



# St. Xavier's College, Mahuadanr

Estd.2011



# Policy Documents



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# *Preface*

St. Xavier's College, Mahuadanr (SXCM) is committed to fostering an environment of academic excellence, inclusivity, integrity, and respect. The policy documents encapsulate our collective values, principles, and procedures, ensuring that every member of our college community can thrive in a supportive and structured environment. The purpose of these policy documents is to provide clear and comprehensive guidelines that govern various aspects of college life. From academic regulations and campus safety to student conduct and administrative procedures, these policies are designed to uphold the highest standards of education and community engagement. They apply to all students, faculty, staff, and visitors, ensuring that our college operates smoothly and ethically.

SXCM is dedicated to promoting excellent academic standards and fostering a culture of intellectual curiosity and lifelong learning. We create an environment where diversity is celebrated and all individuals feel valued and respected. We uphold principles of honesty, fairness, and responsibility in all our actions, and we support students' academic and personal growth through comprehensive resources and opportunities. These policy documents are intended to be a living resource. We encourage all members of the SXCM community to familiarize themselves with the policies relevant to their roles and responsibilities.

Each section is designed to be accessible and easy to navigate, with clear explanations and instructions. Should you have any questions or require further clarification, please do not hesitate to reach out to the appropriate administrative office. It is through collective adherence to these policies that we can maintain a harmonious and productive college environment.

We extend our gratitude to the Internal Quality Assurance Cell and faculty members, who have contributed to the development and continual refinement of these policies. Your dedication and input are invaluable in ensuring that SXCM remains a place of excellence and integrity. We invite you to engage with these documents actively and to join us in our mission to make SXCM a beacon of higher education.

A handwritten signature in blue ink, appearing to be 'Dr. Fr. M.K. Jose SJ', written in a cursive style.

Dr. Fr. M.K. Jose SJ

Principal

## **ACADEMIC POLICY ON MONITORING AND EVALUATION**

St. Xavier's College, Mahuadanr, places a strong emphasis on delivering quality education and strives for excellence within its Education System. To uphold and monitor the standard of education, the institution has implemented the following measures:

- Appointment of Class Teacher in Charge: Each class is assigned a Class Teacher in Charge.
- Responsibilities of Class Teachers: Class teachers manage student attendance, parent meetings, result tracking, counseling, etc.
- Communication of Notices and Assessments: Students receive timely information about notices, class tests, and competitions.
- Mentoring for Academic Performance: Students are guided for academic and extracurricular achievements.
- Inclusive Evaluation System: The Academic Evaluation System identifies both slow and advanced learners, promoting performance enhancement.
- Internal Tests by Subject Teachers: Subject teachers conduct internal tests, and these scores are recorded.
- Examination Committee: The Examination Committee oversees the examination process, adhering to Nilamber-Pitamber University guidelines. This includes exam conduct, result declaration, revaluation, and additional exams.

- Holistic Academic Performance Evaluation: Students' academic progress is based on attendance, lectures, practicals, tutorials, seminars, presentations, and internal exams.
- Feedback Integration: The Examination Committee utilizes feedback for continuous enhancement of education quality.
- Orientation Program: Students are familiarized with examination processes during the Orientation Program or the commencement of first-year classes.
- Internal Exam Explanation: Subject teachers elucidate the internal exam process to students, covering expectations, conduct, criteria, guidelines, and deadlines.
- Internal Exam Records: Subject teachers maintain records of internal exams.
- Marks Compilation: Internal exam marks are collated by the Head/Department In charge and forwarded to the Examination Committee.
- Managing Absences: Absent students are required to provide reasons for non-participation in internal exams.
- Additional Exams for Valid Absences: Students with valid reasons for absence are offered supplementary internal exams with supporting documents.
- Non-Valid Absence Consequences: Students without valid reasons or supporting documents are ineligible for additional internal exams.
- Supportive Academic Evaluation Components:

The Academic Evaluation System incorporates seminars, presentations, class tests, surprise tests, assignments/projects, group discussions, and overall student conduct.

- Empowerment through Various Means: Expert talks, guest lectures, video tutorials, practicals, hands-on training, workshops, industrial visits, field trips, demonstrations, YouTube links, and internet resources contribute to students' empowerment.

### **Assessment Process:**

- The Academic Calendar includes the provisional dates for internal examinations.
- The Examination Cell provides advance notice of the exam schedule.
- Question papers are crafted in accordance with the University examination format.
- The list of invigilators is prepared well in advance.
- The Controller of Examination supervises the examination proceedings.
- Evaluated answer sheets are distributed within 10 days of the examination.
- Departmental parent-teacher meetings are convened to discuss student progress with parents.
- The grievances related to end-semester University examinations such as revaluation, duration, and relevance of the question are collected by the principal through the HoDs and Controller of Examination, and the same is communicated to the exam section of the affiliated University.

## **Roles and Responsibilities**

### **A) Principal**

- Responsible for overall college matters and daily operations.
- Defines departmental responsibilities, authorities, and interactions.
- Manages academic activities like admissions, exams, results, and student communication.
- Identifies training needs, arranges training, and monitors its effectiveness.
- Ensures compliance with University and UGC norms.
- Takes corrective/preventive actions and reports to the Governing Body.

### **B) Head of the Department (HoD)**

- Oversees departmental growth and academic excellence.
- Manages work distribution, innovative teaching methods, and syllabus completion.
- Reviews teaching plans, encourages professional development, and maintains equipment.
- Procures lab resources, recommends library books, and assists in administration.
- Conducts practicals, University Examinations, and supports the Principal.

### **C) Assistant Professors**

- Deliver subjects punctually and maintain discipline.

- Ensure syllabus coverage and evaluate students according to guidelines.
- Guide and counsel students, engage in activities for holistic development.
- Adhere to norms, maintain quality, and follow UGC and University guidelines.

### **Quality Assurance Process**

St. Xavier's College employs a comprehensive Quality Management System to ensure consistent academic quality. The process encompasses:

- **Controlled Conditions:** Unit plans, safety instructions, monitoring resources, teaching techniques, competent teachers, emergency coverage.
- **Identification and Traceability:** Student IDs, maintained records, marking of materials, attendance registers.
- **Property Management:** Safeguarding student documents, maintaining answer sheets.
- **Preservation:** Preservation of records, equipment, chemicals, and adherence to expiry dates.
- **Student Satisfaction:** Gathering student and parent feedback to assess satisfaction and make improvements.
- **Analysis and Evaluation:** Principals and Academic Council Coordinator analyze records to evaluate program conformity, student satisfaction, Quality Management System performance, and more.

- Continual Improvement: Regularly reviewing Quality Management System effectiveness, identifying needs and opportunities for enhancement.
- Online Monitoring and Evaluation: Adapting to the pandemic, conducting online assessments, preparing students, ensuring adherence to guidelines.

## **ANTI-RAGGING POLICY**

This policy has been formulated in consonance with the UGC Rules 2016 on Anti-Ragging in Higher Educational Institutions/Universities, as published in the gazette notification.

### **1. General**

a) In view of the directions of the Hon'ble Supreme Court and in consideration of the rules framed by the Central Government and the UGC, to prohibit, prevent, and eliminate ragging and to provide for the healthy development, physically and psychologically, of all students, St. Xavier's College, Mahuadanr, has set forth the Anti-Ragging Policy as listed in the succeeding paragraphs.

b) The Principal shall be responsible for the implementation of rules listed herein under this policy. However, he may delegate the functional roles and procedures to any other Officer of the college, nominated as the Coordinator for the anti-ragging function in the college.

## **2. Objectives of the Policy**

To prohibit, prevent, and eliminate any conduct by any student or students which constitutes ragging.

## **3. What Constitutes Ragging**

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student;
- b) Indulging in rowdy or indisciplined activities by any student or students, which causes or is likely to cause annoyance, hardship, physical or psychological harm, or raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment, or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burdened upon a fresher or any other student by students;

- g) Any act of physical abuse, including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, posts, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture of a fresher or any other student;
- i) Any act that affects the mental health and self-confidence of a fresher or any other student, with or without an intent to derive sadistic pleasure or show off power, authority, or superiority by a student over any fresher or any other student.

#### **4. Measures for Prohibition of Ragging at the College Level**

The college shall comply with the following guidelines of the UGC:

- a) The college or any part thereof, including its elements like departments and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus shall not permit or condone any reported incident of ragging in any form. Necessary and required measures, including the provisions of these Rules, shall be taken to achieve the objective of eliminating ragging within the college;
- b) The college shall take action in accordance with the Rules of UGC against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

## **5. Measures for Prevention of Ragging at the College Level**

### **a) The college shall take the following steps with regard to admission or registration of students:**

- i. Public declaration of intent, in its electronic, audio-visual, or print media, for admission of students to any course of study, expressly providing that ragging is strictly prohibited in the college.
- ii. The admission/instruction booklet or the prospectus shall prominently display a warning against ragging, including the consequences.
- iii. Students shall be provided with the telephone numbers of the Anti-Ragging Helpline and important college functionaries.
- iv. Before the academic session begins, the Principal shall convene a meeting of various functionaries to discuss measures to prevent ragging.
- v. The college shall display posters depicting laws against ragging and punishments thereof.
- vi. Vulnerable locations shall be illuminated and closely monitored.
- vii. Induction arrangements shall be in place for new students.
- viii. Professional counselors may be engaged to offer counseling to freshers.

### **b) On registration day, the college shall:**

- i. Provide fresh students with contact details for help and guidance.
- ii. Explain induction and orientation arrangements for freshers.

- iii. Inform freshers about their rights and the need to report any ragging incidents.
- iv. Provide a calendar of events for freshers' familiarization.
- v. Schedule joint sensitization and orientation programs.
- vi. Set up committees for monitoring interaction between students.
- vii. Encourage reporting of ragging incidents.
- viii. Assign faculty members to groups of freshers for support.
- ix. Ensure separate hostel facilities for freshers.
- x. Maintain vigilant security in hostels.
- xi. Encourage parents/guardians to report ragging instances.
- xii. Collect information about students' residence.
- xiii. Send letters to parents/guardians regarding anti-ragging rules.

## **6. Committees for Prevention of Ragging at the College Level**

The college shall establish the following bodies:

- a) Anti-Ragging Committee, headed by the Principal, consisting of various representatives including faculty, students, non-teaching staff, to ensure compliance with anti-ragging provisions and monitor the Anti-Ragging Squad.
- b) Anti-Ragging Squad, nominated by the Principal, responsible for vigilance and oversight.
- c) Anti-Ragging Coordinator for surprise hostel inspections and on-the-spot inquiries.
- d) The college shall also create a Mentoring Cell and take

additional measures for publicity and sensitization against ragging.

## **7. Action to be Taken by the Principal**

- a) Upon receiving information about a ragging incident, the Principal shall determine whether a case under penal laws is made. If so, a First Information Report (FIR) shall be filed with the police within twenty-four hours.
- b) The college shall continue its own inquiry and take remedial action irrespective of police action.

