



BISHOP KURIALA CHERRY COLLEGE FOR WOMEN

AMALAGIRI, KOTTAYAM, 686561

Recognised under section 2(F) & 12(B) of the UGC Act 1956

Affiliated to Mahatma Gandhi University, Kottayam, Kerala

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POLICY DOCUMENTS

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Preface

This policy document has been prepared by the Internal Quality Assurance Cell (IQAC) to establish a comprehensive framework for guiding the academic, administrative, and operational practices of the institution. As a leading educational institution committed to excellence, Bishop Kurialacherry College for Women recognizes the importance of maintaining high standards and fostering a culture of continuous improvement across all areas of its operations.

The policies detailed in this document reflect the commitment of the institution in providing quality education, upholding ethical values, and promoting the holistic development of students. These policies are designed to ensure that the college aligns with its vision and mission while remaining responsive to the evolving needs of students, faculty, and the broader community. The document covers a wide range of topics, including academic regulations, research, student support services, staff development, infrastructure, and governance, serving as a comprehensive guide for all stakeholders.

The policies are based on principles of transparency, accountability, and equity, with a strong emphasis on fostering an inclusive and supportive educational environment. This document is intended to be dynamic, with regular reviews and updates to ensure it remains relevant in an ever-changing educational landscape.

Principal

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GOVERNANCE POLICY

Overview

The Governance Policy of the institution aims to uphold high academic standards, efficient administration, transparent admissions, modern infrastructure, and comprehensive support for students. By integrating all aspects of the operations the college, the policy promotes excellence through effective resource management, thoughtful implementation and commitment to continuous improvement. This policy helps create a supportive environment that aligns with the mission of the college to provide quality education and enhance student success.

Administration Policy

The administration policy of Bishop Kurialacherry College for Women is designed to effectively coordinate and organize resources to meet the educational goal of the college. This policy focuses on enhancing the quality of teaching and learning while driving the institution toward academic and operational excellence.

Managing Board

- **Composition and Leadership:** The College is governed by a Managing Board headed by the Manager, who also acts as the Chairman. The Board comprises the Principal, Vice Principal, a representative from the teaching faculty, the IQAC Coordinator, and an external expert. The total number of members may extend to 11.
- **Responsibilities:** The Managing Board oversees the overall functioning of the college. It develops and approves institutional policies and is supported by various subcommittees, such as the Purchase Committee, Planning Forum, and Hostel Committee, which handle different aspects of the development of the College.
- **Meetings and Administration:** The Managing Board is required to meet at least once during each academic year. The Principal is responsible for organizing these meetings, notifying members, keeping minutes and reports, and ensuring that all policies are followed by staff and students. Any submissions to the Manager must be routed through the Principal.

Appointment Policy

1. **Authority and Compliance:** The Manager holds exclusive authority for appointing both teaching and non-teaching staff. Appointments shall adhere to UGC regulations, including qualifications and service conditions for teaching staff, librarians, and physical education faculty, as well as University statutes and government service rules for non-teaching staff.
2. **Temporary and Contract Staff:** The appointment of temporary or contract-based staff must comply with norms set by the UGC, Government, and Management.

Admission Policy

1. **Guidelines and Fairness:** Student admissions follow the Centralized Allotment Process (CAP) established by Mahatma Gandhi University, Kottayam. The policy ensures equal opportunities for all students, including those from differently-abled, backward, economically weaker sections, and other communities. Admission processes adhere to principles of fairness, consistency, transparency, and timeliness.
2. **Processing and Appeals:** The Admission Committee is responsible for informing applicants of admission policies and overseeing the process through CAP. All applications are processed in accordance with the Admission Policy, including reviewing entry requirements and determining merit based on academic achievements. Students have the right to appeal any aspect of their application or admission handling.
3. **Confidentiality and Responsibilities:** Personnel involved in admissions are prohibited from disclosing application information to unauthorized individuals. Admitted students are expected to familiarize themselves with and adhere to college policies and procedures.

Admission Process

1. **Application Submission:** Applications are submitted through CAP, and the college follows the latest guidelines for the admission process.
2. **Record Keeping and Scholarships:** The nodal officer maintains records of all applications and admissions. Eligible students receive scholarships in accordance with Government norms. The college will refund the fees upon admission cancellation, as

per the existing rules and regulations. The Caution Deposit will be refunded in case of cancellation.

Academic Policy

- 1. Academic Calendar and Planning:** The IQAC prepares the Annual Academic Calendar, integrating the Year Plans of each department within the framework of the Academic Calendar of the affiliating university. This calendar is reviewed and approved by the College Council, with amendments made as necessary. Once finalized, it is published alongside the Master Time Table in the College Handbook and on the College website. Additionally, Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) are meticulously prepared and finalized at the beginning of the academic year to guide the teaching and learning processes effectively.
- 2. Departmental Implementation and Monitoring:** Each department prepares detailed teaching plans at the start of every semester. These plans include course content, evaluation methods, and schedules for projects, seminars, and assignments. The implementation of these plans is closely monitored through regular departmental meetings and internal audits. The heads of departments and the Principal ensure transparency and adherence to the schedules, with periodic reviews to address any issues.
- 3. Evaluation and Support Systems:** The learning process is evaluated through assignments, seminars, and tests, with results posted for student verification before submission to the University. Additional support systems, including remedial, bridge, and value-added courses, are offered based on student needs. The Principal and IQAC, along with department heads, oversee these initiatives to ensure students benefit fully. Regular reviews by the Manager, supported by online Monthly Performance Reports, ensure the continuous improvement of the academic processes.

POLICY ON HUMAN VALUES AND PROFESSIONAL ETHICS

Overview

At Bishop Kurialacherry College for Women, Amalagiri, we are committed to fostering a culture that emphasizes human values and professional ethics among both faculty and students. Our aim is to develop well-rounded individuals who are not only academically proficient but also socially responsible and ethically grounded, enabling them to excel in both their personal and professional lives.

1. Promotion of Social Responsibility

The College actively participates in various outreach and extension activities to instill a sense of social responsibility among its stakeholders. As part of the Swachh Bharat Abhiyan and other community service programs, the College organizes medical camps, visits to old age homes, and community clean-up drives. These initiatives help students and staff understand the importance of giving back to society and contributing to the well-being of the community.

2. Engagement in Relief and Welfare Activities

Our College is at the forefront of humanitarian efforts, particularly during crises such as floods. We encourage students and staff to engage in relief operations, which include distributing food kits, providing extra meals for the underprivileged on a weekly basis, and offering free medical services to nearby old age homes. These activities are designed to cultivate empathy, generosity, and a deep sense of civic duty among our students.

3. Celebration of National and Cultural Days

To foster a sense of nationalism and patriotic spirit, the College observes important national days such as Independence Day, Republic Day, Human Rights Day, and National Constitution Day. These celebrations serve to instill a sense of pride, love, and respect for the nation among students and staff, reinforcing their commitment to the values enshrined in the Constitution.

4. Education on Values and Ethics

As part of our curriculum, all students have the opportunity to take a Value Education course, which provides them with a foundational understanding of human values and professional ethics. Additionally, the College regularly organizes webinars and seminars on these topics, featuring professionals and experts who share their insights and experiences to help students navigate ethical dilemmas in their future careers.

5. Codes of Conduct and Ethical Standards

The College has established clear codes of conduct for all members of its community, including teachers, support staff, managing board members, and administrative personnel. These guidelines are designed to uphold the highest standards of professionalism and integrity, ensuring that all actions align with the College's core values.

6. Inclusivity and Equal Opportunities

We are committed to providing an inclusive environment for all students, including those with disabilities (Divyangjan). The College ensures that classrooms, examination rooms, and other facilities are accessible to differently-abled students. Ramps and other accommodations are provided to ensure equal access, promoting a culture of inclusivity and respect for diversity.

7. Encouraging Generosity and Community Engagement

The College promotes a spirit of generosity through initiatives such as the Dress Bank, Swap Shop, Waste to Best program, and blood donation camps. These activities encourage students to contribute to the welfare of others, fostering a sense of empathy and social responsibility.

8. Professional Ethics and Career Guidance

To prepare students for the professional world, the College organizes career guidance programs that emphasize ethical practices in the workplace. These sessions are led by professionals who provide insights into maintaining integrity and professionalism in various careers.

By integrating these principles into our daily practices, Bishop Kurialacherry College for Women, Amalagiri, ensures that its students and staff are equipped with the human values and ethical standards necessary to lead fulfilling and responsibility.

EXAMINATION POLICY

Overview

At Bishop Kurialacherry College for Women, Amalagiri, our examination policy aims to ensure fairness, transparency, and a comprehensive evaluation of student performance. As an affiliated College, we strictly follow the rules and regulations established by the State and the University.

Evaluation Framework

Academic performance is assessed through a combination of internal and external examinations, viva voce, assignments, seminar presentations, and participation in co-curricular activities. The examination schedule, including internal assessments and the viva voce, follows the University's guidelines and is detailed in the College calendar and handbook. This ensures that all stakeholders, including students and parents, are well-informed about the evaluation process.

Internal Assessment and Monitoring

The College conducts two internal examinations per semester. Internal Examination Coordinators from the faculty ensure that question papers are prepared in advance and examinations are conducted smoothly. The heads of departments oversee the timely conduct of internal tests and preparation of mark sheets, while the Principal reviews the Continuous Internal Evaluation (CIE) Committee reports to ensure accuracy and fairness.

Communication and Feedback

Progress reports are prepared after each examination and shared with parents through PTA meetings, providing an opportunity for teacher-student-parent interaction to discuss performance and areas for improvement. The College ensures that internal marks are displayed on notice boards, allowing students to review and address any grievances before submission to the University.

Attainment of Learning Outcomes

The College uses various assessment methods, including written and oral exams, practicals, seminars, debates, and quizzes, to evaluate students' attainment of learning outcomes comprehensively. The Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO) are systematically mapped to assess student proficiency in each area. This mapping helps to identify areas of strength and areas that need improvement, ensuring that the curriculum aligns with the desired educational objectives. Faculty regularly reviews these outcomes and adjusts teaching strategies accordingly to enhance student learning and performance.

Commitment to Excellence

Our holistic approach ensures that students are aware of the standards expected of them and encourages overall excellence. By focusing on both academic achievements and personal growth, we strive to develop well-rounded individuals who excel in their studies and contribute positively to society. All assessment parameters are clearly communicated to students to maintain transparency and fairness throughout the evaluation process, supporting them in achieving their full potential.

FINANCE POLICY

Overview

At Bishop Kurialacherry College for Women, Amalagiri, transparency, accountability, and integrity form the foundation of our financial management. This Finance Policy outlines the principles and practices that guide all financial transactions and decisions within the institution. We are committed to the optimal utilization of resources, strict adherence to rules and norms, and ensuring financial stability and sustainability through meticulous planning, monitoring, and auditing processes.

