. should be properly maintained.
13. Faculties are to be given fair chances of availing the of the leaves on reasonable grounds.
14. The practice of rewarding the faculties and their dependents for their meritorious achievements at various capacities should be maintained.
15. The proper functioning of the Staff Club should be ensured.
16. Activities to promote the psychological wellbeing of the faculty like celebrations, staff tour, counselling, programmes to address work pressure, work-life balance etc. has to be continued.
17. A proper functioning of ICC has to be checked to make sure that the faculty grievances are addressed properly.
18. The ManaTheger along with the Management Committee and the Principal will be the authority of final resolve in any chance of disaccord.
19. All teaching faculty members shall meet the criteria of PBAS every year, according to UGC regulations.
20. Every teaching staff member shall submit their PBAS at the end of every academic year.
21. All teachers are to be given training on selected topics like Mentoring, Tutorials, Extension activities and e-content development.

## 7. Anti-Ragging Policy

Ragging is a social menace that has no place in the Institute's academic environment, and concerted efforts are required to prevent its occurrence at any point in time. Hence, Sanatana Dharma College has adopted a balanced





anti-ragging policy. The college's anti-ragging policy addresses the preventive, procedural, and punitive aspects of ragging, adhering to the guidelines provided by the University Grants Commission and the University of Kerala. As per the policy, the institution shall:

1. Constitute an Anti-Ragging Cell with a faculty coordinator and representatives from all stakeholders to monitor the various aspects related to the menace of ragging.
2. Ensure the requirements are met in accordance with the regulations of the Central and State governments, UGC, and court orders, including the prevention of ragging by students and parents, the implementation of awareness programmes, and other relevant factors.
3. Ensure creation, development and nurturing a conducive, socio-academic environment within the student population.
4. Establish and sustain a high level of confidence among the newcomers and their parents or guardians to ensure that they feel welcomed and supported, rather than tormented and intimidated.
5. Advocate zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical/ psychological humiliation, extortion, assault, wrongful restraints/confinement, violation of decency and morals and other acts recognized as forms of ragging.
6. Keep in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
7. Organize orientation programs for the student community, both freshers and seniors, to raise awareness on the constitutional and institutional laws and regulations concerning ragging.
8. Encourage the new entrants to report any act of misconduct that they are subjected to or have witnessed, by the senior students, to the authority concerned
9. Enforce disciplinary actions as a means of deterring any violation of the "Anti-Ragging Policy".

## 8. Grievance Redressal Policy

The institution prioritises the psychological and subjective contentment of its staff and students. To ensure the equanimity of the staff and students, the college has implemented a mechanism that allows them to freely express their grievances. The college has developed a grievance redressal policy to address both individual and collective grievances from students and staff. Any form of discontent, dissatisfaction, or negative perception, whether expressed or not, stemming from any aspect of the college that a student or staff member perceives as unfair, unjust, or inequitable, qualifies as a grievance. While this platform allows all students and staff members to voice their concerns in an open manner, it is imperative that the complainant exercise due diligence and care in deciding what he or she would qualify as a grievance that is serious enough to deserve the attention of the authority.





The grievance policy emphasises that the institution shall:

1. Constitute a Grievance Redressal Cell to monitor any grievances and offer feasible solutions and rectifications.
2. Furnish Grievance boxes at different locations of the College and in the hostel for the students to submit their personal or collective grievances.
3. Ensure verification and review of grievances, if any, by the Grievance Redressal Cell on a regular basis.
4. Entrust the HoDs, class teachers, and mentors to collect and promptly address any grievances that may fall within their competency or authority, and to report the same to the Cell.
5. Ensure the availability of helpline and telephone numbers in the college handbook, website, and inquiry wing.
6. Encourage both teaching and non-teaching staff to report their grievances to the Principal or to submit a written petition to the Grievance Redressal Cell.
7. Ensure responsive and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell.

