



MILAD-E-SHERIEF MEMORIAL COLLEGE

Kayamkulam, Alappuzha, Kerala - 690502

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POLICY DOCUMENTS

GOVERNANCE POLICY

Milad-E-Sherief Memorial College was established with the vision of empowering socially marginalized communities through enlightenment. The college's emblem, bearing the inscription "read in the name of thy lord who created," reflects its divine mission to guide everyone toward the light of knowledge. In line with this mission, the institution has launched various programs focusing on value-based personality development, leadership and soft skill training, promoting healthy temperament and gender justice, fostering communal harmony, and identifying and maximizing opportunities for all.

The governance structure at Milad-E-Sherief Memorial College is designed to ensure transparent, effective, and accountable governance in alignment with the college's vision and mission. The Governing Body, composed of representatives from management, faculty, non-teaching staff, alumni, and external experts, provides strategic direction, approves budgets, oversees policies, and ensures accountability. The Academic Council, which includes department heads, senior faculty, and student representatives, is responsible for developing academic policies, approving curricula, monitoring academic standards, and promoting research and innovation. The administrative framework is led by the Principal, who serves as the chief executive officer, overseeing day-to-day administration, policy implementation, and stakeholder liaison. Department Heads manage departmental activities, implement academic programs, and ensure quality teaching and research. Additionally, various committees, such as the Examination Committee and Research Committee, are established to oversee specific functions and ensure participatory governance within the institution.

The decision-making processes at Milad-E-Sherief Memorial College are rooted in transparency, inclusivity, and accountability. All decisions are carefully documented and communicated to relevant stakeholders to maintain transparency. The college encourages active participation from students, faculty, and staff in decision-making, fostering an inclusive environment. Accountability is ensured through regular audits and evaluations. Additionally, the college conducts periodic reviews of its governance structures and processes and establishes feedback mechanisms for students, faculty, and other stakeholders. This feedback is utilized to continuously improve governance practices, ensuring the institution remains aligned with its goals and mission.

Governance Structure

1. Governing Body

- **Composition:** Include representatives from management, faculty, non-teaching staff, alumni, and external experts.
- **Roles and Responsibilities:** Provide strategic direction, approve budgets, oversee policies, and ensure accountability.

2. Academic Council

- **Composition:** Include heads of departments, senior faculty, and student representatives.
- **Roles and Responsibilities:** Develop academic policies, approve curricula, monitor academic standards, and promote research and innovation.

3. Administrative Framework

- **Principal:** Serve as the chief executive officer, responsible for day-to-day administration, implementation of policies, and liaison with stakeholders.
- **Department Heads:** Manage departmental activities, implement academic programs, and ensure quality teaching and research.
- **Committees:** Establish various committees (e.g., Examination Committee, Research Committee) to oversee specific functions and ensure participatory governance.




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GRIEVANCE REDRESSAL MECHANISM POLICY

Milad-E-Sherief Memorial College is dedicated to fostering a supportive and constructive environment for all students, faculty, and staff. The Grievance Redressal Mechanism Policy is designed to address any concerns or issues that may arise in a prompt, fair, and transparent manner, in alignment with the guidelines set forth by the National Assessment and Accreditation Council (NAAC). This policy aims to provide a structured framework for resolving grievances, promote a culture of mutual respect and accountability, and ensure that all stakeholders have access to a just process for addressing their concerns. It applies to all members of the college community and covers a range of issues including academic matters, administrative and financial concerns, as well as instances of harassment or discrimination, ensuring that all issues affecting the functioning of the college are handled appropriately.

Grievance Redressal Committee (GRC)

- **Composition:**

- Principal (Chairperson)
- Senior Faculty Member (Coordinator)
- Representative from the Administrative Staff
- Student Representative (Nominated by the Principal)
- External Member (Optional, for impartiality)

- **Functions:**

- To receive, scrutinize, and investigate grievances submitted by stakeholders.
- To ensure that grievances are addressed within a stipulated time frame.
- To provide recommendations for the resolution of grievances.

