



# **SREE NARAYANA COLLEGE, KOLLAM**

Affiliated to University of Kerala

NAAC Re-Accredited with 'A' Grade

## **POLICY DOCUMENTS**



# CONTENTS



1. Introduction
2. Administration
3. Parent-Teacher Association
4. Code of Conduct
  - o For Students
  - o For Faculty
  - o For Non-teaching staff
5. Education and Curriculum
6. Internal Evaluation
7. Anti-Ragging
8. Anti Sexual Harassment
9. Grievance Redressal
10. Waste Management
11. Environment and Sustainability
12. Extension/Club Activities
13. Research Policy
14. Consultancy and Collaboration
15. Mentoring
16. Policy Reforms
17. Tutorial System
18. Faculty Empowerment
19. E-governance
20. Professional Ethics and Academic Integrity
21. Policy on Study Tours
22. Maintenance Policy of Physical Infrastructure

## INTRODUCTION

Sree Narayana College, Kollam, is one of the pioneering centers of higher education in the state of Kerala, India. Affiliated to the University of Kerala, the college is managed by the corporate management of Sree Narayana Trusts, Kollam. At a time when the luminary vision offered by education was considered expensive and unattainable, the founder of the college, Sri. R Sankar (1909-1972), the former Chief Minister of Kerala, embarked on a visionary mission of the establishment of a higher educational institution of national repute, especially catering to the educational requirements of the poor and the downtrodden. The college is named after the internationally renowned philosopher, social reformer and mystic poet, Sree Narayana Guru (1856 – 1928), whose preaching on social equality, societal reformation and education brought out a tremendous impact upon the Kerala society, which might have otherwise been doomed with restrictions imposed by the miserable caste system or Chaturvarnya. The college upholds the preaching of Guru, through its motto, “One caste, One Religion, One God for Man”. Since its inception in 1948, Sree Narayana College, Kollam has not only spearheaded the uplift of the socially and educationally backward sections of our society but has also created a glorious history of outstanding academic activities, thus making it the leader of the institutions of higher education in the State.

The college initially offered only intermediate courses and was subsequently upgraded to a college offering Under Graduate programmes (in 1957) and finally Post Graduate programmes. Currently, the college is one of the largest of its kind in Kerala state, offering 18 Under Graduate and 14 Post Graduate Programmes; besides, nine of its departments offer research programmes. The college has recently initiated several utilitarian oriented Certificate Courses (both UGC approved and self-financed by the Departments of the college) to usher in and ensure more public participation in educational ventures. The college boasts of a rich tradition in upholding the liberalist and humanitarian values and this is much evident in the illustrious contribution in the discourses of socio political and cultural scenario, both within the state and in our nation. The extensive campus in ten acres of prime land in the heart of Kollam city, houses sprawling buildings boasting modernist architecture. An exhaustive library and the lively presence of the district IGNOU Centre and Kerala University Distance Education centre make it a thriving educational hub in Kollam District.

A vibrant campus, the resource efficient environment, the historic overtones, and the philosophic embodiment, combined with its strategic positioning near major rail road transit points make the college an attractive space to opt for the student community. The college is NAAC accredited with 'A' Grade; besides being enlisted as an 'A' Band institution in Atal Ranking of Institutions, 2020.

## ADMINISTRATION

Sree Narayana College has a well-defined, participatory and democratic administration system, which co-ordinates, implements and monitors the plans and policies of the institution in the academic and administrative realms. The administrative policies of the college aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. They ensure the expansion of college's vision and mission, achieving compliance with any applicable laws and regulations, strengthening internal controls, and promoting operational efficiency.

1. Complete transparency is ensured.
2. Policy of decentralization is strictly adhered in effecting high quality administration.
3. Pro-student administrative mechanism is implemented.
4. Inclusive approach is elegantly followed in all administrative matters.
5. The Managing Committee of the college includes the members of the Executive Council of the Sree Narayana Trusts and the Principal.
6. The College Council consists of the Principal, Heads of the Departments, three elected teaching staff representatives, Senior Superintendent, and Librarian.)
7. The Internal Quality Assurance Cell (IQAC) is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to needs of the Institution and the Society.

## PARENT TEACHER ASSOCIATION

The parents of the students and the members of the staff are eligible to become the members of the Association. Its aim is to promote the well-being of the students. The PTA extends financial assistance and sponsors merit scholarships to the students. It undertakes many programmes for the overall development of the college.

The functions of the PTA are carried out by an Executive committee consisting of President(Principal), Vice-President, Secretary and other members of the Executive Committee.

Parent- Teacher Meetings : Each department convenes class-wise Parent-Teacher meetings to exchange views on students' performance, their weaknesses and strengths. Such meetings improve the general performance of the departments and the College.