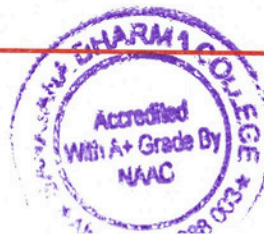
## 9. Anti-Narcotics Policy

An Anti-Narcotics cell shall form in the college to prevent drugs and alcohol usage among students. The Principal shall be the President along with a faculty as the coordinator. The Executive members shall be the PTA President, IQAC Coordinator, teacher representatives and student representatives. Under the policy, the institution shall:

1. Spread awareness among students regarding drug abuse and usage of alcohol and narcotic substances through various activities like mime, quiz, debate, painting competitions etc.
2. Conduct of orientation classes for newly enrolled students every year making them aware of the physical, emotional and legal consequences of substance usage.
3. Continuous monitoring of consumption and illicit trading of drugs and narcotics substance in the college premises and reporting the same to the college authorities.
4. Facilitate professional counselling for students with tendencies towards drug and alcohol use.
5. Generate and promote interest among students in sports and extracurricular activities to develop a healthy and creative mind.
6. Forming an anti-narcotic squad for frequent supervision and ensuring a drug-free campus.

## 10. Divyangjan Policy

The policy's objective is to ensure that students and staff members of the college with disabilities or long-term health needs have access to both facilities and learning environment, wherever reasonably possible, comparable to that of their





non-disabled peers. This policy recognises that disabled staff and students are an integral part of the Institute. The policy stipulates that the institution must:

1. Constitute an Equal Opportunity Cell to safeguard the interests and necessities of the staff and students with disability.
2. Ensure that anticipatory action is taken to provide an inclusive working, learning and teaching environment to staff and students with disabilities.
3. Assure facilities and services that cater to the needs of the differently abled in the campus and ensure access of the needy to these facilities and services.
4. Provide equality of opportunity for differently abled staff and students to promote their recruitment, development and progression.
5. Promote a positive working environment for differently abled students by making appropriate alternative exam arrangements, furnishing of scribes, provision of lectures and notes in advance and help with accessing external resources.
6. Rectify any complaints through the Grievance Redressal Cell or the Equal Opportunity Cell.
7. Confirm that the Committee schedules regular meetings for the cause of equality for the differently abled in the Institution.

## 11. Welfare Policy

The College is dedicated to ensuring the safety of students and eliminating obstacles to learning. This is achieved by providing appropriate care, guidance, and support interventions, which are carefully documented and monitored for their effectiveness. In doing so, the College upholds its mission and vision. To cultivate an efficient and contented employee, the college provides specific welfare measures for its staff too. The policy states that the institution shall:

### a. Students

1. Promote an equitable, quality learning environment in which students are able to perform to the best of their ability.
2. Establish and outline an objective, unbiased process for benevolent assistance application, evaluation, approval, and disbursement.
3. Outline the eligibility requirements and criteria for receiving concession assistance.
4. Provide financial assistance to underprivileged students through SWASTI.

### b. Employees

1. Entitled to all benefits in accordance with the Kerala State Service Rules.
2. Provide training and professional development opportunities for maintenance staff to enhance their skills, stay updated on industry best practices, and ensure compliance with safety regulations.
3. Provide an established grievance redressal cell to hear and address employee issues.





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4. Support employees in obtaining emergency loans and other forms of financial assistance through the College Cooperative Society.
5. Honor the faculty members who get national and international recognition.
6. Honor the faculty members who acquire Ph.D. degrees.

### c. SWASTI

The Sanatana Dharma Vidyaśala group of institutions has always followed the humanitarian path, providing support and sustenance to the needy and deserving, irrespective of caste and creed. Over the years, there have been many successful efforts in this college to provide timely and appropriate help to those among the students, staff and public who have faced the urgent need of financial support in their emergency needs by way of medical expenses, educational expenses and other social needs. Although these efforts have been successful, it was felt that a more organised and sustained system could be put in place to make the welfare efforts more effective and timelier. "Swasti", the "Sanatanam Social Welfare Association", was born out of this noble intention.