To maintain records of all grievances and actions taken.




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GENDER EQUITY POLICY

Milad-E-Sherief Memorial College is committed to creating a campus environment that upholds equity, diversity, and inclusion through its Gender Equity Policy. This policy is designed to promote gender equality and ensure that all students, faculty, and staff have equal opportunities to succeed, regardless of gender. It aims to eliminate gender-based discrimination in all aspects of college life, foster a safe and supportive environment, and enhance gender sensitization and awareness throughout the college community. Key components of the policy include ensuring equal opportunities in academic and employment settings, conducting regular gender sensitization workshops, and providing robust support systems for those facing gender-based violence or harassment. The policy also mandates the establishment of an Internal Complaints Committee (ICC) to address issues of sexual harassment and gender discrimination. Additionally, the college is committed to achieving gender balance in decision-making bodies and encouraging the leadership of women and underrepresented genders. Through these measures, Milad-E-Sherief Memorial College affirms its dedication to fostering a respectful and inclusive campus culture.

Policy Statements

1. Equal Opportunities

- The college is committed to providing equal opportunities in academic programs, employment, and other activities regardless of gender.
- Recruitment, admissions, promotions, and evaluations shall be conducted based on merit and without any gender bias.

2. Gender Sensitization

- Regular workshops, seminars, and awareness programs will be conducted to promote gender sensitivity and prevent discrimination.
- Curriculum and teaching practices will incorporate gender perspectives to foster an inclusive educational environment.

3. Safety and Support

- The college will ensure the safety of all students and staff, particularly women, through measures like well-lit campuses, security personnel, and awareness programs.
- Support systems, including counseling services and helplines, will be available for those experiencing gender-based violence, harassment, or discrimination.

4. Anti-Discrimination Measures

- Any form of gender-based discrimination or harassment is strictly prohibited and will be dealt with in accordance with the college's disciplinary procedures.
- An Internal Complaints Committee (ICC) will be established to address complaints related to sexual harassment and gender discrimination.

5. Gender Representation

- The college will strive to ensure gender balance in decision-making bodies and leadership positions.
- Efforts will be made to encourage participation and leadership of women and other underrepresented genders in all college activities.

Milad-E-Sherief Memorial College is dedicated to building a gender-equitable campus where every individual is respected and valued. This policy is a testament to our commitment to fostering a culture of inclusivity, safety, and respect for all genders.




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POLICY DOCUMENT FOR THE ELECTORAL LITERACY

CLUB (ELC)

Introduction

Milad-E-Sherief Memorial College is committed to fostering informed and active citizenship among its students. To achieve this, the Electoral Literacy Club (ELC) was officially established in the academic year 2022-2023. The ELC aims to enhance electoral literacy, promote democratic values, and encourage active participation in the electoral process.

Objectives

- To educate students about the electoral process and the importance of voting.
- To increase voter registration and turnout among eligible students.
- To organize events and activities that promote democratic engagement and political awareness.
- To collaborate with external bodies, such as the District Election Administration, to further electoral literacy initiatives.

Structure and Coordination

- **Student Coordinator:** Anagha K (IVth Semester Political Science student) is the Student Coordinator responsible for leading and organizing ELC activities.
- **Coordinating Faculty Members:**
 - **Dr. Jayaprakash M K** (Convener)
 - **Dr. Bindu V S** (Member)
 - **Dr. Latha C** (Member)
 - **Dr. Deepa K P** (Member)
 - **Smt. Bindu P S** (Member)

Key Activities and Initiatives

Educational Programs:

A class was organized on the topic of "Indian Democracy and its Challenges," in collaboration with the District Election Administration department. This program aimed to educate students about the functioning of Indian democracy and the challenges it faces.

Awareness Campaigns:

An awareness program was conducted with the participation of political party leaders to discuss the significance of voting and active citizenship. The program aimed to engage students in dialogue and encourage their participation in the democratic process.

