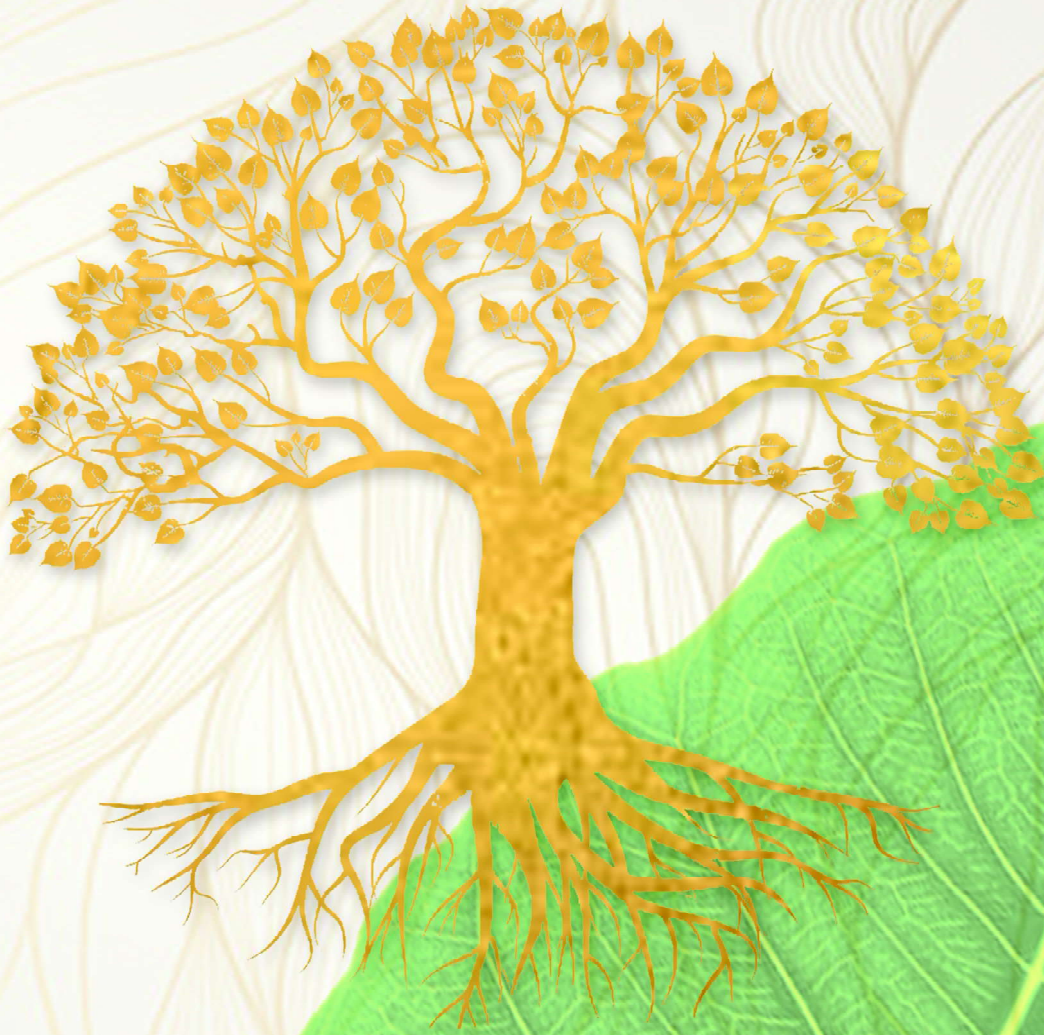




SREE VIDYADHIRAJA NSS COLLEGE VAZHOOR

Affiliated to Mahatma Gandhi University
Accredited by NAAC with B Grade



Revised Edition 2022

BODHIE

BOOK OF DIRECTIONS HELPING INSTITUTIONAL EXCELLENCE

A complete reference



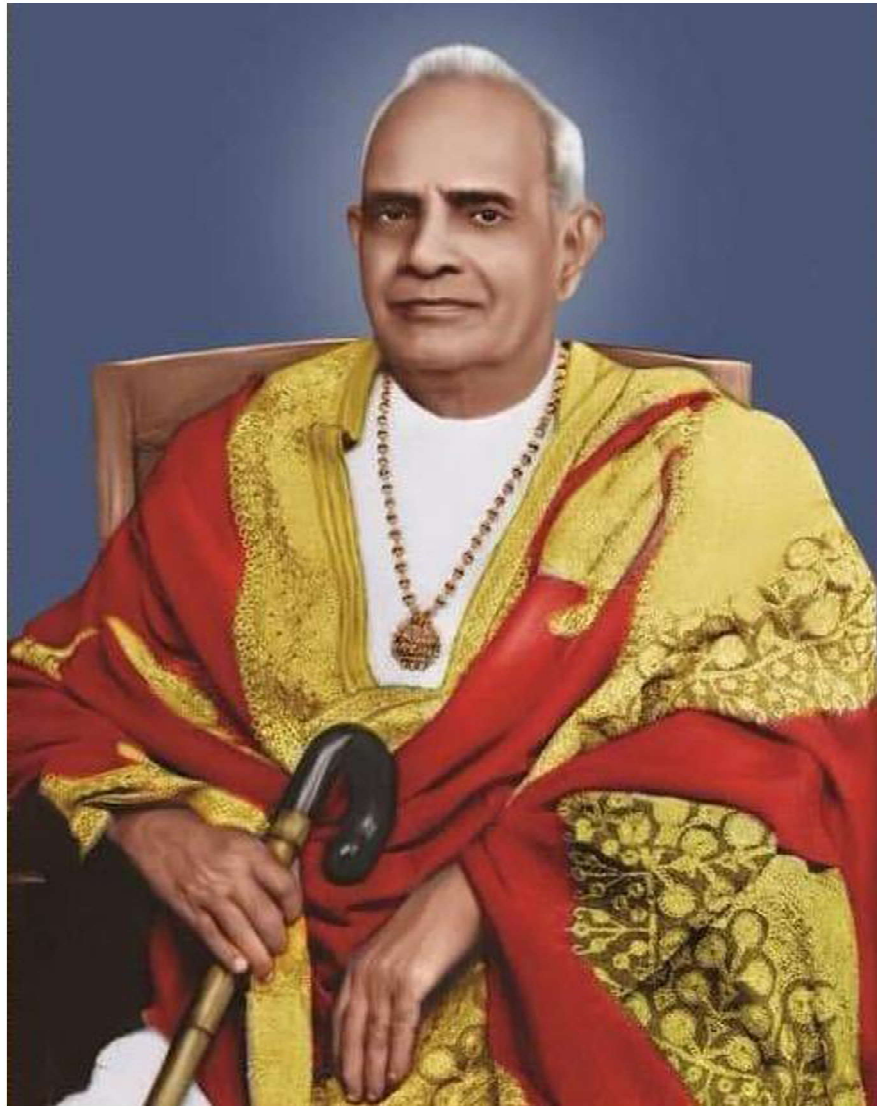
CONTENTS

	PAGE
1. OUR FOUNDER	5-7
2. PROFILE OF THE COLLEGE	8-9
3. MILESTONES, VISION, MISSION	10-11
4. ACADEMIC PROGRAMMES, OPEN COURSES OFFERED ...	12-13
5. ADMISSION PROCESS	14-16
6. FACILITIES, ACTIVITIES, CELLS	17-36
♦ INCLUSIVE CURRICULUM	
♦ CERTIFICATE COURSES AND OTHER ADDITIONAL COURSES OFFERED BY THE COLLEGE	
♦ INTERNAL EVALUATION	
♦ QUALITY EDUCATION	
♦ ANTI-RAGGING	
♦ ANTI-HARASSMENT	
♦ GRIEVANCE REDRESSAL	
♦ FINANCIAL MANAGEMENT	
♦ ENVIRONMENT CONSERVATION AND SUSTAINABLE FUTURE	
♦ GREEN POLICY ON WASTE MANAGEMENT	
♦ RESEARCH PROMOTION	
♦ MENTORING	
♦ EXTENSION ACTIVITIES	
♦ POLICY AND PROCEDURE FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES	
♦ STUDENTS' WELFARE AND ACTIVITIES	
♦ ALUMNI ACTIVITIES	
♦ ADMINISTRATION	
♦ FACULTY EMPOWERMENT	

- ◆ E-GOVERNANCE
- ◆ CONSULTANCY AND COLLABORATION
- ◆ HUMAN VALUES AND PROFESSIONAL ETHICS
- ◆ STRATEGIC PLANS
- ◆ POLICY REFORMS
- ◆ POLICY ON STUDY TOURS