## **8. Responsibilities of the Commission and the Councils**

- a) Distress messages received by the Anti-Ragging Helpline shall be relayed to relevant authorities and made available to the public.
- b) The Principal shall promptly act upon Anti-Ragging Helpline information.
- c) Unrestricted access to phones shall be provided for communication with the Anti-Ragging Helpline.

## **9. Administrative Action in the Event of Ragging**

- a) The Anti-Ragging Committee shall decide on appropriate punishment based on recommendations from the Anti-Ragging Coordinator. Punishments may include suspension, withholding privileges, debarring from exams, expulsion, etc.
- b) If a lapse in preventing or reporting ragging is attributed to any faculty or staff member, an inquiry shall be initiated.

## **ANTI-SEXUAL HARASSMENT POLICY**

This Anti-Sexual Harassment Policy is established by St. Xavier's College, Mahuadanr to ensure a safe, respectful, and inclusive environment for all members of the college community. Sexual harassment in any form is strictly prohibited and will not be tolerated within the college premises or in any college-related activities.

### **Definition of Sexual Harassment**

Sexual harassment refers to any unwelcome conduct of a sexual nature that interferes with an individual's academic or work performance, creates an intimidating, hostile, or offensive environment, or otherwise negatively impacts the college experience. This includes both explicit and subtle behaviors, such as verbal comments, non-verbal actions, and physical gestures.

### **Prohibited Conduct**

The college strictly prohibits all forms of sexual harassment, including but not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Making offensive remarks or comments of a sexual nature.
- Displaying explicit or offensive materials.
- Engaging in unwelcome sexual jokes, innuendos, or taunts.
- Inappropriate touching, gestures, or physical contact.
- Cyberbullying or online harassment of a sexual nature.

## **Reporting Procedure**

If you experience or witness any incident of sexual harassment, you are encouraged to report it promptly. The college provides multiple avenues for reporting, including:

- Informing a trusted faculty or staff member.
- Utilizing the confidential reporting hotline at 9508440233
- Submitting an online report through the college's reporting portal

<https://www.sxcm.co.in/feedback.php>

All reports will be treated with discretion, and efforts will be made to maintain confidentiality to the extent permitted by law.

## **Investigation and Resolution**

Upon receiving a report of sexual harassment, the college will promptly initiate an impartial investigation. The investigation will be conducted in a fair and respectful manner, with a focus on gathering evidence and interviewing relevant parties. Both the complainant and the accused will have the opportunity to provide their accounts and evidence.

## **Support Services**

The college is committed to providing support to individuals affected by sexual harassment. Support services may include counseling, medical assistance, legal guidance, and other resources as needed. Victims will be informed of their rights and options throughout the process.

### **Non-Retaliation**

The college strictly prohibits any form of retaliation against individuals who report incidents of sexual harassment or participate in the investigation. Retaliation is a serious violation of this policy and will result in appropriate disciplinary action.

### **Consequences for Violations**

Individuals found responsible for violating this policy will face appropriate disciplinary actions. These actions may range from education and training to more severe consequences, including suspension, termination, or expulsion, depending on the severity of the violation.

### **Prevention and Awareness**

The college is dedicated to preventing sexual harassment through ongoing education and awareness programs. Regular training sessions and awareness campaigns will be conducted to ensure that all members of the college community understand their rights and responsibilities and contribute to a safe and respectful environment.

### **Policy Review**

This Anti-Sexual Harassment Policy will be periodically reviewed and updated to align with current laws and best practices. St. Xavier's College, Mahuadanr is committed to continuously improving its efforts to prevent and address sexual harassment.

By adhering to this policy, we strive to create a college environment free from sexual harassment, where every member can thrive academically, professionally, and personally.

## **CONTINUOUS INTERNAL ASSESSMENT POLICY**

St. Xavier's College has devised a well-structured and systematically implementable internal evaluation policy dedicated to the assessment and enhancement of educational quality. The evaluative instruments and assessment approaches are meticulously crafted to ensure continual and thorough evaluation of learner performance. The College strictly adheres to the evaluation norms set by Nilamber-Pitamber University, to which it is affiliated.

1. Internal evaluation methods comprehensively cover all aspects of learner development.
2. The institutional evaluation structure is characterized by impartiality, transparency, authenticity, and accessibility.
3. Each department adopts both general and program-specific procedures for evaluation and assessment, aiming to identify learning gaps, design remedial programs, and ensure academic and personal success.
4. Evaluation and assessment encompass both scholastic and co-scholastic aspects.
5. Formative and summative assessments are conducted to collect cumulative and terminal performance data.
6. Internal evaluation serves as a conduit for conveying teacher and student feedback.
7. Teachers employ various techniques, such as oral question-answer sessions, assignments,

homework, graphical representation, problem-solving sessions, quizzes, student seminars, and field trips, to assess and ensure learner participation in learning activities.

8. Surprise written tests, group discussions, and module-wise examinations involving multiple-choice questions, fill-in-the-blank questions, short-answer questions, and essay questions facilitate the assessment of learners' knowledge, understanding, application, analysis, synthesis, evaluation, and creativity.
9. Self-assessment and peer assessment are actively encouraged.
10. A model examination is conducted at the end of each semester, incorporating very short-answer questions, paragraph questions, and essay questions.
11. A well-organized internal assessment system is implemented, where attendance contributes 5 marks, assignments contribute 2 marks, class tests contribute 4 points, and the model exam contributes 4 points. The total marks obtained are divided by the maximum possible marks, multiplied by 100 to calculate the overall percentage, which determines the grade.
12. Grievances related to internal marks are promptly addressed and resolved.
13. Teachers utilize informal methods such as observation and personal discussions to analyze and enhance the life skills of learners.
14. Practical work, project work, and creative writing assignments assess and ensure the application of

subject knowledge in practical situations.

15. NSS serves as a platform to analyze and improve the social commitment of learners.

16. Club activities are designed to evaluate and nurture various skills and talents of learners.

St. Xavier's College actively promotes assessment and evaluation procedures that cater to the diverse facets of learner development, and appropriate actions are taken based on evaluations, including remedial coaching, provision of simplified notes, personal counseling, and troubleshooting sessions.

## **DIVERSITY AND INCLUSION POLICY**

### **1. Purpose and Commitment**

Our college is committed to creating and maintaining a diverse and inclusive environment where all members of the community are valued and respected. We believe that diversity enriches the educational experience and enhances personal growth, academic achievement, and community engagement.

### **2. Scope**

This policy applies to all students, faculty, staff, administrators, and visitors within the college community. It encompasses all aspects of college life, including admissions, employment, curriculum, extracurricular activities, and community relations.

### **3. Definitions**

- Diversity: The presence of differences within our community, which includes but is not limited to race, ethnicity, gender, age, religion, disability,

sexual orientation, socio-economic status, cultural background, and perspectives.

- Inclusion: The practice of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued.

## **4. Policy Statements**

### **4.1. Equal Opportunity and Non-Discrimination**

The college provides equal opportunities for all individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status. Discrimination and harassment of any kind are strictly prohibited.

### **4.2. Recruitment and Retention**

- Students: The college actively recruits a diverse student body and supports programs that aid in the retention and success of underrepresented groups.
- Faculty and Staff: The college is committed to hiring and retaining diverse faculty and staff. Recruitment strategies include outreach to diverse communities and institutions.

### **4.3. Curriculum and Pedagogy**

- The college promotes an inclusive curriculum that reflects diverse perspectives and histories.
- Faculty are encouraged to use inclusive teaching practices that accommodate diverse learning styles and backgrounds.

#### **4.4. Training and Development**

- Regular diversity and inclusion training is mandatory for all faculty, staff, and administrators.
- Students are offered workshops and seminars to enhance their understanding of diversity and inclusion issues.

#### **4.5. Campus Climate**

- The college fosters an inclusive campus climate by supporting student organizations and activities that promote diversity and inclusion.
- The college provides resources and support services for underrepresented and marginalized groups.

#### **4.6. Accessibility**

- The college ensures that all facilities, services, and programs are accessible to individuals with disabilities.
- Reasonable accommodations are provided to enable participation in all aspects of college life.

#### **4.7. Reporting and Accountability**

- The college has established clear procedures for reporting incidents of discrimination, harassment, or bias.
- Reports are investigated promptly and thoroughly, with appropriate actions taken to address and resolve issues.
- Regular assessments of the college's diversity and inclusion efforts are conducted to ensure progress and accountability.

## **5. Governance and Implementation**

- **Diversity and Inclusion Committee:** A dedicated committee oversees the implementation and progress of diversity and inclusion initiatives.
- **Office of Diversity and Inclusion:** This office coordinates diversity programs, supports the committee, and serves as a resource for the college community.

## **6. Community Engagement**

- The college collaborates with local, national, and international organizations to promote diversity and inclusion within and beyond the campus.
- Community service and outreach programs are designed to benefit diverse populations and foster mutual understanding.

## **7. Review and Continuous Improvement**

- This policy is reviewed annually to ensure it reflects the evolving needs and values of the college community.
- Feedback from students, faculty, and staff is actively sought and incorporated into policy updates.

## **E-GOVERNANCE POLICY**

St. Xavier's College has formulated an e-governance document and has been actively executing several initiatives in this realm. These initiatives encompass various activities that leverage Information and Communication Technology (ICT) to enhance the

administration and management of the educational system. The formulation of this policy is rooted in the objective of achieving these outcomes.

### **Scope**

This policy's purview encompasses the day-to-day operations of diverse functions and processes within the college, benefiting all stakeholders: administrative staff, teaching faculty, non-teaching staff, and students. The policy extends to the following areas:

- General Administration
- Student Admissions
- Examination Section
- Library
- Accounts and Finance Management
- ICT Infrastructure
- E-Waste Management

### **Objectives**

- Ensure comprehensive implementation of e-governance across all institutional functions, fostering a streamlined and efficient governance system within the college.
- Instill transparency and accountability across all college functions.
- Transition to a paperless operational environment.
- Cultivate a sustainable "green" campus.
- Facilitate easy and swift access to information.
- Establish a Wi-Fi enabled campus.

- Outfit classrooms with ICT tools, including desktops, laptops, smart boards, and projectors.
- Automate the library system entirely.
- Elevate the institution's global visibility.
- Engage parents, students, and the community in education and empower faculty and students for active participation in governance.

### **Policy**

The college has embarked on an e-governance journey, encompassing all educational activities at SXCM. This policy is designed to introduce transparency and accountability to each operational facet. The following policies and procedures have been formulated:

### **Website**

The college's website will function as an information hub, reflecting its activities, highlights, critical notices, and offered courses. To manage this, a designated web designer will be appointed. A website committee will oversee regular updates and maintenance. This committee will also address any necessary changes. The website will serve as a platform to showcase the college's vibrancy and engagement, with all vital notifications promptly posted.

### **Student Admissions**

A transparent and open strategy for admissions is pursued, adhering to ethical practices and university regulations. The college's admission brochure, containing admission guidelines, will be accessible on the website. An admission committee will manage admissions through the Chancellor portal. All processes, including application

numbers, withdrawals, and fee submissions, will be managed via the university portal. An online admission form will be employed to ensure accurate student information.