Voter Registration Campaigns:

The ELC organized a voter registration campaign with the active involvement of its members. The campaign aimed to facilitate the registration of eligible students as voters, ensuring that they can participate in upcoming elections.

Collaboration with Local ELCs:

The college partnered with local Electoral Literacy Clubs to organize voter registration camps. These camps were designed to increase voter participation among eligible students by providing them with the necessary information and resources to register as voters.

Electoral Roll Enrollment:

The enrollment of students above 18 years in the electoral roll was facilitated by Election Commission Officials (ELCs). This initiative was supported by awareness campaigns, registration drives, and orientation programs to encourage eligible students to register as voters.

Implementation and Monitoring

- The ELC, under the guidance of the Coordinating Faculty Members, will be responsible for implementing the activities outlined in this policy.
- The ELC will conduct regular meetings to plan and review activities, ensuring alignment with the objectives of the club.

- The club will submit an annual report to the college administration, detailing the activities undertaken, the outcomes achieved, and recommendations for future initiatives.

Accountability

- The Student Coordinator and Coordinating Faculty Members are accountable for the successful execution of the ELC's activities.
- The ELC will work in collaboration with the college administration and external partners to ensure the effectiveness of its programs.

The Electoral Literacy Club at Milad-E-Sherief Memorial College is dedicated to promoting electoral literacy and encouraging active participation in the democratic process. Through its initiatives, the ELC aims to create a politically aware and responsible student body, contributing to the strengthening of democracy at the grassroots level.




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POLICY ON FINANCIAL SUPPORT FOR PROFESSIONAL DEVELOPMENT OF FACULTY MEMBERS

Milad-E-Sherief Memorial College is a symbol of academic brilliance in the center of Kayamkulam. It is dedicated to giving students access to top-notch instruction and knowledge. The institution has made a name for itself since its founding in 1964 by realizing that education is a lifetime process. Faculty members' ongoing professional and academic development is crucial, and the administration has made this a top priority.

Faculty members are motivated to stay up to date with the most recent developments in their professions by this mindset. They cultivate relationships with colleagues throughout the world, sharing knowledge and concepts, and enhancing their professional environment. Students gain directly from this dedication to improvement, as it gives them the skills necessary to succeed in their future employment.

Key focus areas include:

- Involvement in esteemed national and worldwide professional associations.
- Participating in seminars, faculty development programs, refresher, and orientation courses. Aligned with these objectives, the institution aims to:
- Facilitate faculty members' connections with experts worldwide.
- Support their attendance at seminars, development programs, and the dissemination of research findings through paper presentations.

Applications for these initiatives are reviewed annually. The Academic Committee meticulously assesses submissions, prioritizing permanent faculty members post-probation. Previous recipients of financial aid are excluded, with preference given to those eligible for promotions. Financial support is extended to faculty members whose research papers are accepted for presentation at conferences and seminars, covering registration fees. Similarly, funding is provided for attendance at workshops, subject to the workshop's relevance and nature. Registration costs are covered, with no additional travel allowances.

Participation in Faculty Development Programs organized by Central/State Universities or Colleges under MHRD is also supported, with registration fees catered for upon submission of an acceptance letter.

Through these initiatives, Milad-E-Sherief Memorial College endeavors to foster a culture of continuous learning and scholarly excellence, benefiting both faculty members and students alike.



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E-GOVERNANCE POLICY

E-Governance Policy aims to improve the governance system and foster the institute development through the adoption of new and advanced technologies. Implementing e-governance policies additionally aims to enhance accountability, diminish ambiguity, and bolster public trust in the organization.

Scope

The college guarantees that all e-governance initiatives adhere to applicable laws and regulations, encompassing data privacy and security. The college ensures that all stakeholders receive training and support to effectively utilize e-governance tools. Regular reviews and updates of all SOPs are conducted as needed. A dedicated e-governance officer/media manager is appointed by the college, responsible for implementing and maintaining e-governance initiatives.