7. PROSPECTUS37-55

- ◆ CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE
- ◆ MAHATMA GANDHI UNIVERSITY STUDENTS' CODE OF CONDUCT RULES-2005
- ◆ HIGH COURT ORDER PROHIBITING CAMPUS POLITICS
- ◆ UGC REGULATION ON CURBING RAGGING
- ◆ COLLEGE UNION
- ◆ REGULATIONS REGARDING THE ELECTION TO THE COLLEGE UNION
- ◆ COLLEGE LIBRARY
- ◆ CODE OF CONDUCT FOR THE PARENTS/ GUARDIANS OF THE COLLEGE STUDENTS
- ◆ CODE OF CONDUCT FOR THE NON-TEACHING STAFF
- ◆ CODE OF CONDUCT FOR THE TEACHERS
- ◆ TEACHERS AND THEIR RESPONSIBILITIES
- ◆ TEACHERS AND STUDENTS
- ◆ TEACHERS AND COLLEAGUES
- ◆ TEACHERS AND AUTHORITIES
- ◆ TEACHERS AND NON-TEACHING STAFF
- ◆ TEACHERS AND GUARDIANS
- ◆ TEACHERS AND SOCIETY
- ◆ CODE OF CONDUCT FOR THE PRINCIPAL
- ◆ CODE OF CONDUCT FOR THE MANAGING BOARD OF THE COLLEGE





OUR FOUNDER
SRI MANNATHU PADMANABHAN
1878 - 1970

Our Founder, Sri Mannathu Padmanabhan instilled a sense of direction in the decadent Nair Community by organizing the people under the banner of Nair Service Society, a service organization equipped and committed to the cause of providing modern education, a positive outlook, a sense of purpose and a competitive edge. The educational institutions spread across the state bear testimony to his visionary zeal. He is remembered for the yeoman service he rendered to the state of Kerala and its people. His inspiration and guidance

will always be with us. Sri Mannath Padmanabhan was a legendary personality who dedicated his life to the upliftment of the people in Kerala in general and the Nairs in particular. He was born in Perunna on January 02, 1878 AD, a small village in the Kottayam district of Kerala. His father was Sri Easwaran Namboothiri of Nilamana illam and mother Smt Chiramuttathu Parvathy Amma. He became the Acharya of his community by dint of his ability, sincerity and perseverance.


Mannathu Padmanabhan started as a teacher in 1893 at Kanjirapally Government Primary School at the age of 16. In 1905, he started practising law in Magistrates' Courts and soon became a leading member of the Bar. Sri Mannathu Padmanabhan, a revolutionary thinker in his own right, along with thirteen of his close associates, formed the Nair Service Society which has its headquarters in Perunna, Changanacherry. In 1914 "Nair Bhruthya Janasangham" was formed to organise and bring social reformation to the Nair community. In 1915, he gave up his lucrative practice and became full-time secretary of the Nair Service Society [Nair Bhruthya Janasangham] which had been started at his initiative. On March 30, 1924 he took part in the Vaikom Sathyagraha and led the famous "Savarna Jadha" on October 01, 1924 an anti-untouchability agitation. On 1st of November 1929, he participated in the famous "Guruvayoor Sathyagraham".

The Nair Service Society, a synonym for selfless service and social commitment, was founded by the late Sri Mannathu Padmanabhan on October 31, 1914. On October 30, 1925, Nair Service Society was registered under the Indian Companies Act. It came into being at a crucial stage in the history of the Nair community, which was facing a crisis brought about by disunity and blind adherence to outmoded customs, beliefs and practices. They had a glorious past, but ignorance, accumulated over centuries reinforced by inadequate education, proved disastrous for the community. Their predilection for celebrations and penchant for ceremonial occasions fuelled by a strong affinity towards profligacy and extravagance, contributed to their decline and downfall. Gradual loss of land holdings, underemployment and unemployment due to a lack of modern education completed the process of disintegration.



It was at this juncture that Sri Mannathu Padmanabhan took the initiative to unite the members of the Nair community and build a great organization. The rest is history. He inspired them and gave them a dream; a dream of liberation from poverty, misery and ignorance. Hundreds of units of the NSS were established in order to fulfil his vision. With his persistence, tireless efforts, vision and farsightedness, the N.S.S opened an array of educational institutions, hospitals, other socially beneficial institutions all over the state. Along with an amazing network of units at the village (Karayoga) and taluk levels (taluk unions), the NSS has evolved into a well-knit and coherent organization that has never severed from the noble ideals and high principles of its founder. The NSS runs about a hundred schools, fifteen Arts and Science colleges, three Training colleges, an Engineering college, a Homeo Medical College, several Nursing Colleges, a Polytechnic college, T.T.C Schools, Working Women Hostels, Technical institutions. Though it was founded to reorganize, strengthen, empower the Nair community, the NSS has expanded its services beyond communal and religious boundaries and has played a significant role in the State's social, economic, educational, political transformations.

The NSS has now at its helm, Sri P.N.Narendranathan Nair as its President and Sri.G. Sukumaran Nair as its General Secretary. The Secretary, College Central Committee, a division of the N.S.S, is the organizational head of the higher education institutions managed by the NSS. The rights to appoint the staff, to transfer them, and to initiate disciplinary proceedings are vested in the secretary. The chair is presently held by Dr. Sreekrishnakumar K.




PROFILE OF THE COLLEGE

SVR NSS College is a Govt. aided (Kerala Govt.) rural college run by the Nair Service Society. Affiliated to the Mahatma Gandhi University, Kottayam, Kerala, it has completed fifty years of existence. The college was founded in 1965 as a junior college with four batches of the Pre-degree course. In 1977, the college gained the status of a senior college with UG programmes. In 1981, it became a Post Graduate college with PG courses. In 1993, the UGC recognized the college under section 2f. Sree Vidyadhi Raja NSS College nestled among the undulating hills and situated against the sylvan setting in the heart of a remote village, is a rural centre of knowledge intended to cater to the intellectual needs of the economically backward community. Located ideally in the vicinity of a hermitage, the college has a spiritual grandeur that is conducive to serious academic exercise.

The mission of the college is to uplift the local rustic community educationally, socially, culturally, economically. The goals and objectives of the college are: to achieve academic excellence, to uphold moral and spiritual values, to inculcate a sense of social justice in students, and to make the students self reliant and service minded. Upholding these goals, the college strives to impart the best education possible, utilizing all the available facilities to the optimum.

With seven UG and four PG programmes that accommodate about eight hundred students, fifty one teaching and seventeen non-teaching staff the college marches ahead towards the realization of its goals and objectives of uplifting the village community educationally and socially. The education imparted is aimed at nurturing both the brain and the soul of the students. The staff and students toil hard to achieve even the unachievable.



Date of Establishment	:	27th April 1965
Management	:	Corporate management under Nair Service Society
Affiliation	:	Mahatma Gandhi University
Type	:	Grant-in-aid
UGC Recognition	:	2(f) & 12(B)
NAAC accreditation	:	B
Campus area	:	27.54 acres
Location	:	Rural
Number of Courses	:	UG – 7, PG – 5, PhD - 1
Students’ strength (2020-21)	:	868
Teachers’ strength	:	51
Non-teaching staff	:	17

MILESTONES

YEAR	MONTH	PROGRAMME
1965	APRIL	FOUNDATION STONE
1965	JULY	PRE DEGREE
1977	JUNE	B COM
1980	JUNE	B Sc MATHEMATICS
1980	JUNE	B Sc CHEMISTRY
1980	JUNE	B A ECONOMICS
1982	JUNE	B Sc BOTANY
1982	JUNE	B Sc PHYSICS
1982	JUNE	M Com
1984	JUNE	M Sc MATHEMATICS
1993	OCTOBER	UGC RECOGNITION UNDER 12B OF UGC ACT 1956
1995	JUNE	M Sc BOTANY
1998	JUNE	B A ENGLISH
1999	JUNE	M A ECONOMICS
2003	JUNE	FIRST NAAC VISIT
2003	SEPTEMBER	NAAC ACCREDITATION
2013	OCTOBER	M A ENGLISH
2016	MARCH	SECOND NAAC VISIT
2016	MAY	NAAC REACCREDITATION
2021	JANUARY	FOUNDATION STONE TO NEW BUILDING (RUSA)
2021	DECEMBER	DEPARTMENT OF BOTANY BECOMES RESEARCH CENTRE UNDER MAHATMA GANDHI UNIVERSITY

MISSION

Providing quality education to all, specially to economically challenged students and to make them aware of their rights to lead a better life.

VISION

The vision of the college is उत्तिष्ठत जाग्रत प्राप्य वरान्निबोधत। (utticmhata jāgrata prāpya varānnibodhata) (Kadopanishad) which means “to arise, to awake, and stop not till the goal is reached)”. The vision aims to awaken the sleeping soul; the awakening of one’s real nature and the consequent ushering in of prosperity.