### **Accounts and Finance**

The college will continue to utilize Tally software for accounting purposes, generating profit and loss statements, balance sheets, and analysis reports. Confidentiality measures will be maintained for transactions. Advanced financial systems like ERP, PFMS, and Payroll Management System will be used to handle salary calculations, payments, and allowances. Online modes such as NEFT and RTGS will be used for transactions.

### **Library**

The college's library will be digitized to support book accession, issuance, and remote access to e-resources. Services like NDLI, INFLIBNET, and RFID will be launched. Online Public Access Catalogue (OPAC) will facilitate information retrieval. Wi-Fi facilities and internet access will be provided. The library will offer current awareness services through newspapers and newsletters.

### **Administration**

All administrative functions will be ICT-enabled, with internet access. Attendance will be recorded digitally. ERP solutions will manage fee submissions and internal assessments. Excel and file management tools will be used for effective data management. Opportunities for automation will be explored. Digital messaging will be

employed for real-time information sharing with stakeholders. ICT training will be imparted to faculty, staff, and students.

### **Examination**

External examinations will be conducted via the university portal. Internal examinations will follow the college's academic calendar. Internal assessment marks will be displayed for student review. The college will adhere to university e-governance policies.

### **Alumni**

The college will establish the Mahuadanr Old Xaverian Association (MOXA) to strengthen alumni relations. A dedicated alumni page will be created on the website for registration, alumni profiles, feedback, and more.

### **E-Waste Management**

The college is committed to environmentally friendly e-waste management. Awareness programs and recycling partnerships will be established.

### **ICT Tools**

#### Hardware Infrastructure

- Desktops, laptops, networking devices, printers, and scanners will be available.
- Projectors, smart boards, and multimedia devices will be installed in various areas.

#### Software Infrastructure

- Adequate servers will support data transmission.

- Office automation packages and antivirus software will be maintained.
- Access to econometrics, statistical, computational, and scientific software will be ensured.

## **ENERGY MANAGEMENT POLICY**

### **Preamble**

Prioritizing environmentally-friendly options and harnessing energy resources are critical components in achieving Sustainable Development Goals for any organization. As energy demands surge, responding effectively becomes paramount. Therefore, St. Xavier's College, Mahuadanr, has integrated alternative energy sources, specifically Solar PV generation. The college's energy policy underscores efficient energy management and conservation through well-defined procedures outlined in this policy.

### **Statement**

The Energy Policy of SXCM oversees, conserves, and manages the campus's energy requirements, striking a balance between energy demand and supply. The institute bears the responsibility of raising awareness among students and staff regarding energy conservation measures. The aim is to ensure efficiency by maximizing the use of the Renewable PV power generation system and optimizing electric energy utilization. This involves the prudent consumption of lighting load along with proper energy conservation practices across the campus.

The following objectives will drive the implementation of the SXCM energy policy:

## **Objectives**

- ❖ Enhance energy efficiency to lower consumption and costs.
- ❖ Minimize energy usage by maximizing natural light and ventilation through the glassed windows.

## **Action Plan**

- Conduct an annual External Energy Audit.
- Establish a backup power supply system to meet campus energy needs seamlessly.
- Introduce energy-efficient measures in supply and demand systems as part of campus energy management.
- Implement sensor-based energy conservation techniques.
- Replace existing conventional lighting with LED lamps.
- Expand the Solar PV System.
- Promote awareness among students and staff through energy conservation training programs.
- Acquire Energy Audit certification.
- Provide expertise to industries and other organizations in energy management, offering Energy Audit Services.

## **ENVIRONMENTAL POLICY**

St. Xavier's College, Mahuadanr, is staunchly committed to the principles of sustainability. The college acknowledges that its activities have an impact on the environment and the broader community through its routine internal operations, infrastructural development, and influence on the community.

The college recognizes a responsibility for and is dedicated to safeguarding the environment at all levels. It strives to go beyond relevant environmental legislation and is resolute in achieving environmental performance improvement.

The college will:

- Endeavor to integrate environmental considerations into all applicable aspects of the University's teaching and research endeavors.
- Collaborate with local, national, and other agencies to promote and raise awareness of effective environmental management policies and practices among staff, students, and other stakeholders throughout the University.
- Promote a purchasing policy that prioritizes products and services with the least environmental impact whenever feasible.
- Strive to reduce the consumption of primary raw materials, including fossil fuels, water, and energy, while advocating for energy-efficient, low-carbon measures, as well as recyclable and renewable components.
- Implement robust, long-term waste management strategies to decrease overall waste production and increase recycling in the waste stream.
- Encourage and facilitate sustainable modes of transportation to and from the college.
- Maintain the college's grounds and buildings in an environmentally mindful manner, aiming to safeguard and enhance natural habitats and biodiversity.

## **FEEDBACK MECHANISM POLICY**

### **Introduction**

The evaluation of the college's performance increasingly hinges on effective learning outcomes. A feedback mechanism is vital for assessing whether the college is achieving strong performance and delivering quality education. Consequently, the college has instituted a policy to make feedback forms accessible to various stakeholders to evaluate institutional performance across various aspects.

### **Purpose and Scope**

- To stay attuned to the desires and expectations of students and stakeholders.
- To provide a platform for continuous enhancement of all offerings, services, facilities, and procedures.
- To audit and enhance students' learning experiences through the collection, analysis, and reporting of feedback concerning teaching, learning, and assessment.

### **Responsibilities**

The Internal Quality Assurance Cell (IQAC) has established a feedback mechanism and framework for analysis. Both the IQAC coordinator and faculty members from different departments share responsibility for collecting, analyzing, and reporting student and stakeholder feedback related to academic and other related activities conducted within the college.

## **Stakeholders**

Stakeholders encompass individuals and organizations associated with the college, including:

- Students
- Parents
- Employers
- Alumni
- Faculty members

## **Feedback Mechanism**

The IQAC will formulate feedback forms for respective stakeholders, collected through both online and offline methods. Completed feedback forms will be submitted to the IQAC for analysis. Feedback will be gathered under the following categories:

### **Teaching Feedback**

- **Students Feedback:** Teaching is the cornerstone of the college's activities. To uphold teaching quality, feedback from students for each teacher will be collected. Class teachers will distribute, collect, and submit forms to the IQAC for analysis. Based on the analysis, the administration can take appropriate steps to enhance the quality of the teaching-learning process.
- **Internal Peers:** Faculty members will attend each other's lectures and provide feedback.
- **External Peers:** External subject experts, senior academicians, and lecturers may be invited to assess teachers' classroom performance and provide feedback.

### **Institutional Performance Feedback**

Feedback will be sought from all stakeholders to assess overall institutional performance across various aspects, such as the library, placement, administrative office, and various college activities. This aids in making improvements for the upcoming academic year.

### **Curriculum Feedback**

Feedback on the curriculum will be collected from all stakeholders to evaluate the effectiveness and success of the existing curriculum and to provide valuable suggestions or modifications as needed for teaching and learning.

Following feedback analysis, the findings will be forwarded to the administration for further action. An action taken report will be generated based on the analysis, and necessary measures will be implemented in a timely manner.

## **FINANCIAL AUDIT POLICY**

### **1. Purpose**

This policy establishes the guidelines and procedures for conducting financial audits at St. Xavier's College, Mahuadanr, with the aim of ensuring transparency, accountability, and compliance with relevant financial regulations and standards.

### **2. Definitions**

**a. External Audit:** An external audit refers to periodic or specific-purpose audits carried out by qualified Chartered Accountants external to the college.

**b. Internal Audit:** Internal audits are frequent and ongoing reviews conducted by internal accountants to monitor operating results, verify financial records, assess internal controls, and detect fraud within the college.

### **3. General Policy Principles**

- a. St. Xavier's College, Mahuadanr shall undergo periodic internal and external audits to evaluate all financial transactions and ensure financial integrity.
- b. The college shall appoint both internal and external auditors to perform internal and external audits, respectively, to maintain financial transparency.
- c. All financial statements of the college shall be subject to independent audits conducted in accordance with relevant Accounting Standards.
- d. Upon completion of year-end closing procedures, audited and finalized financial statements and reports shall be prepared and submitted to the Budget and Finance Committee.
- e. The Budget and Finance Committee shall oversee and schedule all financial audits and shall work closely with the internal auditor to ensure compliance.
- f. The Budget and Finance Committee shall facilitate the external auditors' access to all books of accounts, vouchers, supporting documents, and relevant records to conduct a comprehensive audit.

- g. Audited financial reports shall be made available to the public by publishing them on the college's official website.

#### **4. Internal Audits**

- a. The internal audit team shall consist of qualified accountants responsible for conducting regular and thorough reviews of the college's financial transactions and internal controls.
- b. Internal audits shall be performed periodically throughout the fiscal year, focusing on different aspects of financial management, risk assessment, and compliance.
- c. Findings and recommendations resulting from internal audits shall be reported to the Budget and Finance Committee, and appropriate actions shall be taken to address any identified deficiencies.

#### **5. External Audits**

- a. The college shall engage the services of external auditors who are qualified Chartered Accountants to conduct an annual audit of its financial statements.
- b. External auditors shall review all financial records, transactions, and supporting documents to provide an independent and unbiased assessment of the college's financial health.
- c. The external audit shall comply with the relevant Accounting Standards and statutory requirements applicable to educational institutions.

## **6. Reporting and Publication**

- a. Audited financial statements, along with the auditors' reports, shall be submitted to the Budget and Finance Committee for review and approval.
- b. Upon approval, audited financial reports shall be published on the official college website, accessible to all stakeholders, including students, faculty, staff, and the general public.

## **7. Compliance and Review**

This Financial Audit Policy shall be reviewed periodically to ensure its effectiveness and compliance with changing financial regulations and best practices. Any necessary revisions or updates shall be made accordingly.

## **8. Implementation**

The implementation of this policy is the responsibility of the Budget and Finance Committee, which shall oversee all financial audits, internal and external, and ensure that the college's financial operations remain transparent and accountable.

## **GENDER EQUITY POLICY**

St. Xavier's College, Mahuadanr places significant importance on gender equity. It is a model institution that provides a safe haven for girls and women. The faculty is highly attuned to gender concerns. Comprehending gender equity in education empowers students and educators to identify and rectify constraints and

inequalities stemming from misconceptions about gender roles. The Gender Equity policy at SXCM is designed to foster the development of every individual to their maximum potential.

- Establishment of a gender-sensitive work environment.
- Ensuring equality and non-discrimination between women and men, encompassing equal rights, responsibilities, and opportunities.
- Advocating for women's rights and the promotion of gender equality.
- Providing a supportive and welcoming atmosphere for both female and male students and staff within the campus.
- Affording equal opportunities to female and male students, faculty, and non-teaching staff.
- Fostering an environment that promotes positive cultural values, respect, and equality for all genders, particularly the female gender.
- Ensuring equal access to all facilities for all stakeholders, regardless of gender.
- Creating a safe and secure environment that upholds the rights of female and male students and staff.
- Offering capacity development and empowerment programs to enhance the gender analysis skills of both staff and students.