1. Guiding Principles

Our financial management is driven by the following guiding principles:

- **Transparency and Accountability:** All financial transactions are conducted with a high degree of transparency and accountability. We adhere to the rules and norms established by the Government of Kerala and other governing bodies, ensuring that our practices are clear and open to scrutiny.
- **Optimal Resource Utilization:** We strive to utilize our resources efficiently and effectively, as evidenced by the consistent praise from internal and external audit agencies. All funds, whether from government grants, philanthropic contributions, or fee-based programs, are allocated with the utmost care and diligence.

2. Financial Decision-Making and Oversight

Financial decisions at the College are made through a rigorous and inclusive process:

- **Planning and Approval:** The Planning Forum, along with the College Council, meticulously formulates and reviews financial strategies and budget proposals. These are then submitted to the Managing Board for final approval, ensuring that all major financial decisions are made collectively and with due consideration.
- **Tender and Quotation System:** For significant expenditures, a tender and quotation system is used, inviting competitive bids through public advertisements. E-tendering is employed for infrastructure development projects to ensure a fair and transparent selection process.

- **Budget Formulation:** Each financial year, the Planning Forum develops a detailed budget that outlines the expected income and expenditure, aligning with the College's strategic goals and objectives.

3. Accounting Practices

The College maintains rigorous accounting standards to ensure accuracy and reliability in financial reporting:

- **Double Entry System:** All accounts are maintained using the double-entry system, which helps in accurately tracking financial transactions and maintaining balanced accounts.
- **Comprehensive Financial Statements:** The College prepares detailed financial statements, including Receipts and Payments Accounts, Income and Expenditure Accounts, and Balance Sheets, providing a clear picture of its financial status.

4. Procurement and Resource Management

Efficient procurement and resource management are key to maintaining financial health:

- **Procurement Practices:** The College follows efficient and transparent procurement practices, utilizing the Government e-Marketplace (GeM) portal for faster transactions. The Purchase Committee oversees all procurement activities to ensure compliance with the Stores Purchase Manual of the Government of Kerala.
- **Specialized Monitoring:** The Project Monitoring Unit and the Board of Governance oversee the effective use of RUSA funds and other special grants. All transactions are documented with supporting vouchers to ensure complete accountability.

5. Sources of Funding

The College leverages a diverse range of funding sources to support its financial needs:

- **Government and Institutional Grants:** These include funds from the UGC, MHRD (RUSA), KSCSTE, and other governmental bodies, as well as support from the Higher Education Department for various student welfare schemes.
- **Alumni and Philanthropic Contributions:** Donations from alumni, PTA support, and contributions from teachers play a significant role in funding the College's initiatives.

- **Fee-Based Programs and Endowments:** Income generated from fee-based programs, endowments, and scholarships is utilized to enhance the quality of education and provide financial aid to deserving students.

6. Resource Utilization

The College ensures efficient utilization of its resources to maximize benefits:

- **Inter-Departmental Collaboration:** Laboratories and other facilities are shared among departments to optimize the use of equipment and resources.
- **Multi-Functional Facilities:** The College's auditorium, sports grounds, indoor stadium, and IT lab serve multiple purposes, from hosting academic and cultural events to providing training and fitness opportunities for the community.

7. Audit and Compliance

Regular audits are conducted to ensure financial accuracy and compliance:

- **Internal and External Audits:** The College undergoes annual internal audits by a Chartered Accountant, as well as external audits by the Deputy Director and the Accountant General of Kerala. The internal auditing committee also oversees minor expenses to ensure adherence to financial norms and regulations.
- **Audit Outcomes:** There have been no significant audit objections in recent years, reflecting the College's commitment to maintaining high standards of financial integrity and accountability.

Bishop Kurialacherry College for Women, Amalagiri, remains steadfast in its commitment to prudent financial management. Through transparent practices, rigorous oversight, and a focus on optimal resource utilization, we ensure that all financial activities support our mission to provide high-quality education and foster community development. This Finance Policy will be periodically reviewed to ensure alignment with the College's evolving needs and regulatory requirements.

QUALITY POLICY OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Overview

The purpose of the IQAC quality policy is to establish a systematic approach that integrates various institutional activities, promotes the adoption of best practices, and fosters a culture of continuous quality enhancement, ensuring consistent and proactive efforts to improve both academic and administrative performance across the institution. The IQAC plays a central role in embedding a culture of quality within the institution, and its mission is to foster excellence through rigorous quality assurance procedures that are aligned with the institution's mission, vision, and goals. This quality policy is designed to guide the efforts of the IQAC and all stakeholders in maintaining and improving the standards of education and administration.

- 1. Role and Responsibilities:** The IQAC holds the primary responsibility for framing, implementing, and monitoring quality assurance procedures across the college. This responsibility extends to all staff members, who play key roles in managing and implementing these procedures. The IQAC ensures that quality assurance is not a standalone activity but an integral part of the college's operations, involving all departments and stakeholders.
- 2. Advancing Academic Excellence:** IQAC is committed to ensure the timely, efficient, and progressive performance of all academic, administrative, and financial tasks within the institution. It also prioritizes the optimization and integration of modern teaching and learning methods, upholding the credibility of assessment and evaluation processes, and ensuring the adequacy, maintenance, and proper allocation of support structures and services.
- 3. Periodic Review and Monitoring:** Quality assurance procedures are reviewed periodically to ensure their effectiveness and relevance. Monthly performance reports are prepared and reviewed at the department level, then forwarded to the IQAC, which conducts institutional-level reviews. The teacher's work record, signed by the concerned teacher and verified by the HoD and Principal, ensures the review of the teaching process at the teacher level.

- 4. Reporting and Accountability:** The IQAC coordinates the submission of the institutional Annual Quality Assurance Report (AQAR) to the Managing Board annually. These reports provide a comprehensive overview of the quality assurance activities and outcomes, ensuring transparency and accountability.
- 5. Capacity Building and Skill Development:** The capacity-building initiatives of the IQAC include organizing inter- and intra-institutional workshops, seminars, and other activities focused on quality-related themes. The institution places a strong emphasis on enhancing specific skill sets among students to equip them to face the challenges of a rapidly evolving world.
- 6. Documentation and Coordination:** A key function of the IQAC is to document various programs and activities that lead to quality improvement. Quality Assurance within the College is managed by the IQAC.
- 7. Documentation and Coordination:** IQAC acts as the nodal agency within the institution, coordinating all quality-related activities, including the adoption and dissemination of best practices.
- 8. Stakeholder Engagement:** Feedback from students, faculty, parents, alumni and other external stakeholders is systematically collected and analyzed to inform the institution's quality-related processes. This inclusive approach ensures that the perspectives and needs of all stakeholders are considered in the development and implementation of quality assurance procedures.
- 9. Commitment to Continuous Improvement:** By regularly reviewing and refining quality assurance procedures, and by ensuring that all members of the institution are engaged in this process, the IQAC helps the college to achieve and maintain high standards in education and administration.

This quality policy reflects the commitment of the IQAC and the institution to uphold and enhance the standards of education, administration, and stakeholder satisfaction. The policy will be periodically reviewed and updated to ensure its continued relevance and effectiveness in promoting a culture of quality within the college.

RESEARCH POLICY

Overview

The Research Cell of the college is committed to inculcate research culture among faculty members and students and promote quality research in the thrust areas of arts and science. The Research Cell, operating under the Principal, B. K. College, functions as the Advisory Board which advises and assists Research Guides, Faculty members and students to take up projects of social relevance, focussing on basic as well applied research, that will benefit the academic fraternity and the society at large.

Roles and Functions

The Research Cell identifies and encourages the research aptitude of the faculty and students of all disciplines and helps in decision making as well as managing all relevant matters related to research in our college.

1. The Cell encourages, assists and facilitates faculty and students to take up research projects from government and non-government agencies. The Cell also informs the students and the faculty about the various funding projects and proposals.
2. The Research Cell provides recommendations and inputs for the functioning of the Research Centre in Economics in the college.
3. The research scholars of the Department of Economics present their half yearly progress presentation in the research centre every six months. The students get to witness the different stages and processes of social science research.
4. The Cell ensures knowledge generation and dissemination through the organization of national and international seminars, webinars, conferences and workshops by individual departments of the college every year.
5. The Research Cell itself organizes seminars and workshops on IPR, plagiarism and research writing for both faculty and students.
6. The faculty members, and also students, are encouraged to attend workshops, seminars, training programmes and short-term courses, in current and emerging fields in their respective disciplines that help them to understand the changing trends and technologies in industry, R & D organizations and in policy making systems.
7. As part of research, the Research Cell persuades the various departments of the college to undertake collaborations, MOUs, linkages and consultancies with other departments of our own college, with other colleges, university centres, government agencies, local administration bodies and NGOs.

8. The Research Cell ensures that original research projects are carried out by all UG and PG students in their end semesters. The Cell also encourages quality research outputs from both PG and UG departments of the college in the form of patents, publications, books, reviews etc.
9. The Research Cell also keeps track of the publications and presentations by the faculty in their own subjects.
10. The College provides infrastructural support, technical assistance and academic interventions to research scholars and project students from outside the college on holidays and working hours outside the lab hours of our own students.
11. The Library facility of the College is made available to all scholars of the Research Centre of Economics Department.
12. Notable achievements in research for both faculty and students are appreciated and honoured during Merit Day Celebration.
13. The Research Policies are modified as and when required by the Research Cell in consultation with the Principal, IQAC Coordinator and the Managing Board of the college. The Cell is always eager to attain excellence in research and in doing so the cell ensures that any issues pertaining to research is subjected to modification if identified appropriate.

WELFARE POLICY

Overview

Bishop Kurialacherry College for Women, Amalagiri, is committed to promoting the welfare of its teaching and non-teaching staff. The College recognizes the importance of providing a supportive and enriching environment for its employees, facilitating their professional development, and ensuring their overall well-being. The welfare policy outlined below aims to detail the various measures and schemes available to staff, in compliance with government regulations, university guidelines, and the initiatives of the college.

1. Government Welfare Measures

The College adheres to various government welfare schemes designed to support both teaching and non-teaching staff. These measures are aligned with the directives of the Government of Kerala and Mahatma Gandhi University. The formal welfare schemes available include:

- **Medical Reimbursement:** Staff members are eligible for reimbursement of medical expenses incurred for treatment in accordance with the regulations set forth by the government.
- **Encashment of Leave Surrender:** Staff can encash their earned leave according to the policies applicable to their employment category.
- **Leave Facilities:** The College provides Medical Leave, Half Pay Leave, and Commuted Leave as per eligibility, ensuring that staff members can attend to their health and personal needs without undue stress.
- **Loan Facilities and Advances:** Teaching and non-teaching staff have access to loans from their Provident Fund and can apply for festival advances to meet urgent financial needs.
- **Faculty Development Program (FDP):** Eligible staff can participate in the Faculty Development Program in line with the University Grants Commission (UGC) guidelines, affiliating university norms, and state government policies.
- **Direct Payment of Premiums:** The College facilitates the direct payment of premiums for the State Level Insurance Scheme and Group Insurance schemes, ensuring financial security for its employees.

- **Income Tax Management:** Monthly deductions for income tax are managed efficiently, allowing flexibility for the staff in adjusting the deducted amounts to suit their financial planning.