OBJECTIVES

To achieve academic excellence, to uphold moral and spiritual values, to inculcate a sense of social justice in students and to make the students self-reliant and service-minded. Upholding these goals the college strives to impart the best education possible, utilizing all the available facilities to the optimum.

ACADEMIC PROGRAMMES

Under Graduate Programmmes

- BA English Model II (Teaching)
- BA Economics
- BSc Physics
- BSc Chemistry
- BSc Mathematics
- BSc Botany
- BCom (Finance and Taxation)

Post Graduate Programmmes

- MA English
- MA Economics
- MSc Mathematics
- MSc Botany
- MCom(Finance)

Doctoral Programme

- Botany

OPEN COURSES OFFERED

**MATHEMATICS -
APPLICABLE MATHEMATICS**

**ENGLISH -
ENGLISH FOR CAREERS**

**PHYSICS -
OUR UNIVERSE**

**CHEMISTRY -
CHEMISTRY IN EVERYDAY LIFE**

**BOTANY -
ECO TOURISM**

**ECONOMICS -
FUNDAMENTALS OF ECONOMICS**

**COMMERCE -
FUNDAMENTALS OF ACCOUNTING**

**PHYSICAL EDUCATION -
PHYSICAL HEALTH AND LIFE SKILLS EDUCATION**

ADMISSION PROCESS

The college is affiliated to Mahatma Gandhi University, Kottayam and comes under the category of aided colleges managed by forward community. The admission procedure is governed by the rules and regulations of Mahatma Gandhi University and the government of Kerala. An admission committee is constituted including Principal, two admission officers (a teaching faculty and office superintendent) and one teaching faculty from each department.

Seats of various programmes offered by the college are mainly classified as Open Quota seats, Mandatory and Special Reservation seats, Community seats and Management seats. In all admissions 50% of the seats are filled by open selection on the basis of merit. 20% of the seats are reserved for SC/ST candidates (SC 15% and ST 5%). Unfilled SC/ST seats are allotted to OEC/OBC/SEBC applicants as per rules. If still some seats are vacant, then they are converted to general merit. 10% of the seats are reserved for Nair community students on the basis of merit and the remaining 20% of the seats are filled by the Management's choice.

OPEN QUOTA SEATS

All prospective students of UG and PG programmes of the college should apply for merit Seats. Admission to Merit Seats is done through the Centralized Allotment Process (CAP) of Mahatma Gandhi University. Interested students should submit their applications through CAP of the university. For detailed procedures and instructions, www.cap.mgu.ac.in can be used.

MANDATORY AND SPECIAL RESERVATION SEATS

Admission to the 'Sports Quota' is exclusively for candidates with outstanding records in Sports & Games; 'Cultural Quota' is exclusively for students who excel in Youth festival recognized by the Director of Public Instruction (DPI); 'Persons with Disabilities Quota' is exclusively for

students suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose, is done as per the conditions laid down by the university. For more information, one may refer to the Prospectus published by Mahatma Gandhi University. Candidates should apply through CAP to be considered for admission under this category. Admission to these seats will be conducted in the beginning stages of CAP and candidates should refer to the university website regarding dates for application.

Students applying for the reserved seats, SC/ST/OBC etc need to apply only through CAP (cap.mgu.ac.in).

One seat in each degree course and one out of every 20 seats in the PG section will be reserved as sports quota for candidates with at least district level sports records. One percent of the general merit seats will be allotted to the physically handicapped in the degree section. NCC/NSS members will get a bonus of 15 marks for admission to degree course and five marks for PG holders of N.C.C. B and C certificates are entitled to an additional bonus of 5 marks. Children of ex-Service men are entitled to a 15 marks bonus for admission to UG and PG courses. A handicap of 5 marks will be imposed for every successive attempt to pass the qualifying examination.

COMMUNITY SEATS

10% of the seats in the programmes are earmarked for candidates from the Nair community and are based on merit. The application forms to be submitted at the college can be obtained from the college office after remitting the prescribed fees. Candidates seeking admission on Community Merit should submit applications at the college office directly or by post in addition to applying on the university admission portal. The application to the college office should include copy of certificates to prove caste, age and marks obtained in the qualifying examinations.



MANAGEMENT SEATS

20% of the seats in the aided programmes come under this category. Applicants for these seats should submit their applications in the college office directly or by post in addition to applying in the university admission portal. The application forms to be submitted at the college can be obtained from the college office after remitting the prescribed fees. The application to the college office should include copies of certificates to prove age and marks obtained in the qualifying examinations.

1. INCLUSIVE CURRICULUM

The goal of education and the curriculum that an institution follows are highly related. In this market driven new world, where education has lost its values and policies, the curriculum should organically synthesize the purpose of education with its institutional characteristics, and move towards a more inclusive, hybrid curriculum which ensures constructive student participation. The policy regarding curriculum covers planning, designing, and implementation of all programmes offered by the institution including the syllabi prescribed by the University for each programme as well as the Certificate courses offered by the institution.

- ▣ The institution is committed to maintain a safe, secure and cohesive learning climate which is an ineluctable precondition to quality education and research in Higher education.
- ▣ The curriculum is designed to keep in mind the changing needs of the society and in tandem with the higher education policies adopted by the society and the Government.
- ▣ The institution encourages the introduction of new certificate courses every year which are relevant to the student community.
- ▣ The curriculum of the institution also finds room for supplementary programmes for Slow and Advanced Learners and those programmes are periodically appraised.
- ▣ Regular feedback is taken to ensure the parental support which is done through PTS meetings in each department.
- ▣ Compulsory conformity to the proposed academic calendar/handbook of the college is insisted upon.
- ▣ The proposals of the academic calendar/handbook are revised, evaluated and modified each year with the help of the heads of the departments, class tutors and mentors.

2. CERTIFICATE COURSES AND OTHER ADDITIONAL COURSES OFFERED BY COLLEGE

The institution is committed to offer new certificate courses, value added programmes and vocational education and training programmes every year and each department is encouraged to do so.

The proposal for the certificate course should be submitted to the Principal at the beginning of each academic year, which will be scrutinized by the IQAC working committee and a Board of Studies for each course is constituted on the advice of the committee.

The details of the certificate courses are published in the handbook/ brochure of the college and in the college website.

The certificate courses, value added courses and vocational education and training courses can be conducted during zero hours either in the mornings or in the evenings. Saturday classes can be arranged if needed with prior permission from the higher authorities. The evaluation of such certificate courses are done to improve the knowledge and skill of the participant.

Certificate of completion with grade should be provided at the end of the course based on the attendance of the student participant as well as on the performance in the continuous and comprehensive evaluation.

3. INTERNAL EVALUATION

Examinations play an important role in deciding the academic performance and future career choice of the students. In the current scenario, to face competitive forces, everchanging technology and altering needs of industry and service sector, there is a need to inculcate required skills and decision making capacities amongst the students. Hence, internal examination policy aims at covering different types of assessment to evaluate various abilities of the students such as application and presentation skills, analysis,

etc.

- ▣ The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
- ▣ The assessment is comprehensive and continuous to gauge the students' ability and achievement and serve as a basis for all remedial programmes envisioned by the institution.
- ▣ The college conducts two internal examinations in the pattern of the university examination each semester apart from the time to time class tests and other forms of assessments like student seminars and assignments.
- ▣ Remedial teaching sessions are arranged for the students who are weak and they are to be arranged internally within the concerned department. These sessions are to be well documented in order to assess the progress of the student.
- ▣ Supplementary tests/ class tests/ surprise tests/ and modular assignments are to be conducted periodically.
- ▣ Seminars and assignments are given to students to ensure their active participation in the learning procedure.
- ▣ Along with the above procedures, work based assessment, formative and summative assessments are to be evaluated with innovative evaluation methods.
- ▣ The internal assessment system is often reviewed for its effectiveness.

4. QUALITY EDUCATION

Committed to impart quality education, the institution gives immense opportunities to students to develop their potential to the maximum. The quality policy is communicated and understood by all stakeholders within the institute and is reviewed for continuing suitability.

- ▣ A good, spacious and well maintained college building with required infrastructure provides safe learning environment to the students.
- ▣ All students are treated equally and fairly without any discrimination on the basis of caste, creed, race or language.

- ▣ The skills and attitudes of the students are moulded through the introduction of various courses with the prime aim of character building.
- ▣ The institution is committed to provide knowledge, combined with competence and orientation which is achieved through constant evaluation of strength and weakness and measures are taken for further improvement.
- ▣ The system ensures monitoring, reviewing, developing and enhancing standards of learning, teaching and assessment.
- ▣ Continuous quality improvement is ensured through the trainings given to faculty and administrative staff as an IQAC initiative.
- ▣ Students are also given many training classes by experts regarding career choice and skill development.
- ▣ The institution promotes faculty to adopt innovative teaching learning techniques with the inclusion of the digital media to keep abreast with the changing times.
- ▣ The institution is committed to provide student centric activities where knowledge is constructed by each of them.
- ▣ The institution aims to inculcate a culture of total quality in life among the staff and students.
- ▣ The institution is committed to provide additional coaching for State and National Competitions like PSC, NET, SET, Bank coaching etc.