## **GREEN CAMPUS POLICY**

### **Context**

St. Xavier's College Mahuadanr consistently places sustainable initiatives at the core of all its activities. The sprawling 24.46-acre campus effectively accommodates the Institute building, Girls' hostel, Auditorium, playgrounds, lawns, gardens, ponds, and parking sheds for staff and students. The remaining land is dedicated to natural habitation, grasslands, herbs, shrubs, and trees.

### **Scope of the Policy**

The Green Campus and Environment Policies are formulated with the holistic development of students in mind, encompassing curricular, co-curricular, and extra-curricular activities that foster positive transformation. This green campus policy undertakes a comprehensive review of all infrastructural and administrative functions from the standpoint of sustainable development and environmental protection.

### **The policy focuses on:**

- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives
- Tobacco-free Campus
- Plastic-free Campus
- Awareness Initiatives
- Green Audit
- Environment Audit

## **Objectives of the Policy**

- To preserve and sustain the campus ecosystem.
- To ensure responsible use of environmental resources for present and future generations.
- To incorporate environmental concerns into policies and plans for both social and institutional development.
- To conduct periodic Environmental and Green audits.
- To reduce power consumption by employing energy-efficient equipment.
- To oversee rainwater harvesting and water conservation measures.
- To consistently enhance the efficient utilization of resources such as energy and water, reduce chemical waste generation, and promote recycling.
- To establish a Tobacco and Plastic-free campus.
- To minimize paper use in administration through the implementation of E-governance.
- To conduct awareness camps involving stakeholders, villages, schools, and local communities, while adopting environmentally friendly practices.

## **Clean Campus Initiatives**

- ❖ SXCM coordinates cleanliness activities within the institute and its surroundings in accordance with the Swachh Bharat Abhiyan protocol.
- ❖ Regular cleanliness drives are organized not only among students and staff members but also within local communities, fostering mass awareness.

- ❖ Staff members are actively encouraged to participate in both on-campus and off-campus cleanliness drives.
- ❖ Competitions such as poster-making, slogan-writing, and essay-writing are held to promote Green campus initiatives.
- ❖ Rallies and awareness programs contribute to generating widespread awareness.
- ❖ Regular disposal of solid and liquid waste materials is carried out, and the incorporation of e-waste management is on schedule.

### **Landscaping Initiatives**

- The campus landscape plays a pivotal role in promoting a Green campus and a sustainable environment. A serene and tranquil environment fosters mental relaxation, complemented by clean air and surface water.
- The campus hosts diverse trees, shrubs, and an 80% grass cover. These components collectively provide students and staff with fresh air and an enchanting ambiance. The campus boasts rich faunal diversity, with a variety of birds frequently visiting.
- SXCM is committed to enhancing this natural haven through annual tree plantation programs, encouraging students and faculty to actively contribute.

### **Clean Air Initiatives**

- SXCM actively reduces air pollution by advocating the use of public transportation and

discouraging private car use among students and staff.

- Regular “Cycle-day” events aim to reduce automobile reliance.

### **Tobacco-free Campus**

In accordance with the guidelines of the National Tobacco Control Programme (NTCP) 2007-2008, the institute strictly prohibits smoking and the use of tobacco products. Smoking is also banned around the campus, overseen by an internal discipline committee.

### **Plastic-free Campus**

Aligned with the Government of India’s resolution to ban single-use plastics due to their harmful environmental impact, SXCM strictly prohibits the use of non-biodegradable plastics within the campus premises, maintaining a “Plastic-Free” environment.

## **GRIEVANCE REDRESSAL POLICY**

The college has established a Internal Complaint Cell. The committee is responsible for addressing complaints lodged by students and assessing their validity. Additionally, the Internal Complaint Cell is vested with the authority to address issues of harassment. Individuals with genuine grievances may approach the Internal Complaint Cell members in person. Alternatively, grievances may be submitted in writing if the person prefers not to appear in person. Grievances can also be communicated via email to the officer in charge of the Internal Complaint Cell or the Principal.

## **Objective**

- The primary objective of the Internal Complaint Cell is to foster a responsive and accountable attitude among all stakeholders, thereby promoting a harmonious educational atmosphere within the institute.
- A Internal Complaint Cell has been established to address problems reported by college students, guided by the following objectives:
- Preserving the college's dignity by ensuring a strike-free environment through the cultivation of cordial relationships between students and between students and teachers.
- Encouraging students to express grievances and problems freely and openly, without fear of reprisal.
- Installation of Suggestion/Complaint Boxes on each floor, enabling students to anonymously convey grievances and suggestions for enhancing academics and administration.
- Advising students to uphold each other's rights and dignity, exercising restraint and patience in times of conflict.
- Advising students against instigating conflicts between fellow students, teachers, and the college administration.
- Advising all staff members to treat students with affection and refrain from vindictive behavior for any reason.

## **Responsibilities**

- Offer a channel for aggrieved students to address individual grievances, fostering a healthy atmosphere among students, staff, and management.

- Discuss and resolve written grievances submitted by concerned students.

### **Procedure**

- The formation of the Internal Complaint Cell will be widely communicated.
- Students are encouraged to freely express grievances by placing them in designated boxes located at conspicuous points.
- The Internal Complaint Cell will take action on cases accompanied by necessary supporting documents.
- The committee will address only those matters that haven't been resolved within various departments.
- Grievances related to fees, etc., will be considered only if relevant financial documents like demand drafts are provided.

### **Establishment of a Grievance Internal Complaint Cell**

To comply with UGC regulations regarding addressing grievances from students or parents, a “Internal Complaint Cell” has been established within the college. This committee is tasked with investigating the nature and extent of grievances, and it can propose appropriate actions for redressal at the institutional level.

## **INFRASTRUCTURE MAINTENANCE POLICY**

The comprehensive infrastructure of the college encompasses basic elements like buildings and playgrounds, as well as advanced features like ICT-enabled classrooms and laboratory facilities. The institute

follows established systems and procedures to maintain both the physical and academic facilities. While these facilities are accessible to all students, they are under the supervision of a designated faculty member. Electricians and computer analysts are available for assistance at all times.

This document presents a management framework and outlines the allocation of responsibilities to ensure effective utilization and maintenance of existing infrastructure facilities.

### **Maintenance of Classrooms, Furniture, and Laboratories**

Classrooms with furniture, teaching aids, and laboratories are maintained by department staff and attendants, overseen by the respective Head of the Department. Laboratory assistants are responsible for their respective labs. Department Heads regularly report maintenance requirements to the administration. Minor repairs are logged in an office ledger and prioritized. Department staff monitor laboratory use, and students are encouraged to maintain the furniture.

### **Maintenance and Utilization of Library and Library Resources**

- ❖ Library staff follow clear instructions for handling library documents during processing, shelving, and transportation. Specific steps include:
- ❖ Avoiding sorting bound volumes by their fore edges to prevent weakening the binding.

- ❖ Ensuring shelves are not overly crowded to avoid damage to volumes.
- ❖ Storing large volumes flat to prevent damage.
- ❖ Regularly cleaning to prevent dust accumulation.
- ❖ Properly storing magnetic discs and documents containing discs away from magnetic or electric equipment.
- ❖ Implementing pest management measures to reduce insect-related issues.

### **Maintenance and Utilization of Seminar Halls and Auditorium**

Seminar halls and the auditorium fall under the responsibility of the relevant teams and are maintained by the housekeeping staff. These spaces are effectively used for academic meetings, seminars, conferences, and cultural events. Organizing faculty or staff members seeking access to these facilities must obtain permission from the Principal.

### **Maintenance of Electronics and Instruments**

Institution-employed technicians service and maintain instruments and electronic items in various laboratories. These technicians support all departments to ensure optimal instrument utilization. Lab assistants receive appropriate training to enhance their technical skills.

### **Maintenance of ICT Facilities**

The Computer teacher and support staff maintain ICT facilities, including computers and servers. Third-party experts are contacted for technical issues. Annual

maintenance includes software installation, antivirus updates, and upgrades. Electronics such as projectors, computers, printers, and photocopiers are serviced and reused to minimize e-waste. Campus Wi-Fi is maintained by the respective center.

### **Maintenance of Sports and Games Facility**

Sports equipment, fitness equipment, grounds, and courts are maintained by the sports incharge and supporting staff. Ground-level and seasonal maintenance occurs annually. The Sports Committee and Grounds staff jointly maintain sports equipment. New sports equipment purchases require approval from the Principal. The Sports Committee oversees institute sports facilities and related events.

### **Maintenance of Campus Cleanliness**

The housekeeping team cleans the campus area, including academic and administrative buildings, every morning before classes begin. Regular toilet cleaning is also conducted.

### **Maintenance of Other Amenities**

Support staff maintain effluent treatment plants, rainwater harvesting systems, and other amenities. Equipment maintenance follows preventive schedules and guidelines provided by suppliers. The campus provides 24/7 safe drinking water via water purifiers. Fire extinguishers are installed and maintained by supporting staff. Amenities such as the canteen and stationery services are maintained by respective providers.

### **Green Environmental Aspects**

Gardens, bird feeders, solar panels, rainwater harvesting systems, and vermi-compost are maintained daily by gardeners and students. The campus is under CCTV surveillance, overseen by the administration.

### **Annual Stock Checking**

Designated faculty perform annual stock checks of furniture, lab equipment, stationery, ICT facilities, and sports items. Repairs are reported in this process. A consolidated report is submitted to the administration for necessary actions.

### **Replacement of Equipment/Electronics/Computers**

Maintenance includes replacing worn-out assets. Outdated electronics/computers are sold back to avoid e-waste as per norms, and new items are procured.

### **Day-to-Day Emergency Maintenance**

Daily running repairs, such as replacing light bulbs, repairing water leaks, cleaning blocked drains, and other minor repairs, are managed by the supporting staff.

### **Annual Maintenance of Solar Panels**

- Review daily performance data for major output changes.
- Check solar panels for cleanliness, damage, corrosion, and browning.
- Inspect cabling, mounting hardware, junction boxes, breakers, and fuse boxes.
- Verify inverter condition, resistive joints, and DC voltage.
- Maintain proper earth connection.

### **Procedure for Utilization of Physical Facilities**

- Request facility utilization from the HoD.
- Once HoD approves, forward to the Administration Officer.
- Record the request and permit utilization if available.
- Support staff are instructed to facilitate usage arrangements.

### **Procedure for Major Maintenance Works**

- Identify major maintenance or repairs.
- Seek approval from the concerned HoD.
- HoD reviews and forwards the request to the Principal for approval.
- Principal reviews and forwards the request to the Secretary for approval.

### **Procedure for Repairs & Maintenance**

#### **STEP 1**

Register repair/maintenance needs in the Administration Office's specified register.

#### **STEP 2**

In-house maintenance staff attend to repair/maintenance based on the register's entries.