2. College-Provided Welfare Measures

Beyond government mandates, the College has instituted several additional welfare measures to enhance the working environment and support the professional and personal development of its staff:

- **Motivational and Capability Enhancement Programs:** The College organizes regular programs to update staff on the latest developments in their fields, enhancing their knowledge and skills.
- **Research Support:** Faculty members have free access to College infrastructure, including IT labs, to conduct individual research, fostering an environment of academic growth and innovation.
- **Leave for Professional Development:** Staff are encouraged to attend professional development programs, seminars, and conferences. The College provides leave and, where possible, financial support to facilitate participation.
- **Grievance Redressal Mechanism:** A dedicated Grievance Redressal Cell addresses the concerns of teaching and non-teaching staff, ensuring a fair and transparent process for resolving issues.
- **Accommodation and Hostel Facilities:** The College offers hostel facilities for teachers and free accommodation for outstation non-teaching staff, including last-grade employees, ensuring a comfortable living environment.
- **Cooperative Store and Canteen Facilities:** A cooperative store offers necessary goods at competitive rates, while a canteen provides nutritious meals. Additionally, a noon meal facility is available on demand.
- **Recreational and Social Activities:** Joint celebrations of significant days, a health club, restrooms, parking facilities, and an annual staff tour contribute to a supportive and community-oriented workplace culture.

3. Support for Non-Teaching Staff and Their Families

Recognizing the integral role of non-teaching staff in the College community, several welfare measures are specifically tailored to support them and their families:

- **Financial Assistance and Loans:** Non-teaching staff have access to interest-free loans, salary advances, and financial support for emergencies, medical treatments, and house construction or repair.
- **Educational Support and Fee Concessions:** The College provides fee concessions for the children of non-teaching staff and supports their education, demonstrating a commitment to the growth and development of staff families.
- **Accommodation and Food Provisions:** Free food and accommodation are provided for watchmen and other non-teaching staff as needed.

4. Wage and Salary Administration

The College ensures that all regular and permanent employees receive their salaries in strict adherence to university rules and government regulations. Temporary staff appointed by the management is compensated according to contractual terms, with payments made promptly on the first of each month.

5. Recognition and Retirement Benefits

The College honours retiring staff members in farewell ceremonies attended by current and retired staff, fostering a sense of belonging and recognition. This practice underlines the appreciation of the fraternity for the contributions made by its employees over their years of service.

Bishop Kurialacherry College for Women, Amalagiri, is dedicated to the holistic welfare of its staff. By implementing comprehensive welfare policies that go beyond statutory requirements, the College aims to create an environment that supports the professional and personal well-being of all employees, fostering a sense of community and shared purpose. This welfare policy will be reviewed periodically to ensure that it remains aligned with the evolving needs of the College community and continues to support the institution's goals and values.

GRIEVANCE REDRESSAL POLICY

Overview

The Grievance Redressal Policy at B K College is designed to address and resolve complaints and concerns of students, staff, and other stakeholders efficiently and fairly. The mechanism includes dedicated committees, such as the Internal Complaints Committee, the Student Grievance Redressal Cell (CSGRC), the Anti-Ragging Cell, the Continuous Internal Evaluation (CIE) Committee and Staff Grievance Redressal Cell each catering to specific types of grievances. Additionally, Equal Opportunity Cell works to ensure fair treatment for all, including individuals with disabilities and those from minority, SC, and ST categories. This comprehensive approach ensures a supportive and inclusive environment for all members of the college community.

Student Grievance Redressal Cell.

With a view to ensuring a consistently congenial learning experience in its endeavour to become a Quality Institute, the College provides a responsive, fair, expeditious and student-centric query/ complaint management procedure to all students.

As part of our constant endeavour to ensure transparency in all the activities at different stages, the College provides a proper mechanism to the students for redressal of their grievances. The committee will deal with all the Grievances directly which are related to the common problems at the College level both Academic and Administrative. The aggrieved member shall submit her petition to the Grievance Redressal Cell in a sealed envelope marked 'confidential'. On receipt of a petition the Grievance Redressal Committee will endeavour to send its recommendation to the Principal for further action. In case of false and frivolous complaint (if proved), the Grievance Redressal Cell will recommend Principal/ Disciplinary Authority to take appropriate action against the complainant.

Complaints dropped in the 'Complaint Box' by students and parents and online complaints received (Grievance portal in website/) are also redressed. All complaints are scrutinized by the Grievance Redressal Cell.

The College shall:

1. Ensure visibility and accessibility of complaint handling process to all complainants.

2. Provide access to grievance redressal policy to students
3. Handle Complaints professionally & in a transparent manner
4. Ensure Objectivity in the complaint handling process
5. Provide Prompt & Responsive Complaint Resolution to the students.
6. Ensure confidentiality of Complainants' information unless required for addressing the complaint.
7. Ensure clear accountability for resolution and reporting of complaints
8. Ensure adherence to all relevant Regulatory & Statutory requirements as mandated by the University and mentioned in the Grievance redressal policy.
9. Continually improve its processes & systems by taking inputs from all stakeholders.
10. Ensure adherence to the G.R. policy as defined by the College.

Three level Grievance Redressal Mechanism

There is a three-tier Grievance Redressal Mechanism. The Mentor/ Class teacher in the first step in the case of a direct complaint, the Head of the Department at the second level and if it still is unresolved the Grievance Redressal Cell whose chairperson is the Principal, at the third and final level.

LEVEL I

Any aggrieved student can submit her grievance in writing to the Mentor/ Class teacher of the respective class which will be taken up by the Mentor/ Class teacher within five working days.

In case the student is not satisfied with the decision of Mentor/ Class teacher, she may go in appeal to Level II.

LEVEL II

An appeal may be submitted to the along with the copy of the decision of the Mentor/ Class teacher for review/reconsideration within seven working days from the date of the decision at Level I.

In case the student is not satisfied with the decision at the second level, she may go in appeal to Level III.

LEVEL III

An appeal may be submitted to the Grievance Redressal Cell whose chairperson is the Principal, as a final appeal, within seven working days from the date of the decision at Level II. The Decision of the Cell shall be the final.

Mandatory Display

We have ensured transparency, visibility and accessibility to the grievance redressal process by providing:

1. Complaints and Suggestion boxes at convenient locations which are emptied frequently and complaints collected, if any.
2. Telephone numbers made accessible in handbook, website, various locations on campus
3. Grievance portal on the website

Monitoring and Review

The Grievance Redressal Cell meets at least once a Semester, or as frequently as desired, to monitor and review its activities and functioning. The points of mandatory review include:

- Category wise trends of the complaints, queries and grievances
- Times of complaints resolution
- Frequent areas of complaints
- Cause analysis and suggestion of remedial measures.

Every attempt will be made to fairly and appropriately resolve grievance. A fair and appropriate resolution does not guarantee that the student will like the results.

Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

Sexual Harassment means and includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a. Physical contact and advances,

- b. A demand or request for sexual favour,
- c. Sexually coloured remarks,
- d. Showing pornography,
- e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

The Committee shall have the power to enquire into all complaints referred to it either by individual staff or the management regarding the allegation of sexual harassment in the institution and recommend suitable action including initiation of criminal case or departmental proceeding against the accused.

Equal Opportunity Cell

The Equal Opportunity cell of Bishop Kurialacherry College was constituted to look into the matters regarding provision of equal opportunity for each and every person in the campus regardless of gender, caste, creed or financial status.

Continuous Internal Evaluation (CIE) Committee

The institution is committed to addressing grievances related to internal evaluations. These concerns are handled by the CIE Grievance Committee, which categorizes the grievances and takes appropriate action accordingly.

Staff Grievance Redressal Cell

The College has a Staff Grievance Redressal Cell dedicated to addressing complaints lodged by staff members and resolving them as needed

CAMPUS PLACEMENT AND RECRUITMENT POLICY

Overview

The Placement Cell at Bishop Kurialacherry College acts as a framework to facilitate the smooth transition of students from academic life to professional careers by connecting them with potential employers. Exclusive training is given to the final year students. The placement cell functions very proactively to become a link between the job seekers and job providers by building up their capacity and networking with industries.

Roles and Functions

- The College offers preparation and training programs to help students improve their resume writing, interview skills, and overall employability. These programs may be conducted by the college's placement cell or in collaboration with external trainers.
- The College often engages with educational institutions through various means such as campus recruitment drives, internships, workshops, seminars, and industry-academia collaborations.
- The Placement Cell organises placement drives, inviting companies to campus, coordinating interviews, and providing support to students throughout the placement process.
- The Campus recruitment process conducted by various companies, including aptitude tests, group discussions, and interviews, provides students with opportunities to develop and demonstrate their skills such as communication, problem-solving, and teamwork.
- Many companies that participate in campus recruitment offer mentorship and guidance programs for new hires. This is extremely beneficial for students who are unsure about their career paths or need advice on career development.
- The College has identified certain potential areas which require positive reinforcements and training programmes are conducted extensively. Master trainers are invited to train the students and to empower them to meet the requirements of global job market.

This policy emphasizes the commitment of the College to providing equal opportunities to all students regardless of their background, and to promoting diversity and inclusion in the campus recruitment process.

GENDER POLICY

Overview

Bishop Kurialacherry College has made commendable efforts in the field of women's education as highlighted by the earlier NAAC reports. The College welcomes girl students belonging to all walks of life, irrespective of class, caste and creed. The Gender policy aims to create a supportive and empowering environment where female students, faculty, and staff can thrive academically, professionally, and personally, while also advocating for gender equality and women's rights.

Objectives

- To promote women's leadership and development opportunities.
- To introduce a curriculum that integrates perspectives on women's experiences, contributions, and challenges across academic disciplines.
- To organize seminars, workshops on gender issues
- To emphasize the importance of creating a safe and inclusive campus environment where women feel empowered.
- To prohibit discrimination on the basis of discrimination against women in admissions, hiring, academic programs, and campus activities.

Roles and Functions

- To promote participation of young girls through outreach, cultural, and academic initiatives, include community service, theatre, street theatre, presentations, seminars, and poster-making.
- To develop into a hub for women's resources and a platform for discussion.
- To go over the safety and security protocols for female college staff members and students.
- Establishing an atmosphere on campus that enables students to reach their greatest potential through balanced growth.

POLICY FOR THE DIFFERENTLY ABLED (DIVYANGJAN)

Overview

In order to provide differently-abled students (Divyangjan) with exam accommodations, the College complies with the directives issued by Mahatma Gandhi University and the Ministry of Social Justice & Empowerment following the enactment of the Rights of Persons with Disabilities Act, 2016.

Objectives of the Policy

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

The Chief Superintendent of Examination may designate scribes in accordance with the following guidelines for applicants who qualify to use their services:

- The disability certificate issued by the competent medical authority at any place is accepted.
- Students with disabilities are welcome to use Scribe's facilities.
- Students with disabilities may choose to use a scribe provided they have access to earlier information.
- The individual designated as the scribe must not hold a position with the college and cannot be related to any of the candidates taking the test.
- The scribe's educational background must be lower than the candidate's.

