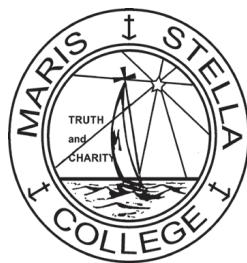


**MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA-8
ANDHRA PRADESH, INDIA**

**A College with Potential for Excellence
NAAC Accredited & ISO 21001: 2018 Certified**

Quality is Our Priority; Success is Our Reality



EDUCATIONAL MANUAL

PREFACE

Maris Stella College has been a beacon of women's education in Vijayawada since its inception in 1962. Over the decades, the institution has empowered generations of young women to grow intellectually, socially, and ethically. In a world marked by rapid advancements in knowledge, technology, and global dynamics, the role of educational institutions is continually evolving. Maris Stella has consistently responded to these changes with foresight, adaptability, and commitment.

To sustain its mission and uphold its legacy, it is imperative that every individual within the institution be it faculty, staff, or administrative personnel is aware of their roles and responsibilities and performs them with clarity, commitment, and integrity. This Educational Manual serves as a guiding document that outlines the framework within which the college functions. It includes a brief profile of the college, statutory and non-statutory bodies, policies, code of conduct, and welfare measures, among others.

While the roles and functions detailed in this manual are not exhaustive, they are meant to provide direction, foster a shared understanding, and strengthen our collective efforts toward realizing the vision and mission of Maris Stella College. It is also a gentle reminder that any lapse whether in adherence or intent can weaken the values we cherish and hinder our journey of empowering young women to face life with confidence and purpose.

Let us continue to work together to uphold the spirit of excellence that defines Maris Stella.

Dr. Sr. Jasinha Quadras
Principal

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1. INTRODUCTION

Maris Stella College, a Catholic Christian Minority Institution of Higher Education for Women is an autonomous institution affiliated to Krishna University and partly residential. It is managed by the Franciscan Missionaries of Mary, a Catholic religious congregation founded by Blessed Mary of the Passion (Hélène de Chappotin) in Ootacamund, Tamil Nadu in 1877. As a minority institution it reserves for itself its inherent and constitutionally guaranteed right of management and administration.

The College was founded on 16th July, 1962 with the primary objective of providing Higher Education for women. The College is committed to serve the economically and socially marginalized sections of society. It provides higher education in a Christian atmosphere for deserving students, especially those belonging to the Catholic Community. Admission is open to all irrespective of caste and creed and their rights of conscience are respected.

Our commitment to ‘Education for life’ is in keeping with the vision of Blessed Mary of the Passion, our Foundress. These women, in turn, become ambassadors of social and ecological justice, working to uphold the pluralistic heritage of our nation.

Vision

Empower, Enrich, Excel, Transform

To nurture globally competent and socially responsible individuals through inclusive and multidisciplinary quality education, fostering leadership, innovation, sustainability and ethical values in an environment of academic excellence.

Mission

Empower young women through a transformative education to form intellectually competent, morally upright, socially committed, spiritually inspired and environmentally conscious women imbued with the values of humanism in the service of society.

Core Values

- Truth, Charity and Personal Integrity
- Transformative and Whole Person Education
- Inclusiveness, Social Responsibility and Excellence
- Holistic Development
- Environmental Protection and Preservation
- Women Empowerment
- Global Competence

Objectives

- To provide a holistic education that integrates intellectual, moral, spiritual, and emotional

development.

- To empower women by enhancing their skills, confidence, and leadership capabilities.
- To foster academic and research excellence through multidisciplinary and innovative teaching practices.
- To inculcate ethical values and promote integrity in personal and professional life.
- To nurture socially responsible citizens who are committed to justice, equality, and community service.
- To instill environmental consciousness and promote sustainable development practices.
- To promote inclusivity and diversity in educational opportunities and campus life.
- To develop global perspectives while staying rooted in local and cultural values.
- To encourage lifelong learning and adaptability in an ever-evolving world.
- To create a transformative learning environment that fosters critical inquiry and meaningful engagement.

2. FMM GOVERNING BODY

The Governing Body of the Society of 'The Institute of the Franciscan Sisters of Mary, Maris Stella College, Vijayawada, Andhra Pradesh' comprises the Regional Superior as President, the Superior of Maris Stella Convent as Vice-President, the Principal as Secretary, the Society Bursar, and three other members of the Society. The President presides over all Governing Body meetings, ensuring effective governance and decision-making. In the President's absence, the Vice-President serves as Chairperson.

The governing body plays a crucial role in shaping the institution's direction by formulating key policies and guiding the vision and mission of the college. It ensures that minority rights are protected in administration and governance, maintaining an inclusive and equitable environment. The body is responsible for approving the appointments of the Principal and senior faculty and staff, as well as sanctioning new courses, academic programmes, and innovative initiatives to enhance academic excellence.

Additionally, the governing body reviews and approves the annual budget and audited financial accounts, ensuring proper resource utilization and oversight of infrastructure development. It ensures compliance with UGC, university, and statutory regulations while continuously monitoring institutional performance and maintaining quality standards. By promoting staff welfare and supporting student development, the body upholds the institution's founding values and fosters a strong commitment to community service.

3. MANAGEMENT COMMITTEE

The Management Committee is the highest decision-making body of the College. It provides vision, direction, and oversight, ensuring that the institution remains academically excellent, financially sound, and socially relevant.

1. Governance & Policy:

- Define vision, mission, and policies.
- Ensure compliance with statutory and university regulations.
- Approve strategic and developmental plans.

2. Academic Oversight

- Approve academic policies, curriculum, and quality initiatives.
- Support faculty recruitment, training, and appraisal.
- Promote research, innovation, and extension activities.

3. Financial Management

- Approve budgets, monitor income and expenditure.
- Ensure accountability, transparency, and optimal resource use.
- Oversee infrastructure development and safeguard assets.

4. Administrative Functions

- Oversee appointment of key administrators.
- Ensure staff welfare and grievance redressal.
- Guide institutional growth and resolve conflicts.

5. Quality Assurance

- Monitor IQAC activities and accreditation processes.
- Set benchmarks and review institutional performance.

6. Student Welfare

- Support scholarships, placements, and career guidance.
- Promote discipline, participation, and holistic development.

7. External Relations

- Build partnerships with industry, academia, and community.
- Strengthen alumni relations and mobilize resources.

8. Ethical & Legal Accountability

- Uphold institutional values and founding ethos.
- Ensure compliance with legal and statutory norms.

- Promote equity, inclusivity, and ethical practices.

4. STATUTORY BODIES

4.1. Governing Body

The Governing Body oversees all institutional activities, including Academic Administration, Finance, Research, and other internal matters. It plays a key role in decision-making and execution, in addition to fulfilling mandatory requirements set by statutory bodies. Functioning through the decentralization of powers and responsibilities, the Body ensures the systematic and efficient operation of the entire institution.

The Composition

1. Provincial – Chairperson
2. Management Nominees – 4
3. Senior Teachers – 2
4. Administrative Officer/Senior administrative Staff – 1
5. Educationist or Industrialist – 1
6. State Government Nominee – 1
7. University Nominee – 1
8. Member Secretary – Principal

Term: The term of the nominated members shall be **5** years.

Meetings: Meetings shall be held at least once every six months.

Quorum: Presence of a minimum 50% of members will be the quorum.

Functions:

1. Provides guidance to the College in achieving the objectives for which autonomous status was granted.
2. Ensures the fulfillment of the institution's Vision and Mission.
3. Sanctions new academic programmes leading to degrees and/or diplomas.
4. Approves the College's annual budget, annual report, and monitors the financial statements.
5. Performs other functions necessary or deemed appropriate for the holistic development of the Autonomous College.
6. Ratifies the resolutions of the Academic Council and Finance Committee.
7. Serves as a 'Check and Balance' mechanism by auditing the operations of academic, finance, research, consultancy, and quality assurance units.
8. Recommends improvement measures whenever necessary.

4.2. Academic Council

The Composition

1. The Principal - Chairperson
2. All the Heads of Departments
3. Four senior teachers representing different categories of teaching staff
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examinations
7. A faculty member nominated by the Principal - Member Secretary

Term: The term of the nominated members shall be **3** years.

Meetings: Meetings shall be held at least once every six months.

Functions:

1. To examine and approve, with or without modifications, the proposals of the Board of Studies related to courses of study, academic regulations, curricula, syllabi, instructional and evaluation methods, procedures, and other related matters.
2. In cases where the Academic Council disagrees with any proposal, to return the matter to the concerned Board of Studies for reconsideration or reject it, after providing reasons for doing so.
3. To formulate regulations for student admissions to various programmes of study in the College in accordance with college policy.
4. To establish regulations for sports, extracurricular activities, and the proper maintenance and management of playgrounds and hostels.
5. To recommend to the Governing Body proposals for introducing new programmes of study.
6. To recommend to the Governing Body the institution of scholarships, studentships, fellowships, prizes, and medals, and to draft regulations governing their award.
7. To suggest academic-related matters to the Governing Body.
8. To carry out any other functions assigned by the Governing Body.

4.3. Boards of Studies

The Composition

1. Head of the Department – Chairperson
2. All faculty members of the Department
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal.
5. One representative from industry / corporate sector / allied areas to be nominated by the Principal.
6. One member of the College alumna to be nominated by the Principal.
7. Experts from outside the college whenever special courses of studies are to be formulated to be nominated by the Principal.

Term: The term of the nominated members shall be **3** years.

Meetings: Meetings shall be held at least once every six months.

Functions:

The Board of Studies shall recommend the following to the Academic Council:

1. Prepare, review, and update the syllabi of courses offered by the Department.
2. Introduce new courses in line with academic, industry, and societal needs.
3. Incorporate skill-based, value-based, and multidisciplinary courses.
4. Recommend methods of instruction, pedagogy, and learning resources.
5. Suggest regulations for internal assessment, examinations, and grading.
6. Recommend a panel of examiners for semester-end evaluations.
7. Encourage integration of research projects, fieldwork, and internships into the curriculum.
8. Promote collaborations with industries, research institutions, and professional bodies.
9. Ensure that academic programmes remain contemporary, relevant, and competitive.
10. Incorporate feedback from students, alumni, industry, and stakeholders for curriculum improvement.
11. Recommend names of experts for lectures, workshops, and academic interactions.
12. Submit recommendations to the Academic Council for approval.

4.4. Finance Committee

The Composition

1. The Principal - Chairman.
2. One person to be nominated by the Governing Body of the College for a period of two years.
3. One senior-most faculty member of the College to be nominated in rotation by the Principal for two years.
4. Finance Officer/Officer in-charge of Finance and Accounts of the College: Bursar – Member Secretary.

Term: The term of the Finance Committee shall be three years.

Meetings: Meetings shall be held at least once every six months.

Functions:

The Finance Committee shall act as an advisory body to the Governing Body to consider:

1. Prepares annual budget and reviews departmental allocations.
2. Ensures financial discipline and monitors expenditure.
3. Suggests Governing Body on financial policies and investments.
4. Recommends funding for research, development, and infrastructure.

5. ROLES & RESPONSIBILITIES OF FUNCTIONARIES

5.1. The Correspondent

1. The Correspondent is the Administrative Director of works in the college and has to be familiar with all GOs issued by the Government from time to time.
2. Represents the institution in all matters of correspondence, administrative, financial and legal issues with the University and Government officials.
3. Plays a supportive role to the academic community headed by the Principal and complements the work with her help and encouragement.
4. Keeps in touch with the educational authorities and seeks speedy solution for administrative challenges.
5. Mobilizes funds from different sources for the development of college.
6. Ensures the maintenance and safety of property, both movable and immovable of the institution and provide facilities for smooth functioning of the departments.
7. Submits the annual budget and audited statement of accounts to the Governing Body.
8. Submits monthly financial bills and statements.
9. Serves as a member in important policy-making committees of the college.
10. Has the following administrative functions in consultation with the Principal:
 - Appointment and promotion of staff both teaching and non-teaching

- Appointment of management staff
- Approval of the probationary period of the staff and confirmation of their appointment
- Disciplinary action against staff
- Maintenance of service registers of staff
- Salary of staff and sanction of increment
- Provident fund admission, Loan, Recovery of loan and closure, Income Tax
- All kinds of leave, except casual leave and OD to the staff.

5.2. The Principal

Academic:

1. The Principal is the Academic Director of works in the college and is the executive authority of the college.
2. Heads the institution.
3. Responsible for the smooth and qualitative functioning of the institution.
4. Plans, executes and monitors entire academic domain and parameters: Day to day administration of the college, drawing-up academic calendar, timetables and curriculum.
5. Takes care of admissions of students as per norms of the affiliating University/AICTE.
6. Responsible for discipline among staff and students.
7. Ensures that the institution runs as per the guidelines of the bodies authorized/concerned.
8. Supervises teaching-learning and evaluation systems.
9. Plans and encourages research, innovations, consultancy and extension activities and provides the required conducive atmosphere.
10. Heads all the committees and coordinates them and is the President of all associations in the college.
11. Plans the annual schedule and sees that diary of the institution is executed efficiently and meticulously.
12. Promotes quality in all aspects of the institution.
13. Takes care of placement and student support programmes.
14. Responsible for the code of conduct and ethics, physical education, sports, student clubs, co-curricular and extra-curricular activities.
15. Plans and executes the organization of state, national, international symposia, workshops, seminars and conferences in consultation with the departments concerned.
16. Provides an atmosphere for the intellectual pursuit of the staff and students.
17. Plays a vital role in motivating and inspiring the academic community towards excellence.

Administrative:

1. Allots work to the teaching and non-teaching staff in consultation with the Correspondent.
2. Administers scholarships and freeships and help the deserved students.
3. Monitors office administration, collection of data and submission of required data to the Officials concerned as and when required.
4. Conducts General Staff, Heads of the Departments, Departmental, Committees and IQAC meetings periodically as and when necessary.
5. Takes care of the registers and records as per the norms of the university and other higher bodies.
6. Ensures smooth conduct of tests and examinations as the chief controller of examinations.
7. Maintains a healthy rapport with alumnae.
8. Promotes linkages, MoUs with other organizations, bodies, industry and signs contracts.
9. Attends meetings called for by the authorities of higher education department on behalf of the institution.
10. In charge of the UGC work, Autonomy work and the college Hostel.
11. Represents the college in all academic institutions like the UGC, AICTE, APSCHE, the University, AIACHE, the Xavier Board etc.
12. Supervises all academic programmes of the college and keeps the Correspondent informs All matters of general and financial administration.

5.3. The Vice-Principal

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Coordinates with the Deans and the HoDs to ensure smooth implementation of the academic calendar.
3. In charge of the day to day running of the institution and reports to the Principal.
4. Monitors attendance and regularity of staff and students.
5. Takes decisions regarding condoning shortage of attendance in keeping with college and university regulations. However, the decision of the Principal is final in all matters concerning attendance.
6. Responsible for the effective functioning of all committees, cells and curricular as well as extra-curricular activities.
7. Ensures participation of the college community in all aspects of campus life.
8. Visits exam halls during internal and semester end examinations.
9. Maintains the general discipline especially during celebrations on campus.
10. Ensures organization of remedial and mentoring classes as per the schedule.
11. Organizes fund raising programmes in collaboration with the Students' Deans for college

Development.

12. Organizes in collaboration with the Students' Deans, the following: Workers' Day, Teachers' Day, Administrative Staff Day, Foundation Day, and College Anniversary.

5.4. The Controller of Examinations

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. The Controller of Examinations is in charge of the planning and scheduling of all examination-related matters in consultation with the Principal, the Chief Controller of Examinations.
3. Gets a copy of the syllabus and model question paper along with the blueprint for all the courses from the departments.
4. Prepares a database of eligible examiners.
5. Calls for question papers from examiners (internal and external) and get them printed.
6. Plans the days of the continuous assessment and semester end examinations, the room allotments, the sessions and invigilation lists.
7. Collects the consolidated internal valuation marks from the departments.
8. Organizes external centralized valuation of the semester end examination.
9. Prepares an overview of the results for the Results Committee.
10. Readies the statement of marks for distribution.
11. Addresses the grievances of staff and students related to the examinations.
12. Presents the final tabulated results to the University for issuing of degrees.
13. Prepares the annual budget of the Examination Section and presents it before the Finance Committee for approval.

5.5. The IQAC Coordinator

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. The IQAC Coordinator is responsible for all quality matters in the institution and coordinates the quality-related activities of the institution.
3. Updates the guidelines for the Choice Based Credit System (CBCS) whenever changes are recommended and validated by the relevant committees/statutory bodies.
4. Coordinates academic programmes of the college, in keeping with its vision and mission.
5. Initiates the planning and restructuring of the curriculum every three / five years in consultation with the Principal
6. Coordinates in reviewing existing courses / programmes and, restructure, redesign and prescribe own courses /programmes of study and syllabi and initiates curriculum revision regularly.
7. Coordinates in formulating new courses / programmes within the nomenclature specified by the UGC/APSCHE/AICTE.