## CODE OF CONDUCT

### FOR STUDENTS

- All students are liable to observe the rules and regulations of the college that may be framed from time to time by the Management and the Principal strictly adhering to Government and University norms, and the ruling of the High Court of Kerala.
- Students should maintain strict discipline in the college campus and they should also behave with decorum and dignity to the Principal, members of the faculty, administrative staff and fellow students.
- All students should consider it as their duty and responsibility to handle the properties of the college with utmost care and concern. They should also help to maintain cleanliness in the college premises and must nurture the greeneries in the campus.
- It is mandatory that students must bring eatables only in tiffin boxes adhering to green protocol rules and should keep their classrooms spick and span.
- No student is permitted to write, carve or paint anything or to put any stray marks on any part of the college building, walls, furniture or in other expanse of the college campus.
- The college begins its academic activities everyday with the morning prayer and all students should observe perfect silence with due respect and devotion during the time of the prayer.
- It is compulsory on the part of students to wear their identity cards issued by the college office and they must show the same as and when demanded by the Principal, teachers and non-teaching or security staff.

- Students shall not roam around the verandas and corridors of the college during working hours and they should not indulge in any act of misbehaviour to anyone in the college campus.
- Since political activism is strictly banned in the college campus, students should refrain from organising and attending meetings other than the official ones. Meeting or function of any kind shall be held in the campus with the prior permission of the Principal.
- Students are not permitted to involve in any communal or anti-social activities. Violation of this will be treated as breach of discipline and strict disciplinary action will be taken against those students then and there itself.
- Since ragging is prohibited by law, any activities by students pertaining to physical and mental torturing against a junior student of the college will be treated under the purview of ragging. In such a case the accused will be made liable for punishment and if the accused fails to give a satisfactory explanation the matter will be forwarded to the police department to initiate further action. RAGGING IS A NON BAILABLE OFFENCE.
- Students can make use of the 24 hours tollfree number or access the website of UGC to register their complaints against ragging. The intimation will be kept strictly confidential and action will be prompted within 24 hours. Helpline number:1800180552 Website: helpline@antiragging.net.
- Those students who are charged with criminal offence and are under suspension pending inquiry shall not be allowed to enter the college campus without the permission of the Principal.
- Students who visit other colleges or institutions to indulge in acts of indiscipline or to organise demonstrations and strikes will be deemed culpable, and stringent disciplinary actions will be initiated against them without fail.
- Students from other institutions and outsiders are not permitted to meet the Principal or staff members without taking prior permission with valid identity proof. Any attempt in disrupting the academic activities or the functioning of the college office by them shall be treated as infringing in the rights of college authorities and students. Legal actions will be initiated against all those who are involved in such cases.
- Discrimination of any kind based on the caste, class, category, community or the gender of students will call for immediate and stringent action against those students, officials and faculty members who are involved in it.

- Photography or videography of any kind and its recording and playing are strictly prohibited in the college campus. Only those persons who are officially authorised by the Principal shall be permitted to cover the programmes conducted in the college.
- Students who bring vehicles into the college campus must strictly park their vehicles in the area allotted to them and at their own risk. The college authorities shall not be responsible for any damage caused to the vehicles.
- If a student requires leave due to illness or for personal reasons she/he must get permission either from the Principal or the tutor concerned. Application for leave due to illness should be supported by medical certificate.
- Only those students who secure a minimum of 75% attendance in a semester shall be allowed to register for the end semester examination.
- Condonation of attendance of 10 days in a semester, subject to a maximum of 2 times during the whole period of UG & PG programme, may be granted by the University on production of valid certificates stating the reason of absence in the classes. The application for condonation should be forwarded atleast 10 days prior to the commencement of the examination.
- While borrowing books from the college library the students should register their names in the register book without fail. Students will be allotted only a limited number of books for a stipulated time.
- If a book/periodical is found damaged by a student she/he will have to replace it or should pay the cost of the same. Therefore, students are advised to report any defect or damage in the book at the time of borrowing it from the library, failure of which will amount to the student being responsible for the damage.
- Students should involve in laboratory work in the most disciplined manner and they should handle the equipment of laboratory with utmost care and responsibility. Students will have to pay the fine if any equipment or apparatus is broken as a result of their negligence or carelessness.

#### **FOR FACULTY**

- All teachers should be communicative by temperament and amiable by disposition and there should not be any incompatibility between their precepts and practice.
- Every teacher should treat other members of the profession in the same manner and must speak respectfully to other teachers. They should also treat the non-teaching staff and colleagues as equal partners.

- Teachers should have a holistic approach to the academic and non-academic matters. They must update their knowledge keeping in tune with the periodic change in the syllabus and also to cater to the latest academic needs of the students.
- Teachers must be affectionate to students and they should give due consideration to the rights and dignity of the students dealing impartially with them regardless of their caste, religion, gender and socio-economic background. In addition to that all teachers should play the role of a mentor, guide and counsellor to the students.
- It is the moral obligation of every teacher to refrain from inciting students against other students, colleagues or administration. Moreover, teachers should make themselves available to the students even beyond the regular working hours.

#### **FOR NON-TEACHING STAFF**

- All the members of the non-teaching staff of the college are expected to be punctual and disciplined in the discharge of their duties. They should be cooperative and must create a supportive and collaborative ambience for the smooth functioning of the college.
- It is mandatory that all members of the non-teaching staff should keep in pace with the latest change in technology in order for better accessibility to electronic systems.
- The non-teaching staff must make themselves familiar with the policies and principles of the college and its administrative authorities. They should be accessible both to the faculty members and the students and should refrain from indulging in any kind of conflicts with either of them.
- Every non-teaching staff employed in the college must maintain an impeccable standard of integrity in all their professional relationships especially while dealing with the students and faculty members when they approach them for their educational and service matters respectively.
- The non-teaching staff should respect the prerogative of the faculty members to tend to the education of students and must offer every possible assistance to them in the discharge of their duties in imparting education.