5. ANTI-RAGGING

In consonance with the UGC regulations of 2009 regarding ragging and the Kerala Ragging Prohibition Act of 1998, the college maintains the policy of keeping the campus ragging free.

- ▣ All the requirements as per the regulations of the Central and State Governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, and so are satisfied.
- ▣ The college strictly observes the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.

- ▣ The Principal of the college directly supervises the Anti- ragging Cell.
- ▣ Any student who is found guilty of ragging is seriously dealt with as per the university regulations. The case should also be reported to the law and order department of the state immediately at the reception of the complaint in the college office.
- ▣ The Anti-ragging Cell shall maintain strict vigilance on the activities of students especially during the arrival of new batches at the beginning of the academic year.
- ▣ Counselling facility is provided in the college, and if necessary any time professional counsellors are made available in the campus.
- ▣ Regular reports from the Anti-ragging Cell and Counsellors are submitted to the principal.
- ▣ The class tutors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary take the steps to have them sessions with professional counsellors.
- ▣ Regular updates on the instructions from the Central, State, UGC, and court orders are maintained well.
- ▣ Special sessions are arranged for the newcomers during the first weeks of the academic year as part of the Induction Programme in order to prepare them for the socio academic life in the campus.
- ▣ The college should identify all vulnerable locations, and ensure a constant vigil and watch at such locations; the Discipline Committee of the college monitors the same.
- ▣ The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions
- ▣ The brochure and other admission related documents of the college should contain the anti-ragging policy. College displays anti-ragging slogans with the help of electronic and print media in the campus.

6. ANTI-HARASSMENT

The college is committed to maintain an environment that encourages and

fosters appropriate conduct among all persons and respect for individual values. The institution makes it a point that none of its stakeholders undergoes any sort of harassment. Thus it enforces Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault.

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

7. GRIEVANCE REDRESSAL

In order to redress individual as well as collective grievances of the students and staff of the college, a grievance redressal mechanism has been devised. The college closely follows the regulations of UGC (Grievance Redressal) Regulations,

2018.

- ▣ The institution through the establishment of Grievance Redressal Cell helps to maintain a harmonious student-faculty, student-student relationship.
- ▣ The institution creates an environment in which students can freely express their grievances without fear of discrimination or victimization
- ▣ The Cell provides Counselling to students to refrain from provoking their fellow students against faculty and staff of the college.
- ▣ The cell functions to look into the grievances lodged by any student. Students may approach the cell to voice their grievances regarding academic matters, health, library and other services. Any form of discontent or dissatisfaction on the part of the students can be informed to the cell.
- ▣ Complaint Boxes have been installed in the College campus in which the Students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the College.
- ▣ The policies regarding grievance redressal and harassment are entered in the Brochure of the college and are made available online through the college website.

8. FINANCIAL MANAGEMENT

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

- ▣ The programmes and extension activities initiated by different departments should submit the proposal to the IQAC working committee. The Committee would analyse the need of each programme and make suggestions to improve the quality of the event for the benefit of the institution.
- ▣ The college encourages individual departments to find sponsors for seminars and fests to be conducted.

- ▣ The PTA and the alumni of the institution also provide scholarships, study materials, and other learning aids including laptops to the deserving students.
- ▣ The college is committed to extend financial help , “Hands Together” to help the poor and needy students who are deserving.
- ▣ All construction and maintenance works are undertaken by the management.
- ▣ The members of the faculty are encouraged to apply for different financial scholarships and aids offered by government and non- governmental organizations to conduct research.

9. ENVIRONMENT CONSERVATION AND SUSTAINABLE FUTURE

Education is not complete without its application in real life; and to apply anything in life, one must understand the process of life. Environment is the basis of life and therefore, its protection and conservation is an important part of education.

- ▣ The college is obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the nature and environment.
- ▣ The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments.
- ▣ The institution is proud of its rural environment which is blessed with rich biodiversity and is committed to maintain the same for the future generations as well.
- ▣ The institution motivates the faculty and students to maintain and increase the green cover area of the campus in the coming years. While increasing green area, native species of flora suitable for this ecosystem will be given importance.
- ▣ Periodical survey of the green cover of the campus is promoted to identify any threats to it and to come up with sustainable solutions to mitigate the damage, if any.

- ▣ Any new construction on the campus should not damage the already existing ecological richness.
- ▣ The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.
- ▣ Objectives and targets should be established for improving our environmental performance in the areas of energy consumption, greenhouse gas emissions, potable water consumption, and waste to landfill, sustainable transport, and biodiversity.
- ▣ The campus has to be made plastic free to the maximum extent possible. Abiding by the principle of green protocol, the institution insists on the use of cloth items to replace plastic ones.
- ▣ Reservoirs for rain water harvesting should be constructed in the campus
- ▣ The college should take steps to harness solar power.
- ▣ The college should attempt to become a paper free one by promoting electronic platforms for academic and administrative purposes

10. GREEN POLICY ON WASTE MANAGEMENT

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco friendly waste management mechanism. To decrease the amount of waste generated, the institution constantly monitors the sources and through the policy of Reduce, Reuse and Recycle, adopt measures to mitigate the damage caused by unmanaged waste on campus.

- ▣ The institution should implement sound long-term waste management strategies to reduce overall waste production and increase the recycled component of the waste stream.
- ▣ Innovative and practical measures for waste management introduced by various departments are included in the best practice of the institution, “Akshatha”.
- ▣ The institution also promotes departments to conduct various vocational education and training (VET) courses such as paper bag making, cloth bag

making, paper pen with seeds in it etc which in future would help reduce and recycle the waste generated.

- ▣ The students are advised to bring lunch in Tiffin boxes rather than in wrapped paper or plastic to reduce the plastic waste generated in the campus.

11. RESEARCH PROMOTION

Research is the core element of higher education and its promotion is a vital part of the vision and mission of the institution. The research policy of the institution provides a guideline for the conduct and publication of research work.

- ▣ The institution has a Research promotion Council that sustains the tempo of research. The Council is constituted to support the decision making for every research proposal that the faculty of the institution puts forward.
- ▣ Regular research programs like seminars, conferences and workshops should be conducted at National and International level.
- ▣ The research departments of the college should ensure that the focus of research is relevant and contemporary thereby maintaining ethics within the discipline.
- ▣ Researches done by the faculty members can be directly imported to teaching and the instructor's own research can be used for the benefit of the student learning and outcome.
- ▣ The faculty and students should be promoted to publish research papers in reputed journals and books and the Research Promotion Council should support all such activities.

12. MENTORING

Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Mentoring ensures cognitive, social, emotional growth of the mentees.

- ▣ Faculty will have the capacity and training to approach students not just as teachers but also as mentors and guides. They act on behalf of the college to support students.
- ▣ The mentor will act within an agreed range of confidentiality and will always ensure the best interests of the younger learner.
- ▣ The college allocates mentors and mentee at the department level at the beginning of the academic year and maintains a particular mentor mentee ratio which will ensure effective communication with the learner.
- ▣ Mentors organise class-wise meeting of mentees at the beginning of each semester. Individual mentoring sessions follow.
- ▣ Mentors monitor the academic progress of the mentees and give them counselling on personal matters too.
- ▣ They promote the use of e-resources in the library.
- ▣ They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
- ▣ Mentors should take initiative to encourage the mentees to join at least one of the clubs of the college and help them to identify their tastes and talents.
- ▣ They also motivate students to participate in co-curricular and extracurricular activities.
- ▣ They should maintain a brief record of mentor-mentee discussions.
- ▣ Mentors advise the mentees to take suitable topics for their year-end projects.
- ▣ If any administrative or higher level action is required, mentors intimate the HOD.
- ▣ The department heads, tutors and mentors meet once a month to discuss and develop new strategies for student improvement.
- ▣ Any complaint regarding mentors from the students should be submitted to the Principal directly.

13. EXTENSION ACTIVITIES.

The institution recognizes the value of inculcating social responsibility for inclusive development and regards that students play a crucial role in

building a welfare society. Keeping this aim, the various departments of the institution undertake activities catering to the needs of diverse sections of the society in accordance with the mission and vision of the college.