8. Initiates, plans and supervises various activities that are necessary to improve the quality of the education imparted in the institution.
9. Coordinates the dissemination of information on various quality parameters of higher education.
10. Plans and facilitates internal and external audit every academic year.
11. Coordinates the documentation of the various programmes/activities leading to quality improvement.
12. Coordinates in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to the NAAC based on the quality parameters.
13. Coordinates the timely and efficient execution of the decisions of the IQAC.
14. Coordinates FDPs, PDPs, MDPs, EDPs, workshops, training programmes, seminars, conferences etc. on quality-related themes and promotes quality circles.
15. Prepares all necessary documents for Academic Council Meetings and subsequently carry out the recommendations made by the Council.
16. Provides information related to academic affairs for discussions at the Governing Body meetings.
17. Oversees the reconstitution and operation of the committees, cells and clubs in accordance with the annual action plan for the smooth functioning of the college.

5.6. The Dean of Student Affairs

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Coordinates the activities of the Students' Council in consultation with the Principal, the Vice-Principal and the Supervisor in charge of maintenance.
3. Organizes orientation programme for the newly elected class representatives of the students' Council at the beginning of every academic year.
4. Guides and monitors students' club activities, inter-year competitions and inter-collegiate events.
5. Organizes fund raising programmes in collaboration with the Student Council for college development.
6. Helps in organizing, with the Student Council, the following: Workers' Day, Teachers' Day, Administrative Staff Day, Foundation Day, and College Anniversary.
7. Organizes student welfare activities such as: Disbursing scholarships, financial aid, food tokens for mid-day meals scheme, stationery for needy students, general orientation programmes, induction programme, medical inspection for fresh UG students etc.
8. Helps in the distribution of college handbooks at the beginning of each academic year.
9. Organizes prize distribution on the College Day.
10. Helps in student counselling.
11. Organizes and conducts Student Council meetings in collaboration with the Vice-Principal

and submit the report to the Principal for review.

12. Scrutinizes attendance particulars of students for the semester end examinations, prepare the list of students who meet attendance requirements and forward it to the Controller of Examinations for issue of hall tickets.
13. Takes decisions regarding condoning shortage of attendance in keeping with college and university regulations. However, the decision of the Principal is final in all matters concerning attendance.
14. Maintains a record of students who have not been condoned.
15. Coordinates student registration for minors and elective courses and forward the finalized list to the Controller of Examinations.
16. Updates and maintains records of student withdrawals from courses.
17. Organizes with the Student Council, awareness programmes on campus.
18. Organizes the Annual Valedictory Function for III-year UG and II-year PG students.

5.7. The Head of the Department

1. Responsible for efficient functioning of the Department with reference to its goals and conduct of the department in a professional manner.
2. Develops and schedules activities of the department for the academic year and prepare the departmental calendar.
3. Ensures judicious class allocation to the members of the department.
4. Ensures that all faculty members of the department complete their roles and responsibilities in a timely manner.
5. Ensures leave management of teaching and non-teaching staff of the department in such a way that no prescribed class hours are lost.
6. Ensures a harmonious working environment to nurture a healthy academic community and assist in resolving differences.
7. Reviews periodically the performance of the faculty member of the department individually and suggests remedial tips
8. Initiates opportunities and avenues for developing faculty knowledge and capability.
9. Identifies and arranges guest lectures for different areas within the discipline in consultation with the faculty of the department.
10. Encourages faculty of the department to adopt student centric strategies of teaching, maximize the use ICT in teaching and optimize the use of smart classrooms.
11. Encourages regular academic discussions for subject exposure among the faculty in and outside the department to facilitate knowledge sharing and updating.
12. Maintains required academic records in hard and softcopies and update them.
13. Convenes regular department meetings to assess and review the progress of planned activities and maintain a record of the minutes of the meetings.
14. Ensures timely consolidation and submission of internal assessment marks.
15. Complies with reporting requirements and submissions as may be specified.

16. Develops proposals for improved teaching methods, curriculum enhancement, new academic programmes of practical significance.
17. Promotes research and quality publications.
18. Convenes BoS meetings as per the regulations.
19. Works in coordination with the Vice-Principal and the Deans for the smooth running of the institution.
20. Assists the Principal during admission of students.
21. Ensures proper conduct of practicals and maintenance of equipment and material.
22. Ensures stock verification by delegation.
23. Facilitates communication with other departments whenever necessary.
24. Shares responsibilities with the members of the department and build team spirit.

5.8. The Director - MBA

1. The Head of the PG Department of Business Administration (MBA Programme) oversees academic, administrative, and strategic development.
2. Ensures effective delivery of the MBA curriculum as per AICTE and University guidelines.
3. Supervises faculty performance, student academic progress, and research output.
4. Fosters industry-institute interaction, including guest lectures, industrial visits, and placements.
5. Promotes academic excellence through innovations, student development, and accreditations.
6. Monitors admissions, student mentoring, and feedback mechanisms.
7. Coordinates with the Principal and IQAC on programme-level enhancements.

5.9. The Research Director

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Leads the institution's research initiatives, promoting a research culture among faculty and students.
3. Facilitates research activities including projects, publications, and patents.
4. Encourages faculty to apply for funded research from UGC, DST, ICSSR, DBT, etc.
5. Organizes seminars, workshops, and conferences on research methodology and ethics.
6. Guides departments in establishing research centers and consultancy services.
7. Ensures compliance with research ethics, plagiarism checks, and publication quality.
8. Maintains a database of institutional research output and impact.

5.10. The Internships Coordinator

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Facilitates internship opportunities and industrial exposure for students across disciplines.
3. Identifies suitable organizations and coordinate internships for UG and PG students.
4. Assists departments in mapping internship outcomes with course objectives.
5. Prepares guidelines, documentation formats, and schedules for internships.
6. Coordinates with the internship guides in collecting feedback from interns and host organizations to improve future placements.
7. Ensures internships are recorded in students' academic portfolios and considered for credits.
8. Maintains and updates the records of student internships.

5.11. The Extra-Curricular Activities Coordinator

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Responsible for planning, implementing, and monitoring the various extra-curricular activities offered by the institution for the holistic development of students by promoting physical, emotional, and creative well-being.
3. Serves as the central point of coordination for all extra-curricular activities across departments.
4. Acts as a liaison between activity instructors, students, and the academic administration.
5. Develops a semester-wise schedule for all activities in consultation with respective activity instructors.
6. Coordinates the student enrollment process for each activity.
7. Monitors the regularity and participation of students in their chosen activities.
8. Visits activity sessions periodically to assess engagement and quality.
9. Addresses any issues or grievances from students or instructors.
10. Maintains detailed records of activities conducted, attendance, and student performance.
11. Prepares periodic reports for submission to the Principal, CoE and IQAC.
12. Organizes orientation sessions for students to create awareness about the importance and benefits of extra-curricular involvement.
13. Seeks feedback from students and activity instructors for continuous improvement.
14. Ensures all activities are conducted in accordance with institutional policies and guidelines.

5.12. The Certificate Courses Coordinator

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Supervises the planning and execution of value-added and skill-based certificate courses.
3. Collaborates with departments to design and offer relevant certificate courses.

4. Ensures alignment with industry trends and NEP 2020 recommendations.
5. Coordinates with external resource persons or institutions for content delivery.
6. Tracks student registration, attendance, assessment, and certification.
7. Evaluates the impact of certificate courses on employability and skill development.
8. Maintains detailed records of activities conducted, attendance, and student performance.
9. Prepares periodic reports for submission to the Principal, CoE and IQAC.

5.13. The Outreach & Extension Programmes Coordinator

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Fosters community engagement through outreach (STARS) and extension programmes.
3. Plans and implements outreach programmes and extension activities aligned with the institution's vision and societal needs.
4. Collaborates with NGOs, government bodies, and local communities.
5. Monitors student participation in service-learning, rural immersion, and awareness campaigns.
6. Documents outcomes and impact of outreach programmes and extension activities for reporting to IQAC.
7. Promotes social responsibility and civic engagement among students.

5.14. The Value Education Coordinator

1. Plays a key role in fostering ethical, moral, and social values among students.
2. Ensures that value-based education is integrated across curricular, co-curricular, and extracurricular activities to promote holistic development, responsible citizenship, and social harmony.
3. Designs and implements the college's Value Education Programme in alignment with the institutional vision and mission.
4. Integrates value-based themes such as integrity, empathy, respect, environmental consciousness, and social responsibility into academic and co-curricular activities.
5. Prepares an annual plan of activities related to moral and ethical development.
6. Coordinates with faculty to incorporate value education components into classroom teaching.
7. Identifies and recommends resource materials such as books, films, case studies, and community projects, for teaching values.
8. Organizes sessions, workshops, or lectures by experts on topics such as ethics, gender sensitization, and civic responsibility that promote moral and ethical awareness.
9. Liaises with NGOs and external organizations for conducting value-based training and social awareness campaigns.
10. Maintains records of all value education programmes and activities conducted.
11. Evaluates the outcomes and impact of value education initiatives through feedback and reports.

12. Submits periodic reports to the Principal/IQAC on the implementation and effectiveness of value-based programmes.

5.15. The Faculty Member

1. Prepares the course schedule for the courses handled, which includes the learning objectives and outcomes as well as teaching, learning, and assessment methodologies for each unit and a detailed breakup for marks of the continuous internal assessment as per the guidelines in the prescribed format and decide on the prescribed reading/study material.
2. Apportions syllabus for continuous internal assessment in consultation with other faculty members handling the same course.
3. Shares the course syllabus, model question paper, question paper pattern along with the course schedule with the class at the start of the course.
4. Discusses with the class and fix the testing mode and schedule of the second component of the continuous internal assessment.
5. Consistently records details in the teaching diary in the portal and sends a hard copy of it to the Head of the Department each month.
6. Draws-up a session plan for each teaching hour.
7. Effectively utilizes the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including the use of ICT tools.
8. Deals with the various units of the syllabus in the stipulated timeframe.
9. Abides by the leave rules of the institution.
10. Ensures that any teaching hour lost due to leave or any other exigency is compensated by filling in the leave hours, if any, of other faculty members of the same class.
11. Encourages and promotes the use of English in all interactions within the classroom as well as on the campus.
12. Submits to the Controller of Examinations through the HoD the question papers for continuous internal assessment in time.
13. Strictly observes confidentiality regarding testing and assessment.
14. Evaluates the CA answer sheets, return them to students for verification and discussion of answers, collect and enter the marks in the portal within the stipulated timeframe.
15. Prepares a performance-based list of students needing extra academic support and arrange for remedial classes for them.
16. Reports irregularity in attendance, observation of dress code, conduct, academic performance, non-participation in extra-curricular activities or any other deviant behavior to the mentor concerned.
17. As a mentor, discharges sincerely the responsibilities of guiding, supporting and directing the mentees assigned.
18. Interacts with students discreetly and with the class representatives to know difficulties experienced by the students so that they can be rectified.

19. Contributes constructively to the committees/clubs/cells to which one is assigned as a member.
20. Updates oneself of the current developments in one's discipline and in particular, in the courses handled by regular reference to print and online publications.
21. Avails oneself of research opportunities.
22. Participates in academic discussions initiated by the HoD.
23. Cooperates with the HoD and other faculty members in the efficient running of the department and work as a team for the benefit of the students and the institution.
24. Arranges for guest lectures, field visits and workshops whenever useful and needed in consultation with the HoD and Principal.
25. Participates in the Board of Studies meetings in updating the existing courses or in introducing new courses.
26. Suggests areas of modification, improvement or changes required in the curriculum.
27. Discharges responsibly any other work specified by the HoD and other authorities.
28. Participates actively in the parent-teacher meeting to monitor the attendance and progress of the students entrusted to her.

5.16. The Librarian

1. The Librarian is responsible for managing the library's resources and services to support academic and research activities of students and staff.
2. Collaborates with departments to enhance curriculum-based resource availability and procurement.
3. Organizes, classifies, and maintains the collection of books, journals, e-resources, and multimedia.
4. Facilitates access to digital libraries and open-access academic resources.
5. Implements and manages library automation software
6. Assists students and faculty in locating resources and using reference tools.
7. Organizes book exhibitions, library orientation sessions, and reading promotion programmes.
8. Maintains stock registers and conducts annual stock verification.
9. Prepares annual reports, budget proposals, and usage statistics.
10. Ensures compliance with copyright and intellectual property laws.
11. Serves as the SWAYAM-NPTEL Single Point of Contact (SPOC), coordinating online course registrations and facilitating student engagement with the platform.
12. In-charge of the Book-Bank facility, ensuring students have access to essential textbooks and managing the distribution and return process efficiently.

5.17. The Physical Director

1. The Physical Directress is responsible for promoting physical education, sports, and wellness activities among students and staff.
2. Organizes regular physical training, fitness activities, and sports competitions.
3. Identifies and nurtures student talent in sports for inter-collegiate, national-level and international-level events and encourages student representation in university, state-level national-level teams.
4. Maintains sports equipment, records, and facilities like gymnasium, courts, and playgrounds.
5. Coordinates yoga, fitness camps, and health awareness programmes.
6. Monitors students' participation and maintain performance records.
7. Plans and implements the college's physical education curriculum
8. Maintains discipline and team spirit among students through sports activities.
9. Organises inter-collegiate tournaments and competitions at university, state, and national level and international level.

5.18. The Office Superintendent

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Supervises the day-to-day activities of administrative/office staff and accountable to the Correspondent and Principal.
3. Distributes work to office staff and ensures timely and efficient completion.
4. Acts as a liaison between the Principal, departments, university, government bodies, and regulatory agencies.
5. Handles official correspondence, circulars, notices, and communication with affiliating university and departments like UGC, AICTE, APSCHE, CCE, RJD, etc.
6. Assists in drafting reports, proposals, and documentation for inspections or audits.
7. Responsible for the maintenance of all the records of the management such as correspondence from government authorities, the cash books (jointly with the Bursar), service registers, personal files, attendance registers, acquittance rolls, leave accounts, legal issues, recruitment etc.
8. Ensures accurate maintenance of student records, admission data, and examination-related documents.
9. Ensures the timely preparation of monthly pay bills of the teaching and non-teaching staff of the institution.
10. Supervises the safe custody and archiving of important institutional documents and files.
11. Ensures compliance with government rules, university norms, and institutional policies.
12. Ensures timely submission of data to IQAC and other accreditation bodies.
13. Assists the Bursar in financial documentation, including college fee, salary bills, grants utilization, and budget estimates.

14. Supervises the maintenance of the cash register and its regular updation for scrutiny and audit.
15. Coordinates with the accounts section to process scholarships, reimbursements, and contingency bills.
16. Maintains and update records related to sanctioned posts, approvals, service registers and grants.
17. Supports the Principal in organizing college events, meetings, and inspections.
18. Coordinates the administrative requirements for academic and extra-curricular events.
19. Ensures office support for internal and external examinations, and admissions.

5.19. The Bursar

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. The Bursar is responsible for managing the financial operations of the college.
3. Prepares and manage the college's annual budget in consultation with the Principal and Management.
4. Presents the annual budget and expenditure before the Finance Committee.
5. Maintains and updates financial records and ensures timely submission of accounts for scrutiny and audit.
6. Supervises fee collection, scholarships, and financial aid disbursement.
7. Ensures compliance with financial regulations and audit requirements.
8. Coordinates purchases, bills, and payments.
9. Liaises with banks, government agencies, and funding bodies.
10. Assists in financial planning for development and infrastructure projects.

5.20. Administrative Staff

1. Office administrative staff ensure the smooth functioning of the college's academic and non-academic administrative tasks.
2. Manage student admissions, attendance, and examination records.
3. Maintain service records of faculty and staff.
4. Handle correspondence, notifications, and circulars.
5. Maintain files related to affiliations, approvals, and accreditations.
6. Assist in organizing meetings, events, and documentation for IQAC, Governing Body, Finance Committee, Academic Council, Boards of Studies etc.
7. Process scholarships, fee concessions, and student certificates.
8. Use software systems for MIS, academic records, and e-governance portals.
9. Systematically and diligently carry out specific job responsibilities assigned.
10. Prioritize the work scheduling and complete the same as per the directions of the superiors.
11. Report to the Superintendent on every matter needing consultation/advice.

5.21. IT Technical Staff

1. IT Technical Personnel ensure smooth operation, maintenance, and development of the institution's IT infrastructure and support digital transformation.
2. Manage computer labs, servers, network systems, and internet connectivity.
3. Provide technical support for hardware/software issues in classrooms, labs, and offices.
4. Maintain the institution's website, LMS, ERP systems, and digital repositories.
5. Support online classes, virtual labs, webinars, and smart classroom equipment.
6. Manage campus-wide software installations, updates, and license renewals.
7. Ensure data security, system backups, and cybersecurity protocols.
8. Assist in automation of academic and administrative processes.
9. Train faculty and staff in using new digital tools and technologies.