## EDUCATION AND CURRICULUM

The education and curriculum of the institution is designed in such a way as to provide meaningful education by combining instructional practices, learning experiences, and students' performance assessment. The curriculum policy is moulded strictly conforming to the syllabus prescribed by the university and aims to bring out and evaluate the target learning outcomes of a particular course.

- CBCSS Monitoring Committee of the Institution observes the timely execution of the academic calendar published by the University and maintenance of the quality of teaching-learning process by providing instructions regarding the initiation of a semester, the conduct of internal examinations, tabulation of internal marks and timely upload of the internal marks to the university website. Academic calendar is revised, evaluated and modified each year with the help of suggestions from the part of the heads of the department, class tutors, and mentors.
- The CLMC shall function correlatively with DLMC for the smooth conduct of the First Degree Programmes, ensuring minimum instructional days, making arrangements for ESE (University Examinations) of various semesters. The Principal shall be the Chairperson and a member selected by the CLMC from among the Heads of the Departments shall be the Convener.
- Time Table and Class Schedule Committee sets up a systematic and scrupulous classroom time table and establishes a well-mannered routine life for students and teachers at the institution that boosts the effectiveness of syllabus delivery.
- The college should conduct Bridge Courses at the onset of the degree or PG degree programmes to familiarize students with the curriculum of the courses they are about to study. These courses are designed to enable the smooth transition of students from their previous academic level to the present level.
- With a view of enhancing the chance of employability of students, the college has to properly amalgamate knowledge and skills necessary to meet the demands of current job market. As part of UGC-NSQF, the college conducts Certificate and PG Diploma Courses to equip students for diverse forms of employment in various sectors of education, health care and manufacturing.

- Reappraisal of the already introduced supplementary programmes for slow and advanced learners as part of the policy requirement of inclusive learning is to be periodically done to really augment the confidence and widen the horizon of learners.
- The curriculum is formulated in such a way as to mould the students into sensitive and responsible citizens of the nation, enabling them to make their own contributions to state and national development by honing their knowledge, understanding, capabilities, and values.
- Regular feedback from students, parents and teachers needs to be collected to ensure the collaborative effort from each of them for maintaining the track record of the students' performance consistently.

## INTERNAL EVALUATION

Mechanism of internal evaluation of the institution is transparent and meticulous in terms of frequency and mode to monitor, assess and assure quality. Internal assessments are conducted in a carefully planned way to be fair, unbiased and consistent in evaluating the answer sheets of test papers, assignments, and performance in seminars.

- The CBCSS Monitoring Committee, comprising of Convener and five teachers from various departments, is constituted each year to oversee the mechanism of internal assessment in the college. The Committee organizes the internal examinations at the end of each semester by giving information to the students regarding the examination schedule, and the mode of conduct of the examination.
- Each department has a Department Level Monitoring Committee (DLMC) which functions correlatively with the CBCSS Committee and makes arrangements for the efficient and smooth conduct of internal examination and declaration of results.
- The committee monitors the collection of question papers from teachers, conduct of internal examination and also of retest for students who are unable to attend the examination due to valid reasons and timely distribution of the answer papers to the students for self-assessment, after completion of the valuation.
- The DLMC oversees the progress of the students regularly by offering constructive feedback and for those who need improvement, assistance is provided by the teachers in the form of remedial classes, revisions, question paper discussions, notes and so on.

- The DLMC is also committed to deal with internal examination related students' grievances in a transparent, valid and reliable manner and provide counselling to boost their morale and identify and overcome their weaknesses.
- Surprise class tests, seminars and assignments are used to determine the ability of students and to confirm their active involvement in teaching-learning process.
- In addition to the modalities mentioned above, formative and summative
- Assessments and assessment of functional skills are also to be conducted to gauge the level of understanding and retaining information.
- The entire system of internal assessment is timely reviewed to enhance its effectiveness in ensuring the academic progress of students.

## ANTI-RAGGING

In accordance with the UGC Regulations (2009) curbing the menace of ragging, the Judgment of the Hon. Supreme Court on prevention of Ragging and the directives of State and Central Governments, the institution strictly maintains a ragging free campus that provides a safe and congenial campus to all students. The anti-ragging cell is especially vigilant in the prevention of ragging as well as in the formulation of policies in consultation with college council, so as to avoid any sort of ragging. Anti-Ragging Cell and Squad is one of the most important and active committees of the College. The students are sensitized on the ill-effects of ragging and the legal proceedings in curbing the practice. Orientation programmes should be conducted to create awareness for students and parents in the First semester and before the commencement of the academic year.

- The Anti-Ragging Cell is constituted each year with the principal of the college as its chairman and selected persons from teaching and non-teaching staff and PTA as its members. An Anti-Ragging Squad is also formed with members from teaching faculty and students to ensure the effective functioning of the cell.
- The Anti-ragging Cell monitors all the activities of students especially during the arrival of new batches in the beginning of the academic year and ensures the involvement of all students in the cultural festivals and celebrations to nullify the senior- junior distinctions.