- ▣ All the extension activities organized by the College through NSS, NCC, Blood donors' forum and departments are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.
- ▣ All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non-government organizations in the areas of consultancy and need-based training programmes
- ▣ The HOD / The teacher in charge of extension activities should plan, design and seek permission from the higher authorities in the prescribed format containing well-articulated objectives, action plan, modus operandi, financial implications, time frame, the faculty and students involved, etc before implementing the project.
- ▣ The Department may depute one teacher as the coordinator for the programme.
- ▣ Objectivity must be maintained while selecting the beneficiaries for the programme.
- ▣ The College focuses on academically enriching activities to school children and community development activities.
- ▣ The various outreach and extension activities provide hands on experience in specific areas to the students of the college. The institution also promotes activities like adopting a village which is backward in socio economic terms.

14. THE POLICY AND PROCEDURE FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college has an established system for the maintenance and utilisation of physical, academic, support facilities. This is primarily achieved through the

monitoring of various committees like College Council, Planning and Purchase Committee, IQAC , Heads of Departments, faculty, administrative staff, library staff and lab assistants etc. College utilises various funds like PD fund , Management fund etc for the annual maintenance of the infrastructure

- ▣ The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilisation of the resources for the nation building effort.
- ▣ Common facilities like Ground, Auditorium, and Indoor Stadium with gym etc. are provided to the students and faculty.
- ▣ The HODs report the requirements and repairs of their departments to the administrative office through the Principal.
- ▣ Students are sensitized regarding cleanliness and motivated for environmental protection and energy conservation through proper and optimal usage of electricity, water etc.
- ▣ The college is under CCTV surveillance for safeguarding the assets. Campus discipline and cleanliness are monitored through CCTV Cameras.
- ▣ Electrical equipments are provided with necessary back up to ensure steady functioning and also to safeguard against voltage fluctuations.
- ▣ Maintenance funds obtained from State/Central Governments, UGC, college management and PTA are utilized for the maintenance and upkeep of infrastructure and support facilities.
- ▣ The college is pleased to share its infrastructure facility for the betterment of the society.

15. STUDENTS WELFARE AND ACTIVITIES

- ▣ The Institution recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals.
- ▣ The College is committed to keep students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through

the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby abiding the mission and vision of the college.

- ▣ The college identifies minority students as per the constitutional provision and that includes Christian and Muslim students. The minority cell in the college provides facilities for the betterment of those students. OBC and OEC cells constituted in the college also serve for the welfare of the minority community.
- ▣ The College, in supporting student welfare, promotes high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. The code of conduct treats behavioural problems in a manner that relates to the educational purposes of the College.
- ▣ The policy regarding students is strictly adhered to the norms and regulations of UGC, Government, Mahatma Gandhi University, Kottayam, and the higher education policies of the N S S Management.
- ▣ The policy is reviewed annually to ensure that it complies fully with any changes in legislation, aspires to best practice in the sector, and continues to support the vision and values of the college
- ▣ The college promotes the academically able and motivated students irrespective of their backgrounds without any discrimination based on caste, creed, region, religion and so on.
- ▣ Matters related to recruitment, admission, mentoring, and academic formation are to be supervised by the teachers, HODs, mentors, IQAC, College Council and the Principal. Students have the right to bring to the attention of the principal any issues regarding these topics.
- ▣ Students with disabilities have the right to get all the special services provided in the campus. Any fall regarding the matter is directly dealt by the authorities.

- ▣ The students are obliged to abide by the rules and regulations of the college and also the conduct of behaviour that is provided in the college handbook.
- ▣ The college recognizes that a student may experience problems coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students to use their existing problem-solving skills more effectively or to develop new or better coping skills.
- ▣ The college is committed to provide career guidance for all students and thereby prepare them for progression to employment and/or higher education courses. The college strives to put students at the heart of its strategic development and planning to ensure that their needs come first.
- ▣ Clubs forms an integral part of teaching learning experience provided by the institution. Active participation in any one of the clubs is highly recommended. This gives the students opportunities for overall personality development.

16. ALUMNI ACTIVITIES

Alumni of the college include all students who left the college after the completion of the courses for graduation, post-graduation and research.

- ▣ The institution promotes alumni meetings held at department level which are coordinated by the head of the respective departments and any member of the particular alumni batch.
- ▣ Permissions should be sought from the higher authorities before conducting an alumni meeting within the campus.
- ▣ The alumni also participate in various academic and non-academic advisory bodies of the institution. Their participation helps to bring their professional experience to the bodies.
- ▣ The institution recognizes the achievements of the alumni and keeps track of the student progression meticulously.
- ▣ The institution also promotes alumni members participating in various invited talks and other experience sharing initiatives as resource persons so that the students are benefitted.

- ▣ The alumni of the institution can also contribute financial assistance to the academic activities like National seminars by sponsoring them.

17. ADMINISTRATION

The administrative policies of the college focus on enhancing operational efficiencies, best practices, effective decision making and compliance with laws and regulations.

- ▣ The policies and procedures regarding academic and non academic matters of the institution is transparent.
- ▣ Pro student administrative mechanism is implemented.
- ▣ Inclusive approach is strictly followed in administrative policies.

17. FACULTY EMPOWERMENT

The teachers of the college acquire greater autonomy, confidence and freedom in decision making through their frequent involvement in the planning and implementation of policies in the college. The faculty empowerment is achieved through:

- ▣ Organising and conducting sessions on the plans, mission and goals of the college.
- ▣ Updating the latest policies and demands in the higher education sector through seminars and group discussions.
- ▣ Disseminating information through regular meetings, office letters and office advisory or Memorandum.
- ▣ Involving faculty members in the planning process and decision making.
- ▣ Creating conducive working environment.
- ▣ Promoting the inner drive, the job with inner satisfaction, competence and self-fulfilment.

- ▣ Constant feedback from the faculty is taken in order to ensure the conscientious performance of the routine work.
- ▣ Special meetings are arranged to impart the consistency in realizing the mission of the college in the changing and challenging trends of the society.

19. E-GOVERNANCE

- ▣ E-governance is implemented at different levels in order to ensure efficient system of governance within the institution.
- ▣ The website of the college is functioning full-fledged. The full profile of the college is provided on the website.
- ▣ Admission process is made hassle-free with the help of the college website.
- ▣ The system administrator is appointed to handle the technical issues related to digitalized operations of the college.
- ▣ The computerized library provides students the opportunity to avail books easily. Students can search for books in the computers in the lobby.
- ▣ The library data is integrated to the website of the college. E-learning facilities like N-List, e-journals and periodicals are made available in the library. Proper training to the staff and the students for using the digitalized library is also provided.

20. CONSULTANCY AND COLLABORATION

The college prompts and encourages its faculty to engage themselves in research consultancy, extension and supporting student start ups apart from teaching.

- ▣ The college extends all support to faculty members for taking up research projects and to file for patents.
- ▣ For getting national and international exposure to faculty members and also to enrich their quality, the college encourages mobility of faculty between institutions for research, teaching and learning.
- ▣ To prepare students to meet job and career requirements, as well as

successfully face global challenges. The college takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

21. HUMAN VALUES AND PROFESSIONAL ETHICS

The institution attaches utmost significance to the inculcation of human values and development of professional ethics in the students

- ▣ The teachers of the college act as role models to the students
- ▣ The teachers assign marks or grades to the students in the internal examinations without any personal biases and prejudices.
- ▣ Teachers respect the right and dignity of the students in expressing his or her opinion.
- ▣ Teachers accept the uniqueness of each student and appreciate individual differences accordingly.
- ▣ Human values are transmitted through carefully designed value education classes.
- ▣ Each department is encouraged to start their own value education programme like the BCC(Blending Character with Competence).
- ▣ The students extend their commitment to the society through frequently conducted Blood Donation Camps.
- ▣ The institution also provides facilities like “Snehapoorvam”, which is intended to give meal to the needy.
- ▣ The college provides Divyangjan students equal opportunities for accessing all the facilities available in the campus.
- ▣ Classrooms and examination rooms for the differently abled are arranged at convenient places.
- ▣ The college provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- ▣ Ramps are provided for easy access to all the buildings of the campus.

- ▣ Special toilet is set apart for the disabled.
- ▣ Braille materials and talking books are made available in the college library for the visually challenged.

22. STRATEGIC PLANS

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

- ▣ The institution has framed its strategic plan after a number of detailed consultations with various stakeholders for five years.
- ▣ It is constituted with the involvement of key institute leaders and faculty representatives. With careful study of the plans, the revised document is submitted to the higher authority before framing the final document.
- ▣ It aims at providing an education system that takes students through rigorous course work, that enables them to understand and empathise with the problems of the society.
- ▣ It aims at creating a conducive working environment in which novel ideas, research and scholarship flourish, and from which the leaders and innovators of tomorrow emerge.
- ▣ It addresses various issues that affect the nation and the global community as a whole.
- ▣ It aims to collaborate with other academic and research institutes around the world to strengthen the education and research ecosystem.