5.22. The Campus Maintenance Supervisor

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. Oversees the maintenance of the campus and infrastructure.
3. Supervises maintenance of buildings, classrooms, electrical systems, plumbing, and gardens.
4. Purchases material for repairs and maintenance and undertakes routine and emergency repairs.
5. Manages housekeeping, pest control, and sanitation services.
6. Monitors safety and security systems including fire safety and CCTV.
7. Collects and assesses requisitions from the departments for replacement/repairs of furniture, fixtures, etc. and pass on the list to the administrative office for action.
8. Maintains inventory of tools, equipment, and maintenance supplies.
9. Coordinates with vendors, contractors, and support staff.
10. Specifies duties to the support staff assigned for campus care.
11. Ensures the campus remains clean, functional, and environmentally sustainable.

5.23. Support Staff

1. Support staff assist in day-to-day operations, helping ensure a clean, organized, and secure campus.
2. Clean classrooms, laboratories, offices, corridors, and restrooms.
3. Deliver files, papers, and notices between departments and offices.
4. Provide assistance during events, meetings, and classroom setups.
5. Open and close college premises daily; ensure safety of college property.
6. Assist in managing stores, lifting equipment or furniture, and maintaining discipline.
7. Systematically and diligently carryout specific job responsibilities.
8. Alert to the work environment and report on all exigencies to the immediate superior.

5.24. The Hostel Warden

1. Appointed by the Management Committee for a period of two years, which may be extended for one more year.
2. The warden serves as the chief administrator of the hostel, responsible for maintaining a safe, secure, and comfortable living environment for the students.
3. The position requires leadership, empathy, a commitment to ensuring the well-being of the residents and inclusive hostel atmosphere that aligns with the vision, mission and core values of Maris Stella.
4. Ensures the safety and security of all students by maintaining strict protocols, including monitoring entry and exit timings.
5. Collaborates with security personnel to oversee hostel premises and take preventive measures against unauthorized access.
6. Enforces hostel rules and regulations to maintain discipline among residents.
7. Addresses any instances of misconduct and report serious cases to the Principal.
8. Monitors the hygiene of the hostel premises, including rooms, dining areas, and restrooms.
9. Provides support to students facing health issues, including accompanying them to medical facilities if needed.
10. Offers guidance and counselling to students regarding personal or academic challenges.
11. Acts as a mediator in resolving conflicts among residents.
12. Oversees the upkeep of hostel infrastructure, including water supply, electricity, and sanitation.
13. Coordinates with maintenance staff for timely repairs and cleanliness.
14. Supervises the preparation and quality of meals provided in the hostel mess.
15. Ensures a balanced and nutritious menu is served to the students.
16. Maintains records of all hostel residents, including personal details and emergency contacts.
17. Manages hostel accounts, fees, and budgets in coordination with the college administration.
18. Organizes recreational activities or celebrations to promote solidarity and cultural exchange among students.
19. Acts promptly in case of emergencies like medical incidents, accidents, or natural disasters.
20. Liaise with parents or guardians during emergencies to ensure proper communication.
21. Regularly updates the college administration on hostel matters, including issues, incidents, and suggestions for improvement.
22. Seeks approval for any major decisions or expenditures from the management committee.

6. NON-STATUTORY BODIES

Besides above statutory bodies, non-statutory bodies such as the following, help in the smooth management of the institution:

6.1. The IQAC

Vision

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Role

The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC has to establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions.

Objectives

The primary aim of the IQAC is

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- b) Adoption of relevant and quality academic and research programmes.
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) Ensuring credible assessment and evaluation processes.
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

- a) Development and application of quality benchmarks.
- b) Setting parameters for various academic and administrative activities of the institution.
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- d) Collection and analysis of feedback from all the stakeholders on quality-related

institutional processes.

- e) Dissemination of information on various quality parameters to all the stakeholders.
- f) Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.
- g) Documentation of various programmes/activities leading to quality improvement.
- h) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement.
- b) Ensuring internalization of quality culture.
- c) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices.
- d) Providing a sound basis for decision-making to improve institutional functioning.
- e) Acting as a dynamic system for quality changes in HEIs.
- f) Building a sound methodology for documentation and internal communication.

The Composition

1. Principal – Chairperson
2. Teachers to represent all levels (Assistant and Associate Professors) – three to eight
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the **Coordinator** of the IQAC

Term: The term of the nominated members shall be **2** years and Coordinator **2 or 3** years.

Meetings: The IQAC shall meet at least once in every quarter.

Quorum: Two-thirds of the total number of members.

IQAC Coordinator:

- The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
- The IQAC Coordinator may be a senior and competent person with a rich experience and exposure to quality aspects.

- He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator.
- Secretarial assistance should be ensured by the administration.
- It is essential that the coordinator has a sound knowledge of computer and data management.

6.2. Planning & Evaluation Committee

The Composition

1. Principal – Chairperson
2. Administrative Officer/Correspondent
3. Vice Principal
4. Controller of Examinations
5. IQAC Coordinator
6. Four senior faculty members
7. Bursar

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To formulate strategic plans for academic and infrastructural development and evaluate the effectiveness of institutional policies and programmes.

Functions:

1. Designs and reviews strategic plans addressing the infrastructural, instructional, and overall development needs of the college.
2. Assesses the overall performance of the college.
3. Evaluates staff performance through a structured feedback mechanism.
4. Assists the IQAC and Examination Section in planning quality enhancement measures and policy formulation.
5. Monitors the implementation of decisions taken by the Governing Body, Academic Council, and Management, while planning for future requirements.
6. Reviews programmes for student and faculty development.
7. Develops long-term perspective plans for the growth and advancement of the college.
8. Formulates a master plan for campus development, facilitating the implementation of the IDP and perspective plans.

6.3. Staff Council

The Composition

1. Principal – Chairperson
2. Correspondent
3. Vice Principal
4. Controller of Examinations

5. IQAC Coordinator
6. Director, MBA
7. Director, Research
8. Dean of Student Affairs
9. Heads of Departments
10. Internships Coordinator
11. Certificate Courses Coordinator
12. Extra-curricular Activities Coordinator
13. Outreach & Extension Programmes Coordinator
14. Librarian
15. Physical Director
16. Office Superintendent
17. Bursar

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objectives:

- To promote collective decision-making and shared responsibility in academic and administrative functioning.
- To ensure smooth communication and coordination among various departments and the college administration.

Functions:

1. Assists the Principal in developing academic policies and institutional plans for overall growth.
2. Reviews academic schedules, examination plans, and internal assessment procedures.
3. Recommends measures for faculty development, workload management, and optimal resource utilization.
4. Plans and oversees college events, student activities, training programs, and cultural events to ensure holistic development and active student engagement.
5. Provides feedback on infrastructure, discipline, and student support systems.
6. Monitors teaching-learning practices and promotes quality improvement initiatives.
7. Facilitates effective communication between administration and teaching staff on academic schedules, student matters, and college events.
8. Ensures continuous enhancement of teaching, learning, research, and student support through regular policy and performance reviews.
9. Supports planning of outreach, extension, and community service activities.
10. Promotes an inclusive, dynamic, and academically stimulating college environment.

6.4. Grievance Redressal Cell

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. One senior faculty member – Coordinator
5. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To provide a fair and transparent mechanism for addressing grievances.

Functions:

1. Provides a mechanism for students to voice their concerns and seek redressal in a supportive environment.
2. Examine grievances submitted by students, assess their merit, and take timely and appropriate action.
3. Ensure impartial, confidential, and fair resolution of student grievances.
4. Facilitate counselling support for students and parents, as recommended by the grievance committee.
5. Recommend corrective and preventive measures to avoid recurrence of similar issues.
6. Address examination-related grievances through a specially constituted committee, as and when required.

6.5. Examination Committee

The Composition

1. Principal (Chief Controller of Examinations) - Chairperson
2. Controller of Examinations – Coordinator
3. Additional Controller of Examinations
4. Three senior faculty members

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To plan, conduct, and monitor examinations while ensuring integrity, fairness, and confidentiality.

Functions:

1. Conducts examinations in a fair, transparent, and timely manner.
2. Prepares the examination calendar, schedules, and seating plans.
3. Appoints examiners, invigilators, and evaluators with the Principal's approval.
4. Ensures confidentiality and security of question papers, answer scripts, and records.
5. Oversees evaluation, moderation, and result declaration.

6. Announces results and issue mark sheets/certificates.
7. Maintains records of examinations and evaluations.
8. Frames and updates rules on examinations, malpractice, revaluation, and grievances.

6.6. Admission Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Two senior faculty members
4. One faculty member from SC/ST/OBC category

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To facilitate counselling and guidance for prospective students while ensuring an inclusive, transparent, and merit-based admission process in line with institutional and regulatory norms.

Functions:

1. Receives and scrutinizes applications to verify eligibility of candidates.
2. Provides counselling and guidance on academic programmes and courses offered by the college.
3. Formulates and implements admission criteria, filling seats as per sanctioned intake capacity.
4. Prioritizes merit while adhering to government regulations and reservation policies.
5. Ensures a fair, transparent, and policy-driven admission process.
6. Organizes outreach programmes to create awareness among prospective students about the institution and its admission procedures.
7. Collects and reviews feedback from stakeholders (students, parents, faculty, and management) to improve the admission process continuously.

6.7. Library Advisory Committee

The Composition

1. Principal – Chairperson
2. Librarian – Coordinator
3. Assistant Librarian
4. Two senior faculty members
5. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To recommend the acquisition of books, journals, and digital resources, and to promote the effective utilization of library services among all stakeholders.

Functions:

1. Ensures the effective functioning of the library as a dynamic learning resource centre.
2. Facilitates library development plans by advocating for resources and infrastructure with the management.
3. Oversees day-to-day library operations and strategizes for its growth and modernization.
4. Advises on policy matters related to library services, resources, and facilities.
5. Provides a forum to propose and discuss initiatives for enhancing library and information services.
6. Ensures equitable access to relevant learning materials, including print and e-resources.
7. Strengthens communication and engagement between the library and its user community.

6.8. Student Welfare Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. One faculty member – Coordinator
5. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote the physical, emotional, and academic well-being of students by supporting them through counselling, scholarships, mentoring, and welfare initiatives.

Functions:

1. Provides financial and material assistance to economically disadvantaged students.
2. Organizes and promotes student welfare activities to create a supportive and enriching learning environment.
3. Facilitates access to various student support services.
4. Advises on policies and initiatives related to student welfare.
5. Recommends measures for enhancing student facilities to improve the overall quality of campus life.
6. Addresses academic, infrastructural, and conduct-related issues concerning students and offers constructive suggestions.

6.9. Anti-Sexual Harassment Committee/ Internal Complaints Committee (ICC)

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. One faculty member – Coordinator
5. One non-teaching staff member
6. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To prevent and redress complaints of sexual harassment while fostering gender sensitivity and ensuring a safe and respectful campus environment.

Functions:

1. Address and resolve complaints of sexual harassment with fairness, dignity, and confidentiality.
2. Prevent incidents of sexual harassment by ensuring a safe and secure environment for students and staff.
3. Promote gender equity and prevent discrimination against women through awareness and sensitization programmes.
4. Provide a conducive and supportive atmosphere for the well-being of girls and women on campus.
5. Create awareness about challenges faced by women and inform them of available remedial and legal measures.
6. Organize regular programmes on women empowerment in collaboration with the Women Empowerment Cell (WEC).

6.10. Anti-Ragging Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. One faculty member – Coordinator
5. One non-teaching staff member
6. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To prevent ragging and foster a safe, inclusive, and supportive campus environment.

Functions:

1. Prevents ragging and ensures a safe and welcoming environment for all students.
2. Ensures compliance with anti-ragging regulations and laws in force.
3. Receives, investigates, and addresses complaints of ragging while monitoring the functioning of the Anti-Ragging Committee and Squad.
4. Organizes awareness programmes on the menace of ragging, its impact, consequences, and available redressal mechanisms.
5. Enquires into reported instances of ragging and recommends appropriate action against those found guilty.
6. Implements disciplinary measures such as counselling, warnings, fines, suspension, expulsion, or legal proceedings, depending on the severity of the offense.

6.11. Extra-Curricular Activities Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. Extra-curricular Activities Coordinator - Coordinator
5. One faculty member
5. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To identify and nurture student talents beyond academics, fostering holistic development.

Functions:

1. Plans and organizes extracurricular and co-curricular activities to encourage student participation.
2. Recommends a calendar of activities for each academic year.
3. Provides necessary support and resources for extracurricular initiatives.
4. Coordinates with faculty in-charge for smooth conduct of activities.
5. Documents and maintains records of student achievements in extracurricular domains.

6.12. Internal Academic & Administrative Audit Committee (IAAA)

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Four senior faculty members
4. IQAC Coordinator – Coordinator

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To review and enhance the academic and administrative performance, ensuring accountability, quality assurance, and continuous improvement in teaching-learning, research, governance, and support services, in alignment with the vision and mission of the institution.

Functions:

1. Conducts IAAA and evaluates the performance of all academic departments and administrative units of the college.
2. Reviews and assesses teaching-learning processes, curriculum implementation, research initiatives, and student support systems to ensure quality outcomes.
3. Evaluates governance practices, office procedures, and the efficiency of institutional support services.
4. Highlights best practices of the college and areas needing improvement for quality enhancement.
5. Suggests actionable measures to strengthen academic rigor, administrative efficiency, and stakeholder satisfaction.
6. Ensures accountability, transparency and aligns institutional functioning with UGC, AICTE, APSCHE and other regulatory/accreditation requirements.
7. Documents observations, analysis, and recommendations for systematic follow-up and future planning.

6.13. Results Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Controller of Examinations
4. Additional Controller of Examinations
5. One senior faculty member

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To ensure the timely, fair, and accurate declaration of examination results, maintaining transparency and integrity in the evaluation process.

Functions:

1. Reviews and finalizes results after thorough verification of marks awarded by examiners.
2. Ensures proper tabulation, moderation, and approval of results.
3. Recommends the declaration of results to the Principal/Controller of Examinations.
4. Addresses discrepancies, grievances, or errors in results, and takes corrective measures.
5. Ensures confidentiality and security in handling examination records and result data.
6. Monitors pass percentages and academic performance trends to provide feedback for academic improvement.

7. Coordinates with examination, valuation, and revaluation sections for smooth conduct of result-related processes.

6.14. Malpractices Prevention Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Controller of Examinations
4. Additional Controller of Examinations
5. One senior faculty member

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: As and when required

Objective: To uphold academic integrity by preventing, monitoring, and addressing malpractices in examinations, thereby ensuring transparency, fairness, and credibility of the evaluation system.

Functions:

1. Frames guidelines and code of conduct to prevent academic malpractices in examinations and assessments.
2. Creates awareness among students and staff regarding ethical practices and consequences of malpractice.
3. Monitors and supervises examinations to ensure a malpractice-free environment.
4. Investigates reported cases of malpractice and recommends appropriate disciplinary action.
5. Maintains records of malpractice cases and submits reports to the Controller of Examinations.
6. Suggests preventive measures and continuous improvements in examination procedures.
7. Coordinates with invigilators, examiners, and departments to ensure strict adherence to examination rules.

6.15. Research & Ethics Committee

The Composition

1. Principal – Chairperson
2. Research Director - Coordinator
3. Three senior faculty members with research experience
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote quality research by faculty and students while ensuring adherence to ethical standards, academic integrity, and institutional guidelines.

Functions:

1. Encourages research culture among faculty and students by providing guidance, support, and monitoring of research activities.
2. Reviews and approves research proposals to ensure compliance with ethical standards, plagiarism policies, and institutional norms.
3. Ensures that research involving human participants, animals, or sensitive data follows ethical guidelines and statutory regulations.
4. Promotes publication in reputed journals and ensures academic integrity by preventing plagiarism and malpractice.
5. Organizes workshops, seminars, and training sessions on research methodology, ethics, and intellectual property rights.
6. Monitors funded projects and provides recommendations for seeking external and internal research grants.
7. Maintains records of research outputs such as publications, patents, projects, and consultancy work for institutional quality enhancement.
8. Advises the institution on policy matters related to research, innovation, and ethical compliance.

6.16. Training & Placement Cell

The Composition

1. Principal – Chairperson
2. Training & Placement Officer (TPO) – Coordinator
3. Two faculty members
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To enhance the employability of students by providing training, career guidance, and placement opportunities through strong industry-academia collaboration.

Functions:

1. Organizes training programs to develop students' technical, communication, aptitude, and soft skills for better employability.
2. Establishes and maintains liaison with industries, organizations, and corporate sectors for campus recruitment and internships.
3. Coordinates campus interviews, job fairs, and recruitment drives for final-year students.
4. Provides career counseling, higher education guidance, and entrepreneurship development support to students.
5. Maintains a database of student profiles, placement records, and recruiter information.
6. Identifies industry requirements and suggests necessary skill-development programs to bridge the gap between academics and employment.
7. Conducts orientation sessions, mock interviews, group discussions, and resume-building workshops.

8. Collaborates with alumni and industry experts to provide mentoring, networking opportunities, and guest lectures.
9. Ensures equal placement opportunities for all eligible students while adhering to fairness and transparency in the process.
10. Collects feedback from employers and recruiters to improve students' preparedness and institutional training practices.

6.17. Cultural & Literary Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Two faculty members
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote cultural awareness, literary creativity, and holistic development of students by organizing diverse events and fostering talent in arts, literature, and cultural activities.