- The new students and their parents are sensitized about the ill-effects of ragging and they are given assurance that ragging is strictly prohibited in the campus and that any complaint regarding the same will be seriously dealt with.
- By adhering to the regulations of UGC and University of Kerala, the institution has made it mandatory that students have to fill the undertaking that they will not indulge in ragging or any sort of violent of behaviour, at the time of admission itself.
- The Cell shall conduct awareness programmes about ragging and remind students about the consequences of getting involved in ragging, either actively or passively.
- The institution should take strict action if any student is found guilty of ragging and if any complaint is received, the case should also be reported to the law and order department of the state with immediate effect.
- The college should identify all secluded and vulnerable spots and ensure diligent surveillance at such places to avoid any untoward incident.
- The students prone to inappropriate behaviour and also students with stress-related problems are to be identified and adequate steps have to be taken to provide them with counselling, if necessary, the service of professional counsellors should be availed of.

## ANTI SEXUAL HARASSMENT

The institution is committed to give the students an ambience where education can be freely and fearlessly pursued so as to enhance capacity and anticipate new realities and set the terms of a truly democratic, liberatory discourse for society at large. In response to the Sexual Harassment of Women at Workplace Act, 2013 (Prevention, Prohibition and Redress), the Sexual Harassment Prevention/ Complaints Committee (SHPC) of the college is in charge of conduct of enquiries and possible redressals, if any, with regard to complaints pertaining to varied forms of violations. Women students should be moulded as young women who could fulfil their social, economic, civil and political rights and combat gender based inequities, discrimination and all forms of violence against girls and women. Bodily Autonomy and the Right to Dignity are the core principles around which a contemporary discourse needs to be strengthened.

- The Institution avows to stand against all unethical practices in its campus. The SHPC should involve in spreading awareness in the creation and sustenance of an amicable and peaceful academic environs within the campus.
- The college should provide a neutral, confidential and supportive environment for members of the campus community who may have been subjected to discrimination, harassment (including sexual/gender) and retaliation.
- The institution has to ensure gender justice in order to develop a perspectival shift in the mind of young adults by setting down norms of respect, non-discrimination and the unacceptability of any abuse of power, along with robust processes of debate, discussion and dialogue.
- The students should be sensitized to resist violence of all kinds, more importantly violence against women so as to fulfil the aim of lessening structural inequalities through social mobility promised by access to higher education.
- The Committee deals with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Legal aid classes are regularly provided to the students to conscientise them about the sexual and gender-based violence.
- In handling claims made under this policy, the college may incorporate behavioural standards that are established by related policies.

## GRIEVANCE REDRESSAL

Grievance Redressal aims to resolve the grievances of the students and staff within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency among the staffs and students and a proactive work culture. The Grievance Redressal Cell (GRC) is indented to find solutions for problems like Sexual harassment – any kind of physical or mental harassment, Complaints regarding class room teaching – Class room management, completion of syllabus, teaching methods etc, if and when they arise. It convenes meetings periodically and takes steps to redress the grievance. The function of the cell is to look into the complaints lodged by any student of college and judge its merit.

- GRC of the institution develops a protocol to resolve grievances of students and staff. It provides adequate and ample platforms for its different stakeholders to raise their grievances.
- It convenes frequent meetings to monitor the grievance redress activities of the institution and makes the students and staff aware of their duties and responsibilities.
- GRC develops a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the campus.
- In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged.
- Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
- GRC ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.

## WASTE MANAGEMENT

Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism. Onsite treatment options such as biogas plant, sanitary waste incinerator etc. should be used in the campus.

- The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
- The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
- Conduct Awareness Programmes through Suchitwa Mission, Govt. of Kerala to ensure that the stakeholders are aware of the impact of Waste on their health, wellbeing and the environment.
- Our green initiative, SWASTI, aims for a zero-wastage campus and urges the students and all members of the College to actively take part in achieving the same.
- Communicate the waste management policy of the college with staff, students, and other agencies in the campus to ensure all are aware of the waste management strategy followed by the college.

The Waste Management Policy of the college articulates commitment to reducing its environmental impacts through effective waste management and sustainable practices in converting waste to resource. The Campus strives to work for obtaining a Zero Waste plan thus obtaining its Ecofriendly status.

## ENVIRONMENT AND SUSTAINABILITY

The college is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

- The college is obliged to protect the environment through the prevention of pollution and waste, and through sustainable development, maintenance and improvement of the natural environment.
- The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments.
- The college is committed to maximize sustainable resource use and minimize the use of hazardous substances.
- Objectives and targets should be established for improving our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
- Reservoirs for rain water harvesting should be constructed in the campus.
- The college should take steps to harness solar power.
- The college should attempt to become a paper free one by promoting electronic platforms for academic and administrative purposes.
- SWASTI - GREEN PROTOCOL COMMITTEE relentlessly works to provide a neat, plastic- free green campus. This green initiative aims for a zero-wastage campus with a focus on prevention of use of disposables and promotion of reusable alternatives like steel/glass/porcelain cutleries. SWASTI has a strong association with the Suchitwa Mission, Government of Kerala and actively takes part in promoting their campaigns.
- Special measures should be taken to protect and improve biodiversity of the campus.