23. POLICY REFORMS

The governing body of the college constantly accepts and adapts to the changes that happen in the academic scenario.

- ▣ Policy restructuring and reformation are done in accordance with the rules and regulations of UGC, NAAC, affiliating University, state and central Governments.

- ▣ The governing body of the college ensures the process of updating policies from time to time.
- ▣ Policies are assessed on a timely basis by analyzing the feedback received from teachers, students, administrative staff and parents.
- ▣ The competent authorities review and approve the policy making and reform process and hold the responsibility for its execution.

24. POLICY ON STUDY TOURS

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

- ▣ The study tour must be conducted in accordance with government rules and policies.
- ▣ The aims and educational objectives of the study tours should be carefully designed and implemented
- ▣ The study tour should ensure personal, social and academic development of students.
- ▣ Only final year students are allowed to organize study tours. The maximum number of days for tour shall be three; however it can be extended with prior permission and consultation with the higher authorities if needed.
- ▣ Institutions should work out the itinerary and travel plan well in advance and circulate them among the parents/guardians of the students, who are setting out on journey. Any representation or suggestions made by parents in these regards can be taken into consideration for the safe and successful organization of the expedition.
- ▣ Accurate faculty- student ratio should be assured in all the study tours, and that should include expert staff to meet with contingencies.
- ▣ All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.

PROSPECTUS

As Swami Vivekananda opines, “education is the manifestation of perfection already in man.” A Value based education intends to help a person to acquire skills and values to achieve this perfection. Each of the stakeholders such as students, parents, teaching faculty, Principals and Governing Boards is a consequential and crucial component in this process.

Sree Vidyadhi Raja NSS College, Vazhoor always strives to realise the mission and vision of the institution by providing value based education. The College always try to promote professional behaviour and academic integrity. The institution follows a code of conduct for each of its stakeholders to ensure a successful teaching-learning environment. The purpose of this code of conduct is to make every stakeholder familiar with the rules and regulations of the College and thus to progress towards the achievement of the mission and vision of the College.

CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE

The following rules are given to assist the students to act politely and as per the best expectations of courteous conduct.

1. Every morning we start our work with an invocation/prayer. Students should stand ready when the invocation begins and continue to remain in the position till it finishes. Pay respect to the prayer song wherever you are in the campus, regardless of whether in the class or outside. Classes will be held from 9.30 A.M to 3:30 PM. A tutorial hour will be held on the second or third week of every month.
2. Each student shall act himself/herself in the college in a noble and gracious way and ought to be respectful to the instructors and elders.
3. Consumption of opiate drugs, tobacco, alcohol and so forth is totally disallowed in the campus and action will be taken against the people who are found to have consumed them.

4. Students are forbidden from being part of any sort of anti-institutional, anti-national, anti-social, communal, immoral or political articulations and exercises inside the campus.
5. Learning not to damage property whether public or private is one of the essential necessities for civilised conduct. Students should not distort/harm or obliterate public or college properties. In case of such damage or disfigurement, the expense of such properties will be recuperated from the student(s) concerned. Disciplinary actions will likewise be made against the reprobates.
6. Silence should maintained in the College Administrative Block. Students should assist in maintaining an environment of learning in the institution by maintaining silence during class hours.
7. Unauthorized entry of outsiders in to the campus is rigorously prohibited. Without permission from the authorities, students should not bring any outsiders to the campus.
8. Nobody shall bring, convey or course any notice, pamphlet, handout and so on inside the campus. Inside the campus, the possession, circulation or exhibition of any such item which is indecent and salacious in nature is also an offense and action may be taken on such incidents.
9. Every student should attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
10. Except in the meeting of various college associations, no student shall address any gathering inside the college without the permission of the principal.
11. Politically based student organizations or attires are not allowed in the campus. Students are strictly interdicted from organizing, attending or partaking in any activity or agitation sponsored by the politically based student organisations.
12. No one shall display any kind of banners, flags, boards and so on inside the campus, at gates or on the compound walls. Likewise, students are banned from deforming the walls of the college building. Besides, inside the campus, without the consent of the Principal, no student can collect cash from others either by request or by compulsion.
13. The college being a sanctuary of teaching- learning process and an exclusively scholastic zone, no one shall react to any type of strike or agitation including slogans yelling, dharna, gherao, burning of effigy or participate in anything

- which might hurt the tranquil and quiet air of the institute and everyone shall avoid violence within the compound of the institution.
14. Any student who is found to exercise unnecessary influence on other students will be strictly dealt.
 15. Usage of mobile/cellphones within the campus is precluded. Infringement of the ban would cause seizure of the same with fine. Abuse of IT including emails, messages and social media is likewise strictly prohibited.
 16. There is a students' grievance redressal cell in the college. In case the students have any grievance or complaint they may approach the Head of the Department first and if not satisfied, then the principal. The principal shall in his/her discretion refer the matter to the Students' Grievance Redressal Cell consisting of the vice-principal, one HoD and one senior teacher nominated by the principal.
 17. Students who are charged with criminal offence or under suspension are not permitted to enter the college campus without the consent of the Principal.
 18. The Principal shall have the power to declare holiday for the college if he / she is convinced that tranquil academic functioning of the College cannot be continued.
 19. Any instance of crime or infringement of law and order in the College campus will be reported to the police and the police shall register case and initiate action against the offenders.
 20. Regarding internal discipline, the decision of the principal shall be final.
 21. Students ought not to toss litter in the campus; rather use waste bins. This campus is yours and you are duty bound to keep it clean.
 22. All UG and PG students are required to wear their prescribed uniforms on all working days except Wednesdays. Students are expected to be properly dressed. Low waist jeans, colour dhothis, collarless T-shirts, indecent stitching and showy clothes are completely forbidden.
 23. Students are not permitted to bring their vehicles into the campus. The staff can park their vehicles at the allotted space in the campus.
 24. Any student who is perseveringly disobedient, repeatedly or consciously mischievous, guilty of fraud or malpractice in connection with examinations or who, in the opinion of the principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

25. Student should rise from your seats when the instructor enters the classroom and remain standing till s/he takes his/her seat or till you are allowed to sit down. Greet your teacher appropriately when s/he enters the class. Rise again and say 'Thank you' when the teacher leaves the classroom.
26. Every student is expected to be polite and to have a courteous conduct. Greet your teachers when you meet them inside and outside the campus. Do not tuck up your dhoti when you are in the campus. Everyone is expected to show basic etiquettes both in the campus and in their private life.
27. During the sessions, no student is allowed to enter or leave the class without the consent of the instructor concerned.
28. Students are expected to make use of their free hours by being in the Library/Reading Room. They should not wander along the verandas or in the campus or crowd at the gate or in the main road.
29. All types of ragging and eve-teasing are strictly prohibited. Such cases will be reported to the police at the earliest.
30. Attendance will be marked at the beginning of each period by the teacher engaging the class. Late-comers may be given or refused attendance for the period, or marked late, at the discretion of the teacher concerned. If a student is absent for one hour, it will be treated as absence for half a day and if his/her absence is for two or more than two hours, it will be treated as absence for one full day.
31. A student requiring leave for a particular period may be granted the same by the teacher concerned. During the class hours, student who is present cannot leave the class without permission.
32. Application for leave for more than a period must be made to the Principal in the prescribed form by 9.30 a.m. When absence is due to some unforeseen cause, the application should be submitted as early as possible, and in no case later than the first day of the student's return to the College.
33. Absence without leave from any examination or from the composition or practical work will be reported by the teachers concerned to the Principal. Leave of absence from a term examination should be obtained from the Principal.
34. A student absenting himself/herself from the College even for a day should submit the leave application to the Principal, duly signed by the teacher in-charge.

35. A student absenting himself/herself for a period exceeding five working days, whether with leave or without leave, should report to the principal on his arrival to the College.
36. Students absenting themselves without submitting legitimate leave application for more than ten working days will have their names taken out from the rolls. They might be readmitted only at the discretion of the principal.
37. A student absenting himself/herself without leave for more than fifteen consecutive days will have his name removed from the rolls and he may be re-admitted on payment of College dues, if any.
38. Application for leave must be countersigned by the student's guardian and recommended by the tutor or the teacher-in-charge of attendance or the HoD and is to be submitted to the principal immediately after the return from his/her leave. All leave applications including duty leave, must be submitted within one week.
39. Duty leave for physical education activities will be granted only to athletes representing the College or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education not later than one week after the event.
40. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days. NCC cadets are also eligible for such leave. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment.
41. Benefit of attendance may be granted to students attending University College Union co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

42. Those students who are eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining re-admission. At the time of admission the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card and uniform are mandatory for students.
43. If a student loses his/her identity card, a duplicate should be obtained immediately on payment of Rs. 50/-.
44. Identity card should be produced for verification when it is asked for by any member of the College staff.
45. Students in UG and PG classes who are in need of accommodation may find the same in the hostels nearby the college. Since, the hostels and college have mutual agreement; the college can guarantee the safety of accommodation.
46. The terms and conditions of admission and the code of conduct are included in the College calendar issued to the students and each student is bound to follow them. In the application form for admission an undertaking shall be given by the student and the parent accordingly.