## **INTERNSHIP POLICY**

St. Xavier's College Mahuadanr offers structured, short-term internships to students. These internships are supervised and often focused on specific tasks or projects with defined time frames. The aim is to make the internship meaningful and mutually beneficial for both

the intern and the organization. The primary goal is to provide students with a glimpse into the corporate world before they step into it.

### **Objectives**

- Explore career alternatives before graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.

### **Duration**

In addition to a one-year degree course, students are required to complete a 10-week internship.

### **Duties and Responsibilities**

- Fulfill tasks assigned by a supervisor.
- Perform clerical duties.
- Manage social media accounts.
- Handle or plan events.
- Engage in job shadowing.
- Learn technical skills related to the institution.

### **Scope**

- Apply theoretical knowledge in the real world.
- Expand transferable skills.
- Develop professional connections.
- Acquire skills specific to the profession.
- Enhance oral and written communication skills.
- Strengthen skills to collaborate with people from diverse backgrounds.
- Cultivate leadership skills.
- Develop skills to understand work culture and navigate formal and informal networks.

## **INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY**

- Intellectual Property (IP) encompasses creations of the human intellect, including inventions, artistic and literary works, symbols, names, images, and designs utilized in various commercial contexts. Intellectual property can be broadly categorized into two main types:
- **Industrial Property:** This category comprises inventions (patents), trademarks, industrial designs, geographic indications of source, trade secrets, or undisclosed information.
- **Copyrights:** Copyrights encompass literary and artistic works such as novels, poems, plays, films, musical compositions, drawings, paintings, photographs, sculptures, architectural designs, and other creative expressions. Additionally, it includes rights related to performing artists, phonogram producers, and broadcasters in their respective fields.
- **Background:**  
St. Xavier's College, Mahuadanr, recognizes the importance of intellectual property in the modern educational landscape. In line with this recognition, the college has established an Intellectual Property Cell within its campus. The primary mission of the Intellectual Property Cell is to address the intellectual property capacity-building needs of its faculty and students while providing essential IPR services.

- **Objectives of the Intellectual Property Cell:** The Intellectual Property Cell at St. Xavier's College, Mahuadanr, is driven by the following key objectives:
- **Enhance Understanding:** To empower faculty and students with the ability to comprehend and appreciate the significance of intellectual property.
- **Identification of Intellectual Property:** To assist faculty and students in identifying intellectual property within their academic and creative pursuits.
- **Filing for Competitive Advantage:** To guide and facilitate the process of filing for intellectual property protection, thereby enabling competitive advantages in various fields.
- **Counseling and Advisory Services:** To offer counseling and advisory services related to intellectual property rights, ensuring informed decision-making.
- **Leverage for Academic Excellence:** To guide and support faculty and students in leveraging intellectual property assets to enhance academic excellence.

#### **Administrative Mechanism:**

- To ensure the effective operation and oversight of the Intellectual Property Cell, a Steering Committee will be established. This committee will play a pivotal role in guiding and monitoring the activities of the Intellectual Property Cell. It will be composed of representatives from various

sectors, including industry, academia, the host college, and other experts.

- The formation of this Steering Committee is essential for the successful implementation of the college's IPR Policy and the achievement of its intellectual property-related objectives.
- By enacting this IPR Policy, St. Xavier's College, Mahuadanr, underscores its commitment to fostering a culture of innovation, creativity, and intellectual property awareness among its faculty and students, ultimately contributing to academic growth and societal development.

## **INFORMATION TECHNOLOGY POLICY**

St. Xavier's College, Mahuadanr (Affiliated with Nilamber-Pitamber University, Palamau) is dedicated to providing quality education by embracing modern technologies to stay current with the times. The institution has formulated a comprehensive Information Technology Policy to establish rules, regulations, and guidelines for the proper usage and maintenance of technological assets. This ensures the ethical and appropriate utilization of the Information technology infrastructure established on the college campus.

### **Scope**

The IT Policy applies to technology managed by the college, individual departments, and information services provided by the college administration and departments, or by individuals within the college community. It encompasses resources managed by central

administrative departments such as the library, computer lab, college office, all departments, and recognized sub-units of the college like IQAC, as well as wherever network facilities are provided by the institution. The IT usage applies to stakeholders including faculty, students, administrative staff, higher authorities, authorized visitors, guests, and others who may be granted permission to use the information technology infrastructure of the college, and must adhere to the guidelines.

This policy pertains to all information technology and electronic resources (e-resources) of the institution, including but not limited to:

- All computers, data, information systems, equipment, hardware, software, network devices, intellectual property, documents, and verbally communicated information owned, processed, created, controlled, or maintained by the institution for protecting the confidentiality, integrity, and availability of the college's data and information.
- All resources such as wired/wireless network devices, internet access, official websites, official email services, data storage, web applications, desktop/server computing facilities, documentation facilities, Management Information Systems, Learning Management Systems, Online Admission Systems, E-Library sources, software, etc.
- Usage of these resources governed by the IT Policy is regularly reviewed and modified by the designated personnel to reflect changing requirements and operating procedures of the IT user community.

## **Policy Summary**

This policy applies to all campus activities, including faculty, office, administrative, and student activities. It plays a significant role in processing, creating, operating, maintaining, securing, and ensuring the legal and appropriate use of Information technology infrastructure established by the college on the campus.

## **Introduction**

The institution and all its stakeholders are legally obligated to protect the sensitive data of the institution. The computer resources of St. Xavier's College, Mahuadanr are available to students, faculty, administrators, and staff for educational, research, and administrative purposes, aligned with the institution's vision and mission towards teaching, learning, research, and administration.

## **Purpose**

The Information Technology Policy of St. Xavier's College, Mahuadanr ensures the integrity, reliability, availability, and superior performance of the College IT Systems. It helps maintain, secure, and ensure the legal and appropriate use of Information technology infrastructure established by the college on the campus. Its objective is to ensure that all users of the college's e-resources are responsible for adhering to the procedures governing the implementation of this policy.

The institution aims for easy access, prevents unauthorized access, and ensures the accurate and necessary delivery of data and information for both academics and administration. Data is used, managed, and protected appropriately to be:

- Rightly available.
- Comprehensive and accurate.
- Disclosed appropriately when required.

### **Definitions**

The term "IT Resources" includes Email, Accounts and Access, e-Resources (remote or otherwise), College MIS data available on the intranet and internet, and physical resources such as servers, laptops, firewalls, antivirus, network switches, access points, etc.

### **Email**

The Institution may send official correspondence to its community members via electronic mail. Faculty and staff are recommended to utilize the official email service using the college email account [sxcmdanr@gmail.com](mailto:sxcmdanr@gmail.com) and websites for official work.

### **Accounts and Access Restrictions**

- Network access must be restricted via authentication or IP address restrictions. Passwords and data must be encrypted. Users are provided with User IDs and passwords for authentication.
- Each user is assigned a unique login name.
- Users should not share their passwords, and account holders will be held responsible for any misuse.
- Intercepting or breaking into others' email accounts is prohibited.

- Users must not damage computer or network systems, introduce viruses, worms, or malicious code, tamper with systems, or attempt to degrade system performance.

### **E-Resources**

E-resources may be used only for authorized purposes. All use must comply with institution policies, procedures, codes of conduct, laws, and regulations. The institution determines proper use and may prohibit or discipline use inconsistent with this policy or other standards.

### **Prohibited Use**

Users must not send/view/download fraudulent, harassing, obscene, or threatening messages/materials. Copyright laws must be respected. Commercial use is prohibited unless permitted. Users must not damage or alter unauthorized material, share passwords, or attempt unauthorized access.

### **Usage Policy**

Staff must use internet/network access responsibly, ethically, and lawfully. They must not share or use information for unauthorized purposes. Hardware/software must be used according to usage policies and licenses. Users should comply with policies and legal obligations.

### **Operational Procedures**

- Users have official login IDs & passwords for e-resources.
- Laptops are provided to staff for official use.

- All departments have computers for official work. Faculty members have official email IDs.
- Students can access computers in the Computer Lab. USBs, hard disks, and mobile phones are prohibited.
- Data is regularly updated to prevent data loss.

### **Review and Monitoring**

The Information Technology Policy is periodically reviewed by the institution's Principal if necessary.

## **MENTOR-MENTEE POLICY**

St. Xavier's College, Mahuadanr, welcomes students from diverse social, cultural, and economic backgrounds. As such, there is an ongoing need for continuous mentoring to provide academic, social, personal, and career guidance to students. The institution's Mentor-Mentee Policy addresses these student needs. The college has established a Mentor-Mentee system where faculty members (Mentors) are assigned a group of students (Mentees) from the same department. The IQAC oversees the mentoring process across departments through HoD meetings and regular feedback collection on mentoring activities.

### **Mentor-Mentee Mechanism**

- Each faculty member (Mentor) will be assigned a specific group of students for one semester.

- Students from all three years of each department will be divided among the three professors in their respective departments.
- Once assigned to a mentor, a mentee will remain under the same mentor's guidance until the completion of their study program.
- Every year, First-Year students will replace graduating students in the mentors' lists.

### **Role of HoDs in the Mentoring System**

- At the beginning of each semester, HoDs will meet all mentors and provide necessary instructions during the first department meeting.
- HoDs will review mentors' activities and offer suggestions when needed.
- HoDs will maintain communication with mentees' parents or guardians.
- HoDs, along with mentors, will identify mentees in need of financial assistance.
- HoDs will ensure needy mentees receive textbooks and study materials.
- HoDs will keep the IQAC Mentoring Committee informed and updated.
- After each session, HoDs will submit a confidential report to IQAC summarizing mentor-mentee interactions and discussions.

### **Responsibilities of the Mentors**

- Conduct regular meetings with mentees.
- Identify mentees' learning abilities.
- Counsel, guide, and advise mentees in academic and career development.

- Communicate with parents/guardians regarding student issues and achievements, if necessary.
- Conduct individual mentoring sessions as needed.
- Monitor mentees' academic progress and provide personal counseling.
- Encourage mentees to utilize e-resources in the library.
- Motivate mentees to participate in co-curricular and extracurricular activities.
- Maintain brief records of mentor-mentee discussions.

### **Responsibilities of Mentees**

- Attend meetings consistently.
- Share academic and extra-curricular performance details with mentors.
- Discuss problems, career plans, and specific needs with mentors.
- Follow the suggestions provided by mentors.

### **Outcomes of the Mentor-Mentee Program**

- Identification of students' learning abilities and identification of special needs.
- Identification of both slow and advanced learners.
- Arrangement of special programs for advanced learners.
- Arrangement of remedial classes and motivational programs for slow learners.
- Regular academic and personal counseling sessions.
- Adaptation of teaching-learning pedagogies as needed.

In line with the belief that 'Every child needs attention,' St. Xavier's College, Mahuadanr has adopted an effective Mentor-Mentee Policy to cater to the well-being and growth of all students.

## **PERFORMANCE APPRAISAL POLICY**

The institution has established a well-structured performance appraisal system that emphasizes transparency and adherence to deadlines. The institute employs a triple method of appraisal:

- Academic and Administrative Appraisal
- Student Evaluation
- Self-Appraisal

### **Objectives**

- To motivate faculty to excel in their roles.
- To facilitate staff growth, this in turn contributes to institutional progress.
- To foster a friendly yet competitive atmosphere within the institution.
- To monitor staff progress and facilitate decisions regarding promotions or faculty upgrades.