- BHOOMITHRA Sena Club has been constituted to sensitize the youth about the relevance of conservation of earth and its environment. The club also initiates measures to inculcate the need of evolving themselves into a healthy and ecofriendly community that lives in harmony with nature by planting trees and sustaining them which in turn will enrich the greenery of the campus and keep medicinal and rare plants alive and away from extinction.
- Nature Club aims to sensitize and mobilize students' participation for preservation and conservation of environment. It brings students closer to nature and makes them realize the importance of maintaining an eco-friendly environment. The Club also provides awareness on global environmental challenges and conducts workshops, study tours and plantation programmes which motivate the students to value environment.
- The objective of the Biodiversity club is to create awareness of biodiversity conservation and local environmental issues so as to create a clean and green consciousness among students through various innovative methods. Preservation and propagation of engendered species is another aim of Biodiversity Club. It also enables the students to be sensitive towards environmental concern and to tackle environmental problems. Environmental learning can increase students' critical ecological awareness of both local and global environments.
- Campus Beautification Committee is concerned with the aesthetic and holistic well being of the institution. It is also concerned with the protection and preservation of diverse flora in the campus.

## EXTENSION / CLUB ACTIVITIES

**Sree Narayana Studies Forum:** The Forum epitomizes the teachings of Sree Narayana Guru, the guiding light of modern Kerala. The forum functions to disseminate among the students the amaranthine saga of the life and services of Sree Narayana Guru in revolutionising the Kerala society. Another objective of the forum is to conduct lecture series by eminent writers and scholars on Guru's vision and works. Various competitions based on the life and the works of Guru are also organized for students under the aegis of the forum. It also bestows the students and the public with the opportunity of getting a deeper insight into the "Adwaita" philosophy propagated by Sree Narayana Guru with the help and guidance of the sanyasins of Sivagiri mutt and Adwait Asram of Alwaye.



**Antidrug Awareness Cell:** Liquor was the biggest social menace when Sree Narayana Guru exhorted; “liquor is poison make it not, serve it not and drink it not.” But now liquor is one among the many menaces and students are no exception to addiction. The young generation is more susceptible to all kinds of drugs including new age drugs like LSD, MDMA etc. Antidrug Awareness Cell in this college aims at identifying the students most vulnerable to addiction of this kind and helping them to prevent it. The cell also functions to enlighten the students about the dangers, guiding them to overcome persuasion and taking care of withdrawal difficulties. The cell ensures the service of a qualified counsellor in addition to arranging various awareness programmes in association with the government departments of Police, Excise and Health.

**Human Rights Awareness Forum:** With the aim of educating and inculcating the right humanistic perspective, the Human Rights Awareness Forum offers a platform to interact and sensitize issues related to human rights. The forum organizes seminars, public meetings, debates and quizzes ensuring active participation of students, teachers and eminent personalities with diverse substantial experience in areas related to human rights like the U. S. political scientist, Dr. Michael Warren Soneleitner. The Forum aims to foster mutual respect and tolerance among the student community. It seeks to impart the message of human rights to the marginalized. The Forum also intends to form a ‘Human Rights Watch Group’ encouraging active participation of students for promoting human rights activities.

**Tourism Club:** Working in close association with the District Tourism Promotion Council, the club aims to promote tour activities to bridge the gap between classroom education and hands-on experience through the art of journeying. The club is integral in the coordination of tour programmes offered to students. It gives proper guidance in selecting locations of historical cultural and industrial significance during study tours and field visits. The club seeks to inculcate right awareness about tourism among the youth. The club also highlights the role travelling plays in enhancing the aesthetic, physiological and psychological well-being of an individual. Besides organising several awareness programmes, the club has also organised a ‘Tourism Quiz’ programme as part of World Tourism Day celebrations.

**Swasti- Green Protocol Committee:** The College firmly believes that our young minds get inspiration not only from inside the classroom but from outside as well for that we are relentlessly working to provide a neat, plastic- free green campus.

Our green initiative, SWASTI, aims for a zero-wastage campus and urges the students and all members of the College to actively take part in achieving the same. Our Green Protocol Committee consists of student representatives and teachers from every department who put in tremendous effort in making the campus absolutely plastic free. The primary focus of the Green Protocol Committee is on prevention of use of disposables and promotion of reusable alternatives like steel/glass/porcelain cutleries. SWASTI also aims to create a sense of responsibility in every student and faculty regarding cleaning the campus and its surroundings and their role in protecting the planet. SWASTI has a strong association with the Suchitwa Mission, Government of Kerala and actively takes part in promoting their campaigns.

**Women's Study Unit:** The active presence of Women's Study Unit is especially relevant in an institution where seventy-five percentage of students as well as teaching faculty are women. The unit has been set up with the aim of imparting awareness and knowledge to girl students that would help them to mould themselves into confident women who could act as agents of social change and transformation. The unit which is open to all the girl students of the college functions to inculcate the principles of women empowerment in its members and tries to bring them to the forefront of the society. It is committed to conduct various seminars, discussions and workshops to sensitize the student community about the various problems, challenges and gender discrimination that women experience in their lives on a daily basis. It also undertakes the task of organizing programmes that would offer a clear perception about laws ensuring women rights and protection and acquaint them with the tactics of self defence.