Functions:

1. Plans, organizes, and coordinates cultural and literary events such as festivals, competitions, and college annual day functions.
2. Encourages students to participate in intercollegiate, university, state, and national level cultural and literary competitions.
3. Identifies and nurtures students' talents in music, dance, drama, fine arts, debate, quiz, creative writing, and other cultural/literary domains.
4. Collaborates with other institutions and cultural bodies for exposure and exchange of ideas.
5. Maintains records of student achievements in cultural and literary activities for institutional documentation and recognition.
6. Promotes inclusivity and cultural diversity through celebration of regional, national, and international days of importance.
7. Provides a platform for students to develop leadership, teamwork, organizational, and communication skills.
8. Offers guidance and mentoring to cultural and literary clubs functioning under the committee.
9. Ensures proper budgeting, planning, and resource utilization for cultural and literary events.

6.18. Monitoring Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Controller of Examinations
4. Dean of Student Affairs
5. One senior faculty member - Coordinator
6. IQAC Coordinator

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To oversee the effective implementation of academic, administrative, and developmental activities in the institution and ensure continuous quality improvement.

Functions:

1. Monitors the implementation of academic schedules, curriculum delivery, and teaching–learning processes across departments.
2. Reviews the execution of policies, rules, and regulations framed by statutory and autonomous bodies of the college.
3. Ensures timely conduct of examinations, evaluations, and result declaration as per the academic calendar.
4. Tracks the progress of infrastructural development, student support services, and institutional projects.
5. Identifies gaps in academic and administrative practices and provides suggestions for corrective measures.
6. Coordinates with various committees, cells, and departments to ensure smooth functioning of institutional activities.
7. Maintains transparency and accountability by documenting reports and submitting them to the Principal/IQAC for review.

6.19. College Website Committee

The Composition

1. Principal – Chairperson
2. IQAC Coordinator – Coordinator
3. One senior faculty member – Coordinator
4. Web Administrator

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To design, develop, update, and maintain an informative, user-friendly, and visually appealing college website.

Functions:

1. Collects, reviews, and uploads accurate and updated information about courses, admissions, notices, events, achievements, and other activities of the college.
2. Ensures timely removal or archiving of outdated or irrelevant content.
3. Oversees the design, layout, navigation, and usability of the website and recommends improvements.
4. Liaises with departments, offices, and cells to obtain relevant information and maintains consistency of format and branding across all pages.
5. Ensures the website meets accessibility standards and adheres to UGC/NAAC/AICTE or other statutory norms.
6. Coordinates with IT support or external vendors for hosting, backups, troubleshooting, and security of data.

6.20. MOOCs Committee

The Composition

1. Principal - Chairperson
2. Librarian - SPOC & Coordinator
3. Two faculty members
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote, coordinate, and monitor the use of online learning platforms such as SWAYAM, NPTEL, Coursera, and other MOOCs to enhance teaching–learning processes in the college.

Functions:

1. Identifies, reviews, and recommends relevant MOOCs for students and faculty in alignment with the curriculum and skill enhancement needs.
2. Creates awareness and provides orientation sessions to students and faculty on registration, participation, and completion of MOOCs.
3. Coordinates with departments and programme heads to integrate suitable MOOCs into courses as per UGC/AICTE/University guidelines.
4. Facilitates credit transfer, certification, and record maintenance of MOOCs undertaken by students and staff.
5. Monitors the progress and completion status of enrolled participants and addresses issues faced by them.
6. Encourages faculty to develop and upload their own online courses or modules on approved platforms.
7. Maintains documentation of committee meetings, training sessions, student/faculty enrolments, and outcomes for audits and accreditation.

8. Periodically reviews and suggests improvements for effective use of MOOCs in teaching, learning, and skill development.

6.21. Electoral Literacy Club (ELC)

The Composition

1. Principal – Chairperson
2. One faculty member from Political Science Department - Coordinator
3. One senior faculty member
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote electoral awareness among students and staff and to develop their knowledge of democratic processes and responsible citizenship.

Functions:

1. Educates young voters about the importance of free and fair elections, voter registration, and ethical participation in the electoral process, thereby strengthening democracy at the grassroots level.
2. Organises awareness programmes, workshops, and competitions on electoral rights, responsibilities, and processes.
3. Facilitates voter registration drives for eligible students and staff in collaboration with the Election Commission or local electoral offices.
4. Disseminates information on ethical voting, Model Code of Conduct, and the importance of informed decision-making.
5. Conducts mock elections, quizzes, debates, or poster campaigns to foster interest in democratic participation.
6. Celebrates National Voters' Day and other important electoral events in the college.
7. Encourages students to act as ambassadors of electoral literacy in their communities.
8. Maintains records of activities, participation, and outcomes for review and accreditation purposes.
9. Coordinates with the District Election Officer/CEO's office for resource material and guidance.

6.22. Resource Mobilization Committee

The Composition

1. Principal – Chairperson
2. Correspondent
3. Vice Principal
4. Two senior faculty members
5. One retired faculty member

6. One alumna
7. Bursar – Coordinator

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To plan, coordinate, and implement initiatives for mobilizing financial and non-financial resources from various stakeholders to support the growth, development, and sustainability of the institution.

Functions:

1. Explores and identifies potential funding sources including government grants, corporate social responsibility (CSR) funds, NGOs, alumni, and philanthropists.
2. Prepares and submits project proposals for funding to government agencies, foundations, and other bodies.
3. Strengthens connections with alumni, parents, and the local community to encourage donations and in-kind contributions.
4. Plans and organizes fundraising events, campaigns, and drives for specific institutional needs.
5. Builds collaborations with industries, NGOs, and other institutions for resource sharing and joint initiatives.
6. Ensures proper documentation, accounting, and reporting of funds received and utilized.
7. Monitors and evaluates the effectiveness of resource mobilization strategies and recommends improvements.
8. Creates awareness among staff and students about the importance of resource mobilization and train them in proposal writing and networking.

6.23. Women Empowerment Cell (WEC)

The Composition

1. Principal – Chairperson
2. Two faculty members
3. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote gender equality, create awareness of women's rights, and empower female students and staff by fostering a safe, inclusive, and supportive environment in the institution.

Functions:

1. Organizes seminars, workshops, and campaigns on women's rights, legal awareness, self-defence, health, and safety.
2. Conducts training sessions to enhance leadership, entrepreneurship, and employability skills among girl students.

3. Assists in addressing complaints related to harassment, discrimination, or gender bias in coordination with the Internal Complaints Committee (ICC).
4. Recognizes and celebrates the contributions and achievements of women within and outside the institution.
5. Collaborates with NGOs, government bodies, and other institutions to conduct programmes for women's empowerment.

6.24. Attendance Committee

The Composition

1. Principal – Chairperson
2. Vice Principal – Coordinator
3. Dean of Student Affairs

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To ensure systematic monitoring and maintenance of student attendance in order to promote regularity, discipline, and improved academic performance.

Functions:

1. Formulates and implements institutional guidelines on attendance in line with statutory requirements.
2. Supervises the timely recording and updating of attendance by faculty in all departments.
3. Reviews attendance records regularly and identifies students with shortages.
4. Informs students, parents, and mentors about attendance status and shortages.
5. Recommends counselling or remedial action for irregular students to improve attendance.
6. Ensures safe storage and easy retrieval of attendance records for audits, inspections, or accreditation.
7. Submits consolidated attendance reports to the Principal for decision-making.
8. Assists departments in adhering to college examination eligibility criteria related to attendance.

6.25. Entrepreneurship Development Cell (EDC)

The Composition

1. Principal – Chairperson
2. Three faculty members
3. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To nurture the entrepreneurial spirit among students and staff by providing training, guidance, and support for the creation of innovative ventures, thereby fostering self-employment and contributing to economic development.

Functions:

1. Organizes workshops, seminars, and guest lectures on entrepreneurship, start-up culture, and innovation.
2. Conducts training programmes on business plan preparation, financial management, marketing, and soft skills needed for entrepreneurship.
3. Identifies, mentors, and supports innovative business ideas from students and faculty; link them to incubation centres or start-up hubs.
4. Facilitates interactions with entrepreneurs, industry experts, funding agencies, banks, and government schemes for start-ups.
5. Provides information on government policies, grants, and incentives available for budding entrepreneurs.
6. Guides students through the process of setting up ventures, including legal and procedural aspects.
7. Tracks outcomes of EDC initiatives and recommends improvements to the administration.
8. Encourages students to take part in entrepreneurship competitions, exhibitions, and start-up events at regional and national levels.

6.26. Intellectual Property Rights Cell (IPR)

The Composition

1. Principal – Chairperson
2. One faculty member with IPR knowledge – Coordinator
3. One senior faculty member with research experience
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To create awareness about intellectual property protection and guide students and faculty in filing patents, copyrights, trademarks and other IPR.

Functions:

1. Organizes seminars, workshops, and training programmes on IPR, patent filing, copyright, and related areas.
2. Encourages innovation, creativity and protection of intellectual property generated in the institution.
3. Guides and assists faculty, staff and students in identifying patentable inventions and protecting their intellectual property.
4. Facilitates drafting, documentation and filing of patent, copyright, and trademark applications in collaboration with patent attorneys.

5. Works in association with the 'Research and Ethics Committee'.

6.27. Green / Eco Club (GEC)

The Composition

1. Principal – Chairperson
2. One senior faculty member from Life Sciences - Coordinator
3. Two faculty members
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objectives:

- To create environmental awareness and develop eco-friendly habits among students and staff.
- To instill a sense of responsibility for sustainable living and environmental stewardship.

Functions:

1. Organizes talks, workshops, rallies, exhibitions and campaigns on environmental issues (waste management, pollution, climate change, biodiversity, etc.).
2. Initiates and maintains tree planting, herbal gardens, compost pits, and other eco-friendly practices on campus.
3. Promotes segregation of waste, recycling, and reduction of plastic use within the institution.
4. Encourages practices such as rainwater harvesting, solar power usage, and judicious use of electricity and water.
5. Celebrates World Environment Day, Earth Day, Ozone Day, and other significant eco-related days.
6. Involves students in planning and executing eco-projects, thus developing leadership and teamwork skills.
7. Collaborates with local NGOs, government bodies, and other institutions for environmental projects and campaigns.
8. Regularly monitors the environmental status of the campus and submits reports or recommendations to the administration.

6.28. Equal Opportunities Cell (EOC)

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. One senior faculty member from SC/ST/OBC/Minorities category – Coordinator
5. One non-teaching staff member from SC/ST/OBC/Minorities category
6. Two student representatives from SC/ST/OBC/Minorities category

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objectives:

- To create and sustain an inclusive, supportive, and discrimination-free campus environment.
- To promote diversity, equity, and respect for human rights in academic and non-academic activities.

Functions:

1. Ensures equal access, participation, and opportunities for all students and staff, especially those from marginalized or disadvantaged groups.
2. Organizes orientation programmes, workshops, and campaigns on equity, inclusion, gender sensitivity, and rights of marginalized communities.
3. Provides guidance and assistance to students from SC/ST/OBC, minority communities, persons with disabilities, and economically weaker sections.
4. Monitors the implementation of policies related to reservation, scholarships, and welfare measures.
5. Facilitates grievance redressal for issues relating to discrimination or denial of equal opportunity.
6. Assists the administration in framing and enforcing policies for inclusivity, anti-discrimination, and accessibility.
7. Maintains records of students and staff belonging to various categories and submit periodic reports to the university or regulatory bodies.
8. Coordinates with government agencies, NGOs, and other institutions for welfare schemes, training programmes, and financial assistance.

6.29. Red Ribbon Club (RRC)

The Composition

1. Principal – Chairperson
2. Two faculty members
3. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objectives:

- To spread awareness about HIV/AIDS and promote healthy lifestyles.
- To instil a sense of social responsibility and service among students.

Functions:

1. Conducts talks, workshops, film shows, debates, rallies, and poster exhibitions on HIV/AIDS prevention, care, and stigma reduction.
2. Organizes sessions on peer education, leadership, healthy lifestyle, and responsible decision-making for students.
3. Promotes and organizes voluntary blood donation camps in collaboration with local blood banks or hospitals.
4. Commemorates World AIDS Day, National Youth Day, and other health-related days with awareness activities.
5. Extends awareness programmes to nearby schools, colleges, and communities to spread the message of prevention and healthy living.

6.30. Anti-Drugs Committee

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. One senior faculty member – Coordinator
5. One non-teaching staff member
6. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objectives:

- To promote awareness and prevent the use of drugs, tobacco, and alcohol among students, faculty, and staff.
- To create a healthy and safe educational environment conducive to learning and personal growth.

Functions:

1. Organizes seminars, workshops, rallies, street plays, poster campaigns, and competitions on the ill effects of drug abuse and addiction.
2. Monitors and ensures a drug-free environment in and around the campus.
3. Liaises with local authorities to curb the sale or supply of drugs near the institution.
4. Provides counselling services or referral to de-addiction centres for students in need.
5. Frames and enforces the institution's anti-drug policy, including a code of conduct and disciplinary measures.
6. Forms student volunteer groups to spread the message of a drug-free lifestyle and peer-support initiatives.
7. Commemorates International Day against Drug Abuse and Illicit Trafficking and other related days with awareness activities.

8. Coordinates with local NGOs, health departments, police, and community organizations for awareness programmes and enforcement support.
9. Maintains records of activities conducted and submit reports to the college administration and relevant government bodies if required.

6.31. Indian Knowledge Systems (IKS) Cell

The Composition

1. Principal – Chairperson
2. One faculty member with IKS knowledge – Coordinator
3. One senior faculty member
4. Two student representatives

Term: The term of the nominated members shall be for a period of two years, which may be extended for one more year.

Meetings: Shall meet at least twice a year

Objective: To promote awareness, integration, and research on India's rich knowledge traditions and their contemporary relevance, thereby fostering holistic education, cultural appreciation, and innovation among students and faculty.

Functions:

1. Organizes seminars, workshops, guest lectures and exhibitions on Indian Knowledge Systems (Ayurveda, Yoga, Vedic Mathematics, Classical Arts, Indigenous Technologies, etc.).
2. Assists departments in incorporating IKS-related modules, electives or skill courses into the curriculum.
3. Promotes research projects, surveys and publications on local/indigenous knowledge, traditional
4. Conducts training for faculty and students to develop expertise in specific IKS areas (Eg. Sanskrit texts, Indian architecture, environmental ethics).
5. Creates a repository of books, manuscripts, digital resources and databases related to Indian Knowledge Systems.
6. Collaborates with local communities, artisans, traditional healers, and knowledge-holders to preserves and transmit indigenous knowledge.

6.32. Student Council

The Composition

1. Principal – Chairperson
2. Vice Principal
3. Dean of Student Affairs
4. Class Representatives
5. Student Representatives of Academic & Administrative Bodies

Term: The term of the nominated members shall be for a period of two years, which may be

extended for one more year.

Meetings: Shall meet at least twice a year

Objectives:

- To encourage student participation in institutional governance, leadership and management and develop leadership and a sense of responsibility among students.
- To provide a platform for students to voice their opinions and contribute to institutional growth.

Functions:

1. Acts as a link between students and the college administration by presenting issues, suggestions, and feedback.
2. Encourages students to take active roles in organizing events, activities, and initiatives on campus.
3. Plans and conducts cultural, sports, literary, and social events in coordination with college authorities.
4. Assists in addressing student grievances and promotes the welfare of students through constructive initiatives.
5. Helps maintain discipline, cleanliness, and a positive environment in the institution.
6. Initiates outreach or extension activities to serve the local community and promotes social responsibility.
7. Organizes and coordinates student-led activities, such as cultural fests, annual Christmas Fete', and student clubs.
8. Supports anti-ragging, gender sensitization, and wellness initiatives in the college.
9. Fosters team spirit, democratic values, and inclusivity in campus life.
10. Assists in welcoming new students and orienting them to college life.
11. Collects feedback from students on academic and non-academic matters and work with faculty/administration for improvements.

7. INSTITUTIONAL POLICIES

7.1. Digital Policy

Technological advancements have an impact throughout the world on the everyday lives of citizens, on how societies are developing, on the skills and competences required to take part in society and most importantly, on how to access knowledge and information. Although the transformations are taking place in different ways, at different paces, and with different means and opportunities, one common factor to higher education institutions is that they are all confronted with the question of how to adapt and shape higher education in an increasingly digital world.

The aim of digital transformation is to advance and improve the quality and relevance of higher education. This institutional policy statement spells out the principles and values that shall underpin the transformational process from the current state to a digitalized state, making every effort to shape

an inclusive, ethical and purpose-based digital transformation. We have also ensured that the highlights of our policy are in tune with the National Education Policy 2020.

The institution recognizes some of the major barriers to digital transformation as:

The human factor: Institutional culture is not changing at the same pace as technological developments. To address this issue, the institution will provide strong leadership support while ensuring that the different stakeholders, faculty, staff and students take part in the process and take ownership of the process. The leadership will motivate and mobilize the institution and combine it with capacity-building of faculty and staff in relation to their different type of task and mission. If needed, a specific unit will be created to drive digital transformation forward.