### **Academic and Administrative Appraisal**

The academic and administrative appraisal process encompasses key indicators that assess various attributes, including job knowledge, work attitude, initiative, work quality, responsible handling of entrusted materials, adherence to institutional policies, behavior and discipline, reliability, relationships with HoDs, immediate supervisors, peers, and attendance. The respective Heads

of Departments analyze these parameters, which are further reviewed by the Principal.

Both positive and negative appraisals are communicated to individual faculty members, offering insights for improvement and advancement in subsequent years.

Regular evaluations of departments and teachers are conducted based on student feedback. The performance appraisal of non-teaching staff is overseen by the Principal or the relevant administrative head. Self-appraisal is taken into account when ambiguity arises during evaluation at all levels.

Continuous motivation is provided to non-teaching staff to attend training and skill development programs. Yearly submissions of program attendance are factored into the performance evaluation of non-teaching staff members.

## **POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF**

Policy for Financial Support to Teaching Staff to Attend FDPs, Research Works, Conferences, Workshops, Seminars, Symposia, and Membership Fees

St. Xavier's College, Mahuadanr (SXC), recognizes the importance of research and continuous improvement in the teaching and learning process to enhance classroom excellence. With evolving changes in education structures both nationally and globally, promoting accessibility to learning, educators are required to be adaptable, flexible, and diverse in their approach. To empower faculty members in upgrading their academic knowledge, SXC has established a comprehensive Policy for financial support.

## **Policy Statement**

This program aims to facilitate the professional growth of teaching staff. It achieves this by providing financial support to faculty members, encouraging their participation in seminars, symposia, conferences, workshops, and training sessions. This initiative promotes knowledge sharing, academic advancement, collaboration, networking, and the creation of a conducive academic environment. These interactions contribute to enhancing both personal and professional effectiveness, leading to accomplishments at the institutional, individual, and student levels.

## **Objectives**

i. To offer financial support to teaching faculty for the following purposes:

- Attending seminars, webinars, symposia, conferences, workshops, refresher courses, PhD program course works, book publications, and training workshops.
- Participating in international collaborations and exchange programs.
- Engaging in online/offline programs conducted within India and abroad for all teaching faculty members.
- Providing reimbursement of registration fees and DA/TA to encourage faculty participation in various conferences/workshops for professional development.
- Enabling participation in Professional Development Programs, Capacity Building,

Faculty Development Programs (FDPs), and Management Development Programs (MDPs).

- Facilitating training programs conducted by college collaborators for essential software/courses related to collaborative programs.
- Promoting and motivating faculty members to secure funding assistance for research, outreach/extension activities, and nationally recognized UGC programs.
- Arranging academic exchange programs with reputable institutions.
- Organizing career and skill enhancement programs.
- Allocating funds at the departmental level for guest lectures, seminars, field visits, and association events.
- Conducting staff training and development programs to enhance professional competency.

### **Scope of the Policy**

This policy encompasses all levels of academic and research activities, excluding certification programs. Participation in such programs is subject to local need evaluations, approvals, and alignment with the institution's requirements. Faculty participation should align with academic content or research standards as outlined in the Research Policy.

### **Policy Guidelines**

The following guidelines are aligned with St. Xavier's College, Mahuadanr's policies:

- Permanent and probationary teaching and non-teaching staff members are eligible for grants under specific circumstances.
- Financial assistance supports professors in attending workshops, FDPs, and conferences to enhance intellectual capabilities.
- Faculty members are encouraged to attend workshops, training, and refresher programs.
- Participation in international conferences is promoted among all faculty members.
- After probation, faculty members are encouraged to apply for UGC grants and other funding agencies with Principal approval.

#### **Procedure for Availing the Grant/Aid**

- For national conferences/seminars, applications must be submitted to the Principal at least 7 days in advance.
- For international events, applications should be submitted to the Principal at least 45 days in advance, along with an approved alternate teaching plan from the Head of Department to ensure minimal disruption to students.
- The Research Advisory Committee (RAC) evaluates applications for relevance and need.
- In case of multiple applicants from the same department, the Principal's decision holds.

#### **Reports/Outcome Recording of Events**

- Upon return, staff members must submit a comprehensive report along with bills for reimbursement within a week.

- Reimbursement is contingent on submission of original travel documents, certificates of attendance/participation, and a brief report on the event.
- Faculty members attending international seminars or conferences are encouraged to publish their work in reputable international journals.
- Copies of participation certificates, best paper certificates, and other relevant documents should be shared with the Research Department.

**Annexure1:**

Application for Attending International /National /State Conference/ Workshop /Symposia/Training

- Name:
- Department:
- Date of the Event:
- Role in the Event:
- Event Duration:
- Financial Assistance Already Availed During Current Year:
- Number of Events Attended During Current Year:
- Type of Leave Currently Availing:

If Applying for Advance Amount, Submit:

Copies of acceptance letter from the conference organizer  
 Abstract of the paper to be presented and accepted by the conference organizer (up to 300 words)

## **POLICY FOR STUDENTS WITH DIFFERENT ABILITIES**

This policy is designed to cultivate an inclusive environment at the college, enhancing higher education learning experiences for individuals with different abilities. Students with different abilities should be provided access to education at all levels, in accordance with the Persons with Disabilities Act of 1995 and the National Policy for Persons with Disabilities of 2006.

St. Xavier's College, Mahuadanr, is dedicated to ensuring equal educational opportunities for students with different abilities. This commitment is upheld through a structured students with Disability Policy and Procedures aligned with UGC norms, with the aim of assisting students in realizing their full potential. While the college adheres to the Persons with Disabilities Act and other legal provisions, this policy strives to surpass legal requirements by establishing a fully inclusive environment for differently abled students.

The college offers a comprehensive support system for students with disabilities, ensuring their complete inclusion in academic programs, co-curricular and extra-curricular activities, thereby enriching their higher education learning experiences. St. Xavier's College, Mahuadanr, guarantees that no student will face discrimination under any programs or activities. The institution creates an enabling atmosphere in which differently abled students can exercise their rights, participate in equal opportunities, and engage with the wider student community.

## **Objectives**

- To provide equitable educational opportunities for students with different abilities in higher education.
- To foster an environment that promotes positive, informed, and unbiased attitudes towards individuals with disabilities.
- To employ appropriate and effective teaching methods that maintain the integrity of course material while accommodating students' needs.
- To ensure that the college's physical campus and online resources are accessible to students with disabilities.
- To empower differently abled students to advocate for themselves and assert their rights, while educating all stakeholders about their needs and challenges through workshops and campaigns.
- To comply with all existing and future legislation and policies pertaining to higher education for students with different abilities.

## **Scope of the Policy**

This policy encompasses all aspects of campus activities, including admissions, academic programs, financial aid, mentoring, counseling, student health, and placement opportunities. Individual rights and responsibilities are paramount in all activities involving the institution's students. The policy adheres to UGC's mandatory requirements. While the policy's guidelines align with relevant acts, any future changes in legislation will be incorporated to maintain the institution's stance against discrimination based on disability.

## **Creating an Inclusive Environment**

The Institution's premises will be designed to create an enabling environment for individuals with disabilities, ensuring barrier-free access to facilities such as entry gates, emergency exits, parking, and wheelchair-accessible restrooms. Additional facilities and services will be offered to students with disabilities, including a special entry window for admissions, auxiliary aids and services (translators, readers, adapted equipment, etc.), and reasonable classroom accommodations. Academic requirements will be adjusted as necessary to avoid discrimination and ensure accessibility. The college will also support placement opportunities and provide counseling services to all students without discrimination.

## **Procedure**

The college's Equal Opportunity Cell's Head will serve as the Coordinator for Students with Disabilities. Students with disabilities can follow these steps to avail the privileges and facilities provided by the college:

## **Documentation Procedure**

- Students must inform the college Principal in writing about their specific disability.
- Students are responsible for self-identification and providing the college with appropriate documentation of their disability.
- All documents related to a student's disability will be kept confidential.

### **Examination Procedure**

- The Controller of Examinations will appoint scribes for eligible candidates as per established norms.
- Scribe eligibility is determined by a medical certificate of disability.
- The college ensures suitable seating arrangements and examination centers accessible to students with disabilities.
- Compensatory time and other concessions are provided based on the candidate's degree of impairment.

### **Grievance Procedure**

The college takes discrimination against students with disabilities seriously. Grievance procedures are in place to address complaints and allegations of violation of college guidelines. Information about these procedures can be found on the campus office, institutional website, or student handbooks.

By implementing this policy, St. Xavier's College, Mahuadanr, aims to foster an environment where students with different abilities can thrive academically, personally, and socially.

## **RESEARCH POLICY**

The primary objectives of this research policy are to cultivate and promote scientific curiosity and research aptitude among all learners, align our efforts with the college's vision and mission, and identify research domains with academic, practical, and societal relevance

to contribute to national development. Our research policy serves as a broad framework for research activities, guided by the following objectives:

**Objectives:**

**Awareness Building:** Foster awareness about the significance of research among both faculty and students of St. Xavier's College, Mahuadanr.

**Cultivating Research Culture:** Establish a conducive research culture through various initiatives and programs.

**Promoting Publications:** Encourage faculty and students to publish research papers and undertake research projects with social and academic significance.

**Societal Impact:** Raise awareness in society through research initiatives and highlight socially beneficial research projects.

**Coordinated Efforts:** Provide proper coordination for all research activities within the college, aligning them with the college's vision and mission.

**Identifying Opportunities:** Identify and inform students about research opportunities announced by various academic, research, industry, or government organizations.

**Intellectual Property:** Create awareness about patents and Intellectual Property Rights, motivating individuals to apply for patents.

**Collaborations:** Promote collaborations with international and national academic institutions and foster connections with industry.

**Publication Facilitation:** Encourage and facilitate the publication of research works in reputable international and national journals, as well as presentations at academic events like workshops, seminars, and conferences.

**Innovation Ecosystem:** Create an ecosystem for innovations and other knowledge creation and transfer initiatives.

**Skill Development:** Organize workshops to develop appropriate research skills among students and faculty members.

**Research Culture Inculcation:** Undertake all activities that promote a research culture within the college.

**Ethical Research:** Develop standards and norms for conducting ethical research.

**Undergraduate Research:** Formulate plans for continuous research at the undergraduate level.

### **Scope of Research Policy Applicability:**

**All College Stakeholders:** The policy applies to all staff, both temporary and permanent, engaged in teaching, research, or administration.

**Undergraduate Students:** All undergraduate students registered with the college are encouraged to engage in research activities.

**External Collaborators:** Mentors, guides, external experts, and industry partners are motivated to associate with any research activities within the college.

**Academic Requirements:** Research activities undertaken to fulfill academic degree requirements are included.

**Publication and Collaboration:** Faculty members, researchers, and final-year undergraduate students are encouraged to contribute to textbooks, articles, and collaborative projects.