**Investor Club:** The Investor Club has been formed with the objective to help students to learn how to invest their money prudently by taking into account low risk investment options and returns. The club which runs under the expertise of the faculty members of the department of Commerce imparts excellent financial education to venture into the world of investing by organizing orientation and awareness programmes for both teachers and students. The club offers a platform for its members to discuss the various aspects of investment with their peers which in turn will help them to take smart financial decisions and come up with ideas of innovative enterprises.

**Financial Literary Club:** Financial Literary Club has been formed with the aim to familiarize students with the principles of financial planning and wealth management.

The club has been envisioned to enhance the knowledge, understanding, and competence of students to manage their money effectively and thus develop a set of skills that will enable them to take informed and effective investment decisions. The club organizes programmes that will provide them with information about basic economic concepts such as interest, the mechanics of a credit card, advantageous saving strategies, client rights, time value of cash and also about choices regarding personal financial matters such as insurance, property, investing, tax planning, savings and retirement schemes.

**Bhoomithra Sena Club:** The club has been constituted to sensitize the youth about the relevance of conservation of earth and its environment to the existence of life, the role of human beings in maintaining the delicate balance of earth, and the fatal consequences that might ensue from upsetting that balance. Seminars, workshops and other green environmental activities are conducted to get the young generation attuned to nature and listen to the melody of the trees, and make them realize the need of planning development activities for an environmentally sustainable future. The club also initiates measures to inculcate the need of evolving themselves into a healthy and ecofriendly community that lives in harmony with nature in its members by planting trees and sustaining them which in turn will enrich the greenery of the campus and keep medicinal and rare fruit plants alive and away from extinction.

**Health Club:** Health Club is an association of students in college for taking care of everything that is necessary for keeping an individual healthy. Health club deals with activities for the students to possess good overall health which includes Mental health, Physical Health, Emotional Health, and Social health. Health Club of Sree Narayana College was formed in March 2016, the club's vision is to develop sensitivity among students in particular and the community in general regarding health and nutrition, awareness and maintenance of a healthy life style. As one of its programmes and activities aimed to this effect, it has been conducting aerobic exercises for the students and teachers. The main objectives of Health club are:

- To create awareness about the health issues among the staff and students on the campus.
- To provide counselling for the various health problems to the staff and students on the campus.
- To promote awareness about Healthy Habits among the staff and students on the campus.

- To create awareness about the health status among the members of the staff and students on the campus.

The vision and mission of The Health Club are:

- To create a healthy sustainable society.
- To create awareness about healthy habits in society
- To organize seminars, workshops, camps and activities necessary to provide guidance related to health issues
- To develop healthy habits and awareness among all member of the health club. To organize seminars, workshops, camps and activities necessary to provide guidance related to health hygiene issues.

**Ek Bharat Shreshtha Bharat Club:** Sree Narayana College, Kollam is spearheading the prestigious initiative of Government of India, Ek Bharat Shreshtha Bharat which was announced by Hon'ble Prime Minister on 31st October, 2015 on the occasion of the 140th birth anniversary of Sardar Vallabhbhai Patel. The aim is to inculcate national integration through various programmes and also recognises the diversity of India. Its implementation in higher education institutions has started since December 2019 by forming Ek Bharat Shreshtha Bharat Club. To showcase the rich heritage and culture, customs and traditions of either State for enabling people to understand and appreciate the diversity that is India, thus fostering a sense of common identity. To celebrate the Unity in Diversity of our Nation and to maintain and strengthen the fabric of traditionally existing emotional bonds between the people of our Country. To promote the spirit of national integration through a deep and structured engagement between all Indian States and Union Territories through a year-long planned engagement between States; According to this programme in higher education institutions, each state has paired state to study and coordinate diversity of each other. Himachal Pradesh is paired state of Kerala Club formed informally in January month with 15 students from different departments.

**Palliative Care:** Palliative Care Units focus on caring for people with a life-limiting illness and aim to maintain quality of life. The University of Kerala institutes Student Palliative Clubs in its affiliated colleges as part of enhancing its community outreach activities. When chronic or life threatening illness strikes, it creates devastating blow on the lives of victims and their families. Therefore, there is a crucial need for a system of care at home that can best be built by a community- based palliative care movement.

It is in this context the University of Kerala institutes student palliative clubs in its affiliated colleges as part of enhancing its community outreach activities. Besides popularizing palliative care among the student community, the palliative clubs are entrusted with assisting in the rehabilitation of patients and participating in other palliative care activities within communities. The active participation of the student volunteers in palliative care units help, replicate and improve the models of youth involvement in palliative care.