### Objectives

1. To foster a feeling of humaneness, compassion, fellowship and secularism among the college community.
2. To establish a readily available fund for emergency medical, educational and social needs through donations, endowments, subscriptions, sponsorships, gifts and any other forms of assistance to fulfil the objectives of "Swasti".
3. To organise and conduct social, educational and health-related activities that would foster awareness and good principles and habits.
4. To associate with Government, quasi-government agencies or charitable agencies for promoting social, scientific and developmental projects and activities.
5. To give disadvantaged people confidence, hope, dignity and strength, and to promote principles of participation, sustainability and empowerment, by extending the activities of "Swasti" to the larger public.
6. To organize such other activities of similar nature to attain the objectives of "Swasti"

### Membership

1. All staff members of Sanatana Dharma College are eligible for membership. Obligation of being a member shall include regular attendance and participation in "Swasti" activities and support to the objectives as per the constitution and by-laws.
2. Members are not eligible to receive any profit from "Swasti". Annual Membership fee is Rs.120/-,
3. The membership in "Swasti" shall cease to exist on termination/retirement from the employment whichever is earliest.

### Duties and Powers of Executive Committee.







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1. The executive committee is responsible for the proper functioning of the "Swasti" and running it effectively. It shall have an overall supervision of all the activities of the association and coordinate them and take up appropriate step measures to achieve the objectives of "Swasti".
2. The funds of "Swasti" shall vest in the executive committee and they shall arrange for: -
  - i) The efficient conduct of the activities of "Swasti in accordance with the budget.
  - ii) The regular audit of accounts
  - iii) The presentation of the annual report and the budget for the next year at the Annual General body meeting.
  - iv) The bank account shall be opened in the name of "Swasti and the same shall be operated jointly by the President and Treasurer.
3. Major financial decisions need special approval of the executive committee with a 2/3 majority.
4. The executive committee shall meet as often as necessary or at least once in three months to conduct the affairs of "Swasti". The quorum of the executive committee shall be 50% of the members.
5. The President shall preside over the meetings. In his absence the Vice President and in his absence a Chairman, elected by the members attending the meeting
6. All decisions shall be by majority vote and in case of a tie the President or Chairman of the meeting shall have a casting vote in addition to his own.
7. The executive committee is empowered: -
  - i) To fill up interim vacancies in the executive committee for the remaining period
  - ii) To constitute sub committees for various purposes
  - iii) To incur expenditure for the activities of "Swasti".
  - iv) Organise fund collection programmes as envisaged in the objectives of "Swasti".
  - v) To make suitable changes in the membership fees and other dues

### General Body Meeting

1. The general body is the supreme authority and shall meet at least once in year
2. The annual general body meeting for presenting the annual report, accounts and shall meet preferably in the month of June or within three months after closing the financial year and at such time and place as the executive committee decides
3. The new executive committee takes charge one week after the elections and the reconstitution of the new executive committee.
4. The annual report and audited accounts prepared by the executive committee shall be presented to the general body for discussion and approval.
5. Approval of the budget for the ensuring year.
6. Amendment of constitution and bylaws if any.
7. The President, or in his absence the vice president shall preside over the meeting of the general body. In their absence the general body can choose a Chairman from the members present





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8. All questions relating to amendment of constitution and bylaws shall be decided by majority of vote of the members present at the time of the meeting. The President or Chairman shall have a casting vote in addition to his own in the case of a tie.
9. Quorum: The presence in person of at least 1/5th of the members shall be the quorum of the general body meetings.

### Funds

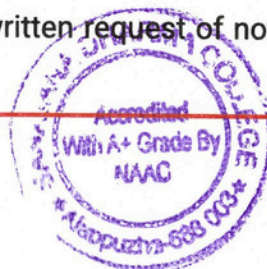
1. All the membership fees received shall be the corpus fund and deposited in Scheduled Banks/Govt./Quasi Govt. Institutions have fixed deposits, and the interest can only be utilized for the activities of the "Swasti".
2. Executive committee may collect funds for establishing the endowments for specific purposes such as Emergency Medical Fund, marriage fund, education fund, Expedition fund (under the banner of SD College) etc. and such funds have to be deposited as fixed deposit or have to be utilized for the specific purpose as per the agreements made with the sponsors.
3. Executive committee is also authorized to collect funds as per the constitution and bylaws of "Swasti".