SCHOLARSHIP AND FREESHIP POLICY

Bishop Kurialacherry College for Women, Amalagiri is committed to its social responsibilities towards the various categories of students and played a vital role for decades in uplifting the educational standards and qualification of women of the locality. The stakeholders of the College, the Management, Faculty, Non-Teaching Staff, PTA, Retired Faculty Association, Alumnae Association, take special initiative to motivate promising and meritorious students by providing additional benefits and instituting various Scholarships in a methodical manner along with the Government and University scholarships.

- For the Government of India Scholarships and Government of Kerala Scholarships students are applying online through the respective websites. With regard to scholarships/awards instituted by Bishop Kurialacherry College, students are nominated as per the defined eligibility criteria mentioned for each category of scholarships/awards.
- The College has framed the Policy Statement for Scholarships/Awards/Freeships for the smooth and efficient functioning of the institution, selection and disbursement of the scholarships.
- The Central, State Government and University Scholarships have to be applied through the respective government portal. The details of scholarships instituted by the College and the Other Agencies are updated in the college website every year.
- Each department takes the initiative to provide scholarships to students who are in need of financial assistance. The students are also provided financial assistance, for the selection of such students are undertaken by conducting an official meeting presided by the Department head and attended by the other faculty members of the department. The fund for such scholarships is met by the department welfare fund.

Following are the different scholarships instituted and availed by the students of the College.

Government Scholarships

1. State Merit Scholarship

The State Merit Scholarship provides financial assistance to first-year undergraduate and postgraduate students enrolled in government or aided colleges and university departments.

The scholarship awards Rs. 1,250 per annum to 300 undergraduate students and Rs. 1,500 per annum to 150 postgraduate students. To be eligible, applicants must have scored 50% or above in their qualifying examination and have a family annual income not exceeding 1 lakh. Income exemptions based on merit are available.

Website: https://www.dcescholarship.kerala.gov.in/he_ma/he_maindx.php

1. Suvarna Jubilee Merit Scholarship

The State Merit Scholarship offers financial support of Rs. 10,000 per annum to first-year undergraduate and postgraduate students enrolled in government or aided colleges and university departments. To qualify, students must belong to a Below Poverty Line (BPL) family and have achieved a minimum of 50% in their qualifying examination. This scholarship aims to assist economically disadvantaged students in pursuing higher education.

Website: https://www.dcescholarship.kerala.gov.in/he_ma/he_maindx.php

2. BhinnaseshySouhrida Scholarship

The BhinnaseshySouhrida Scholarship, sanctioned by the Department of Collegiate Education Government of Kerala, provides financial support to physically and mentally challenged students who are permanent residents of Kerala. This scholarship is available to students studying from Plus One to postgraduate (PG), including B.Ed and M.Ed courses, in government or aided institutions in Kerala. There is no income limit for eligibility, ensuring inclusive support for students with disabilities.

Website: https://www.dcescholarship.kerala.gov.in/he_ma/he_maindx.php

3. Kerala State Higher Education Council Scholarship

The scholarship is available to first-year degree students pursuing Science, Humanities, Social Sciences, and Business Studies. Eligibility criteria vary by category: ST students need only to pass, SC students must have 55-60%, Physically Challenged students require 45%, BPL/OBC categories need 55-65%, and General category students must have 60-75% in the relevant subjects. The scholarship offers Rs. 12,000 for the first year, Rs. 18,000 for the second year, and Rs. 24,000 for the third year. For students continuing to postgraduate studies, the scholarship amount is Rs. 40,000 for the first year and Rs. 60,000 for the second year.

Website: www.kshec.kerala.gov.in

1. Hindi Scholarship

First-year undergraduate and postgraduate students who have chosen Hindi as a subsidiary subject in their UG courses or as a main subject in their PG courses are eligible to apply for this scholarship. The scholarship provides financial assistance of Rs. 500 per month for undergraduate students and Rs. 1,000 per month for postgraduate students.

Website: <http://www.dcescholarship.kerala.gov.in>

2. Sanskrit Scholarship

First year UG and PG students who are studying Sanskrit as main or sub subject can apply for this scholarship amounting to Rs 200 per month for UG and PG students.

Website: <http://www.dcescholarship.kerala.gov.in>

3. ASPIRE scholarship for PG programmes:

Meritorious postgraduate students are eligible for a scholarship to support short-term internships or projects. The scholarship provides Rs. 8,000 per month for projects undertaken within the state and Rs. 10,000 per month for those conducted outside the state. This financial support is available for a period of one month.

Website: <http://www.dcescholarship.kerala.gov.in>

4. Muslim Nadar Girls Scholarship

First year UG girl students belonging to BPL family and backward community are eligible to apply for this scholarship which amounts to Rs 125 per annum.

Website: <http://www.dcescholarship.kerala.gov.in>

5. Blind/PH Scholarship

Blind, physically handicapped (PH), and deaf students enrolled in undergraduate and postgraduate courses are eligible to apply for this scholarship. The scholarship offers financial support to blind students whose family income is below Rs. 2.5 lakhs per annum by covering their tuition fees. Additionally, it covers hostel charges for all PH students who are hostellers, as well as boarding charges for PH students, who are day scholars, provided their family income is below Rs. 4.5 lakhs per annum.

Website: <http://www.dcescholarship.kerala.gov.in>

1. **C.H. Muhammedkoya Scholarship**

Girl students of UG and PG courses belonging to Muslim, Latin and Converted Christian community of Kerala are eligible to apply. They should have scored 50 percent or above for the qualifying examination and the annual family income of parents should not exceed Rs 8 lakhs. The scholarship amount is Rs 5000 pa for UG students and Rs 6000 per annum for PG students.

Website: <http://dcescholarship.kerala.gov.in>

2. **Prof. Joseph Mundassery Scholarship**

Meritorious students of Muslim, Christian, Sikh, Buddhist, Parsi and Jain community who are studying for BA/BSc/B.Com in Arts/science colleges are eligible to apply for this. A cash award of Rs15000 is given to outgoing students who scores 80 percent and above in the UG final year examination and 75 percent above in the PG final year examination.

Website: <http://dcescholarship.kerala.gov.in>

3. **SNEHAPOORVAM scholarship of Kerala Social Security Mission**

This scholarship is available to students whose parents have passed away and who are living with relatives, friends, or with community support. The scholarship provides Rs. 10,000 per annum for three years for undergraduate students and Rs. 10,000 per annum for two years for postgraduate students, offering financial assistance to help them continue their education.

Website: <http://socialsecuritymission.gov.in/index.php/snehapoorvam>

4. **Kerala State Backward Classes Development Corporation (KSBCDC) Scholarship**

Scholarship given to economically backward OBC students whose parents' annual income should not exceed Rs 120000. The amount of the scholarship is Rs 5000 per annum for UG students for 3 years and the same for PG students for 2 years.

Website: www.ksbcd.com

1. INSPIRE Scholarship (DST, Govt. of India)

The Scholarship for Higher Education (SHE) is a key component of the Innovation in Science Pursuit for Inspired Research (INSPIRE) program, a flagship initiative by the Department of Science and Technology (DST) under the Ministry of Science and Technology, Government of India. The scholarship aims to encourage young talent to pursue studies and research careers in Science and Technology by supporting their higher education in science-intensive courses. Annually, 12,000 scholarships are awarded under SHE, each valued at Rs. 80,000, to students pursuing Bachelor's and Master's level courses in Basic and Natural Sciences. Eligible candidates include meritorious students who rank within the top 1% of their Class XII examination from any State or Central Board in India, and those pursuing courses in Natural and Basic Sciences at the B.Sc., B.S., Int. M.Sc., or M.S. levels. Additionally, students who have secured top ranks in the IIT JEE and AIPMT (within the top 10,000 ranks) and are enrolled in Natural and Basic Science courses at the B.Sc., B.S., Int. M.Sc., or M.S. levels are also eligible.

Website <http://www.online-inspire.gov.in/>

2. VIDYASAMUNNATHI Scholarship

This Scholarship is given to UG and PG students belonging to economically backward forward communities. The scholarship amount is Rs 5000 per year for UG students and Rs 6000 per year for PG students.

Website: <http://samunnathi.com/vidyasamunnathi>

3. Post Metric Scholarship (PMS)

This scholarship is designed to support students from economically weaker sections of the minority community, specifically Muslims and Christians. To be eligible, students must have achieved a minimum of 50% marks or an equivalent grade in their previous final examination. Additionally, the annual income of the student's parents or guardians from all sources should not exceed Rs. 2 lakhs. The scholarship provides Rs. 3,000 per annum for both undergraduate and postgraduate students. It also includes a maintenance allowance of Rs. 570 per month for hostellers and Rs. 300 per month for day scholars.

Website: <https://scholarships.gov.in/>

1. Central Sector Scholarship (CSS)

To be eligible for this scholarship, applicants must have passed the Senior School Certificate Examination conducted by CBSE with specific aggregate marks: 418/500 in Science, 396/500 in Commerce, and 332/500 in other subjects. This requirement applies to all categories, including SC, ST, OBC, and UR. Additionally, the annual income of the student's parents or guardians from all sources should not exceed Rs. 4.50 lakhs. The scholarship provides Rs. 1,000 per month for undergraduate students and Rs. 2,000 per month for postgraduate students.

Website: <https://scholarships.gov.in/>

2. PRATHIBHA Scholarship (KSCSTE, Govt. of Kerala)

This scholarship aims to motivate talented students to pursue higher studies in basic and natural sciences. It provides "Pratibha" scholars with opportunities to attend science orientation programs at reputed research laboratories and interact with leading scientists. The scholarship is awarded to meritorious students enrolled in B.Sc. programs in Botany, Biotechnology, Chemistry, Mathematics, Physics, and Zoology. To be eligible, students must have scored a minimum of 90% marks or an equivalent grade overall, as well as 90% in all science subjects. For SC/ST category students, the eligibility criteria are set at 80% or above. The scholarship is available for all years of undergraduate study and can be continued into postgraduate studies.

Website: <http://ws.kscste.kerala.gov.in/prathibha>

3. PG Merit Scholarship For University Rank Holders

This Scholarship is given to UG rank holders in order to pursue their PG. The university should issue rank certificates to the toppers of the university in B.A., B.Sc., and B.Com.

Website: <https://scholarships.gov.in/>

4. PG Indira Gandhi Scholarship for Single Girl Child

Any single girl child, being the only child of her parents, is eligible to apply for the PG scholarship scheme during the first year of her admission to PG. The age of the girl student should not exceed 30 years at the time of admission. The scholarship amount is Rs. 2,000/- per month for a period of two years only (10 months in the year) i.e. full duration of a PG course.

Website: <https://scholarships.gov.in/>

2. 'E-Grantz' SCHOLARSHIPS

E-grantz is a web-based platform designed to ensure the timely disbursement of educational assistance to eligible students at the undergraduate (UG), postgraduate (PG), and doctoral (PhD) levels. The system streamlines the scholarship application and distribution process, providing efficient and accessible support for students in need.

Website: <https://www.egrantz.kerala.gov.in/>

The different categories of educational grants/concessions under this scheme are given below:

- Educational concession to the students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Converts.
- Educational concession to Socially and Educationally Backward Communities under KPCR.
- Educational Concession to the Forward Communities under KPCR

Students may also receive scholarships and freeships from local bodies and other institutions.