**Curriculum Enrichment:** Research projects undertaken by students as part of the curriculum or for enrichment purposes are supported.

**Research Agenda of SXCM:**

**Individual Research:** Encourage students to engage in individual research, providing necessary assistance when needed.

**Departmental Initiatives:** The Department of Science Faculty promotes research in applied and experimental sciences, facilitating student internships at external institutes.

**Review Articles:** Encourage both students and faculty to write review articles.

**Compliance:** Ensure that all research at SXCM adheres to guidelines issued by NPU and UGC.

**Quality Assurance:** Commit to publishing quality research by implementing effective mechanisms to check plagiarism and unethical practices.

**Research Center at SXCM:**

**Publication Support:** The Xavier Research Center offers a platform for printing research articles.

**Collaboration Space:** Provides dedicated spaces for researchers and students to engage in discussions.

**Progress Monitoring:** Establishes a committee to regularly assess the progress of researchers and students.

**Research Laboratories:** St. Xavier's College maintains research laboratories for physics, chemistry, and botany.

**Support:**

**Financial Support:** Faculty members are financially supported to attend workshops, seminars, training programs, and conferences for presenting research papers.

**Departmental Support:** The college extends support for departmental organization, including Faculty Development Programs (FDPs), workshops, and training programs.

**Collaborative Research:** Faculty members are encouraged and supported in collaborative research endeavors with other research centers.

## **RESOURCE MOBILIZATION POLICY**

St. Xavier's College, Mahuadanr is dedicated to assisting its students in realizing their full potential. The college emphasizes freedom in innovative teaching and learning methods, research and extension activities, as well as other academic pursuits like excursions, fieldwork, internal innovative examinations, and evaluation. This commitment ensures the quality of education imparted by the college. To support these endeavors, substantial resource mobilization is necessary to meet the growing needs of students and faculty each year. In light of this, the institution follows a Comprehensive Resource Mobilization Policy for all members of the SXCM community.

### **Policy Statement**

The policy aims to support the institution's strategic plans through systematic analysis and identification of required resources for programs, prioritization of needs, allocation of resources within available means, and the ability to effectively manage relationships with resource providers. This encompasses utilizing skills, knowledge, and capacity for optimal resource utilization.

### **Objective of the Policy**

The primary objectives include:

- Ensuring a clear, systematic, and coordinated approach to resource mobilization.
- Encouraging and increasing the influx of resources to the institution for its development.

- Engaging society's participation in the development process through resource contribution.
- Augmenting resources via consultancy opportunities with industries, government bodies, and society on a commercial basis.

### **Scope of the Policy**

The Resource Mobilization Policy encompasses the following aspects of resource acquisition:

- Financial funds from donations and scholarships.
- Material resources including equipment, books, periodicals, and donated journals.
- Physical resources such as land and buildings, human resources, and resource allocation procedures.
- Ensuring optimal allocation of resources as per established procedures.
- Maintenance of records of all monetary resources in accordance with legal and UGC mandates, both electronically and manually.
- Establishing a procedure for non-monetary resource mobilization.
- Ensuring effective resource utilization for teaching, learning, and training.

### **Resource Mobilization**

Types and methods of resource mobilization are deliberated in staff and finance committee meetings and are only valid upon approval by the college's Governing Body. These discussions also extend to Alumnae Association meetings.

- Primary sources include management funds.

- Student fees as per institutional regulations for routine non-salary expenses.
- Interest from management investments.
- Contributions from the Alumni Association, alumni, NGOs, and corporate entities to enhance higher education quality.
- Financial aids and scholarships from government and corporations.
- Specific earmarked funds for management development, staff gratuity, scholarships, awards, and recognitions.
- Interest on corpus funds and donations from alumni.

### **Resource Utilization Strategies**

- Resource mobilization and utilization are overseen by the Principal/Finance Officer.
- Funds are strategically allocated based on their purpose, such as infrastructure enhancement, knowledge resources, and seminars/workshops.
- Corpus funds from alumni associations and guardians are directed toward student awards and endowments.
- Scholarship funds from corporations are disbursed to deserving students annually.
- Government and non-government grants are used as directed, prioritizing stakeholders' interests.
- Management funds and earmarked funds are allocated for salaries, research, and relevant expenses.
- Collected student fees are used in accordance with institutional rules.

- The college's physical and academic infrastructure is optimally utilized.

### **Allied College Resources**

Allied College Resources encompass physical assets, including furniture, learning tools, office equipment, electrical, electronic, and security devices. Monitoring, maintenance, and reconciliation of these resources fall under the Maintenance Manager's purview (refer to the Repair and Maintenance Policy). Planning for implementation is conducted annually, guided by the Principal, with the Maintenance Manager responsible for upkeep. At the end of each semester, a list of required work is prepared, submitted to the Principal/Finance Head for approval and execution.

## **STUDENT LEARNING AND DIVERSITY POLICY**

St. Xavier's College, Mahuadanr acknowledges the diverse backgrounds and educational experiences of its students. In recognition of this diversity, this policy has been formulated to empower students to realize their full potential and to leverage the learning opportunities provided by the institution. The college is deeply committed to continuously enhancing the learning experiences of its students and fostering a culture of excellence in education through a range of strategic initiatives.

### **Objectives:**

**Access and Participation:** Ensure that all students can access and actively participate in the learning process.

**Aptitude Assessment:** Assess the aptitude of students and tailor educational support to meet their specific needs and capabilities.

**Learning Environment:** Provide a conducive learning environment for both slow and advanced learners through a continuous monitoring system.

**Assessment of Learning Aptitude:**

At the onset of each academic year, an initial assessment is conducted. Subsequently, regular assessments are carried out through teacher-student interactions and evaluations of performance in Mid Semester exams, class tests, assignments, and other activities conducted throughout the semester. These assessments serve to identify both slow and advanced learners. Department-level meetings are convened to deliberate on specific teaching and learning methodologies tailored to the requirements of students in both groups.

**Catering to the Needs of Slow Learners:**

- To support slow learners, the college implements the following measures:
- Remedial Classes: Organizes remedial classes to address doubts and facilitate better comprehension.
- Personal Counseling: Offers ongoing personal counseling throughout the semester to provide academic and emotional support.
- Soft Skill Development: Encourages participation in extra-curricular and co-curricular activities to nurture soft skills and holistic growth.

### **Supporting Advanced Learners:**

To empower advanced learners, the college adopts the following strategies:

**Expert Workshops and Seminars:** Organizes workshops and seminars featuring experts from both industry and academia to broaden students' horizons.

**Research Opportunities:** Motivates students to engage in research within their respective areas of interest and expertise.

**Peer Learning:** Encourages a culture of peer collaboration and mutual growth, fostering an environment where students can learn from one another.

The college administration and faculty continually assess and review the effectiveness of these measures. Every effort is made to ensure that both groups of students can make commendable progress in their academic pursuits. Our commitment to diversity and inclusivity remains unwavering, and we strive to create an environment where every student can thrive and achieve their educational goals.

## **STUDENTS' WELFARE POLICY**

### **1. Policy Statement**

St. Xavier's College, Mahuadanr recognizes that students are entitled to a comprehensive, high-quality student support and welfare system that identifies concerns and implements appropriate support mechanisms to facilitate the achievement of their goals. The College is committed

to ensuring the safety of students and removing barriers to learning, allowing all students to reach their full potential through the provision of suitable care, guidance, and support interventions that are documented and monitored for effectiveness. This commitment aligns with the mission and vision of the college. The college acknowledges the interconnectedness of student welfare and student learning outcomes, emphasizing the promotion of high standards of discipline and behavior that foster a positive image of the college. The code of conduct addresses behavioral issues in a manner aligned with the educational and ethical purposes of the institution.

### **1.1. Purpose**

This policy aims to establish a framework for addressing individual and collective student welfare needs by creating a harmonious environment within the college where everyone can live, work, and learn together in peace and harmony. The policy provides assistance and guidance to develop students into responsible and ethical citizens while addressing behavior or actions inconsistent with college policies. Through this policy, the college endeavors to create an environment where students can:

- Engage in free intellectual inquiry
- Express themselves freely
- Feel that their rights and responsibilities are respected and their needs are met
- Express complaints and grievances openly

## **1.2. Policy Objectives**

This Policy aims to address students' needs and behavioral issues at the college by:

- a) Ensuring that students adhere to the standards outlined in the Students Code of Conduct.
- b) Promoting an equitable, quality learning environment where students can perform at their best.
- c) Creating an environment where students demonstrate courtesy, respect, and care towards staff and fellow students.
- d) Promoting adherence to the highest standards of behavior while discouraging all forms of "indiscipline" or "misconduct."
- e) Providing eligibility requirements and criteria for receiving assistance such as concessions and scholarships.

## **1.3. Legal and Regulatory Framework**

This Policy is formulated within the framework of various government, UGC, University, and College policies, including but not limited to:

- The Constitution and Child Right policy of India
- St. Xavier's College Statutes & Personnel Policy
- St. Xavier's College Library policy
- St. Xavier's College Anti Sexual Harassment Policy
- St. Xavier's College Gender Policy

- Student Rules and Regulations
- University Policy
- UGC & College Anti-ragging Policy
- College Lab policy

## **2. Policy Provisions**

### **2.1. The Code of Conduct**

The college provides students with a detailed account of the code of conduct, covering areas such as:

- Commitment to Learning
- Respecting Authority
- Anti-Ragging
- Anti-Sexual Harassment
- Safety
- Dress Code
- Handling Illnesses
- Substance Abuse

### **2.2. Students Concession**

The college acknowledges that students need basic necessities like food, shelter, clothing, and medical care to concentrate on their studies and excel. Therefore, the college provides concessions to students in need, including permitting delayed payment of semester fees for those in need. The principles for determining a student's need and eligibility for assistance include academic performance, regularity, discipline, and conduct on campus.

### **2.3. Scholarships and Freeships**

The college actively facilitates government scholarships and grants for socially and economically disadvantaged students. It also seeks external scholarships and freeships from non-governmental organizations to support deserving students. Additionally, the college establishes endowment prizes and institutional-level freeships to inspire academic excellence.

### **2.4. Students Representation**

The college acknowledges the importance of equitable student representation and provides opportunities for students to voice their views, suggestions, and concerns through a Student Council. The Student Council is responsible for various aspects of student life and reports to the principal or their nominee.

### **2.5. Student Counseling**

The college offers student counseling services to help students cope with personal and environmental challenges. Counseling sessions aim to improve problem-solving and coping skills, promote positive mental and emotional well-being, and enhance academic and personal functioning.

### **2.6. Students Career Guidance**

The college offers career guidance to help students make informed decisions about their education and future careers. This guidance covers course selection,

progression planning, career and employment opportunities, and academic progression.

## **2.7. Campus Ministry**

The Campus Ministry fosters the personal, spiritual, and moral development of students through service, value-based spirituality, and social events. It offers a range of activities and support for students.

## **2.8. Accommodation Services**

The college provides hostel accommodations for female students, managed by a designated warden.