### Accounts and Audit

1. Executive committee shall maintain its accounts in a proper way and the annual final statements of accounts shall comprise of the balance sheet, receipts and payment accounts and income and expenditure account incorporated there in the figures of the previous year.
2. The President can authorize an expenditure up to Rs.5,000. All other expenditures require the approval of the executive committee subject to the budget provision.
3. The accounts shall be audited annually and if found necessary at more frequent intervals by a chartered accountant appointed by the general body.
4. The President and the Treasurer are responsible for the custody, proper use and loss of cash if any.
5. The audit of the accounts shall be completed within two months of the close of the fiscal year and the auditor's report and the annual financial statement of accounts together with the financial report shall be presented in the General Body meeting not later than 3 months from the close of the fiscal year.
6. The fiscal year is April 1st to March 11"

### General

1. Lawsuits "Swasti shall sue or be sued in the name of the Secretary
2. Notice of meetings of the general body shall be given to the members at least 15 days in advance. Meetings of the executives committee may be held within 5 days' notice.
3. Special meetings shall be convened at the written request of not less than 25% members in the general body.





4. Dissolution-In the event of winding up or dissolution of the "Swasti". the excess/the remains after satisfaction of all debts and liabilities if any, shall be transferred or handed over to a charitable society of similar nature and objectives as decided by the General Body.

## Office Bearers

### Election

1. Election to the executive committee shall be held at the annual general body meeting and simple majority of votes are only required.

### Powers and Duties

#### 1. President

- a) As the chief functionary of the association the President shall have a general supervision of the activities of the "Swasti ", and guide it along property lines.
- b) The President shall act under the constitution and bylaws of "Swasti".
- c) The President shall promote the objectives of the "Swasti", and promote cordial relations among the members.
- d) The President shall preside over all the meetings.
- e) At the end of the term of office, all accounts, funds and records shall be delivered to the successor in office.

#### 2. Vice President

The Vice President shall be the chief associate to the President. The specific responsibilities shall be:

- a) The Vice President shall discharge all the routine functions of the President in his absence.
- b) Further the purposes and objects of the association.
- c) Perform such administrative duties as may be assigned by the president.
- d) Preside all the meetings in the absence of the President.

#### 3. Secretary

The Secretary shall be in charge of the office of the SWASTI and shall be the custodian of all records and shall convene the meetings of the association in consultation with the President.

The Secretary shall:

- a) Maintain various records and registers of the association and of the proceedings of all the meetings and within 15 days, forward copies of the minutes of the same to all the members as the case may be.
- b) Assist the president in conducting the business and perform such other duties as are specified or implied in the constitution and bylaws or as





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assigned to him from time to time by the President or the executive committee.

- c) Sign all the documents issued by the association.
- d) Prepare administrative and financial reports to the Executive committee and to the general body.
- e) Shall handover the minutes book, membership roll and other documents and records to the incoming Secretary at the earliest.
- f) Keep official books and records of all transactions.
- g) Shall send all communications promptly to all the members as the case may be.

#### 4. Joint Secretary

Joint Secretary shall maintain a close relationship with the secretary and help to carry out all the activities of the secretary.

#### 5. Treasurer

The Treasurer shall

- a) Keep an accurate membership roll and collect the membership or endowment fees, donation etc. and issue proper receipts and deposit the same as designated by the Executive Committee as per the constitution and bylaws of the association.
- b) Shall disburse payment as per the direction of the executive committee.
- c) Keep the accounts in a proper way and prepare annual final statements of accounts for income and expenditure, receipts and payments accounts. Accounts and balance sheets shall be presented in the executive committee and the general body.
- d) The accounts shall be audited through a chartered accountant.
- e) Prepare a budget and plan for the next fiscal year based on the accounts in the last year and the future proposals for fund collections.
- f) Keep relevant books and records of accounts of fixed deposits receipt and furnish such books and records as required by any auditor appointed by the general body.
- g) Shall handover fixed deposit receipts, account books, bank passbook, cheque books and other valuables and records to the incoming treasurer as soon as he relinquishes the office.

#### 6. Joint Treasurer

Joint Treasurer shall assist the Treasurers in mobilizing funds and maintaining the accounts.