INSTITUTIONAL SCHOLARSHIPS

Awarding authority: Higher Education Committee of SABS Congregation, headed by the Provincial Superior

1. **St. Thomas Merit Scholarship** to students who secure top three positions in the UG/PG university examinations
2. **SABS Excellence Award** for those students who secure top three positions in the internal examinations conducted within a year.
3. His Grace **Mar Antony Padiyara Scholarship** awarded to the best Catholic student of III DC (Economics, Mathematics & Chemistry) who secures highest percentage in University examination.
4. **Rev. Fr. Antony Kurialacherry scholarship** awarded to the student who secures the highest marks in I B.A Economics main paper.
5. **S.A.B.S Platinum Jubilee memorial scholarship** awarded to the B.Sc. student who secures the highest marks in Hindi.

6. **Mrs. & Mr. K.M Korah scholarship** awarded to the B. Sc student who secures the highest mark in English.
7. **Sr. Mary Regina scholarship** awarded to the student who secures the highest marks in Botany Vocational.
8. **Silver Jubilee scholarship** awarded to the III DC Mathematics student who secures the highest marks in the University Exam.
9. **Smt. Annamma Joseph scholarship** awarded to the student who secures the highest marks in Degree chemistry.
10. **Mother Benjamin Mary scholarship** awarded to the student who secures the highest marks in B.A Malayalam Vocational.
11. **Mr. K.K Varkey Kuttiyil scholarship** awarded to the student who secures the highest marks in Final M.A Economics.
12. **Smt. Daisy John Kottoor scholarship** awarded to the student who secures the highest marks in II B.A Economics main paper.
13. **Millennium scholarship** awarded to the student who secures the highest marks in Physics Sub.
14. **DCMS Scholarship** awarded to the DCMS student who secures the highest percentage in BA/B.Sc.
15. **Pamela Moore Snyder scholarship** awarded to the student who secures the highest marks in III B.A Economics.
16. **Pamela Moore Snyder scholarship** awarded to the B.A Economics student who secures the highest marks in Malayalam.
17. **Pamela Moore Snyder scholarship** awarded to the B.A Economics student who secures the highest marks in Hindi.
18. **Pamela Moore Snyderscholarship** awarded to the B.A Economics student who secures the highest marks in English.
19. **Sr. Helen scholarship** awarded to the student who secures the highest marks in Politics sub. in Economics main.
20. **Sr. Lisieux Therese scholarship** awarded to the student who secures the highest marks in History sub. in Economics main.
21. **Prof. Lalu K. Memorial scholarship** for the outstanding performance in sports.
22. **Prof. Alice Joseph scholarship** awarded to the students who secures the highest marks in all semester in the M.Sc. Chemistry University Exam.

23. **Dr. Aniamma Kuriakose scholarship** to the student who secures the highest marks in all semester in the M.A English University Exam.
24. **Adv. P.C Chacko Putheth scholarship** awarded to the student who secures the highest marks in the I year B.Com. University Exam.
25. **Sri. Baby James Kalampukattusserry scholarship** awarded to **the I year Geology and Water management** student who secures the highest marks in the University Exam.
26. **Sr. Mary Xavier scholarship** awarded to the student who secures the highest marks in M.A Economics.
27. **Tresa Thomas Kallarackal scholarship** awarded to the student who secures the highest marks in the II year Geology & Water Management University Exam.
28. **Prof. RosammaJoseph** scholarship awarded to the SC/ST/OEC student who secures the highest marks in B.A Malayalam (Voc.)University Exam.
29. **Prof. Thankamma Joseph scholarship** awarded to the B.Sc Chemistry student who secures the highest marks in Mathematics Complementary paper in the University Exam.
30. **Smt. Celine Joseph scholarship** awarded to the B.Sc. chemistry student who secures highest marks in IV semester exam.
31. **Smt. Elizabeth George memorial scholarship** awarded to the academically best outgoing student of III year Chemistry.
32. **Smt. Elizabeth George memorial scholarship** awarded to the academically best student of the College.
33. **B.K College Golden Jubilee scholarship** awarded to the student who secures the highest marks in Part I Paper I English in the First year degree programme.
34. **Sr. Rose Kanacherry Scholarship** awarded to the student who secures highestmarks inI & II semesters in the M.Sc Chemistry University Exam.
35. **His Holiness Pope Paul II Scholarship** awarded to the III DC student who secures thehighest marks inReligion.
36. **Sr. Lizbeth K .Karivelithara Scholarship** awarded to the College Champion in Sports.
37. **Mother Rose Kate Scholarship** awarded to the M.A Economics student whoseecures highest marks inI & II semester M.A Examinations

INSTITUTIONAL FREESHIP POLICY

Purpose: The Freeship Policy of B K College, Amalagiri, aims to provide financial support to deserving students based on their financial need. The policy covers assistance under three main categories: uniform aid, tuition fee, and hostel fee.

Awarding authority: Principal, Bishop Kurialacherry College for Women, Amalagiri

Categories of Support:

- **Uniform Aid:** Assistance provided for the purchase of uniforms required for the academic year.
- **Tuition Fee:** Financial support to cover part or all of the tuition fees for the academic year.
- **Hostel Fee:** Support for students residing in the college hostel to cover part or all of the hostel charges.

Eligibility Criteria:

- Students must demonstrate financial need.
- Applicants must be currently enrolled in any undergraduate or postgraduate program at B K College, Amalagiri.
- Students must submit an application form along with justification/necessary financial documents.

Application Procedure:

1. **Submission of Application:** Students seeking financial support must submit a completed application form to the Department. The form should include details of the financial need and any relevant supporting documents.
2. **Departmental Verification:** The Department will review and verify the merit of the request based on the submitted documents. This includes evaluating the financial need and academic performance if necessary.
3. **Forwarding to Scholarship Committee:** Verified applications will be forwarded to the Scholarship Committee for further review and approval.

Scholarship Committee Review:

- The Scholarship Committee will assess the applications based on the available budget and the financial need demonstrated by the applicants.
- The Committee reserves the right to approve or reject applications based on the quantum of funds available and the merit of each request.

Award and Disbursement:

- **Uniform Aid:** Approved applicants will receive financial support for uniform purchases at the beginning of the academic year.
- **Tuition Fee:** Assistance for tuition fees will be applied directly to the student's account, or the student will be reimbursed as per the policy.
- **Hostel Fee:** Support for hostel fees will be provided directly to the hostel administration or reimbursed to the student, as applicable.

Fund Availability:

- Awards are subject to the quantum of funds available in the budget allocated for the academic year.
- In cases where the funds are insufficient to meet all requests, the Scholarship Committee will prioritize based on financial need and other relevant criteria.

Review and Appeals:

- Students may appeal decisions or request reconsiderations by submitting a formal written request to the Scholarship Committee within one month of the award decision.
- The Committee will review appeals and make final decisions based on additional information or clarifications provided.

This policy ensures that financial assistance is distributed fairly and effectively, providing necessary support to students in need at B K College, Amalagiri.

POLICY ON HOLISTIC EDUCATION

Overview

The curriculum and instruction are entirely intended to accelerate the student's overall growth. The educational philosophy places a strong emphasis on students' social, cultural, and spiritual development since it prepares them to be civically engaged adults. In addition to learning from their local community, students are also taught to reflect on their acts and how they affect the nation and the world

Objectives

- The policy places a strong emphasis on assisting students in realizing their abilities, in both the academic and non-academic spheres and serving as a pillar to help them realize their aspirations.
- The educational system offers and puts into practice a variety of techniques and activities that can help students reach their full potential in the areas of intellect, emotion, social interaction, physical fitness, the arts, and spirituality.
- Principles that emphasize eco-literacy, or ecological awareness, imparted by teachers with a deeper knowledge of sustainability and nature, in addition to student-centred learning.
- Emphasizes the main concept of a "Eco-friendly Green Campus" and guarantees it by having instructors and students to make the campus litter free.
- Extensive experimental and group sessions, a collaboratively designed learning environment, and hands-on participation through field trips, internships, Industrial visits, and real-life projects all contribute to an engaging, demanding, and transforming learning experience.
- Acquiring the knowledge of how to employ a variety of procedures that extend beyond instruction in order to establish, nurture, maintain, and organize educational environments and workspaces that are meaningful and creative.
- Assists teachers in assigning tasks that require students to use critical thinking abilities to solve practical issues.
- Encouraging self-directed learning settings where the teachers let students pick the optimal learning style and proceed at their own speed.

ANTI-RAGGING POLICY

Overview

Bishop Kurialacherry College has an effective Anti- ragging cell, which strictly prohibits ragging and unethical practices among the students. The Anti-Ragging Policy of the institution strictly prohibits any form of harassment or intimidation of students, ensuring a respectful and safe environment. The policy mandates quick disciplinary actions against offenders and conducts awareness programs to prevent ragging practices.

In exercise of the power conferred by the clause (g) of sub section (1) of section 26 of the University Grants Commission Act, 1956 the University Grants Commission hereby defines “Ragging” as – ‘Any disorderly conduct whether by words spoken or written or by act which has the effect of teasing, or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardships or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect physique of a fresher or a junior student or any act by a senior student or a fresher or any act that affects the mental health and self-confidence of a fresher or any other student.’

Measures of the Anti- Ragging Policy

The College strictly abides by all relevant local, state, and federal laws and views ragging as a criminal offence. The Anti-Ragging Activities are directly under the control of the Principal. The Anti-Ragging Cell keenly keeps a check on student behaviour, especially when new batches arrive at the start of the academic year. Students who are at risk of misbehaviour and those who are stressed out or having other problems can benefit from the help of the class tutors and counsellors. They personally meet with these students and, if required, set up counselling sessions with trained professionals.

In the first few weeks of the academic year, special sessions are held for newcomers to assist them in adjusting to campus life. The College identifies vulnerable areas, and in those places, ongoing monitoring and surveillance are kept up. The institution makes sure that all students

participate in cultural festivals and celebrations in order to eliminate the distinction between senior and junior students.

Punishment at the Institution level

Depending upon the nature and gravity of the offence as established by the Anti- ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.

- Suspension from attending classes and academic privileges
- Withholding/ withdrawing scholarships/ fellowships and other benefits
- Debarring from appearing in any test/ examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc
- Suspension / expulsion from the hostel
- Cancellation of admission
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine ranging between Rupees 25,000 and Rupees 1 lakhs.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

POLICY ON INFORMATION TECHNOLOGY

Overview

Bishop Kurialacherry College for Women actively provides and oversees diverse information management systems and resources, ensuring accurate data delivery to the appropriate individuals at any given time. Our IT staff undergo continuous training to effectively tackle, detect, and manage cyber threats and infringements. Above all, we encourage our students and staff members to be creators in various domains, making their contributions freely available to the public.

The Students and Teachers utilizing the computer infrastructure, or having access to college-related data are IT users of the College.