**Nature Club:** The aim of Nature Club is to sensitize and mobilize students' participation for preservation and conservation of environment. Nature Clubs bring students closer to nature and make them realize the importance of maintaining an eco-friendly environment. The Nature Clubs, believe that nature teaches life's lessons in its own subtle ways and enables our youth to share their responsibilities in preserving a healthy environment and to take steps to avoid environmental degradation in their individual capacity as well as in a group. The Club provides awareness on global environmental challenges and developing means to overcome the problems. Conducting workshops, study tours and plantation programmes motivate the students to value environment.

**Biodiversity Club:** The objective of the Biodiversity club is to create awareness of biodiversity conservation and local environmental issues and to create a clean and green consciousness among students through various innovative methods. Preservation and propagation of engendered species is another aim of Biodiversity Club. It also enables the students to be sensitive towards environmental concern and to tackle environmental problems. Environmental learning can increase students' critical ecological awareness of both local and global environments.

## RESEARCH POLICY

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conductance and publication of the research work. The Research Monitoring Committee (RMC) is committed to promote research culture in the campus by establishing Committee on Research and implementing specific and goal oriented research activities / schemes to facilitate research activities to be undertaken by the faculty members independently or collaboratively involving industry and students.

- The Research Monitoring Committee (RMC) is supposed to sustain the research tempo of the institution consistently. The committee should be constituted to support the decision making for every research discipline that is critical to the institution.
- The institution should strive to equip more departments with research facility.
- RMC should promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies or involving external agencies/experts in such projects.
- Regular research programmes like seminars, conferences, workshops etc. should be conducted. Annual Multidisciplinary seminar series titled AGORA aims at building a research culture in the campus among teachers and students.
- RMC should identify and suggest researchers about the appropriate research opportunities announced by different academic, research, industry and government organizations.
- The institution acknowledges the achievement of its faculty in different disciplines.
- The institution should encourage and facilitate the publication of the research works in reputed academic International / National journals and also to facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.
- The areas for research to be conducted in the college should be defined and prioritized. The research departments should ensure that the research focus of the institution is contemporary and relevant.
- The college should provide essential infrastructure support for the research work.

- An objective, transparent, merit based decision-making systems for the allocation should be established by the college for financial and other support for research.
- Researches done by faculty members can be directly incorporated into teaching, making use of the instructor's own research to benefit student learning and outcomes.
- A Multi – disciplinary bi annual peer reviewed journal “Holistic Thought” is published since 2002, fostering cross-disciplinary approach in research.

## CONSULTANCY AND COLLABORATION

The college provides necessary amenities for the consultancy services by sharing the intellectual knowledge, expertise, as an individual staff or a group of staff members using the resources/ facilities/ infrastructure of the institution.

1. The College encourages the faculty in research, consultancy, extension and supporting student start ups apart from teaching.
2. The College extends all support to faculty members for taking up research projects and to file for patents.
3. The College follows the policy of extending the expertise available in the College for the benefit of society.
4. The faculty members of the College are encouraged to render consultancy services and are provided with infrastructural support including laboratory facilities.
5. The College also encourages faculty to visit foreign Universities and establish collaborations and linkages. For getting national and international exposure to faculty members and also to enrich their quality, the College encourages mobility of faculty between institutions for research, teaching and learning.
6. The College takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them for preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully.



## MENTORING

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral. The purpose of this programme is to identify intervening mechanisms to improve the performance of weak students. It provides a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields. The college is committed to regularly reviewing the effectiveness of the Mentoring Policy and procedures and making adjustments as and when necessary in response to the needs of those involved. The faculty members as “mentors” have to act on behalf of the college to support learners who are enrolled on a course of study. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.

- The mentoring programme should offer the students an exposure to diverse academic and professional perspectives, and experiences in various fields. It ensures that learners can work with a mentor who offers support and guidance on emotional, social and academic issues. Henceforth, a supportive relationship is created for better understanding of the student’s ambitions, strengths and weaknesses.
- The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
- They should have regular meetings with their mentee and keep records.
- They should make the young learners work for them and take advantage of the young person in anyway.
- The college is responsible for providing training, advice and on-going guidance to the mentors. They should provide guidance and help to increase the mentee’s exposure to new experiences.
- Mentors should focus and motivate students to achieve learning goals and thereby improve their academic performance.
- The department heads, tutors and the mentors will meet as a group once every month to discuss development ideas and to look at up-coming events and possible pressure points which their mentees might be facing.
- Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentors.



## POLICY REFORMS

The policies of the college are never meant to be static. It is constantly evolving and dynamic suiting the time. The governing body recognizes and promotes the usefulness of planning and policy making. Policy reforms are based on the findings and requirements of UGC, NAAC, affiliating University, state and central Governments and the changes demanded by the changing world.

- The governing body of the college ensures the process of updating policies from time to time.
- Appraisal of the policies of the college is done with the help of feedbacks from the faculty, students and office staffs.
- The competent authorities review and approve the policy making and reform process and hold the responsibility for its execution.
- The Policies of the college facilitates high quality and excellent learning experience for a diverse range of learners that will support lifelong learning and provide skills expected that of graduates.
- The institution is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to needs of the Institution and the Society.