Financial investments: The institution recognizes that it is not enough to have the basic infrastructure in place and then be able to leverage the potential. The more access we have to basic infrastructure the more investment is required to further develop the potential of technology. Effort will be made to find the financial investment required to put in place new infrastructure to meet technological advancement.

Inequalities: Though technology is only a means to an end, it is an essential means to access information, data and knowledge. Knowledge is fundamental to the politics, economy and culture of modern society. It is essential for the individuals to take informed decisions in life. When technology is not available equally to all, it leads, inevitably, to different and unequal opportunities, serving to deepen the digital divide. The institution will play its part in building a knowledge society, at the same time, attempting to bridge the divide.

Ethical aspects: Online management of information and data also implies new ways of analysing and making use of data. Use of technology in attendance and admissions are only changes carried out to do the same thing with more efficiency through improved procedures and management. But to address ethical questions on the right to data privacy, the institution will formulate a code of conduct to ensure that stakeholders involved are informed and made aware of how data collected is to be used, thus creating a transparent and safe environment for data management.

7.2. IT Policy

The college IT Policy seeks to maintain, secure and ensure the legal and appropriate use of Information Technology infrastructure established by the institution on the campus. This policy establishes college-wide strategies and responsibilities for protecting the confidentiality, integrity and availability of the Information assets that are accessed, created and managed by the institution. These include data, information systems, computers, network devices, intellectual property, as well as written or verbally communicated information.

Realizing the importance of internet and intranet services, the college established basic network infrastructure in the first decade of the millennium and has been upgrading services regularly. This document attempts to educate the college community on the rights and responsibilities of using the IT resources of the college by laying down the broad guidelines for the appropriate use of the IT facilities available in the context of the college.

The policies enunciated here shall be revisited periodically as the IT sector is a rapidly changing field.

Purpose

The college is committed to providing integrated and comprehensive technologies to enhance teaching learning and improve productivity and support internal and external communication and collaboration in alignment with the vision and mission of the institution.

Hence, it gives access to faculty, students and staff to a wide range of computing resources, digital information and communication networks basic to the academic, research and administrative functions of the college.

Appropriate Use of IT

The academic community must:

- Honour intellectual property, the privacy of data, and the rights of others.
- Adhere to copyright laws and guidelines. The same rules of print media apply to digital resources.
- Respect license agreements regarding the copying and use of computer software, library online databases and files such as text, audio, videos, and graphics.

Inappropriate Use of IT

The following actions would be viewed as misuse of IT resources:

- Using a false identity to access a computer system
- Infringement of copyright
- Downloading or storing pirated material
- e-mail harassment, hoaxes
- Intentionally access, create, store or transmit pornographic material
- Damaging a system by introducing a worm, virus or spyware
- Unauthorized attempts to alter data files or systems
- Any action compromising the integrity or security of computer, network, website or email systems
- Use of technology to impersonate another individual, or for personal financial gain
- Sharing individual or organizational authorizations and passwords
- Damaging or removal of software, hardware, or any activity in violation of government rules or college policy.

Security

All computers connected to the institution's network shall be protected with up-to-date anti-virus software and the latest operating system security fixes installed. The IT department will take care of the institution-owned systems. Individuals must take similar action with personally owned computers using the institution's network. The IT department will make known the minimum security requirement for personal computers.

Individuals are responsible for protecting their passwords for access to college resources. They must not divulge their password to anyone other than the IT Department.

Privacy & Confidentiality

The college owns and maintains the computers and communication systems used by its faculty, staff and students. It has the right and responsibility to periodically access files to service and repair these systems and to ensure that college policies and applicable laws are observed.

The IT Department manages remotely all college-owned computers from a centralized management console. In general, information stored on these computers will be considered confidential and to be shared with specific individuals/groups for academic/administrative purposes.

Email

Email is a facility provided for the efficient functioning of academic and administrative work. All academics, staff, and students are given institutional G-Suite accounts. It is mandatory for faculty and students to use these G-Suite accounts for all academic and institutional purposes.

Wi-Fi

Wi-Fi policy's primary goal is to offer sufficient security and privacy protections for data exchanged over all wireless networks. To find intrusions by illegal wireless devices, wireless networks must be watched over. The College IT services must examine and approve any exception, modification, or deviation from this policy.

Physical access to Wireless Access Points (WAPs) shall be restricted. WAPs shall be monitored by College IT services. Alerts shall be generated when devices become unresponsive due to power outages or theft or when rogue WAPs are connected. All wireless infrastructure devices (WAPs, wireless controllers and wireless monitoring tools) shall be configured by College IT services or their authorized representative before connecting to the physical network.

Cyber Security

Data and IT infrastructure are protected by the institution's cyber security policy. Anyone who may have access to the systems, software, and hardware of the institution, including employees, students, and others, is subject to the terms of this policy.

The College data may be in danger if a user logs into any institutional account using a personal device, such as a laptop, tablet, or phone. The College does not advise using personal devices to access any institutional data. Employees are required to keep their gadgets in a secure location that is not accessible to others if this is unavoidable.

Recommendations

- Keep the passwords for all electronic devices safe and secure.
- Only secure networks should be used to log into institutional accounts.
- Install security updates frequently.
- Update antivirus software regularly.
- Never leave your devices exposed and unprotected.
- When you leave your workplace, lock your computers.
- Never trade credentials without the authorised person's request or approval.
- Change your passwords annually.
- When an attachment's content is unclear, avoid opening it and avoid clicking any links.

7.3. e-Learning Policy

The institution will use ICT as one of a range of strategies for engaging and enabling students to be successful learners and communicators. We value the potential of ICT to support students' learning in new and complex ways, particularly its ability to deliver personalized learning, and see it as a valuable addition to our pedagogy.

- **Access:** Access will be provided to pedagogical innovations using technology to make a positive impact on student learning outcomes.
- **Inclusion:** All students will have access to quality e-learning opportunities in their classroom.
- **Faculty training:** There will be accompanying professional learning for teachers to ensure delivery of quality teaching. Skill development sessions for teachers will be provided both formally and informally.
- **Technology integration in teaching, learning and evaluation:** Technologies will be used appropriately in all programmes to enhance and support teaching, learning and evaluation.
- **Optimized use of digital platforms:** Digital platforms such as SWAYAM and ongoing ICT based education initiatives will be used for providing quality education, accessible to anyone, anytime and anywhere.
- **Government of India initiatives** such as **National Digital Library of India (NDL India)**, **e-Shodh Sindhu** and **National Academic Repository (NAD)** will be given publicity among faculty and students to encourage use of these resources.
- **Legal use of software** will be followed and maintained and students made aware of appropriate use.
- All parents/ guardians and students are required to sign a Student Code of Conduct document pertaining to e-learning.
- **Blended learning:** E-learning tools will be an integral, but not exclusive part of learning in the classroom.
- **Responsible use of e-learning technologies:** Students will be made aware of responsible use of e-learning technologies, cyber bullying and safety practices.
- **Courses** that can meet the needs of life-long learners and **curricula based course content** covering diverse disciplines will be created.
- **Student privacy:** To protect student privacy, the teacher can restrict access to the course site so that outsiders cannot see the resources that reside there, including students' discussion responses, for example. Students' privacy rights are violated when they are required to post photographs and other personal information on a course site, as in introduction/ice-breaker activities. Such activities should be voluntary, not mandatory. Also, references to personal details such as religion, caste, disabilities should be made public only with the student's permission. If a teacher plans to publicize students' work inside or outside of the course site—including, for example, their words in electronic discussions, e-mail, or assignments—their

permission to do so must be sought.

- **A discussion policy** will be established by each course teacher containing guidelines governing the students' participation in chats and forums, including the degree to which the teacher herself/ himself will enter into student discussions.

If student participation in electronic discussions is required, this should also be clearly stated in the discussion policy. Furthermore, if the teacher is planning to grade students on their participation in discussions, the policy should clearly indicate what grading criteria apply in posted instructions for that particular discussion.

Intellectual property rights: Students should be made aware of intellectual property rights and the course site should contain a statement that the course resources—together with the announcements posted and the words used in electronic discussions—belong to the course teacher and/or the university, not to students who might wish to use them. The statement should make clear that course materials are for class purposes only and cannot be distributed to others without violating the intellectual property rights and/or the privacy rights of the owners of these materials, whether the course teacher, students in the course, or those who created outside sources of information.

Plagiarism: Copying and pasting information from the Internet for assignments/papers without citing the source is plagiarism and engaging in it will result in serious action in conformity with the policies of the institution regarding plagiarism. It could lead to suspension/expulsion from the course or in extreme cases, from the institution.

Technical difficulties students face should be reported to the course teacher who will, in turn, refer the matter to the IT Team, through the Vice-Principals. Students should not expect help for certain kinds of problems: problems related to computers that students use off campus are typically their own responsibility.

The e-learning policy will be re-visited every quarter for updation as this is an evolving field.

7.4. Green Policy

Maris Stella College is committed to conducting its operations and activities in an environmentally responsible and sustainable manner, to create and sustain an eco-friendly campus with clear-cut goals and priorities in the management of water resources, energy sources and consumption, air quality, preservation of flora and fauna, conservation of the ecosystem and productive use of the land within its boundaries. It seeks to conserve resources and preserve the environment by harnessing the sun, catching the rain, providing green cover and managing and restoring from waste.

The institution recognizes that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission. We will strive to achieve environmental excellence through campaigns and policies aimed at creating awareness among stakeholders towards a clean and green consciousness by involving them in programmes, discussions and debates.

We strive to be a leader among educational institutions and will work with our staff and students and other external entities to establish and follow principles, in conjunction with National Environmental Policies.

Our guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized below:

- Conserve energy and other natural resources
- Encourage employees to use public transport/ environment-friendly modes of travel
- Reduce, reuse, and recycle to reduce waste
- Minimize the production of hazardous waste
- Adopt green procurement practices
- Ensure staff and students complete the environmental awareness training
- Continue to review and minimize the impacts of our activities

Responsibilities

a) Energy Conservation:

- Turn off lights when not in use and use natural light when possible.
- Turn off all computers, terminals, speakers and other office equipment at the end of every work day.
- Activate the power down features on the computer and monitor to enter into a low-power or sleep mode when not in use.
- Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, desktop printers).
- Use LED lighting wherever possible.
- Utilize videoconferencing and conference calls as an alternative to travel when possible.
- Limit the use of air conditioners.

b) Reduce Materials Consumption:

- Avoid using paper by distributing and storing documents electronically.
- Print and photocopy only what is needed and double side the printing when possible.
- Use the back side of old documents for faxes, scrap paper, or drafts.

c) Reduce Fossil Fuel Consumption and Air Pollution

- Use public transport or other alternative forms of transportation, whenever possible.
- Use vehicle pools, when possible, over single use vehicles.
- Work remotely, when possible.

d) Minimize Waste and Increase Recycling

- Use durable reusable beverage containers, plates, and utensils.
- Print documents in black and white or grayscale whenever possible.
- Recycle paper, paper products, plastic, binders, folders, catalogues, boxes, bottles, cans, batteries, electronics, toner and ink cartridges.
- Sell e-waste to authorized buyers for recycling.

e) Minimize Toxics and Hazardous Waste

- Refrain from pouring toxic or hazardous substances down the drain.
- Reduce the use of toxic chemicals and use less toxic alternatives wherever possible.
- Design experiments, when possible, to use less toxic or hazardous substances.
- Purchase chemicals in the smallest quantities needed to avoid over-ordering.
- Dispose of hazardous chemicals appropriately and in accordance with safety requirements.

f) Protect and Improve Biodiversity

- Maintain and improve the habitat and biodiversity in and around the campus.
- Care for water bodies on the campus and those nearby.

g) Commitment to Green Purchasing

- Adopt green and sustainable procurement practices while purchasing material and services, to reduce the environmental impact.

7.5. Recruitment & Promotion Policy

(a) Recruitment Policy

The recruitment policy of Maris Stella reinforces the College's commitment to recruiting and retaining talented individuals to uphold its academic and administrative standards while respecting the rights granted under Article 30(1) of the Constitution of India to minority institutions.

Objective

This policy of Maris Stella aims to ensure a transparent, merit-based, and inclusive process to recruit qualified and competent staff to achieve academic excellence and maintain the institution's commitment to quality education. This policy applies to the recruitment of teaching and non-teaching staff at Maris Stella in compliance with UGC/AICTE/University/State Government norms and institutional requirements.

Recruitment Principles

- Uphold the constitutional rights of the minority institution.
- Ensure fair, open, transparent and merit-based recruitment.
- Foster diversity, inclusion, and alignment with the institution's mission and values.

Eligibility Criteria

- Candidates are evaluated based on qualifications, merit, experience, and competency.
- The institution is committed to providing equal opportunities without discrimination on the basis of caste, religion, gender, or disability.
- All recruitments adhere to the minimum qualifications prescribed by the UGC/AICTE.
- As per UGC regulations, teaching staff must fulfill the minimum eligibility norms, including academic qualifications, NET/SET/SLET, or a PhD as per the latest UGC norms.
- Non-Teaching staff candidates should meet the qualifications and skillsets specified in the job description.

Recruitment Process

Heads of Departments, administrative office and college management evaluate staffing needs based on student strength, academic workload, and course requirements annually. Proposals for recruitment are submitted to the Principal for approval. Vacancies are advertised in prominent newspapers and institutional websites to ensure wide reach. Advertisements include details of eligibility, required qualifications, and application deadlines. Applications are screened by a duly constituted Screening Committee to shortlist eligible candidates based on qualifications and experience. Employees recruited on ad hoc basis, shall go through an interview by the selection committee after ensuring there is a vacancy

Selection Committee

A Selection Committee is constituted by the Principal as per UGC/AICTE guidelines to screen candidates applying for a particular post – teaching, non-teaching or contingent, within the institution. The selection committee includes the Secretary/Correspondent of the Society, the Principal, Vice-Principal, the Head of the Department, Subject Expert, and Administrative Representative.

Interview Process

The Selection Committee oversees the interview process. Shortlisted candidates are invited for an interview, which includes a teaching demonstration (for faculty positions) and personal interviews to assess competency, subject knowledge, communication skills and suitability for the role.

Selected candidates are issued an appointment letter specifying terms of employment, probation, and salary. Approval is sought from the Governing Body of the College. The College follows the reservation policy prescribed by the Government of India and UGC guidelines for SC, ST, OBC, EWS, and PwD categories. Verification of qualifications, experience, and documents is mandatory before final appointment.

Appointment

- All the selected candidates are required to submit their original certificates to the Principal at the time of joining duty.
- Any discrepancy in the data or information given results in the termination of the appointment.
- The selected candidates, on accepting the appointment order, enter into an agreement with the institution and a copy shall be preserved in the office.
- The selected candidates are asked to fall in line with the rules of service and sign an agreement to that effect.
- The new recruits are also asked to submit their identity proofs such as Aadhar Card/ Passport/ PAN Cards along with the original certificates.

Probation

Appointed staff undergo a probation period as per institutional rules. During the probationary period, the employee is not entitled to any increment. Performance during probation is evaluated before confirmation of employment. An appraisal or feedback shall be taken at the end of the academic year and on successful completion of the period of probation the Management continues the services of the employees and sanction an annual increment. The institution ensures compliance with UGC/AICTE

norms for the recruitment of permanent, temporary, or guest faculty.

This policy is reviewed periodically to align with changes in UGC/AICTE regulations or institutional requirements.

(b) Promotion Policy

The Promotion Policy of Maris Stella ensures career progression for employees, aligning with the institution's goals and regulatory compliance.

Objective

This policy of the College is designed to recognize and reward the academic, professional, and administrative contributions of its staff. The policy ensures a fair, transparent, and merit-based process for the promotion of teaching and non-teaching staff in alignment with UGC/AICTE University/State Government norms. This policy applies to all unaided teaching and non-teaching staff at Maris Stella College.

Promotion Principles

- Promotions are based on qualifications, demonstrated merit, experience, and performance.
- A well-documented and transparent process is followed.
- UGC/AICTE/University/State Government guidelines are strictly adhered to.
- All eligible staff have an equal opportunity for promotion without discrimination.

Eligibility Criteria

Teaching Staff:

Promotions are governed by UGC's Career Advancement Scheme (CAS).

Assistant Professor to Associate Professor:

- Minimum PhD qualification.
- Completion of 6 years as Assistant Professor with a PhD or 10 years without a PhD
- Evidence of research work, publications, and participation in Faculty Development Programs (FDPs).
- Compliance with Academic Performance Indicators (API) requirements.

Associate Professor to Professor:

- Minimum PhD qualification.
- Completion of 3 years as Associate Professor.
- Significant contributions to research, publications, and curriculum development.
- Leadership roles in academic or institutional committees.

Professor to Senior Positions:

- Experience in leadership roles like Head of Department, Dean, or Principal.
- Outstanding research output, innovative teaching, and contributions to institutional development.