MAHATMA GANDHI UNIVERSITY STUDENTS' CODE OF CONDUCT RULES-2005

<https://www.mgu.ac.in/uploads/2019/07/09.-STUDENT-CODE-OF-CONDUCT-RULES-2005.pdf?x18327>

UGC REGULATION ON CURBING RAGGING

<https://www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf>

COLLEGE UNION

The College Union is organized with the following objectives:

- 1) To introduce and train the students of the College in parliamentary democracy so that they can be moulded into responsible future citizens of India, who are aware of their duties, responsibilities, rights.

- 2) To promote opportunities for the overall development of each student; development of their character, leadership qualities, efficiency and spirit of service.
- 3) To coordinate cultural programmes, quizzes, debates, seminars, work shops, touring parties and so forth so that the students may acquire knowledge on current topics and ponder on them.
- 4) To organise extracurricular activities like Youth Festival, Sports Meet etc. which are beneficial to achieve the above objectives.

REGULATIONS REGARDING THE ELECTION TO THE COLLEGE UNION

1. The election to the college union will be conducted on the parliamentary model as per paragraph 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High court of Kerala.
2. The college union will have a Students' General Council and an Executive. All students are members of the Students' General Council. In order to conduct election to the Executive Council, an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the Executive Committee consisting of the following office bearers: the Chairman, Vice-Chairman, General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary. There shall be a Secretary of sports who will be nominated by the committee consisting of the Principal, The Head of the Dept. of Physical Education and the Staff Advisor of the Students' Council.
3. An SC/ST representative also will be nominated, if there is no SC/ST among those elected to the Executive.
4. Each UG and PG class will have one representative each in the executive council who will be selected from the students' representatives of the respective years.
5. Two women representatives will be elected from the various women representatives of Students' General Council.

6. Representatives who have profound knowledge in Malayalam, English and Hindi will function as associate editors for the respective sections of college magazine.
7. The candidates contesting to the electoral council should possess a minimum of 75% attendance in the previous year (except in the case of first year students) and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election.
8. Anyone against whom disciplinary action of any kind has been taken (inside or outside the campus, civil or criminal) is debarred from contesting elections to the electoral council.
9. Students are forbidden to contest in the Union election on the label of any student organization.
10. The office-bearers of various departmental associations will be elected by the members under the supervision of the Department Heads.
11. The Principal is the ex-officio Treasurer and Patron of the College Union. Prior approval of the Principal and the College union advisor is needed for expenses for the activities of the College union.

COLLEGE LIBRARY

1. The library will be open from 8.00 a.m. to 6.00 p.m. on all working days except Sundays and other office holidays. The issue/return counter works on free time of the students. Saturdays will be maintenance days and the library will be open from 8.45 a.m. to 3.45 p.m. But no book will be issued/ returned on those days.
2. To access library, each student will have to produce his/her identity card if asked.
3. Before entering the library, the personal articles like books, umbrellas, bags etc. should be kept at the entrance at places assigned.
4. Students are not allowed to remove magazines and papers from their places on the tables and stands.
5. Without the permission of the librarian, no mechanical reproduction or tracing of materials shall be made.

6. Books of reference, illustrated and rare books, special books, multivolume collections, serial publications and periodicals will not be issued out. However, after making adequate entries in the reference register, these books may be consulted within the library.
7. Every student will have Borrower cards and books are issued on borrower cards. Degree students will be issued 3 cards each, and P.G. students 5. Only one book will be issued on a single card. When a book is issued, the student should surrender his/her Card and take back the card when the book is returned.
8. I P.G. and I D.C. students should apply for Borrower Cards in the prescribed form (available in the library) within 30 days of their admission. Cards are issued for the duration of the course.
9. When the course is completed, students should return their library cards by the dates fixed for the purpose as Borrower cards are not transferable.
10. If the library card is lost, students should inform the librarian in written form. Duplicate card may be issued within a span of one month by paying Rs. 5.
11. If any damage or mutilations on the books are found, the borrower should inform the librarian before leaving the counter. The Librarian will make necessary entries in the book and put his initials.
12. Mutilation of books and magazines is a serious offence and the borrowers will have to replace the damaged books at their own cost. Borrowers will be responsible for the loss of or damage to the books taken out by them. Marking on books with pencil or ink, soiling them, injury to pages or binding, underlining, writing remarks etc. on pages, folding or tearing off pages, etc. will be held as serious charges.
13. It is the duty of the librarian and the staff of the library to examine the books when they are returned by the borrowers in order to take immediate action whenever necessary.
14. Though the loan period is 14 days, in special circumstances the Librarian can call back any book at any time from a reader, even if the period of loan has not expired.
15. Sub lending of books is strictly forbidden.
16. If a book belonging to a set or series is lost or damaged and a new volume

is not separately available, the user will be required to replace the whole set or series. The damaged set or series may be taken away by the person after making the replacement.

17. In case the Borrower has lost the book s/he borrowed, s/he will have to inform the librarian and the librarian will decide whether the book to be replaced or paid for.
18. The book borrowed will be considered lost, if a book is not returned within one month after the due date. No member will be allowed to borrow books until the dues, if any, are cleared. If a book lost or missing is recovered after the payment of the cost, the library will not accept it.
19. Books taken for reference/consultation may be handed over to the Librarian or the Assistant –in-charge.
20. Before the students receive their hall tickets for university examinations or before obtaining the T.C., all library overdue ought to be cleared.
21. Silence shall be strictly observed in all sections of the library.

CODE OF CONDUCT FOR THE PARENTS/ GUARDIANS OF THE COLLEGE STUDENTS

Sree Vidyadhi Raja NSS College managed by Nair Service Society strives to ensure ethical development, personal reflection, and social responsibility. As the college considers parents/guardians of the students as active supporter of students' overall development, they should league together with the college to attain this aim.

1. The term “parents/guardians”, refers to the person/s named in the official register of the College during the time of enrolment as the parent or guardian of a student.
2. In matters concerning students, the parents/guardians are expected to consult with the College authorities. Outsiders or relatives are not allowed to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.
3. The college expects the parents/guardians of the students to share the vision and mission of the collage.

4. On the matters related to the education of their child or other matters related to the institution, parents may raise their issues and concerns. They should make certain that they raise their issues and concerns with the right authority and when they do that, make sure that they follow proper communication channels as per college policies and procedures.
5. General PTA and Class PTA will be held in the college. Parents/guardians are expected to attend such meetings without fail.
6. The supreme authority of the Association is vested upon the General body. Only the parents/guardians of all the students on rolls of the College during a year and all permanent teachers on roll shall constitute the General Body of the Association. The General Body elects the members of the Executive Committee, and the Committee shall be for a period of one academic year.
7. The PTA Executive will be in charge of the everyday functioning of PTA, which may be organized according to the needs of the institution.
8. PTA should aim to uphold a cordial relationship among students, staff and parents/guardians and should work to maintain the discipline and academic standards of the College.
9. The PTA shall try to provide scholarships, prizes, medals, etc. to assist students showing a high proficiency in their studies.
10. The PTA shall try to make certain the standards of infrastructural facilities of the college.
11. Parents/guardians may meet the HoDs and Principal directly on the matters regarding their children. The parents/guardians are expected to visit the HoD at least once in a semester.
12. If any student needs leave due to ill health for more than 3 consecutive days, parents/guardians should inform the HoD. If any student needs to leave the campus before 3.30 P. M., the parents/guardians should directly contact the HoD and if HoD is not available, they may contact the tutor concerned.
13. Parents/guardians can approach any teachers of the staff only with the prior consent of the HoD.
14. No parent/guardian is allowed to enter the classroom of their children. If they want to meet their children, they can do the same in duly assigned places in the department blocks.

15. The institution expects parents/guardians to keep well-mannered and respectful approach towards the staff (teaching and non-teaching) of this College.
16. If the parents/guardians have any disagreement and grievances, they can have a direct meeting with the principal or respective HoD. The college requests you not to indulge in any inappropriate, malevolent and judgmental scandals regarding the students and the College. The College takes seriously any issues that are brought to its attention.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. All the non-teaching staff is expected to do their duties properly as the supporting staff of the college and they should cooperate with the Superintendent under the orders of the Principal. Each staff should report to duty on time.
2. They should help the college to maintain its academic atmosphere by completing the works assigned to them.
3. Without the prior permission of the principal, no staff is allowed to hand over their responsibilities consigned to them.
4. Unless they have obtained permission from the Principal, they should not leave the college during working hours.
5. The college expects them to strictly follow the laws and regulations of the college.
6. They are expected to maintain respect and courtesy when they deal with students, parents, staffs and colleagues. They should maintain a positive relationship with all colleagues, teaching staff, students of the college.
7. They should uphold honesty, discipline, fairness and justice in their official duties.
8. They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.
9. Complaints against the functioning of any section should be directed to the Superintendent. Matters beyond the jurisdiction of the Superintendent should be referred to the Principal without any delay.