#### Meeting

Annual meeting once in every year but not later than 15 months from the last meeting and shall consider the annual report, budget, audited accounts and to take such other matters affecting the association.

#### Amendments





1. These constitutions and bylaws may be amended only in the general body meeting with proper quorum as given in clause 9 of General Body Meeting and adopted by 2/3 majority of the members present.
2. Proposals for amendments by the members shall be received by the executive committee before 31st December preceding the General Body.
3. No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each member not less than fifteen days prior to the general body meeting with notice that the same shall be voted upon in the said general body.
4. Each amendment shall take effect from 1st April following the general body at which the same is adopted unless otherwise specified in the amendment.

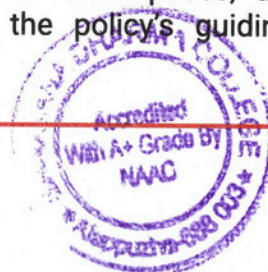
## 12. Gender Equity Policy

### Preamble

Including Kerala, the entire world is focusing on improving women's living conditions and promoting gender equality in all aspects of life. Higher education campuses play a crucial role in achieving this vision by ensuring equal access to knowledge and skills for all students, irrespective of their gender. This framework of principles and practices will give more opportunities to all students, regardless of gender. Higher education institutions have an important role in promoting gender equity. They must ensure that the lessons imparted have a positive impact on each student. The policy closely adheres to the main provisions of the Sexual Harassment Prevention, Prohibition, and Redressal Act 2013 as well as the UGC Policy Framework for Gender Equality 2015. The college expects this Gender Equity Policy to serve as a guiding tool for its current and future processes, policies, procedures, and practices, providing guidelines and frameworks for promoting gender equality.

### The Policy and Its Rationale

The Gender Equity Policy aims to address the historical gender discrepancy that has deprived women of opportunities to access, benefit from, and receive equal treatment as knowledge producers and users. National and international development policies must consistently address gender-based obstacles to self-actualization. The United Nations prioritises gender equality as a crucial element of human rights and democracy, with the aim of eradicating poverty, protecting the environment, and fostering peace and prosperity by 2030. Sanatana Dharma College, Alappuzha, guarantees equal access to education for teachers, staff, and students, which is an important component in developing a socially just society. The Gender Equity on Campus Policy addresses gender discrimination and strives to help people reach their full potential. The government's commitment to equal employment opportunities, gender-neutral workspaces, and the national imperative for women's empowerment are the policy's guiding principles. It





encourages equal contributions from all members, regardless of gender, status, or qualifications, to our institution's organizational culture.

**Hence the Policy of Gender Equity is stated as follows:**

Sanatana Dharma College, a potential higher education institution, promotes values and principles to ensure quality education for both male and female students. These include realising one's full potential, ensuring equal opportunities, and equally valuing everyone on and off campus. Preferential treatment for girls and boys is a necessity, and measures should take individual needs and socioeconomic backgrounds into account. Campuses should reflect women's rights to personal respect, safety, economic security, and decision-making power.

**The management and administrators ensure,**

1. Defining the role and position of major stakeholders within the community about the Gender Policy, as a part of the administrative arrangement for implementing the Gender Policy.
2. Transparency, accountability, confidentiality, and sensitivity in the implementation of the policy shall be promoted.
3. Creating a framework for coordinating, monitoring, and evaluating policy implementation.
4. Reviewing and establishing an enabling regulatory framework.

**Scope of the Policy**

- i. Students: The Gender Equality Policy applies to all college students including the research scholars. It seeks to improve the learning and working environments. It ensures that all students have an equal opportunity. It establishes a legal basis for filing complaints and taking disciplinary action against violations of gender equality on campus.
- ii. Employees: The Gender Equality Policy applies to all applicants and employees of Sanatana Dharma College, whether they are full-time or part-time, temporary or permanent. It addresses the topics:
  - Recruitment, Selection, and Promotion
  - Working conditions
  - Professional development
  - Safe working environment
  - Leadership, management, and accountability
  - Grievances, disciplinary action, or deputation