IT Policy for the users

- The resources included in the IT Policy are Network Devices wired/wireless Internet Access, Official website, Official email services, Documentation facility (Printers/Scanners) Surveillance network, Learning Management Systems, Academic Management System, Library Information Management System, Smart Boards etc.
- Students are allowed to use both their personal gadgets and campus devices for academic purposes. Unless otherwise informed, the use of mobiles or gadgets during regular offline class hours is restricted. The college provides systems and networks for research, presentations, e-learning, and entertainment.
- The teachers also have access to internet facility, both at the department, as all the departments are Wi-Fi equipped. The Teaching staff has access to sensitive data adhering to strict security and privacy measures. They are also allowed to bring multiple gadgets to the college.
- The College manages its software and hardware infrastructure, with the IT team overseeing procurement, installation, management, upgrades, and periodic dismantling.
- ICT-enabled classrooms and IT infrastructure are provided to foster an academic culture and support research activities.
- Students and staff members bringing personal gadgets are responsible for ensuring that operating systems and utility software are kept up to date.

- The College oversees various database systems, including ERP, salary database, library, e-content, CCTV footage, log files, and website databases, with a commitment to protecting personal information.
- The College is not responsible for the loss of personal gadgets brought onto the campus. If the loss of any College-owned IT infrastructure occurs due to the carelessness of staff members or students, the responsible party is liable for fair compensation.
- The College strictly adheres to the provisions of the Information Act of India
- Access credentials are not transferable and can only be shared with authorization from the highest authority
- The College has an Annual Maintenance Contract with a specialized agency to ensure regular maintenance and timely updating of IT facilities

POLICY ON EXTENSION ACTIVITIES

Overview

Bishop Kurialacherry College, Amalagiri undertakes various extension activities with the active involvement of its departments, units of NSS, clubs like Blood Donors Forum, Unnat Bharath Abhiyan, Ek Bharath Sreshtha Bharath(EBSB), Community College etc. Five villages in Kottayam were adopted by the College for its extension and social outreach programme. It is intended to provide the students a better understanding and feel of the socio-economic realities of their local community and also to get them involved in the development of these villages. The main objective of the Programme is to sensitize and educate the students about the issues and practices of the local community and to inculcate in them the spirit of responsible citizenship.

Guidelines of the Policy

- Departmental extension and outreach activities of the college are organized either independently or in joint collaboration with other disciplines or other colleges signed by MoU.
- Target area of activities identified by the college includes the enrichment of school students, flood affected victims, conducting free medical and eye camps for residents in the surroundings, providing aids to the physically handicapped, and impoverished women community.
- Apart from rendering services to the needy, the college makes sure that these outreach and extension activities give the students an opportunity to get ample experience in interacting with the public especially women in the community.
- Through science popularization programmes, entrepreneurship development programmes, public speaking, debates, old age home visit and outreach etc., students enrich the society.
- As people living in the rural areas around the college look at its involvement in various matters that affect their day-to-day life, the activities envisaged and promoted by it involves the upliftment and well-being of these people through the activities of the Community College.
- The students through the active involvement in different clubs, NSS, EBSB, Nature club and UBA are trained to break the walls that divide the educational institution from the life of the village community around.

- 7.The College will provide, within its capacity to do so, quality facilities that enable students to participate meaningfully in the community extension activities.
- The respective faculty shall monitor and ensure effective community engagement of the students. The students who are engaged in the community outreach activities are required to observe appropriate standards of behaviour in the campus, community and online interactions.
- All students must adhere to the college requirements regarding community work such as obtaining consent from parents/guardians, informing the faculty, and Heads of their departments.

Pivotal Areas of the outreach programme;

- Women empowerment
- Voter literacy campaign
- Legal awareness
- Financial literacy
- Cyber security
- Vimukthi (Drug abuse campaign)
- Civic consciousness
- Skill development
- Organic Farming
- Waste management

PARENT -TEACHER ASSOCIATION

Overview

Parent-Teacher Association is one of the most vibrant associations in the College. The PTA shall function at two levels of administrative ease and effective interaction I) The Departmental PTA II) The General PTA. This provides a platform to exchange concerns, and serves as a platform for suggestions from the side of parents and teachers. The Association proactively participates in the development of the institution by providing constructive feedbacks, and also involves in providing financial assistance to needy students. PTA helps the College by providing funds for the infrastructure augmentation of the College.

Activities of the PTA

- The College conducts an annual General body PTA meeting in the college
- There is a compulsory PTA meeting to be conducted department wise every year.
- The College conducts PTA sponsored Talks and awareness classes for the students
- Eminent members from the Parents community are invited to share their knowledge serving as resource persons for talks.
- The College also has scholarships and Awards instituted by the PTA
- The PTA contributes to charity drives and extension, Outreach programs of the College.

FACULTY EMPOWERMENT POLICY

Overview

The College promotes following measures for the Faculty empowerment. The College gives thorough importance to various Faculty Development Programmes conducted in and outside the campus and also encourages its faculty to make use of such opportunities in order to augment their expertise. For that financial support is offered to the staff.

Roles and Functions

- The College conducts retreats and orientation programs by experts for its faculty to instil in them the core values of the institution and to make them stand up in the world of academia.
- There is an active Research Cell in the College which promotes the spirit of research among the faculty.
- Necessary information through regular meetings and official letters, is provided to the faculty
- Constant feedback from the faculty is taken to ensure the consistency in performance of the routine works.
- The College maintains a democratic structure and provides autonomy, confidence, and freedom to the faculty members to enhance their capabilities and utilize them for the development of the institution.
- Faculty members with outstanding achievements are honoured and rewarded.
- Faculty members are encouraged to undertake Ph.D. programmes and Project works without sacrificing their service.
- Faculty members are also motivated to apply for guideship and attend conferences and seminars outside the state/country
- The College conducts leisure programmes like tours, excursions, celebrations on festive occasions.
- Representation of faculty members in all the administrative bodies.
- Retirement party is arranged for the staff as recognition of their committed service.
- Open-Gym is available for the staff and students to maintain their physical fitness.

FINANCIAL SUPPORT FOR PROFESSIONAL DEVELOPMENT OF FACULTY

Overview

Bishop Kurialacherry College for Women, recognizes the importance of professional development for our faculty members. The principal objective of this policy is to provide opportunities for our faculty to enhance their knowledge, skills, and teaching methodologies, which would enhance better student learning and overall institutional growth.

The faculty members, owing to the technological advancement in higher education institutions must continuously update their curriculum and pedagogy. This policy encourages faculty members to pursue professional development opportunities that promote their individual growth, and effectiveness in teaching.

This policy applies to all faculty members of our College, including both permanent teachers and teachers on contract.

TERMS AND CONDITIONS

- The applicant must be a full-time teacher at BK College.
- The proposed professional development course (FDP, attending National/ International Seminars, Induction/Refresher programs) should strive for the goal of motivating student learning by raising the standard of instruction and services offered to students.
- The course should be relevant to the discipline/ department of the applicant.
- The applicant should be prepared to share the new knowledge colleagues through presentations, and workshops in our college or elsewhere.
- The faculty member may receive this grant only once in an academic year,

Application Process

- The applicant must submit the application in the prescribed format to the review committee of the College.
- The application must be submitted along with the brochure and fee receipt paid
- A Committee, with the Principal as the Chairperson, will review and scrutinize the applications.

- The Committee will assess the merit of each application and decide the award amount based on the available resources.
 - The applicant will be promptly notified of the status of their application.
- This policy intends to support faculty members in their continuous growth and improvement. By embracing professional development opportunities, our faculty will be better equipped to provide high-quality education and contribute to the overall goodwill of our institution.

POLICY ON STUDY TOUR/ INTERNSHIPS/ ON THE JOB TRAINING

Overview

Bishop Kurialacherry College for Women, Amalagiri has adopted the following principles to encourage teachers and students for field visits, internships, On the Job Training, Study tours to promote experiential learning.

Objectives

- The College strictly follows the directions given by UGC, Government, and University for field visits, internships, On the Job Training, and Study tours from time to time.
- The field visits, internships, On the Job Trainings, should provide an orientation which helps the participants in achieving appropriate personal, social, and academic development.
- Adequate number of faculty is to accompany the students in simple words, the student-staff ratio should be appropriate to deal with contingencies.
- A letter of request for the study tour along with the recommendation letter of class teacher and Head of the department has to be submitted to the Principal.
- A consent letter from the parents is to be provided well in advance.
- All the arrangement of the study tour including transportation, accommodation and finance should be done in consultation with authorities concerned.

POLICY ON INTERNAL EVALUATION AND MENTORING

Overview

BKC is committed to conducting assessment and evaluation processes with transparency and adherence to established guidelines. The policies outlined in this document ensure fair and comprehensive evaluation of students.

Roles and Functions

- Student Evaluation and Assessment at BK College are conducted through different methods, encompassing both formal examinations (MG University In-semester and End- Semester exams) and informal processes such as mentor-mentee programs. The evaluation process is transparent, systematic, and continuous, ensuring adherence to established guidelines.
- Internal Assessment includes various components such as attendance, assignments, seminars, viva, and in-semester examinations. Retests are permitted for students who missed examinations due to medical reasons or participation in college-sanctioned sports, cultural, or academic programs.
- End-Semester Assessment includes Theory Examinations, Practical Examinations, and Viva and is conducted by the affiliated university. Students must have a minimum of 75% attendance to be eligible for examinations.
- Surprise written tests, group discussions and module wise examinations involving multiple choice questions, fill in the blanks questions, short answer questions and essay questions facilitate the ascertaining of learners' knowledge, understanding, application, analysis, synthesis, evaluation and creativity.
- A model examination is conducted towards the end of each semester involving very short answer questions, paragraph questions and essay questions.
- Every academic year, the Principal announces the list of the Mentor and Mentee list forwarded to her through the Heads of the Departments.
- Once the list is finalised, each Mentor, usually the class in charge too, communicates to the students allotted to her. Every teacher is a mentor and the College provides training to them occasionally to mould them as effective mentors.
- Each mentor will have 25-30 mentees.
- The system functions as part of the regular academic programme as a student support

- The Mentor tries to provide confidential, unbiased support in academic, interpersonal, professional, and personal matters to mentees by meeting them personally and discussing with them.
- In some cases, if the mentor feels that the involvement of parents is required, they will be called to the College for a confidential meeting with them. Individuals who require professional help are directed to a professional Counsellor in the College.
- Details of the meeting with the parent of the mentee are recorded in the mentoring register. The Register will be periodically verified by the Principal to ensure its smooth functioning.

E-GOVERNANCE POLICY

Overview

The e-Governance Policy of B K College is designed to enhance transparency in institutional management and improve governance through effective interaction and information exchange. By leveraging digital technologies, the policy aims to streamline administrative processes, ensure accountability, and facilitate seamless communication between various stakeholders within the institution.

Objectives:

The main objective of this policy is to enhance and streamline e-governance methods and procedures efficiently, ensure quick internal processes for services and information, maintain transparency in services.