10. If any non-teaching staff is on leave, s/he should get permission from the Principal and also inform the immediate superiors so that the proper functioning of the offices shall not be disturbed.
11. Non-teaching staff who are working in the department laboratories shall maintain a stock register for all the articles, equipment, chemicals, etc and they will be responsible for all the articles and files under their custody.
12. A separate register should be maintained for articles damaged by the students.
13. The Non-teaching staff should not get involved in the use of alcohol or any such intoxicants inside the campus. They should not entertain any sort of bribes.
14. If any file is delayed decisively, strict action will be taken.
15. All should assist the management, administration and the teaching staff for the successful and competent functioning of the College.

CODE OF CONDUCT FOR THE TEACHERS

1. The teachers ought to uphold the vision and mission of the College, and work for the intellectual, social and cultural development of the students.
2. All the teachers ought to be available in their respective staff rooms before 9.15 A.M. and they can leave the college only after 3.30P.M.
3. The responsibility of the general discipline of the campus is vested upon each teacher and if anything inappropriate happens, teachers should inform the Principal without any delay.
4. Teachers should fulfill the special duties assigned to them by the principal.
5. Marking the attendance online, and maintaining the documentation in the Attendance Register of the respective classes should be done without any fail.
6. Teachers should try to keep personal contact with their students. The class tutors and mentors should understand that the responsibility of the well-being of their students is endowed on them. The contact details of the students and their parents should be kept by tutors and mentors.
7. The educators can borrow a maximum of Seven books at a time from the College library. Though they can keep text books with them for the whole

academic year, other books shall be kept only for 14 days. All books borrowed should be returned before 30th April of each year. At times of any serious requirements, all the privileges of the teachers regarding the borrowing of the books can be cancelled, and the librarian will inform the matter beforehand.

8. All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.

TEACHERS AND THEIR RESPONSIBILITIES

1. The commitment to lead oneself as per the standards and ideals of the profession is expected from all those who have selected teaching as a profession. An educator is continually under the scrutiny of his/her students and the society at large. Because of that, every educator should make sure that there is no contradiction between their percepts and practices. The national ideals of education that are already expounded and which the teachers ought to ingrain among students must be considered as his/her own ideals. The teachers ought to be calm, patient and communicative by temperament and pleasant and friendly in attitude.
2. Teachers of the college should try to be an example of conduct and manners expected from a teacher by the society. Even their private affairs should be managed in a way that keep the dignity of their profession.
3. They should keep themselves in study and research which will help their professional growth.
4. The educators should contribute their part of knowledge by participating in seminars, professional meetings, conferences etc.
5. They should be active in academic field by being members of professional organisations and the ultimate aim of teachers should be the improvement of education and the profession.
6. They should do their work scrupulously and with dedication. They should perform their duties such as teaching, tutorial, practical, seminar work.
7. The teachers should perform educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of

university and College examinations, including supervision, invigilation, evaluation.

8. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them.

TEACHERS AND STUDENTS

1. While expressing his/her opinion, teachers should keep in mind the right and dignity of student/s.
2. They should be just and impartial with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. They should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching-learning process is effective and successful.
4. The aim of teaching should be to mould students into good human beings. Along with making them able to be successful in their life, they should be trained to have a broad minded, scientific attitude and respect for respect for physical labour and ideals of democracy, patriotism and peace.
5. They should restrain themselves from behaving in a revengeful manner towards students for any reason.
6. They should pay attention to only the attainment of the student in the assessment of merit.
7. A teacher's duty never ends with College working hours. If needed, they should provide help and guidance to students without expecting any remuneration or reward.
8. They should help students to develop an understanding of our national heritage and national goals.
9. They should not incite or instigate students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

1. As the saying goes: "Give respect and take respect". Teachers should show respect to each other and help each other for professional betterment.
2. They should not indulge in any sort of heresy and should not report uncorroborated allegations on colleagues to authorities.

3. They should not entertain any discrimination on the basis of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES

1. Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
2. They are not allowed to have any other employment and commitment including private tuitions and coaching classes.
3. They should cooperate in the formulation of policies of the institution by accepting various offices and fulfil responsibilities which such offices may demand.
4. Only through their organizations can there be a part of formation of policies of the other institutions and accept offices.
5. They should always work together with the authorities for the successful functioning of the institution.
6. They should adhere to the conditions of contract.
7. They should give and expect due notice before a change of position is made.
8. They are expected to avail leave only on unavoidable circumstances and are expected to inform the authorities prior to their leave.

TEACHERS AND NON-TEACHING STAFF

1. Teachers should treat the non-teaching staff as colleagues and equal partners and should co-operate each other.
2. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

1. Teachers should make sure that institution maintains a good contact with the guardians of their students. Whenever needed, teachers should send

performance reports of student/s to guardians. They should meet the guardians in the meetings summoned for the purpose of mutual exchange of ideas for the improvement of academic life of students and of institution.

TEACHERS AND SOCIETY

1. The educators ought to realise that education is a public service and they should try to keep the public informed of the educational programmes which are being provided.
2. As teachers, it is their duty to improve community through and they should work hard to aid community's moral and intellectual life.
3. They should be aware of social problems and take part in such activities because such participation would lead to the progress of society and hence the country as a whole.
4. They should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. They should not take part or acknowledge or help any activities that promote feeling of hatred or hostility among different communities, religions or linguistic communities but actively work for national integration.

V. CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal of the college should follow the Code or Professional Ethics for University and College Teachers.
2. Principal is responsible for the everyday administration of the college.
3. The principal should take creative steps to realise the vision and mission of the college.
4. The Principal should institute activities that lead to the development of the College in due consultation with the management.
5. The primary responsibility of maintaining the academic atmosphere of the college is conferred on the Principal. He/she should strive to secure the academic environment of the college and should try to facilitate the enhancement of academic life of the College by actuating research endeavours.

6. The Principal should monitor, direct, instruct the administration of the college and should take remedial measures whenever and wherever it is necessary
7. Maintaining the discipline of the staff, students and non- teaching staff is the duty of the Principal.
8. The Principal should be able to guarantee the equal treatment to all the people within the administrative and academic structure of the college without any sort of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex.
9. Equal opportunities for all students should be ensured by the Principal.
10. The Principal has to try to bring in adequate infrastructural and financial support for the College.
11. Permission of Principal is required to establish new scholarships, and transferring funds for curricular and extra- curricular activities.
12. If any department plans to organise any extension programmes, they should seek permission from the Principal.
13. Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal, and the Principal should give an official complaint to the consigned government authority without any delay.
14. If any case is reported to Women Cell and Complaint Redressal Cell, both the case and the actions taken should be informed to the Principal.
15. The Principal should assess the feedback forms of various stakeholders and take proper action for rectifying the issues.
16. The Principal should encourage the teaching staff to ingrain social, cultural, national and human values in the students for their overall development.
17. The Principal should support and persuade both teaching and non-teaching staff for their professional development.
18. The Principal should inculcate the idea of collective responsibility among everyone of the College and work for the same.

VI. CODE OF CONDUCT FOR THE MANAGING BOARD OF THE COLLEGE

1. The Managing Board of the College consists of the Manager, Principal, the members nominated from the teaching and non teaching staff. Mutual understanding and respect should be kept among the members of the board. The board should aim to fulfil the vision and mission of the College.
2. The Managing Board should always ensure the progress in the academic profile of the College, and try to enhance research pursuits in the College. The board should make sure that an environment that aids research is available in the institution.
3. The Managing Board should focus on the timely maintenance of the infrastructure and channelling funds for the further development of the institution and initiating remedial measure/s.
4. The Managing Board is duty bound to enforce discipline in the College administration and campus.
5. The board should always sustain transparency and fairness in all kind of administrative activities.
6. The board should make sure that feedbacks from students, staff, parents, and non-teaching staff are being collected and should take necessary actions to improve the service of the college at all levels.
7. The board should make sure that the Collage is in a cordial relationship with the local community and the board should ensure their participation for the betterment of the college.
8. The board should make sure that no discriminatory practices take place in the college and everyone gets equal opportunities irrespective of caste, creed, religion, race and sex.
9. The Managing Board should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for Higher Education.
10. The Managing Board should meet at least once a year, but it is advised to meet as frequently as feasible.