## **2.9. Catering Services**

Catering services are available through the college canteen, where students pay for their meals.

## **2.10. Sports and Games Facilities**

The college's Sports and Games Department offers recreational facilities and activities for students, promoting active and healthy living.

## **2.11. Health Care Services**

The college's Health Unit provides preventive and curative care, youth-friendly services, and referrals to students and staff. An MoU is in place with Carmel Hospital for emergencies.

### **2.12. Security**

The college takes the security of students and staff seriously, with 24-hour security patrols and cooperation with lawful authorities for reported offenses.

### **2.13. Clubs and Movements**

Students are encouraged to participate in various clubs and movements that promote overall personality development, including NSS, AICUF, YRC, Career Guidance Cell, Competitive Examination Committee, Personal Counseling Cell, Sports Association, Commerce Club, Eco Club, Literary and Cultural Committee, and more.

### **2.14. Student Entertainment**

The college organizes various co-curricular activities and entertainment events to keep students engaged and relaxed, including debates, competitions, sports, cultural activities, and annual picnics.

## **3. Policy Implementation and Monitoring Strategies**

a) Implementation of this policy is overseen by the College Students Welfare Committee and Students Redressal System, chaired by the Principal or their nominee.

b) The committee ensures the policy's integrity and execution.

- c) A Grievance Handling Committee addresses student grievances and complaints.
- d) The policy includes procedures for filing complaints.
- e) Relevant rules, regulations, and forms will be developed to guide policy implementation.
- f) The college sensitizes students to the policy during orientation programs.
- g) Compliance with the policy is the responsibility of college leadership, department heads, coordinators, and students.
- h) Periodic monitoring and reviews of the policy are conducted, as outlined in the Legal and Regulatory Framework.
- i) The policy will be reviewed after three years or as needed.

#### **4. Student Council Office Bearers**

President

Vice President

Secretary

Joint Secretary

Members:

## STAFF WELFARE POLICY

At St. Xavier's College, Mahuadanr, the welfare of our teaching and non-teaching staff members is of utmost importance. We believe that the well-being and satisfaction of our staff directly correlate with their dedication and contributions to the institution. As part of our commitment to staff welfare, the college has implemented a comprehensive set of measures and benefits designed to support and enhance the lives of our valued employees.

### I. Financial Welfare Measures

**Provident Fund:** All eligible employees have access to the provident fund scheme.

**Gratuity:** Staff members become eligible for gratuity benefits after completing ten years of permanent service.

**Conference Support:** Financial assistance is provided for attending both National and International Conferences.

**Duty Leave for Research:** Faculty members are granted duty leave for presenting research papers at National and International Conferences.

**Ph.D. and NET Support:** Duty leave is facilitated for staff pursuing Ph.D. coursework/examinations, with increments provided upon completion.

**Annual Salary Increments:** Staff members receive annual salary increments.

## **II. Employee Recognition and Engagement**

**Teacher's Day Celebrations:** Teaching and non-teaching associates receive tokens of appreciation on Teacher's Day.

**Annual Staff Trip:** The college organizes an annual staff trip, with financial expenses covered by the management.

**Maternity Leave:** Maternity leave is granted in accordance with government regulations.

**Technological Support:** Desktop computers and Wi-Fi connectivity are provided for all faculty members.

**Staff Sports and Games:** Annual sports and games events are organized for staff participation.

**Well-Being Facilities:** Facilities such as a sick room, canteen, and staff amenity center are available.

**Employee Provident Fund (EPF):** EPF benefits are extended to staff members.

**Resource Person Opportunities:** Faculty members are encouraged to act as resource persons.

**Biometric Attendance System:** An automated biometric system is employed for attendance and leave management.

**Xerox Facilities:** Subsidized Xerox services are available on campus for staff and students.

**Farewell Programs:** Impressive farewell programs are organized to honor retiring staff members.

**Medical Camps:** Free medical camps with basic medicines are arranged periodically.

### **III. Professional Development and Support**

**Training and Development:** Teaching and non-teaching staff are encouraged and assisted in attending faculty training, refresher courses, and orientation programs to enhance their skills.

**Access to Facilities:** Staff members have access to the institute's auditorium, conference hall, library, and sports facilities for personal events.

**Career Development:** Career development programs are conducted to support the growth of both teaching and non-teaching staff.

### **IV. Miscellaneous Welfare Initiatives**

**Grievance Redressal and Internal Complaints Committee:** The college has proactive mechanisms for addressing staff grievances and ensuring a safe environment.

**Support for Supporting Staff:** Domestic staff members receive two sets of uniforms annually.

**On-Campus Accommodation:** Staff quarters are available within the college premises.

**Computer Basics Course:** A crash course in computer basics is provided for supporting staff.

**Campus Amenities:** Both teaching and non-teaching staff have access to security services, identity cards, photocopy services, sports facilities, and a multicultural campus environment.

**Festival Celebrations:** The college celebrates various festivals together, fostering inclusivity.

**Infrastructure and Facilities:** All college blocks have access to drinking water, elevators, and designated parking areas for staff.

**Health and Fitness:** Staff members can utilize the gym, internet services, and free Wi-Fi on campus.

**Library Access:** Both teaching and non-teaching staff have library privileges.

**Equal Benefits:** All employees are treated equally in terms of receiving organizational benefits.

**Earned Leave:** Faculty members can accumulate earned leave and encash it at the end of their service.

**Punctual Salary Disbursement:** Salaries are disbursed promptly each month via bank accounts.

**Recognition of Excellence:** Exceptional research work and high-quality publications are recognized and appreciated.

**Ph.D. Enrollment:** Non-doctoral staff members are encouraged to enroll in Ph.D. programs.

**Faculty Development Programs (FDP):** Regular FDPs are conducted to enhance faculty skills.

In summary, St. Xavier's College, Mahuadanr, is dedicated to ensuring the happiness and well-being of its staff members, fostering a thriving and supportive work environment.

## **WATER CONSERVATION POLICY**

In alignment with the decision made by the IQAC and subsequent approval by the college's Managing Committee, the IQAC has developed an Institute Policy on Water Conservation and Management. Besides contributing to environmental sustainability, water conservation also serves as a means to reduce unnecessary effort. Among the various water-saving methods, rainwater harvesting stands out as one of the most efficient techniques.

### **I. Water Conservation Policy**

**Mitigating Water Leakage:** The institute shall actively prevent water leakage by ensuring proper pipe and tap fittings throughout the campus.

**Water Recycling:** The institution commits to recycling water to minimize the consumption of fresh water. Recycled water shall primarily be employed for gardening purposes.

**Optimal Garden Watering:** To minimize evaporation losses, garden watering will be scheduled for the morning or evening hours.

**Sustainable Stormwater Management:** The institute will implement sustainable stormwater management practices to divert water away from the sewer system for potential recycling.

**Rainwater Harvesting:** Rainwater harvesting pits have been strategically installed to enhance groundwater levels.

**Promoting Water-Efficient Practices:** Faculty and students are expected to use water judiciously and economically.

**Awareness Initiatives:** "Save Water" boards have been prominently placed across the campus to educate and remind students and staff about the importance of water conservation.

**Educational Events:** Regular guest lectures and expert talks on water conservation are organized to disseminate knowledge and promote awareness.

**Special Occasions:** The institute actively observes World Water Day and World Environment Day to instill the significance of water conservation in the community.

**Installation of Flow Control Devices:** Flow control devices such as low-flow showerheads and flush valves have been installed to reduce water wastage.

## **II. Prevention of Water Wastage in Hostel and Residence**

### **Conserving Water in the Bathroom**

**Regular Inspection:** To prevent water wastage, toilets will be regularly inspected for leaks.

**Water-Saving Fixtures:** Water-saving showerheads or flow restrictors have been installed to minimize water consumption during showers

**Prominent Reminders:** Notices reminding individuals to "Turn off water after use" are placed near each tap.

**Low-Capacity Flush Tanks:** Low water capacity flush tanks have been implemented to reduce water usage during flushing.

### **(ii) Conserving Water in the Kitchen and Laundry**

**Dishwashing Practices:** If washing dishes by hand, individuals will be encouraged not to leave the water running for rinsing.

**Efficient Vegetable Cleaning:** Water should not be allowed to run continuously while cleaning vegetables.

**Leak Checks:** Valves and pipes will be checked periodically for leaks to ensure water conservation.

### **(iii) Conserving Water Outdoors**

**Efficient Lawn Care:** The practice of watering the lawn will be strictly based on necessity.

**Deep Soil Soaking:** Deep soaking of the lawn will be encouraged, ensuring moisture reaches the roots.

**Drought-Resistant Plants:** Planting drought-resistant trees and plants that require less water will be promoted.

**Mulch Usage:** A layer of mulch around trees and plants will be maintained to retain moisture.

**Eco-Friendly Cleaning:** Brooms, rather than hoses, will be used for cleaning driveways and sidewalks.

**Vehicle Washing:** Individuals are advised not to run the hose continuously while washing vehicles.

By adhering to these guidelines, the institution aims to create a culture of responsible water usage, ultimately contributing to a sustainable and water-conscious environment.

## **ZERO TOLERANCE POLICY FOR GENDER-BASED HARASSMENT**

### **Policy Statement:**

St. Xavier's College, Mahuadanr is committed to providing a safe and respectful environment for all members of the college community. Gender-based harassment is strictly prohibited, and the college maintains a zero-tolerance policy towards any form of such misconduct.

**Scope:**

This policy applies to all students, faculty, staff, and visitors at St. Xavier's College, Mahuadanr.

**Definition:**

Gender-based harassment includes, but is not limited to, unwelcome and offensive conduct based on gender, sexual orientation, gender identity, or expression. This encompasses verbal, non-verbal, or physical actions that create an intimidating, hostile, or offensive environment.

**Prohibited Conduct:**

The following behaviors are strictly prohibited under this policy:

- Verbal harassment
- Physical harassment
- Sexual harassment
- Intimidation or threats
- Retaliation against those reporting harassment

**Reporting Procedure:**

Any individual who believes they have experienced or witnessed gender-based harassment should promptly report the incident to the coordinator of Anti-ragging committee or other appropriate college officials. Reports can be made in person, in writing, or through the college's confidential reporting mechanisms.

### **Investigation and Resolution:**

St. Xavier's College, Mahuadanr is committed to promptly and thoroughly investigating all reports of gender-based harassment. Investigations will be conducted impartially, and appropriate action will be taken based on the findings.

### **Consequences:**

Individuals found in violation of this policy may face disciplinary action, including but not limited to warnings, probation, suspension, or expulsion. Employees may also face employment consequences in accordance with applicable policies and laws.

### **Support Services:**

The college provides support services to those affected by Gender-based harassment, including counseling and other resources. These services aim to assist individuals in coping with the impact of harassment and facilitate their well-being.

### **Review and Update:**

This policy will be reviewed regularly to ensure its effectiveness and may be updated as needed.

St. Xavier's College, Mahuadanr is dedicated to fostering an environment free from gender-based harassment, promoting respect, and upholding the dignity of all its members.

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