**Outcomes**

According to the Universal Declaration of Human Rights and the Indian Constitution, the Gender Equity Policy seeks to guarantee equal opportunity for all citizens. All parties involved in the implementation process must work together and take responsibility for the outcome. Sanatana Dharma College strives for gender parity in





higher education by regularly evaluating student involvement in the community and female employment. This policy upholds a work environment that treats all employees with dignity and respect, ensuring that no one faces disadvantages due to unchangeable conditions or requirements. The policy demonstrated relevance to performance and called out any instances of discriminatory behaviour or attitudes. The policy guarantees the respect and value of employees' religions, beliefs, and related observances, provided that their expression does not violate the legitimate rights of others. It also ensures that the employee's pregnancy or maternity needs are met. It also ensures fair treatment and celebrates a diverse workforce.

### 13. Institution Innovation Policy

Sanatana Dharma College acknowledges the significance of the academic community's potential contribution to innovation. Therefore, the college is committed to actively cultivating a culture of innovation among its staff and students in a methodical manner. The college aims to transform into an institution that can produce highly skilled technical professionals. To do this, the faculty and students are encouraged to engage in advanced research, innovation, and entrepreneurial ventures in the field of deep technology. In order to establish a framework for innovation endeavours, the college has created a quality policy. The policy mandates that the institution shall:

1. Establish an Institution Innovation Council in association with MHRD with the purpose of evolving an educational system oriented towards start-ups and entrepreneurship for students and faculty members.
2. Promote and foster the Council to design its own policy, guidelines, and strategies to ensure its progress in the correct direction.
3. Engage a large number of students and staff in various innovation and entrepreneurship-related activities such as ideation, problem solving, proof of concept development, design thinking, IPR, project handling and management at the pre-incubation stage, etc., so that the innovation and entrepreneurship ecosystem gets established and stabilised in the college.
4. Emphasize the benefits of entrepreneurship-focused education in the college, including the incorporation of collaborations and Memorandums of Understanding (MoUs), and the instillation of confidence in students to transform ideas into reality.

### 14. Waste Management Policy

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism. The institution has produced the Waste Management Policy to reaffirm its commitment to safe and efficient waste management, to reduce and recycle produced waste, and to ensure compliance with and exceed all legal requirements relating to waste management. It also promotes environmental and recycling issues as an integral element of its activities, demonstrating its commitment to continual improvement in environmental practices. The Waste Management Policy aims to encourage both employees and students to:



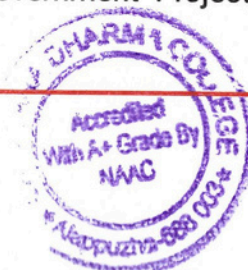


1. Follow efficient waste management and recycling procedures throughout the college premises, and use recyclable and recycled materials whenever appropriate.
2. Promote a purchasing policy that will give preference, where practicable, to those products and services that cause the least harm to the environment.
3. Implement waste disposal in accordance with the Green Army protocol.
4. Dispose of all biodegradable or non-degradable waste in accordance with the government's stated standards.
5. Follow the Green Protocol on a strict basis on all occasions, academic or non-academic.
6. Abide by the decisions and suggestions of the principal, who will be in charge of coordinating and supervising waste disposal.

## 15. Environment and Sustainability Policy

Through environmentally friendly initiatives, the college envisions a holistic development of society and the world at large. The college is committed to minimizing its impact on the environment, both locally and globally. The college achieves this through the prudent use of resources and energy, as well as through its purchasing and waste management policies. The College makes every effort to conserve and enhance natural resources to create a sustainable environment in both its current and future estates. The College acknowledges that climate change is now a major and urgent sustainability issue, seeks to responsibly use resources, and strives to continually improve its environmental performance. The college's quality policy for the environment and sustainability guarantees the following:

1. Arrange to undertake Green Audit, Energy Audit and Environment Audit.
2. Improve awareness and understanding of environmental issues and sustainable development by providing information and training opportunities on energy-saving measures.
3. Encourage all staff and students to be active participants in environmental initiatives.
4. Improve the way the college manages its own environment by incorporating green initiatives and green protocols.
5. Monitor and reduce water usage to the possible extreme.
6. Implement all measures to preserve water bodies and protect wetlands on campus.
7. Encourage the use of public transport facilities, environmental friendly vehicles such as electric cars, two-wheelers, and bicycles, as well as carpooling among faculty and students to reduce carbon emissions and air pollution.
8. Promote tree plantation drives inside and outside the college premises.
9. Ensure that measures are taken to minimize and manage the proper disposal of all forms of waste—solid, liquid, biomedical, and e-waste.
10. Encourage paperless work by substituting electronic and other means for academic and administrative tasks.
11. Foster to work in line with the Central Government Project, Swachh Bharat Abhiyan.







12. Encourage various clubs and cells to collaborate with the local community, public and private sector organisations, and other entities to enhance the local environment and advance sustainable development.
13. In accordance with the Government of Kerala's Green Protocol, avoid using disposables and flex banners
14. Promote recycling at the student and college levels through the Entrepreneurship Development Cell.
15. Communicate with government agencies, municipal corporations, and the affiliating university and cooperate with local organisations on environment, energy efficiency, and sustainable development.
16. Monitor and respond to emerging environmental and energy issues.
17. Integrate environmental and sustainable principles into the college's operational procedures and promote best practices at every level.
18. Install and maintain solar plants and other energy-efficient equipment.

## 16. Alumnae Policy

Alumni play a crucial role in the institution's academic and non-academic pursuits as they elevate the reputation and status of the alma mater. The college aims to actively involve its alumni in its outstanding operations, as alumni serve as evidence of the institution's vitality. The university has developed quality policies to incorporate alumni interaction and assure its integration into the regular operating system. Under the policy, the institution shall:

1. Constitute an alumni association to nurture long-term progress in the college-student relationship.
2. Propose and initiate alumni networks that can nurture long-term relationships between the college and its students.
3. Establish positive alumni relationships to leverage mutually beneficial engagement between the alumni and the college.
4. Ensure alumni involvement in the college's academic and non-academic endeavours.
5. Endorse the live testimonies of reputed alumni to inspire the students to plan and pursue their great ambitions.
6. Promote donations from Alumni Association directed towards a specific activity or to support a range of activities in the college.

## 17. Social Media Policy

The college is committed to making the best use of all available technology and innovation. This includes utilizing all reasonable and cost-effective methods to improve communication and interaction with the individuals and communities we serve. The college encourages students and faculty to embrace social media sites as easy-access venues for streamlining and enriching engagement and communication. The institution has developed guidelines and policies related to social media use to avoid major mistakes that could result in reputational, legal, and





ethical issues, as well as the misuse or abuse of well-functioning social media. The policy endorses that the institution shall:

1. Ensure announcements of upcoming events and the publication of daily activities through the college website.
2. Provide students and staff with guidelines and orientation on how to use social media platforms and the college website.
3. Provide guidelines and instructions to staff and students on how to share the college's social media and website requirements.
4. Provide guidelines and instructions to staff and students on how to upload content on the college website and on social media sites such as YouTube, Facebook, Threads, and Instagram.
5. Publish students' achievements and accomplishments of the college via social media and the college website to ensure far reaching acknowledgement of the college among the public.

## 18. IT policy

The Information Technology (IT) Policy outlines the guidelines and principles governing the use, management, and security of information technology resources within Sanatana Dharma College. The purpose of this policy is to ensure the efficient, secure, and responsible utilization of IT resources to support academic, administrative, and research functions. The IT Policy shall:

1. All students and staff should have access to the campus network.
2. Encourage students to make maximum use of the computer lab.
3. All staff members must create an email ID in the college domain.
4. Inspire students to comply with MOODLE Platform.
5. Stimulate students and staff to make maximum use of Infflibnet facility.
6. Prohibit the Staff members or students to share the contact number or e-mail ID of students/staff to any source without the consent of the Principal.
7. Discourage the misuse of social media against the Management, Staff or students.
8. Install and update anti-virus and anti-malware software at specific intervals.
9. Principal shall be the final authority to initiate any action on the misuse of IT facilities provided.