- The Principal serves as the head of the institution, overseeing both administrative and academic functions. The Principal has access to student admission data, student status, attendance records, internal and external grades, semester timetables, examination dates, mark entry status, and other academic assignments. The Principal can also access individual student and faculty member profiles.
- The Chief Superintendent of Examinations has the authority to set exam times, unlock the mark entry portal for faculty members, and create different components for each course as per the timetable.
- All the faculty members have a faculty profile which give access to attendance records of the respective batches they are teaching, using the ERP. They can access the mark entry portal, timetable, attendance status of individual students, and the number of sessions conducted for each batch.
- Faculty members can also notify students about their attendance status, assignment updates, and other relevant matters. Faculty members have access to use Management Information System for teaching, learning and assessment process.
- Non-teaching staff members assigned to various administrative departments have access to student, faculty, and other profiles based on their assigned duties.
- Each student is provided with a unique username and password to log in to the portal. This enables them to check the timetable, attendance records, internal marks and other relevant academic information.

CONSULTANCY POLICY

Overview

Consultancy means providing professional or expert advice in a particular field of enquiry to an individual or institution. The consultancy services of a higher education institution measure the knowledge spill over emanating from it to the society. BK College recognizes the value of consultancy activities in fostering professional development and establishing fruitful collaborations. By providing clear guidelines, the college aims to facilitate the active engagement of faculty members in consultancy work.

Terms and conditions

- Has to be a faculty member of the College (Aided or Self-Financing).
- The college enforces proper monitoring mechanism to ensure that conflicts of interest do not arise in the consultancy services of the college.
- Consultancy engagements are typically governed by short-term contracts, making minimal use of college resources and relying on existing staff members.
- Consultancy involves work of a professional nature conducted by the staff members in their respective fields of expertise.
- The faculty should ensure that her/his teaching is not affected by the consultancy work.

The faculty has to apply to the Principal through the Head of the Department. Proper MoU (or Letter requesting consultancy service) should be signed between the Department and the Organisation that has requested the consultancy service. Progress report of the consultancy has to be submitted to the Principal.

LIBRARY POLICY

Overview

The Library policy serves as a guide for the users, providing instructions on accessing resources, resolving technological issues, and optimizing library services. It also emphasizes the integration of the library with academic pursuits and research, linking it with the institution's vision and mission.

The Library Committee ensures the smooth functioning of the library, convenes biannual meetings, and makes important decisions regarding library improvements, collection development, and operational issues.

Guidelines

1. Teachers and students are expected to make the maximum use of the library and reading room facilities provided
2. Strict silence should be observed inside the library and reading room
3. The library will be open from 9.00AM to 6.00PM on all working days and from 9 30 AM to 4 30 PM on all holidays except public holidays
4. The News Papers and periodicals should be replaced in the place allotted to each after reading
5. Nothing except writing materials shall be taken inside the library reading room, personal belongings such as umbrellas, bags, tiffin carriers etc. are not allowed to be kept in the library.
6. Bound volumes and loose numbers of periodicals, Reference books and damaged books are not issued on loan.
7. A member of the teaching staff is allowed to borrow 10 books at a time, non-teaching staff 3 books, PG Students 5 books and UG Students 3 books on loan at a time from the library.
8. Sub-lending and transferring books to other persons are not allowed.
9. The period of loan is for 15 days. Loan can be renewed for further period of 15 days if the books are not required by others but not more than two consecutive renewals are permitted

10. Books on loan can be recalled at any time irrespective of the period of loan at the discretion of the Librarian and non compliance may lead to the cancellation of membership.
11. Absence from the college will not be accepted as an excuse for delay in the return of books. A member of staff who takes leave for more than a month must return all the books borrowed from the library before proceeding on leave.
12. Books will be issued to students from the library on all working days.
13. Members will get at the time of admission as many borrowers' cards as the number of books they are eligible to borrow. On each occasion a book is borrowed, a borrowers card is to be given at the counter and the card will be returned to the borrower when the book is returned
14. Only one book at a time can be borrowed upon each card.
15. The borrower is responsible for all books she borrowed
16. When someone ceases to be a member of the library she must return the card issued to her
17. Before leaving the counter the member must satisfy herself as to whether the books lent to her are in sound condition and if not, she must immediately bring the matter to the notice of the assistant on duty at the counter otherwise she shall be held responsible for any damage discovered afterwards.
18. Dog-earing the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held to be serious damages to books Damage or loss of books on loan should be immediately reported to the Librarian. Members are liable to replace the books or pay three times the cost of the book. No books will be issued to such members till the loss has been made good
19. An overdue charge of Re. 1 per volume per day shall be levied if a book is kept beyond the period of loan fixed by the librarian and it is payable when the book is returned. The borrowers' cards will not be returned and books will not be issued until dues have been cleared.
20. All the books borrowed from the library by students and members of teaching and non-teaching staff must be returned on or before the last working day of the academic year for the annual stock verification of the library.
21. It is the duty of the students to take maximum care of the library books issued to them

Arrangement of Books

Books are arranged according to the colon scheme of classification. In this arrangement books on the same subject are kept together with those on related subjects coming next to them. Members can seek the help of the library staff for being guided to the exact region of their interest.

OPAC (Online Public Access Catalogue)

A data Base of the entire holding of the Library is now accessible from the computer terminals for the users. Author wise, subject wise and title wise search facility is available.

The Library Committee

Members of the Library committee include the Principal (Chairman), Librarian, a student representative, and a representative of the teaching faculty.

Functions of the Library Committee are:

- To formulate suggestions for the improvement of the Library.
- To formulate Library policies and objectives.
- To formulate development programmes and activities of the Library.
- To regulate purchase, stock verification and decisions regarding the removal of old and unusable books, lost books, etc.

GREEN PROTOCOL

Bishop Kurialacherry College for Women (BK College) is committed to implementing green initiatives that align with the Haritha Kerala Mission, emphasizing sustainability and fostering a culture of environmental responsibility among students and staff. The college's green protocol includes comprehensive measures in waste management, material usage, and energy conservation, promoting a greener campus environment.

- **Responsible Waste Management:** Waste is sorted and processed based on its degradability, encouraging waste grading at the source with separate containers provided for collection.
- **Plastic-Free Campus:** The use of disposable materials, especially plastics, is discouraged. Eco-friendly alternatives are promoted, adhering strictly to government norms regarding banned plastic materials.
- **Bio-waste to Biogas:** Bio-wastes are converted into biogas, supporting sustainable practices.
- **Recycling Efforts:** Non-degradable materials like plastics are segregated and sent to "Haritha Karma Sena" for recycling.
- **E-Waste Management:** E-waste is collected separately and disposed of properly through authorized scrap vendors or local bodies.
- **Minimized Garbage Disposal:** Disposal of garbage on campus is discouraged.
- **Sustainable Banners and Decorations:** Flex banners are replaced with cloth alternatives, and eco-friendly materials are used for decorations and bouquets during college events.
- **Renewable Energy:** Solar power units are installed to harness renewable energy for electricity.
- **Energy-Efficient Lighting:** Conventional lights are replaced with LED bulbs to reduce energy consumption.
- **Paper Reduction:** Electronic submissions and online class tests are encouraged to minimize paper usage, along with electronic means for internal communication.

- **Water Conservation:** Functional rainwater harvesting systems and water recharge pits are installed to address water scarcity.
- **Energy-Conserving Transport:** Reduced use of automobiles is encouraged among students and staff, promoting energy-efficient transport modes.
- **Green Spaces:** Green pathways and landscaping on the campus offer stress-relieving strolls and contribute to the green environment.
- **Environmental Awareness:** Extension activities under the NSS and other departments promote environmental awareness, and nature conservation programs are conducted in neighboring communities.
- **Environmental Clubs:** Various clubs and programs instill environmental responsibility in students.
- **Conservation of Flora and Fauna:** The college maintains a herbal garden, butterfly garden, and other conserved patches with rare and endangered medicinal and ornamental plants.
- **Geology Museum:** A well-fabricated geology museum with rare specimens of stones and minerals underscores the college's commitment to nature conservation.

The dedication of the College to sustainable practices and environmental stewardship is demonstrated through these extensive initiatives, highlighting a holistic approach to fostering a sustainable campus and promoting responsible resource management.

ENVIRONMENTAL AND GREEN POLICY

Introduction:

BK College has always championed a clean and green environment since its inception. While the formal policy was established later, our commitment to reducing environmental pollution and promoting sustainability always remained unwavering. This policy seeks to outline the principles and actions that guide our efforts in fostering an eco-friendly campus and community.

Objectives:

- **Minimize Environmental Pollution:** Reduce all forms of pollution through systematic and sustainable practices.
- **Promote Sustainable Practices:** Encourage all faculty, staff, students, and stakeholders to adopt eco-friendly habits.
- **Educate and Raise Awareness:** Spread awareness about environmental issues and sustainable practices.

Policy Statements:

1. Waste Management:

- **Efficient Waste Disposal:** Implement effective waste management systems, ensuring proper disposal and recycling.
- **Plastic-Free Campus:** Maintain a campus free of plastic waste to promote sustainability.

2. Water Conservation:

- **Optimum Water Usage:** Promote the efficient use and conservation of water resources.
- **Groundwater Recharge:** Enhance groundwater levels through scientific interventions and rainwater harvesting.

3. Energy Conservation:

- **Alternative Energy Use:** Transition to renewable energy sources, such as solar power, to reduce electricity consumption.

- **Energy-Efficient Appliances:** Replace existing high-energy-consuming appliances with energy-saving alternatives like CFLs and LEDs.

4. Renewable Energy:

- **Biogas Utilization:** Install biogas plants and utilize biogas for cooking in hostels and staff quarters.
- **Solar Power Expansion:** Increase the use of solar panels and lamps across the campus.

5. Rainwater Harvesting:

- **Comprehensive Systems:** Implement elaborate rainwater harvesting systems to mitigate water shortages.
- **Well Recharging:** Efficiently recharge wells to support groundwater levels.

6. Carbon Neutrality:

- **Vehicle Entry Restrictions:** Limit vehicle entry into the campus and designate specific parking areas.
- **Promote Sustainable Transport:** Encourage the use of bicycles and public transportation.
- **Awareness Programs:** Conduct programs to educate the community about carbon footprint reduction.

Greening Initiatives:

- **Tree Planting:** Systematically plant trees and saplings along roadsides and campus areas.
- **Gardens and Green Spaces:** Develop and maintain gardens, such as the herbal and butterfly gardens, to support biodiversity.

1. Community Involvement:

- Community College Initiatives: Engage in comprehensive Earth initiatives, including training and execution of environmental projects.
- NSS Leadership: Leverage the National Service Scheme (NSS) to lead student awareness and participation in environmental initiatives.

9. Hazardous and e-Waste Management:

- Effective Management: Implement protocols for the safe disposal and management of hazardous and electronic wastes.

10. Implementation and Monitoring:

- Green Audit: Conduct regular green audits to ensure compliance and effectiveness of environmental practices.
- Continuous Improvement: Review and update policies periodically to incorporate new sustainable practices and technologies.

Conclusion:

BK College is dedicated to creating/maintaining a sustainable and eco-friendly environment. Through the outlined initiatives and continuous efforts, we aim to lead by example in promoting a greener future for our campus and community.