Non-Teaching Staff:

- Promotion is based on years of service, performance evaluations, completion of requisite training programmes, and skill enhancement as per institutional norms.
- Recommendations by the administrative office are required.

Promotion Process

Staff submit applications for promotion to the Principal.

- The eligibility criteria, including qualifications, experience, and API scores, are reviewed.
- A Screening Committee constituted as per UGC/AICTE norms which includes subject experts, senior faculty, and institutional representatives oversees the performance appraisal of the staff.
- Teaching staff are evaluated on Academic Performance Indicators (API), student feedback and teaching innovations, research contributions (papers, projects, and guidance).
- Non-teaching staff are evaluated based on annual performance appraisals, skillset improvements and training.
- Eligible candidates may be required to appear before a Promotion Committee for an interview or presentation of their work.
- The Promotion Committee recommends eligible candidates to the Management.
- Approved candidates receive a formal promotion letter.

The college adheres to Government of India and UGC reservation policies in promotions for SC, ST, OBC, EWS, and PwD categories.

Higher academic positions, pay scales, and more duties and responsibilities are among the advantages of promotion for teaching staff, while non-teaching staff members get improved pay, designations and opportunities for further skill enhancement. Staff members may approach the Grievance Redressal Cell for any disputes or appeals related to promotions.

The Promotion Policy is reviewed periodically to incorporate changes in UGC/AICTE or institutional needs.

7.6. Admission Policy

The admission policy of the college is guided by the norms applicable to minority institutions and the government rules for admission to women from reserved categories.

Central to the admission policy of the institution and in line with its vision and mission, is the provision of equal opportunities to all students. Though the general criterion for admission is merit, as a Catholic Minority Institution, special consideration shall be given to Catholics.

The college is also committed to the uplift of the socio-economically challenged and the differently abled. Hence some allowances shall be made in the case of applicants from these sections.

The College shall grant preferential admission to outstanding achievers in sports/cultural activities/other extracurricular fields, on a case to case basis.

The Admission Committee, through a transparent process, shall scrutinize applications and select candidates as well as prepare and display merit list of the candidates and communicate the same to the students.

The college shall publicize its programmes and strengths on its website, through posters and the media to reach potential students and to facilitate the exercise of choices.

The parents shall take direct responsibility for monitoring the welfare and progress of their ward after admission. They may depute a duly authorized guardian to take responsibility for their ward only on grounds acceptable to the college.

As per the Madras High Court judgment dated 2014, educational institutions administered by minority groups need not follow reservation for BCs and SC/STs for admission in both aided and unaided courses.

7.7. Grievance Redressal Policy

The Grievance Redressal Policy is to provide staff and students with a framework for the settlement of individual as well as collective grievances. A Grievance Redressal mechanism is in place to receive, examine and redress grievances speedily.

All grievances are directed to the Grievance and Redressal Cell. The cell aims to look into the complaints lodged by staff or students and redress it as needed and thus promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the institution, and in particular, those made by students. On receiving a grievance, the cell initiates the grievance procedure in accordance with the rules and regulations of the college and ensures an effective and fair solution to the grievance. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly. If the grievance requires immediate attention, the cell calls for a meeting to address the specific complaint on an emergency basis.

Objectives

- To develop an organizational framework to resolve grievances of the students and other stakeholders.
- To ensure effective solution to the stakeholders' grievances with an impartial and fair approach.
- To investigate the reason for dissatisfaction.
- To enlighten the students on their duties and responsibilities.

Composition

- Principal: Chairperson
- Vice Principal
- Dean of Planning & Communication
- Deans of Student Affairs
- Three senior faculty members (One from each stream)

Functions:

- Provides information about the cell's objectives and mode of operation through the website and handbook.
- Informs students of the process for registering of grievances during the induction programmes.

- Acknowledges and analyzes grievances.
- Seeks a solution through a decision-making process.
- Reports the grievances and records how they were redressed.

The procedures are made known through the hand-book given to each student at the beginning of every academic year, and also in the Value Education and mentoring classes.

Procedures

The Grievance and Redressal Cell shall receive and redress grievances related to the following:

- Issues pertaining to teaching, learning and evaluation.
- Student- teacher, student- student grievances
- Grievances related to library and IT services.
- Grievances related to sports, cultural activities.
- Grievances related to behaviour of stakeholders.

The grievances shall be redressed depending on their nature. Written and signed grievances may be forwarded through the mentors or by placing them in the Complaints Box provided on the campus.

Department level counselling is offered where the matter can be resolved. Grievances pertaining to academic and internal evaluation shall be redressed at faculty / HOD / CoE/ Principal level.

As soon as the application is received, the Redressal Cell shall review the complaint and invite both the parties for discussion. Further action is initiated, as per need.

The grievances are redressed speedily by issuing warning letters/memo/reformation/ remedies. Priority is given according to the urgency of the complaint. In all cases the complainant is informed of the measures taken. Checks in the system ensure there is no repetition of the same complaint.

Grievances regarding sexual harassment or ragging shall be dealt by the committees set up to deal with these issues as per the prescribed procedures.

7.8. Resource Mobilization Policy

The Resource Mobilization Policy aims at achieving the goals and targets of the institution through optimal utilization of funds for the promotion of a learner-centric ecosystem. The policy focuses on:

- Activities to secure new and additional financial, human and material resources to support the achievement of strategic plans, goals and overall growth.
- Examination and assessment of the resources available for programme needs, policies, research, infrastructure upgradation and maintenance.
- Analysis of funding landscape, identification of potential resource support from stakeholders and agencies.
- Efficient budget allocation and maximization of internally generated income.

The college mobilizes and secures funding through the following agencies and strategies:

- Annual Autonomy Grant from the UGC.
- Grant-in-aid received from the state government towards the salary of aided staff.

- Fees from self-financing courses.
- Financial assistance from Management for infrastructure augmentation and equipment.
- Funds generated from college activities such as Christmas fete, sponsorship of academic activities such as seminars and workshops by private agencies, consultancy and certificate courses
- Optimum use of infrastructure by renting classrooms / buildings during weekends / vacation.
- Governmental and quasi-governmental funding to institutions, through schemes such as RUSA and from private agencies such as United Board for specific programmes.
- Contribution from philanthropists, retired staff, faculty and alumni for specific purposes such as endowments, scholarships, etc.

7.9. Disabled Friendly and Barrier Free Policy

Policy for Persons with Disabilities:

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. RTC is against all kinds of discrimination on any grounds including disability. RTC intend to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students, or any employees are not distraught or treated unfavourably.

The College aims to design its programs, administrations, and activities accessible to the students. All the authorities of the College are striving in order to forward a helping hand towards the differently abled so as to make sure about the benefits of grounds programs, administrations, and activities. These guidelines apply to all the College faculty and staff.

Objectives of the Policy:

- To create an inclusive culture to avoid discrimination, exploitation and exclusion of disabled students and staff from all spheres of work and education.
- To create a suitable regulatory mechanism for effective delivery of services to disabled students and staff
- To ensure implementation of all legislation with respect to persons with disabilities.
- To ensure full participation of persons with disabilities and to provide them with equal opportunities for development.

Curriculum development and implementation:

- Flexibility in attendance
- Offering multiple means of instruction to address a range of learning
- Offering a variety of pedagogical choices in each discipline for diverse learning styles and functional needs (e.g. lecture, team-based learning, problem-based learning, simulations, role-play, debate, service-learning etc.)
- Developing clear rubrics and grading
- Flexibility in good quality assessment and evaluation

- Availability of syllabus in various accessible formats as per the need of the student (digital copy, hard-copy, braille, large-print, images with verbal descriptions, appropriate color scheme)
- Include a list of reference material, reading material and textbooks that are available in accessible formats (Eg. visual media with subtitles, digital material compatible with screen readers etc.)

Academic Buildings and Learning Spaces – Classrooms, Libraries, Laboratories, Hostel and other learning environments

- Provision of ramps, wheelchairs, lifts, accessible toilets/washrooms
- The female toilets have bins to collect used sanitary napkins and incineration facilities.
- Accessible signage in the campus/buildings

Inclusive Campus Life

- The right to access and participate in
- The ability to learn and the right to exercise their voice, choice and control in managing their own educational
- The right to develop to their fullest potential and to be active valued citizens in the
- The right to an appropriate and adequate allocation of resources to enable their right to access and participate meaningfully in education.
- The right to be safe-physically, emotionally, culturally and socially and to be treated respectfully.

7.10. Research Policy

As an autonomous institution of higher education, Maris Stella College is inspired by a vision of excellence to contribute to organization and society through research. An institution progresses when creation, diffusion and extension of knowledge is considered as a mission.

Objectives:

- To promote research, innovation and intellectual
- To ensure integrity, quality and ethics in
- To integrate teaching and research through translational and instructional
- To incentivize the generation of intellectual

The faculty gains knowledge and skills by active research carried out in their field of specialization and by disseminating the information to learners. The updates keep the inquiry based approach alive in both teachers and learners. The application of gained knowledge for helping society is the real outcome / success of any research. Research activity bestows peer recognition nationally and internationally for the faculty and they feel intellectually alive in an active research environment. The research policy of the institution was framed in 2006 when Acharya Nagarjuna University awarded guideship to two of our faculty members and granted Research Centers in English and Economics.

The salient features of the policy:

The institution shall take up infrastructural enhancement in terms of books, E Resources, lab equipment and procurements for computational and other facilities.

- The college shall encourage faculty to take up research by providing incentives, sanctioning leave if research work demands survey or field work, granting OD and flexibility to pursue research related work. Rs.5000 at the time of registration / submission and Rs.3000 per month after award of D. shall be given as increment to un- aided staff.
- Management shall encourage faculty to take up D. or M. Phil on FIP basis or to take up part-time research.
- Access to research journals and E resources to be arranged by library and information
- Faculty shall be encouraged and guided to participate in and organize conferences/seminars to become a part of the community of scholars at national and international
- Research Cell shall encourage students to take up mini and major projects to gain extra credits.
- The research center shall provide latest updates on conferences, hands on workshops, guidelines for writing research proposals, conferences available at local, national, and international level and funding opportunities
- The institution shall encourage socially relevant research and identification and focus on thrust areas based on the expertise available in the institution.

Code of Ethics in Research:

The college strives to preserve a climate of research, emphasizing creativity, innovation and productivity with high ethical standards. The institution encourages and directs its members – teaching faculty, students, as well as administrative staff to abide by the highest standards of integrity, accountability and responsibility in academic research.

The code of ethics in research sets forth the general principles to ensure quality and rigor in research, while eliminating misconduct. The faculty and students shall adhere to the following guidelines for maintaining integrity and ensuring ethical practices in research:

- The research shall reflect core values like Quest for Excellence, Scientific Advancement, Value System, Women Empowerment, Entrepreneurship Development, Global Competencies and Nation Building.
- All research activities shall be conducted within the appropriate ethical, legal and professional frameworks, obligations and Professional and scholarly integrity shall be maintained at every level of research.
- The research shall focus on contemporary and novel issues leading to promotion and sustenance of quality education. Researchers shall consider the potential consequences of their research and research findings for the wider society.
- Researchers shall be open to collaborative work with investigators having different/complementary skills within the institution or elsewhere.
- Researchers shall work together to strengthen the integrity of research and to review the

progress of research regularly, in a transparent manner and with a sense of commitment.

- To apply for sponsorship from government or industry, researchers shall inform and obtain prior permission from the Head of the Institution. They should submit progress and final research reports to the sponsors as well as to the institution at times specified in the project award. Transparency and accountability in the use of consumables, non-consumables and disbursement of finances should be adhered to by the researcher.
- Research conducted shall protect the rights, dignity, health, safety and privacy of research participants. Research protocols involving human/ animal subjects must ensure that all the state regulations and policies are being followed. They shall respect cultural, individual, and role differences among research participants and consumers, including those based on age, sex, nationality, language, or socio- economic status.
- Researchers have the ethical responsibility to use the data collected only for the stated research purposes. They should not disclose personal information or the identity of participants in written or oral reports and discussions.
- Researchers should acquaint themselves with the relevant quantitative methods available for processing data (graphs, photo- images, tables), error analysis and tests for reliability.
- Research data obtained in studies performed in the college should be published or presented with acknowledgement to the institution. If there is any possibility that a copyright or patent application might emerge from the project, the researcher should file an Invention Disclosure with the Head of the Institution.
- The researchers should cite clearly all sources of information and data that is used. The works of others should be cited or given credit, whether published or unpublished, whether referring to a written work, an oral presentation, or material on a website. Researchers should restrain from plagiarism. They should not publish the same article/ abstract in two different places. They shall grant and limit authorship strictly to those who made a significant contribution to the research. The names listed as co-authors should reflect the relative contributions of various participants in the research and should be published only after all listed authors have approved the submitted version of the manuscript.
- The researchers should cite clearly all sources of information and data that is used. The works of others should be cited or given credit, whether published or unpublished, whether referring to a written work, an oral presentation, or material on a website

7.11. Leave Policy

The institution recognizes the importance of maintaining a healthy work-life balance and academic integrity. The leave policy for faculty and staff is structured in accordance with guidelines issued by the UGC, APSCHE, and the internal administrative framework of the college.

1. Types of Leave:

- (i) Casual Leave (CL)

- Faculty and staff are eligible for up to 12 days of casual leave per academic year.
- 1 day per month is allowed, subject to prior approval.
- Not carried forward or encashed.
- Three instances of late arrival constitute 1 CL deduction.

(ii) Special Casual Leave (SCL)

Granted for duties such as:

- Serving as an examiner or academic auditor.
- Attending statutory body meetings (Eg. APSCHE, UGC, NAAC).
- Invited academic services (Eg. Paper Setting, Evaluation).
- Conducting university/state exams or duty with UGC/UPSC/Public Service Board.
- Inspection of academic institutions attached to statutory boards.
- Maximum: 10 days per academic year.
- Requires submission of documentation and prior sanction from the Principal.

(iii) Duty Leave / On-Duty (OD)

Allowed for official academic purposes such as:

- Participation in workshops, conferences, seminars, FDPs, refresher/orientation courses.
- Paper presentations, research activities, academic delegations.
- Delivering invited lectures elsewhere.
- Being deputed for official assignments by UGC/Government.
- Participation in official committees or delegation duties.
- Maximum: 30 days per academic year.
- Must be approved in advance by the Principal with appropriate documentation.

(iv) Maternity Leave

- Granted to women employees for a maximum of 180 days for each of the first two childbirths.
- Up to 45 days in case of miscarriage or medical termination of pregnancy.
- Leave can be combined with earned or half-pay leave.

(v) Child Care Leave (Women Staff)

- Up to 2 years (730 days) for children up to the age of 18.
- Sanctioned on a case-by-case basis, subject to institutional requirements.
- Applicable only twice during the entire service.

(vi) Paternity Leave

- Male staff are eligible for 15 days of paternity leave for each of the first two children.
- Leave to be availed within 6 months of childbirth.

(vii) Earned Leave / Vacation Leave

- Teaching staff are eligible for vacation leave as per the academic calendar.
- Non-teaching staff are entitled to earned leave as per service rules and approval from the administrative head.

(viii) Study Leave / Sabbatical Leave

- Faculty pursuing advanced studies or research may apply for study/sabbatical leave as per UGC guidelines.
- Requires approval from the Principal and Governing Body.
- The period is counted for service continuity and increments, subject to rejoining on time.

(ix) Medical Leave

- Medical leave is granted based on a valid medical certificate.
- Can be clubbed with other eligible leave (e.g., half-pay, earned leave).

2. Procedure for Availing Leave:

- All leave requests must be submitted in the prescribed leave application form, duly signed by the HoD and submitted to the Principal for approval.
- In cases of emergency or unplanned leave, the concerned staff member must inform the HoD/Principal within 24 hours and submit a written leave letter upon return.
- Leave adjustments must be arranged by the applicant to ensure that academic/work responsibilities are not affected.
- Leave must be recorded in the department register and college leave records.

3. Important

- All types of leave are subject to approval and institutional discretion.
- Misuse or frequent availing of leave without justification may affect performance appraisals.
- Leave rules are governed by prevailing UGC, APSCHE, and institutional policies, and are subject to revisions from time to time.
- On Duty (OD) or Official Leave should be addressed to the Principal; Extended leaves (medical, long leave) via Principal to the Correspondent.
- Permission for Short Absence:
 - Up to 1 hour: Enter movement register (HoD, Vice Principal informed).
 - More than 1 hour: Requires Principal's approval and recording at gate register.
- All work missed must be adjusted or compensated, plus leave balancing done via HoD/Office Superintendent.
- For sabbatical, study leave, maternity, child-care, express your request via Principal to Correspondent, along with supporting documentation and justification.
- For Duty Leave / OD provide travel/training details; Prior approval mandatory.

- All leave, whether casual or official, must be properly documented and routed through Principal and relevant HoD / Vice Principal / Correspondent.

7.12. Consultancy Policy

Maris Stella College aims to be an entrepreneurial organization by providing consultancy services to other organisations. The College recognizes the consultancy carried out by the faculty as a core and valuable part of its function as an autonomous institution and also as part of the ‘Knowledge Transfer’ in developing mutually beneficial relationships with commercial, public and other organisations. Therefore, the college has established its Consultancy Policy to support all staff in the delivery of approved consultancy.