## TUTORIAL SYSTEM

The College has a well laid out tutorial system, which has been functioning for the past several decades and has won much acclaim from the student and the parent community, alike. The tutorial committee of the college convenes regular meetings and discusses on the initiatives to be put forth by the tutors, so as to produce the desired academic outcomes. The tutorial committee works hand in hand with the College level monitoring System (CLMC) and gets the latest updates on the initiation newly introduced syllabi, initiation and end of a semester, conduct of internal examinations and declaration of results, etc. The tutorial system understands the fact that the class tutors are of integral importance and conducts meetings of class tutors at regular intervals to keep the system running. Understanding the fact that tutors are not merely involved in technical communication of student related information, the tutors are informed to gain insights on how to engage themselves the student community and chalk out remedial measures for the personality grooming of the students.

To this regard, tutors are encouraged in conducting meet ups with students and individual sit in's with students so as to equip them with the desired societal requirements. The college had conceived the tutorial system as pivotal in molding the outlook and temperament of students.

- Students of this college are grouped into batches of about 20-25 and each batch is supervised by a faculty, designated as Group Tutor
- Group tutor will regularly monitor the academic, extracurricular and other activities of the students of his/ her group. Tutor collects information from the students with the help of structured data sheets.
- A senior faculty member coordinates the implementation of the tutorial system in each department. A General Coordinator supervises the tutorial system in all the departments. Departments have to forward reports on the tutorial system to the General Co-ordinator.

## FACULTY EMPOWERMENT

It ensures the greater participation of the teaching faculty in the planning, decisionmaking and implementation of policies in the college. It aims at making the structures more democratic that offer employees greater autonomy, confidence and freedom to make decisions. The empowerment will help the teaching faculty to work comfortably with their colleagues. The faculty becomes responsible to the assigned duties without supervision. The teachers acquire the confidence and ease to provide varied learning experiences to students.

- The empowerment programme for teachers helps them follow the best methods that facilitate efficient teaching-learning experience in the classroom. Teachers are exposed to regular orientation and training programmes to keep them updated in their respective disciplines.
- The faculty empowerment is achieved through conducting sessions on the plans, mission and goals of the college updating the latest policies and demands in the higher education sector through seminars and group discussions.
- The college organises Faculty Development Programmes in Academic Collaboration with Kerala State Higher Education Council.
- The college provides conducive working environment by promoting the inner drive, the job with inner satisfaction, competence and selffulfilment.

## E- GOVERNANCE

E-governance promotes transparency and accountability in all the functions of the college. It is implemented at various levels in order to provide simpler and efficient system of governance within the institution.

- Monitoring and periodic updating of the college website is entrusted with the website management committee. Students and general public can access the college website by using the link [www.snckollam.ac.in](http://www.snckollam.ac.in)
- ICT Management Committee ensures the provision of essential software and hardware and other required ICT tools to all departments for their smooth functioning and internet connectivity to all stakeholders.
- The college offers Educational Resource Planning Software (ERPS) for the better control of teaching –learning management (LMS), allowing the teachers to effectively pre-plan the lessons, track subject coverage and continuously monitor student progress.
- The library provides a well-equipped facilities for the open access system. It offers e-resource accessing facility through N-LIST, jointly executed by e-ShodhSindhu Consortium, INFLIBNET centre and the INDEST-AICTE Consortium, IIT Delhi.
- Proper training to the staff and the students for using the digitalized library is also provided.
- Attendances of the students are taken with the help of ERPS mobile application. It also enables effective academic related communication from institution to student and parent through messages.

## PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY

As an institution with a vision to mould professionals as epitomes of noble values, S N College, Kollam gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. The institution believes that the ideas and contributions of others must be appropriately acknowledged and given due credit in all academic matters.

- Teachers respect the right and dignity of the students in expressing his/her opinion. They should treats students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

- Teachers are required to conduct academic research that follows elevated professional standards, including appropriate research design and frameworks and adheres to high levels of research ethics.
- The teachers should be fair in assigning marks/grades to the students for internal and external assessments.
- Teachers should recognize the difference in aptitude and hone the individual capabilities of students and encourage them to meet their aspirations.

## **POLICY ON STUDY TOURS**

Study tour provides an opportunity to the students to experience group dynamics and understand the importance of social relationships. The students are exposed to new environment and acquired some knowledge about the cultural aspects and also a vast exposure to the discipline of social work. The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students.

- The study tour must be conducted in accordance with government rules and policies.
- The purposes and specific educational objectives of the study tours should be carefully developed.
- The study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
- The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.

## **MAINTENANCE POLICY OF PHYSICAL INFRASTRUCTURE**

The college features a wide variety of physical amenities, including classrooms, labs, computers, library, and sports facilities. Once a student has been officially admitted to the college, these facilities are available to them. A portion of the tuition fees paid by students is used for the development, upkeep, and maintenance of the physical facilities. The advanced and expensive equipment are maintained by Annual Maintenance Contract.

The college has a policy for developing and improving infrastructure that guarantees a positive teaching and learning environment. The faculty and students use the college's facilities, including the labs, for research and academic activities. The college offers a space to hold tests including bank recruitment drives, UPSC examinations, and PSC examinations. The college serves as an IGNOU study centre for distance education programmes. For the affiliated university's end-of-semester exams, the auditorium and surrounding area served as the location for the centralised valuation camp. This ensures that resources are used as efficiently as possible.