ENERGY CONSERVATION POLICY

Overview

Increasing global energy crisis and the pressing need for sustainable practices, has made Bishop Kurialacherry College stay committed to fostering a culture of energy conservation within our campus. This policy outlines our dedication to minimizing energy consumption to ensure the sustainability of our resources for future generations. By implementing effective energy conservation measures, we aim to reduce our carbon footprint and create a conducive learning environment.

Objectives

1. **To Reduce Energy Consumption:** Implement strategies to decrease energy usage across all campus facilities and operations.
2. **To Promote Awareness:** Foster an understanding of energy conservation among students, faculty, and staff through education and engagement.
3. **To Enhance Efficiency:** Upgrade infrastructure and adopt technologies that enhance energy efficiency in all college operations.
4. **To Encourage Participation:** Involve the entire college community in energy conservation initiatives and encourage personal responsibility.

Policy Statements

1. **Energy Audits:** Conduct regular energy audits to assess consumption patterns and identify areas for improvement.
2. **Infrastructure Improvements:** Invest in energy-efficient appliances, lighting throughout the campus.
3. **Renewable Energy Sources:** Solar power units are installed to harness renewable energy for electricity. Increase the use of solar panels and lamps across the campus.
4. **Biogas Utilization :** Utilization of biogas for cooking in hostels.
5. **Energy-Efficient Lighting:** Conventional lights are replaced with LED bulbs to reduce energy consumption.

6. **Energy-Conserving Transport:** Reduced use of automobiles is encouraged among students and staff, promoting energy-efficient transport modes.
7. **Behavioral Changes:** Encourage energy-saving behaviors among students and staff, including turning off lights and equipment when not in use.
8. **Curriculum Integration:** Incorporate energy conservation and sustainability topics into the college curriculum to educate students about their importance.
9. **Collaboration:** Partner with local and national organizations to share best practices and create awareness on energy conservation through joint efforts.

By adhering to this Energy Conservation Policy, Bishop Kurialacherry College aims to set a benchmark for sustainable practices in the educational sector, ultimately contributing to a healthier planet.

WASTE MANAGEMENT POLICY

Overview

Bishop Kurialacherry College recognizes the importance of effective waste management in promoting environmental sustainability and public health. We are committed to minimizing waste generation, maximizing recycling efforts, and fostering a culture of responsible waste disposal among our community. This policy establishes a framework for managing waste effectively, ensuring that our campus operations align with sustainable practices.

Objectives

1. **Minimize Waste Generation:** Reduce the overall volume of waste produced on campus through proactive measures and education.
2. **Minimized Garbage Disposal:** Disposal of garbage on campus is discouraged.
3. **Bio-waste to Biogas:** Bio-wastes are converted into biogas, supporting sustainable practices.
4. **E-Waste Management:** E-waste is collected separately and disposed of properly through authorized scrap vendors or local bodies.
5. **Enhance Recycling Efforts:** Promote recycling initiatives and increase the percentage of waste diverted from landfills. Non-degradable materials like plastics are segregated and sent to "Haritha Karma Sena" for recycling.
6. **Raise Awareness:** Educate students, faculty, and staff about waste management practices and their importance in environmental conservation.
7. **Ensure Compliance:** Adhere to all relevant local, state, and federal regulations regarding waste management and disposal.
8. **Foster Community Involvement:** Engage the entire college community in waste reduction and recycling initiatives.
9. **Waste Segregation at Source:** Implement a clear system for waste segregation at the source. Provision of separate bins for recyclable, compostable, and non-recyclable waste throughout the campus.

- 10. Composting Initiatives:** Composting programs for organic waste generated from food has lead to the generation of organic manure for the vegetable garden.
- 11. Collaboration:** Partnerships with local bodies such as Athirampuzha Gramapanchayat Harithakarma sena and other organizations and agencies assist our waste management practices.

By implementing this Waste Management Policy, Bishop Kurialacherry College aims to create a cleaner, healthier campus environment while promoting responsible waste management.

WATER CONSERVATION POLICY

Overview

Bishop Kurialacherry College is committed to saving each drop of water for the generations to come. The Water Conservation Policy aims to promote responsible water use across our campus. This policy establishes guidelines and practices to ensure the efficient use and management of water resources.

The college seeks to implement innovative strategies that not only reduce water consumption but also enhance awareness of the importance of water conservation among students, faculty, and staff. By creating a collaborative approach to water management, we aim to safeguard this precious resource for current and future generations.

Objectives

1. **Reduce Water Usage:** Achieve a significant reduction in overall water consumption by implementing specific reduction targets
2. **Raise Awareness:** Educate students, faculty, and staff about the significance of water conservation through campaigns, and informational materials.
3. **Implement Efficient Technologies:** Invest in water-saving technologies and infrastructure improvements, rainwater harvesting systems, and irrigation management systems.
4. **Encourage Responsible Practices:** Foster a culture of conservation by promoting water-saving habits within the college community, encouraging everyone to take personal responsibility for water use.
5. **Engage with the Community:** Collaborate with local organizations and stakeholders to promote water conservation initiatives beyond the campus and share best practices.
6. **Ensure Compliance:** Adhere to all relevant local, state, and national regulations concerning water use and conservation, maintaining transparency and accountability in our practices.

By pursuing these objectives, Bishop Kurialacherry College aims to create a sustainable and responsible approach to the usage of water. This in turn contributes to the health of our environment and the well-being of our community.

GREEN CAMPUS POLICY

OverView

Bishop Kurialacherry College is dedicated to maintain the serene greencampus it has been blessed with. The Green Campus Policy aims to integrate ecological principles into the academic programs and community engagement. Recognizing the urgent need to address environmental challenges, this policy emphasizes our commitment to reducing our ecological footprint, promoting biodiversity, and fostering a culture of sustainability among students, faculty, and staff.

Our practices contribute positively to the local ecosystem and inspire future generations to prioritize sustainability. By adopting innovative strategies and collaborative initiatives, we aim to create a vibrant learning environment that respects and nurtures the planet.

Objectives

1. **Promote Sustainable Practices:** Implement and encourage sustainable practices including waste reduction, recycling, energy efficiency, and water conservation.
2. **Enhance Biodiversity:** Protect and promote biodiversity on campus by maintaining green spaces, planting native species, and creating habitats for local wildlife.
3. **Integrate Sustainability in Curriculum:** Incorporate environmental education and sustainability topics into academic programs to raise awareness and empower students to become responsible global citizens.
4. **Reduce Carbon Footprint:** Set measurable targets for reducing greenhouse gas emissions through energy-efficient practices, renewable energy adoption, and sustainable transportation options.
5. **Green Spaces:** Green pathways and landscaping on the campus offer stress-relieving strolls and contribute to the green environment.
6. **Environmental Awareness:** Extension activities under the auspices of NSS and other departments promote environmental awareness.
7. **Environmental Clubs:** Various clubs such as Nature Club, Birds Club and observation of World Environment day annually instil environmental responsibility in students.

8. **Conservation of Flora and Fauna:** The college maintains a herbal garden, butterfly garden, and other conserved patches with rare and endangered medicinal and ornamental plants.
9. **Greening Initiatives:**
 - **Tree Planting:** Systematically plant trees and saplings along roadsides and campus areas.
 - **Gardens and Green Spaces:** Develop and maintain gardens, such as the herbal and butterfly gardens, to support biodiversity.

By achieving these objectives, Bishop Kurialacherry College aims to sustain its beautiful green campus that not only enhances the educational experience but also contributes to the health and sustainability of our planet.

MAINTENANCE POLICY AND PROCEDURE

Overview

This document outlines the policy and procedures for the maintenance and repair of equipment and infrastructure within the College. The aim is to ensure that all facilities and equipment are maintained in a safe, efficient, and operational condition.

1. General Maintenance Procedure

1. **Complaint Registration:** Departments requiring repair or maintenance work must register a complaint with the College office, providing detailed information about the maintenance required.
2. **Site Inspection and Repair:** A technician will visit the site to assess and complete the necessary maintenance work.
3. **Job Completion Report:** Upon completion of the maintenance work, the technician will submit a Job Completion Report to the Bursar.
4. **Billing and Payment Process:** The maintenance bill is generated and processed through the relevant authorities and forwarded to the Principal for final approval and payment.
5. **Monthly Billing Review:** All monthly maintenance bills must be reviewed by the Administrator to ensure transparency and proper budgeting.
6. **Annual Maintenance Contracts (AMCs):** The College holds Annual Maintenance Contracts for computer-related repairs, maintenance, and power backup systems to ensure uninterrupted service.

2. Procedure for Utilization of Support Facilities

A) Sports Facilities

The student can use any of the support facility available with the Physical Education Department by making a requisition in writing for the same in advance.

B) Laboratories

1. **Laboratory Allocation:** Laboratories are allocated to classes based on a predefined timetable to ensure structured utilization.
2. **Standard Operating Procedures (SOPs):** All personnel must strictly follow SOPs for handling chemicals, equipment, and instruments to ensure safety and compliance.
3. **Stock Register:** A stock register must be maintained and regularly updated to track all laboratory materials and equipment.
4. **Stock Verification and Inspection:** At the end of each academic year, Heads must conduct stock verification and inspection.
5. **Disposal of Outdated Items:** Obsolete equipment, chemicals, and instruments should be discarded following the standard procedure.
6. **Reporting Discrepancies:** Any deviations or discrepancies in the laboratory procedures must be reported immediately to the Principal.

C) Library

1. **Library Card Procurement:** Every student must obtain a Library Card within one week of admission.
2. **Book Issuance:** Undergraduate (UG) students are allowed to borrow three books, while postgraduate (PG) students may borrow four books using their Library Card.
3. **Late Return Fines:** A fine will be imposed for the late return of library books, as per the applicable rules.
4. **Access to Online Resources:** Students can access online journals and magazines through computer terminals available at the Network Resource Centre in the Library.
5. **Library Entry:** Students must scan their Identity Card and sign the register upon entering the Library.
6. **Access to Digital Books:** Students can access digital books available on the college intranet server from any computer terminal on campus.
7. **Reading Room Access:** All students are welcome to use the central reading rooms, which are open from 8:30 a.m. to 5:30 p.m.

D) Computer Laboratory

1. **Laboratory Allocation:** Computer laboratories are allocated to classes and faculty based on the syllabus and timetable.

2. **Optimized Utilization:** A laboratory timetable is maintained to identify and fill vacant slots, ensuring optimal use of the facilities.
3. **Maintenance of Equipment:** The Office Superintendent and Technical Staff are responsible for the upkeep and maintenance of all computers and peripherals.
4. **E-Waste Management:** Outdated and old computers are disposed off
5. **New Equipment Requests:** Any new requirements for computers and peripherals are processed through the Office Superintendent

E) Classroom Utilization

1. **Classroom Allocation:** Classrooms are assigned based on student strength to accommodate all students comfortably.
2. **Reporting Maintenance Needs:** The teacher-in-charge must inform the Office Superintendent about any repair or cleanliness requirements.

This policy ensures that all facilities of the college are utilized effectively and maintained properly, providing a safe and conducive environment for education and extracurricular activities.



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