This policy is projected to provide a clear framework for faculty who wish to take up consultancy, either through college or in personal capacity. Consultancy includes the work extended by a faculty member of the college in their field of expertise for external clients, for which payment is usually made. The faculty members should take prior approval from the Head of the Institution to extend consultancy work and maintain a proper record in this regard. Personal consultancy must be undertaken outside normal working hours of the college and should not hamper the regular teaching in the college. 40% of income generated from such consultancy shall go to the college and 60% to the individual faculty providing the consultancy.

The College reserves the right to impose rejection on any consultancy proposed by the faculty. Any income generated from consultancy approved by the college may be used to develop the academic/research facilities.

7.13. Certificate, Value-Added, Add-On Courses Including MOOCs Policy

The objective of this policy is to provide a structured framework for the development, delivery, and assessment of certificate courses, value-added courses, add-on courses, and MOOCs delivered via platforms such as SWAYAM, NPTEL, EdX, and Coursera aimed at enhancing student learning, skill development, creativity and employability.

The policy covers all courses offered by the institution, including:

- Certificate courses developed and delivered internally by the institution.
- Infringement of copyright
- Certificate courses delivered by the institution in collaboration with industry and other professional organisations.
- Value-added courses developed and delivered by the institution to provide additional skills beyond the core curriculum.
- Add-on courses that extend a student’s academic knowledge by offering complementary and interdisciplinary / multidisciplinary skills.
- MOOCs from platforms like SWAYAM, NPTEL, EdX, and Coursera.

Course Development Guidelines:

- (i) Courses developed internally must align with the institution's vision and academic objectives. Course content shall aim to complement the core academic programmes, while adhering to the NSQF requirements and focusing on interdisciplinary learning, industry needs, and skill development.
- (ii) The proposals and the syllabi for institution-based certificate courses, value-added courses and add-on courses shall be submitted to the IQAC, which includes academic experts and industry professionals. These proposals will then be ratified in the Academic Council meeting following approval in the Boards of Studies meeting.
- (iii) Value-added courses shall aim to enhance skills not covered in the core curriculum, like soft skills, digital literacy, and technical skills focusing on entrepreneurship, emerging technologies, or industry-relevant knowledge. These are open to all students across all disciplines and designed to foster employability, interdisciplinary learning, and innovation.
- (iv) Add-on courses are comprehensive courses and shall be designed to supplement a student's primary discipline with specialized skills. These courses shall focus on interdisciplinary areas, such as bioinformatics, financial management, data science etc. These courses which are offered alongside the main academic programme, provide extra credentials that can improve employability or prepare students for advanced studies. These courses can be multi-disciplinary and provide advanced competencies.
- (v) Certificate courses must include at least 30 hours of instructional time, value-added courses must include 15-40 hours of instructional time depending on the scope and objectives, and add-on courses must include 40-60 hours of instructional time and offer a deeper exploration of specialized subjects.
- (vi) APSCHE / AICTE / Krishna University approved MOOCs (SWAYAM, NPTEL, EdX, Coursera) shall be adopted by the institution after review by the IQAC and Academic Council and must align with the institution's academic curriculum and be permitted for credit transfer or certification.

Course Delivery:

- (i) Institution-based courses (Certificate, Value-added, and Add-on): These courses will be delivered in online, offline, or blended format. Course structure includes interactive learning components such as assignments, quizzes, case studies, field visits, group discussions, or projects. Faculty in-charge for these courses shall possess relevant expertise and teaching experience.
- (ii) MOOCs: Students shall enroll directly for the courses via platforms SWAYAM, NPTEL, EdX, Coursera, and the institution offers supplementary support such as mentoring, and discussion sessions in completing these courses.
- (iii) The institution will provide necessary infrastructure to support both online and offline delivery of certificate courses, value-added, and add-on courses.
- (iv) Flexible delivery options include weekend, vacation, or evening schedules.
- (v) Facilities such as learning management system (LMS), classrooms, computer labs, IT support and a high-speed internet will be available to students to facilitate both online and offline

delivery of these courses.

(vi) Students enrolled in any programme at the institution can opt for these courses. Faculty and staff can also participate for up-skilling and professional development.

(vii) Students are permitted to enroll in and complete at least two certificate/value-added/add-on courses from the institution, as well as MOOCs offered by platforms such as SWAYAM, NPTEL, EdX, Coursera during any semester of the programme.

Assessment and Certification:

(i) Institution-based courses (Certificate, Value-added, and Add-on): Assessments for these courses include quizzes, assignments, projects, presentations, and final exams.

For certification, students must complete the course with at least 75% attendance and a minimum passing grade of 50%.

Certificates for successful completion will be awarded by the institution.

(ii) MOOCs: Evaluation and certification are governed by the respective platforms (SWAYAM, NPTEL, EdX, Coursera). Students must follow the assessment and certification process of the respective platform (SWAYAM, NPTEL, EdX, Coursera).

Upon successful completion, students must submit proof of certification to the institution for credit transfer or recognition.

(iii) The institution-based courses (Certificate, Value-added, and Add-on) are assigned credits in accordance with the UGC regulations. Extra credits awarded to students who pass the courses are shown in their individual marks sheets; however, they are not taken into account for determining SGPA and CGPA.

Credit Transfer and Recognition:

(i) Institution-based courses (Certificate, Value-added, and Add-on): The credits acquired by the student appear as additional credentials on academic transcripts.

(ii) SWAYAM/NPTEL: In accordance with UGC/AICTE regulations, credits earned through SWAYAM/NPTEL will be transferred to a student's academic record.

(iii) EdX/Coursera: Credits from these platforms will be accepted upon review by the IQAC based on alignment with the institution's curriculum.

Quality Assurance:

(i) The Deans of Academic Affairs and Student Affairs and the SPOC will oversee enrollment, participation, and completion responsibilities for all offered courses. Regular updates and reports will be submitted to the IQAC, CoE and the Academic Council for evaluation and continuous improvement.

(ii) The IQAC will regularly review all courses to ensure they meet the institution's academic and skill development goals.

(iii) Continuous feedback will be collected from students, faculty, parents, alumnae, employers and industry partners to ensure course content remains relevant and up-to-date.

Fee Structure:

(i) Institution-based courses (Certificate & Value-added) will incur a nominal fee to cover instructional and administrative costs.

(ii) MOOCs will follow the respective platform's fee structure, and financial aid will be offered to students where feasible.

(iii) Add-on courses will have a separate fee structure due to their comprehensive and specialized nature.

This policy may be amended by the IQAC based on new regulatory requirements, technological advancements, industry needs, and feedback from stakeholders.

7.14. Service-Learning Policy

Introduction

Maris Stella College introduced Service-Learning (S-L) in 2022 as an experiential learning approach that integrates academic study with meaningful community service. The initiative was initially supported through financial assistance from the United Board, enabling the college to establish and expand its S-L programmes. The college is committed to institutionalizing S-L as a key component of holistic education across all academic disciplines, fostering civic responsibility, and strengthening community partnerships. By embedding S-L into academics and research, the college aims to create socially responsible graduates who contribute meaningfully to society.

Objectives

- To integrate service-learning into the curriculum across disciplines.
- To provide students with experiential learning opportunities that address real-world community challenges.
- To develop students' problem-solving, leadership, and teamwork skills while promoting social responsibility.
- To build sustainable partnerships with local communities and organizations.
- To document, assess, and publish S-L project outcomes in academic journals.

Scope & Implementation

S-L is embedded into undergraduate programmes, ensuring alignment with academic objectives. Faculty members integrate S-L components into coursework and mentor students in designing impactful projects. Community-based projects address social needs in collaboration with local organizations. The department shall pass the proposed S-L syllabus in the academic Board of Studies and maintain the minutes approved by the BoS for S-L. The S-L Committee oversees planning, implementation, and evaluation.

Certification & Academic Credit

Students participating in S-L projects receive certificates recognizing their contributions.

Academic credit may be awarded for S-L courses, subject to institutional regulations. S-L hours are documented and considered for student evaluation and co-curricular achievements.

Research & Publications

Faculty and students are encouraged to document and analyze S-L experiences. The college facilitates the publication of S-L project reports and research papers in reputed journals.

Capacity-building workshops, seminars, and FDPs are organized to promote research and knowledge-sharing on S-L practices.

Roles & Responsibilities

Students: Engage actively in S-L projects, uphold ethical standards, and document experiences for academic and research purposes.

Faculty: Integrate S-L into coursework, mentor students, and contribute to research and publication efforts.

Faculty shall integrate S-L approaches and activities in their respective courses to ensure the efficacy of S-L for learning outcomes and adopt appropriate learning evaluation strategies to assess the students. Faculty shall mentor the students in implementation of community activities by accompanying students. Collaboration with local governments and NGOs is essential to enhance S-L activities.

Community Partners: Collaborate with the college to identify needs, offer practical learning opportunities, and provide feedback.

Institution: Provide institutional support, allocate resources, and encourage interdisciplinary participation.

S-L Committee Functions

- Facilitate Service-Learning courses in all the undergraduate programmes.
- Organise capacity-building workshops, FDPs and provide training to faculty members and students to implement and develop S-L in the department.
- Periodically review the progress of S-L courses in various departments and suggest measures to strengthen them if necessary.
- Facilitate inter-institutional knowledge experiences to improve S-L practices.
- Collaborate with institutions and organisations to facilitate S-L activities.

Assessment & Evaluation

Student learning outcomes and community impact are evaluated through structured assessment methods. Feedback from students, faculty, and community partners informs programme improvements. Periodic reviews ensure S-L remains relevant and impactful.

7.15. Maintenance & Utilization of Facilities Policy

Procedures and policies for maintaining and utilizing physical, academic and support facilities:

It is the responsibility of the Maintenance Committee to ensure the availability of infrastructure i.e. physical, academic and support facilities as per the norms prescribed by the institution. This is achieved by horizontal, upward communication, consolidation and approval. The committee, headed by the Campus Maintenance Manager and Supervisor, is empowered to get the appropriate data from the various departments of the institution. The committee meets periodically as needed to review the requirement of assets and their maintenance and makes recommendations to the Management for approval. The committee suggests technology upgradation of the infrastructure like laboratories,

furniture and other facilities based on the useful innovations for imparting professional education newly featured in the market, and also inputs given by the HODs and others.

The requirement of infrastructure / maintenance of assets for the ensuing year is collected from respective departments, scrutinized and consolidated for the preparation of the annual budget before submission to the Management for budget allocation. The same is then communicated to HODs for appropriate action. The committee also peruses any other item brought to its notice for appropriate action. As and when assets / sports items / computers / peripherals / software etc. are received on campus by respective departments, the same is immediately entered in the Stock Register / Accession Register etc. and a number is given to the respective asset and also on the bills for effecting payment. The routine cleaning of campus and maintenance of wash rooms is undertaken by in-house workers under the supervision of the Campus Maintenance Manager. RO treated safe drinking water, generators and solar panels, UPS, air conditioning units, pumps, intercom and landline phones, biometric machines, stabilizers, projectors, printers, scanners, photocopiers, LCD projectors, laboratory equipment, lights and fans, water coolers, furniture, plumbing, CCTV, fire extinguishers and fire hoses, water tanks, campus greenery are all maintained by in-house maintenance personnel and authorised service personnel. An on-campus carpentry unit makes budgeted furniture items.

Excellent laboratory facilities are provided for all the programmes requiring the facility. The equipment is maintained by the laboratory support staff and servicing personnel from the suppliers. A well-defined procedure, as per college policy, is followed for procurement of equipment, hardware and software for laboratories.

The Library Committee ensures the regular maintenance and efficient functioning of the automated library. A part of the library premises is set up as a Digital Library with 60 computers. Internet facility, provided in the library to students and faculty members for availing e-resources and other web-based information, is maintained by the IT team. This team also maintains the computer and other allied facilities provided in all the departments, the administrative office and the Examination Section.

The Campus Maintenance Committee examines and recommends the requirements of the Department of Physical Education, headed by the Physical Director, and assisted by a Physical Training Instructor, to the Management for approval.

7.16. Policy On Financial Aid

Objective:

To provide financial assistance to meritorious students from low-income families to help them meet a part of their college education expenses.

Need-Based Financial Aid:

Financial aid is provided to economically disadvantaged students to support them in meeting their tuition fee expenses, ensuring equal access to higher education.

Merit-Based Endowments:

Endowments instituted by donors are awarded to students who secure the highest marks in their respective subjects. These endowments are distributed annually on College Day.

Recognition of All-Round Excellence:

Merit-based financial assistance is also extended to students who demonstrate exceptional leadership skills, active participation in extracurricular activities, or noteworthy contributions to community service.

7.17. On Duty Policy For Students

About the Policy

Maris Stella College recognizes the importance of providing students with opportunities to participate in academic, cocurricular, extracurricular, extension, outreach, research-related, and skill-enrichment activities within and outside the institution. These activities contribute to holistic development but may require students to miss regularly scheduled classes.

To ensure transparency, accountability, and uniformity in recording such absences, this On Duty (OD) Policy establishes clear guidelines for the sanction, use, and documentation of OD permissions. The policy aligns with general UGC, AICTE, and the institutional academic norms related to attendance, academic requirements, and student responsibilities.

This policy is applicable to all undergraduate, postgraduate and MBA students of the college, all academic programmes offered and all activities organized or approved by the college.

Objectives of the Policy

- To provide a structured mechanism for granting OD to students.
- To ensure fair and consistent attendance recording without compromising academic accountability.
- To promote discipline while supporting students' participation in permitted activities.
- To protect course teachers from undue academic accountability for continued student absences from class.

OD-Eligible Categories

OD refers to the officially approved absence from class due to participation in recognized institutional, intercollegiate, governmental, or university-related activities, where the student is representing the college or is attending an activity approved by the Principal. OD is not a substitute for absenteeism due to personal reasons, health issues, or unapproved activities.

OD may be granted for the following categories of activities:

Academic Activities:

- Conferences, seminars, workshops, academic competitions.
- Paper presentations, poster presentations, research conventions.

Co-curricular and Extracurricular Activities:

- Sports, Games, NCC, NSS, STARS activities.
- Cultural events, music, dance, yoga, drama competitions.
- Literary and Communication skills competitions.

Institutional Activities:

- Organizing or volunteering for college events.
- Participation in approved Club/Association, Committee, Cell activities.
- Project works, field visits approved by the college.

Government / University Mandated Activities:

- University youth festivals, competitions
- Government-sponsored events

Eligibility Criteria

OD cannot exceed permissible condonation limits set by the institution. Students may be granted OD only if they fulfil the following conditions:

- Students must maintain 80% minimum attendance in all subjects as per institutional norms, including OD days (OD is not an exemption to attendance shortage).
- Preference given to students without backlogs.
- Students with backlogs or poor performance must obtain special approval from the Principal and respective course teacher/HoD.
- Students should have no disciplinary cases pending.
- Students must seek written approval before missing the class from the course teacher.

Number of OD Days Allowed

To maintain academic continuity, the maximum OD allowed is:

- Maximum 10 days per semester for UG students.
- Maximum 12 days per semester for PG and MBA students.
- Additional OD (not exceeding 5 days) may be granted for state/national-level participation, subject to Principal's approval.

Procedure for availing OD

- Students must submit an 'OD Request Form' at least two days in advance, endorsed by event coordinator/faculty in-charge, course teacher and HoD.
- OD certificate to be submitted within 3 working days after return.
- Principal approves and sanctions OD on the recommendations of the Vice-Principal / HoD.
- OD days will be considered during condonation as per institutional norms.
- OD cannot compensate for prolonged absenteeism or poor academic performance.
- OD will be entered in the attendance portal only after Principal's approval.

Responsibilities of Faculty Coordinators/Organizers

- Maintain a complete list of student participants and invitation/circular/official communication of the event.
- Maintain a record of copies of OD certificates/attendance statements.
- Submit documentation (schedule, attendance, and outcome) to the Vice-Principal.

- Ensure OD is used only for college-approved activities.
- Maintain relevant records for verification during audits and academic reviews.

Recording OD Attendance

- Course teachers will mark students absent during the class.
- After receiving approved OD documentation, the attendance portal will reflect the OD status.
- OD will be counted as present for attendance percentage, but only after proper verification.

Disciplinary Action

OD may be withdrawn or denied if

- A student misuses the provision or fails to attend the approved event.
- Submits false/forged OD documents.
- Fails to meet academic performance and attendance requirements.

The Principal reserves the right to cancel previously granted OD.

The policy will be reviewed annually by the IQAC and revised in accordance with updated UGC and AICTE guidelines and institutional regulations.

8. CODE OF CONDUCT

8.1. Staff Code of Contact

It aims to promote a culture of responsibility, inclusivity, discipline, and transparency in institutional functioning and is framed to uphold the highest standards of ethics, integrity, and professionalism among the teaching, administrative, and support staff of Maris Stella.

(a) Code of Conduct for Teaching Staff

Professional Values and Ethics

- Uphold the dignity of the teaching profession by demonstrating honesty, integrity, and fairness.
- Treat students with respect and foster a learning environment free of discrimination and harassment.
- Refrain from inciting or participating in any form of unethical or immoral behaviour.

Responsibilities

- Adhere to the institutional timetable and discharge academic duties effectively.
- Continuously update knowledge through research, training, and professional development.
- Participate actively in curriculum development, academic and administrative committees.
- Maintain confidentiality of students' academic and personal records.

Student Interaction

- Be impartial in evaluation and grading of students.
- Encourage critical thinking, creativity, and independent learning among students.

- Provide timely academic support and guidance to students.

Institutional Loyalty

- Work towards the vision and mission of the institution.
- Avoid engaging in activities that could bring disrepute to the institution.
- Collaborate with colleagues in fostering a positive institutional environment.

(b) Code of Conduct for Administrative Staff

Professional Integrity

- Perform duties with dedication, efficiency, and impartiality.
- Maintain confidentiality in official matters and safeguard institutional data.
- Refrain from misuse of official position for personal gain.

Responsibilities

- Ensure timely and transparent delivery of administrative services.
- Respect and follow institutional hierarchy and reporting systems.
- Assist faculty and students in administrative matters courteously.

Workplace Conduct

- Maintain punctuality and regularity in attendance.
- Avoid any form of discrimination, harassment, or favouritism.
- Promote a cooperative work culture and support institutional objectives.

(c) Code of Conduct for Support Staff

Discipline and Duty

- Discharge assigned responsibilities sincerely and efficiently.
- Maintain cleanliness, order, and functionality in their area of duty.
- Be punctual, courteous, and cooperative in behaviour.

Accountability

- Report any irregularity or misconduct observed within the institution.
- Use institutional resources responsibly.
- Respect authority and cooperate with administrative and teaching staff.

Confidentiality and Respect

- Refrain from unauthorized disclosure of institutional information.
- Treat all members of the institution with dignity and respect.

Compliance and Enforcement

- Any violation of this Code of Conduct will invite disciplinary action as per institutional rules and UGC norms.
- The institution shall form a grievance redressal mechanism and ethics committee to oversee compliance.

- Staff members are encouraged to report violations or unethical practices confidentially.
- This Code of Conduct shall be periodically reviewed and updated in accordance with UGC guidelines and institutional requirements.

Important:

- A strict code of conduct is mandatory for all employees.
- All the employees are required to maintain regularity, punctuality and personal and general discipline in the campus.
- Teaching faculty must maintain academic integrity and transparency.
- All employees are expected to be committed in their duties and contribute towards the progress and quality of the institution.
- All employees have to apply for leave as per norms with the prior permission of the Principal. For long leave, permission of the Secretary/Correspondent is required.
- All employees must inform the Principal before leaving the headquarters even during vacation.
- Employees are not expected to indulge in business, trade or politics or any other employment or work.
- ‘On Duty’ assignments are to be taken upon the production of proof from the authorities
- The services of an unaided employee can be terminated on grounds of fraud, involvement in crime, negligence of duties, unsatisfactory discharge of duties, while memo for explanation can be issued to an employee with aid and later referred to the higher authorities for necessary action.
- All employees are required to undertake any additional duties after college hours.
- All employees shall follow the college code of conduct and not take up any violence, indiscrimination, politics and threaten the academic ambiance and peace and harmony in the institution, be it among students, staff or other stakeholders.
- Disciplinary action shall be initiated against those who violate the norms of discipline and the smooth functioning of the institution.

8.2. Code of Professional Ethics

Teachers and their Responsibilities:

Every teacher should see that there is no incompatibility between her/his precepts and practice. 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.
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

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

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

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.
- (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.

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.

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.

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.

8.3. Students' Code of Conduct

Student Discipline

Students are expected to

- Be in the respective classrooms by 8.50 a.m. The day begins with a common prayer at 8.55 a.m. in which all should participate with respect and attention. Late coming will result in loss of attendance for the corresponding period and will attract a fine.
- Attend the classes regularly and be punctual.
- Follow the College dress code. Must come in College uniform (except on Saturdays) and wear College ID.
- Rise from their seats and greet the Lecturer when she/he enters/leaves the classroom.
- Be quick while changing classrooms between each period.
- Pay college fees and examination fees in the College office and Examination Section respectively before the due date to avoid fine.
- Wear a lab coat during practical periods in Chemistry, Biotechnology, Biochemistry, Food Science & Technology, Microbiology Labs otherwise, student(s) will not be allowed to do practicals.
- Maintain discipline and decorum on and off campus.

Student Responsibilities

Students are required to

- Speak in English at all times while on campus.
- Submit assignments/Observation books/Records/Project Reports on time in the prescribed formats.
- Keep the campus neat and clean.
Should not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite strict action.
- Refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambience.

- Handle carefully the furniture, equipment and appliances of the college and laboratories. A heavy fine will be levied on students who misuse/ damage College property.
- Read all the circulars/notices displayed on the notice board.
- Hand over to the College office any property found in any place inside the campus.
- Take care of their valuables on campus. The College is not responsible if students lose valuables like money, ornaments, mobile phones etc.
- Avoid unnecessary gossip in the classroom, as this would disturb the focus and attention, besides causing a nuisance to the concerned teacher.
- Check the attendance and result on the College website through the student login.
- Visit the College Office at the stipulated time as mentioned in the College Handbook.
- Bring parents on the day of the ‘Parent-Teacher Meet’.
- Use social media carefully and responsibly.

Authorization Rules

- A student must have at least 80% attendance in each course to appear for SEE. No student shall bunk/miss classes and sit anywhere on the campus during the class hours.
- Attendance is taken at every lecture, practical, tutorial or remedial as specified in the College timetable.
- Students must be present on the reopening day of each semester and all other days of National importance.
- Students must report to College soon after the Dasara holidays and Christmas holidays. Absentees will lose attendance and are liable to strict action.
- No student shall be absent from any class without proper application for leave. A student absent for 3 or more days must submit a leave letter signed by the parent to the Vice-Principal.
- A student who is absent on medical grounds is required to submit a medical certificate, copies of prescriptions, reports of medical tests etc. along with the leave letter on the day of re-joining classes. In case of long leave (sickness/major accident/maternity), parents are requested to come and meet the College Principal.
- Students who intend to represent the College in intercollegiate events shall take prior permission from the concerned faculty in charge of outside competitions.
- Students, who represent the College at competitions/fests/workshops/ seminars/cultural meets/sports/games and other extra-curricular activities like NCC, NSS, RRC, STARS etc. will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.

- All the students are expected to attend all College events/celebrations in college uniform unless otherwise specified.
- Students are not permitted to leave the College during working hours.
In case of emergency, students have to call a parent, get a gate pass from the Deans, Student Affairs and can leave the College after making an entry in the gate register maintained by the watchman.

Utilization of Facilities

Students are encouraged to

- Make optimal use of the Library, Gymnasium, Labs, Computing facilities etc.
- Involve in professional body activities or any program authorized by the College beyond class hours.
- Make use of academic, co-curricular and extracurricular facilities available to the optimum levels.
- Use the infirmary room at the time of sickness to rest with the permission of HoD and Deans of Student Affairs.
- Take part in all the activities/competitions/events organized by the College during Talent Fiesta Week, Star Quest Week and Sports Day etc.

Regulations

Students are prohibited/forbidden to

- Involve in any form of ragging inside or outside the College campus.
- Participate in political agitations.
- Involve in Protests/Strikes/Agitations on campus.
- Organize/attend meetings, celebrations and processions without the permission of the Principal.
- Address any authority in a body. Such combined action is subversive of good order.
- Interact on behalf of the Institution, with media representatives or invite media persons onto the campus without the permission of the Principal.
- Submit any matter for publication in newspapers, magazines or journals in the name of the College without the permission of the Principal.
- Collect money/Raise funds for any purpose without the prior permission of the Principal.
- Post any of the deemed problems on Social media / Press without the knowledge of the Principal.
- Post negative statements/comments about the College/faculty/staff/other students on Social media websites.

- Place an order for food items during college hours from outside the campus.
- Eat in the classrooms and verandas/corridors
- Go to the College canteen during class hours
- Meet parents, guardians, relatives or friends during working hours.

Students found guilty of serious indiscipline shall immediately forfeit their scholarship, fee concessions etc. and are liable to be suspended/dismissed from the College.

Academic Norms

To graduate successfully, a student should enroll and complete

- Six Skill Enhancement Courses (SEC), Three Multi-Disciplinary Courses (MDC) apart from the courses, 'Environmental Education' and 'Indian Knowledge System'.
- Minimum two certificate courses.
- Any one of the extra-curricular activities.
- Community Service Project, Summer Internship and Semester-long Internship
- Any one of the student clubs.

Mobile Phone Policy

The purpose of this policy is to establish clear-cut guidelines regarding the usage of mobile phones inside the campus.

- Students are not permitted to use mobile phones at any time or at any place on campus except for academic purposes and under the supervision of the course teacher.
- Prior to the start of classes, the class reps shall collect the students' cell phones, give them to their mentors, and retrieve them when they leave the college.
- The mobile phones shall be kept in silent mode in the campus.
- All the staff members are authorized to confiscate the mobile phones found with students. Violation of the rule will result in strict action by the Principal.
- Confiscated phones will be returned on payment of the fine.

9. WELFARE MEASURES

9.1. Welfare Schemes

To foster a nurturing, inclusive, and empowering educational environment, the college has introduced a range of meaningful welfare schemes for both staff and students.

LIFE – Lunch Initiative for Fostering Education

A Mid-day Meal Scheme aimed at ensuring no student is held back due to hunger. LIFE promotes

health, attendance, and learning outcomes, especially for students from economically disadvantaged backgrounds.

STEP – Skill Training for Employment Potential

A Skill Development Scheme that equips students with job-oriented skills, enhancing their employability and preparing them for a competitive global job market.

GIFT – Giving Initiative for Fostering Togetherness

An annual Fundraising Scheme through the Christmas Fete' that promotes a spirit of giving, community bonding, and social responsibility. Proceeds support institutional welfare and outreach activities.

HELP – Hands-on Education for Learning & Progress

A Service-Learning Project Scheme that integrates community service with academic learning, encouraging students to apply classroom knowledge in real-life contexts for social good.

CARE – Comprehensive Assistance & Relief for Employees

A Support Scheme for Non-teaching and Support Staff that provides financial and emotional assistance during times of need, reinforcing the college's commitment to employee well-being.

SHINE – Support for Holistic Initiatives & Nurturing Education

A Student Support Scheme focused on providing financial aid, mentorship, and academic guidance to help students realize their full potential.

ELITE – English Learning for Improved Training & Employability

A dedicated programme to improve students' English proficiency through training modules, spoken English courses, and placement-focused communication skills.

STARS – Stellites to Awake and Reach out to the Society

Outreach Programmes that inspire students and staff to engage in societal upliftment through education, awareness, and community welfare activities.

9.2. Employees Welfare

The institution pays special attention to the welfare of its employees for the general wellbeing of the individual, society and the institution.

The following welfare measures are in place:

- EPF and ESI
- Service Gratuity.
- Leave encashment and Pensionary benefits (for the aided faculty)
- Sick leave
- Study leave
- Maternity leave
- Group insurance
- Incentives for research
- Travel support/grants for conferences, seminars at national/ international levels
- Summer pay
- Faculty improvement programmes

- Advance payment, personal loan on request
- Excursions for staff
- Annual increment
- Hygienic Canteen
- Mini Gymnasium
- Walking Track
- Sports Ground
- RO Purified Water Facility
- Flexibility at times of need
- Get-togethers.

9.3. Students' Welfare

Parent-Teacher Meet

Parents are encouraged to meet the staff members at any time during working hours in order to facilitate co-operation and collaboration in the growth and progress of their wards. Parents are required to meet the college authorities whenever they are asked to do so.

Mid-day Meals

A nutritious meal is provided during lunch break to identified economically challenged students. Funds required for this programme are generated by contributions from some of the present and retired staff members and well-wishers of the college.

Mentoring

Personal guidance for both academic and personal matters is made available to students through the mentoring programme. A group of students is allotted to each mentor for support and guidance.

Counselling

The aim of education at Maris Stella has always been to prepare students not only for examinations but also for the challenges of life. Professional counsellor is available to students on campus on appointment. The timings of the counsellors are posted outside the Counsellor's office.

Remedial Coaching

Remedial coaching is designed to help the students improve their academic performance. It is given for each course during the remedial period by the course teachers.

Career Guidance

The Career Guidance and Placement Cell provides comprehensive and quality career development programmes and employment avenues. These resources equip the diverse student community to successfully meet the demands and challenges of a career.

Anti-Sexual Harassment Committee / ICC

This committee examines and resolves cases of sexual harassment on the campus.

Anti-ragging Committee

This committee addresses issues of ragging on the campus and has faculty and student members.

Anti-Drug Committee

The Anti-Drug Committee ensures a drug free campus and creates awareness among the students on

the ill-effects of drugs.

Grievance Redressal Cell

The Grievance Committee redresses grievances pertaining to all aspects of campus life. Grievances relating to examinations, however, are examined and resolved by the Controller's Office.

Women Empowerment Cell (WEC)

The Women Empowerment Cell attempts to create awareness of women's issues and promote positive action for women's welfare.

Student Feedback

Student feedback is taken on the curriculum, on academic programmes, faculty and college, each semester. The Deans of Academic Affairs obtain the feedback from students.

10. PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

Students of all Undergraduate Programmes after the graduation will be able to exhibit

PEO1: Knowledge Acquisition and Application:

Graduates will have a strong foundation in their chosen disciplines, equipped with the knowledge, skills, and competencies required to excel in their academic and professional careers and apply this knowledge in real-world contexts and contribute meaningfully to their fields.

PEO2: Critical Thinking and Problem-solving:

Graduates will be capable of applying critical thinking and analytical skills to identify, evaluate, and solve complex problems in a variety of professional and personal contexts and will demonstrate creativity, innovation, and the ability to make decisions.

PEO3: Effective Communication and Collaboration:

Graduates will possess strong communication skills, both written and oral, with an emphasis on proficiency in English and will work effectively in teams, collaborate across diverse groups, and engage in constructive dialogue to achieve common goals.

PEO4: Ethical Leadership and Social Responsibility:

Graduates will exhibit leadership qualities grounded in ethical principles, integrity, and a commitment to social justice and will be responsive to societal needs and challenges, contributing positively to their communities and the broader global society.

PEO5: Lifelong Learning and Adaptability:

Graduates will embrace lifelong learning and remain adaptable in the face of change and will be open to continuous personal and professional growth engaging in ongoing professional development.

PEO6: Environmental and Sustainability:

Graduates will have an understanding of environmental challenges and sustainability and apply it to their personal and professional lives, promoting sustainable practices and solutions in line with global environmental concerns.

PEO7: Entrepreneurship and Innovation:

Graduates will be encouraged to develop an entrepreneurial mindset, displaying creativity, initiative, and capacity to innovate and explore opportunities to create new ventures, products, and services that contribute to economic development and social well-being.

11. PROGRAMME OUTCOMES (POs)

The following Programme Outcomes (POs) are aligned with the College Mission of promoting academic excellence, holistic development, ethical values, and social responsibility. These outcomes reflect the institution's commitment to outcome-based education and its emphasis on developing graduates with strong disciplinary knowledge, critical thinking abilities, effective communication skills, and professional competence. The POs also underscore the institution's focus on lifelong learning, leadership readiness, intercultural understanding, and responsible citizenship, enabling graduates to adapt successfully to the evolving demands of society, the workplace, and the global environment.

Students of all Undergraduate Programmes at the time of graduation will be able to possess

PO1: Essential Knowledge:

Have comprehensive discipline knowledge and understanding, the ability to engage with different schools of thought and to apply their knowledge in practice including in multidisciplinary or multi-professional contexts.

PO2: Creative, Critical Thinking and Problem-Solving Abilities:

Be effective problem-solvers, able to apply critical and evidence-based thinking to conceive innovative responses to future challenges.

PO3: Teamwork and Communication Skills:

Convey ideas and information effectively to a range of audiences for a variety of purposes and contribute in a positive and collaborative manner to achieving common goals.

PO4: Motivated, Self-directed, and Life-long Learning:

Exhibit life-long skills; broad-based multiple career oriented general skills; self and field-based learning skills; digital skills; preparedness for living, learning and working in any environment.

PO5: Professionalism and Leadership Readiness:

Engage in professional behaviour and have the potential to be entrepreneurial and take leadership roles in their chosen occupations and communities.

PO6: Intercultural and Ethical Competency:

Be responsible and effective global citizens whose personal values and practices are consistent with their roles as responsible members of society.

PO7: Self-awareness and Emotional Intelligence:

Be self-aware and reflective, flexible and resilient and act with integrity and take responsibility for their actions as empowered women.

PO8: Social Responsibility and Effective Citizenship:

Exhibit social responsibility and compassionate commitment; Be sensitive to and demonstrate institution in matters of environment, gender and other social issues to promote an equitable society and sustainable development.