Objectives

1. To implement E-governance in all functions of the institution to provide a simpler and more efficient governance system within the institution.
2. This promotes transparency and accountability across all college functions, aiming to achieve a paperless environment and provide easy and quick access to information, making the campus Wi-Fi enabled.
3. Classrooms are intended to be ICT-enabled with desktops, laptops, smartboards, projectors, etc. The goal is to establish a fully automated library.

College Website

1. The college website is the primary source of information for all stakeholders.
2. It is regularly updated with relevant information, including admission requirements, course details, fee structures, and important notices.
3. The website is designed to be user-friendly and accessible to all stakeholders. Regular updates, including admission requirements, course details, fee structures, and important notices are provided on the website.

Admissions

An online admission system is implemented by the college, allowing prospective students to apply for admission online. The admission system is integrated with the college's accounting system, ensuring smooth processing of fees and payments. Students are urged to utilize e-platforms for the payment of all fees related to their tuition, exams, labs, etc.

Accounting

An online accounting system is implemented by the college for the efficient and transparent processing of financial transactions. The software is designed to be user-friendly, accessible to authorized personnel, and subject to regular updates and maintenance for efficient operation.




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PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings with College council and Infrastructure and Development committee as per the requirements keeping the interest of students.

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- ☐ The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.
- ☐ The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
- ☐ There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library- The library is headed by Librarian and he is the premises superior for both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, junior safety Assistants, and attenders will help the students for searching and lending of the books in the library.

- ☐ The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- ☐ Every year in the beginning of session, students are motivated to register

themselves in library to use INFLIBNET.

☐ To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

☐ The proper account of visitors (students and staff) on daily basis is maintained.

☐ Other issues such as schedule of issue/ return of books etc are chalked out / resolved by the library committee.

☐ Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

☐ Sports: Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym on the college sports in charge consult coaches. In their guidance accommodates are arranged.

Computers- Computer maintenance through AMC is done regularly and non-repairable systems are disposed of. The IT Cell of the college takes care of college website, networking equipment's including internet connectivity, procurement of hardware and software.

Classrooms-The college has a building committee for maintenance and upkeep of infrastructure.

At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment's.

Security: The Security of the college is headed by a senior Teaching staff. He is supported by the Security officer. Security officer assigns the duty to the security guards to control and monitor the college the premises. The security guard takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.




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POLICY DOCUMENT ON DISABLED FRIENDLY ENVIRONMENT

The policy for the Disabled-Friendly Environment of M.S.M College, Kayamkulam is in accordance with the Right of Persons with Disabilities Act, 2016 that prohibits discrimination against individuals with physical and mental disabilities. The college is against all kinds of discrimination on any grounds including disability. The college intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students or any employees are not distraught or treated unfavourably. The college ensures that design its programs, administration, and activities accessible to all the students and staff including the differently-abled. It always strives to provide a helping hand to the differently abled. Objectives of the Policy

- ☐ To create an Inclusive Culture to avoid discrimination, exploitation and exclusion of the Disable Students and Staff in all spheres of work and education.
- ☐ To create suitable regulatory mechanism for the effective delivery of services to the disabled students and Staff.
- ☐ To ensure implementation of legislation with respect to persons with disabilities.
- ☐ To provide accessible and inclusive education.
- ☐ To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- ☐ The terms used in the policy have meaning mentioned in chapter I of the Rights of the persons with Disability Act 2016. Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

The college has a Differently Abled Cell that actively works to cater to the needs of the Differently abled students. The Differently Abled Cell is basically meant for creating an environment at higher education institutions including Universities to enrich higher education learning experiences of differently-abled persons. Creating awareness about the capabilities of differently-abled persons, constructing facilities aimed at improving accessibility, purchasing equipment to enrich learning, etc., are the broad categories of assistance under this scheme. Specific Objectives:

- ☐ To provide equal educational opportunities to differently-abled persons in higher education institutions.
- ☐ To create awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
- ☐ To equip higher education institutions with the facilities to provide access to differently-abled persons.
- ☐ To provide special devices to higher education institutions that will augment the learning experiences of differently-abled persons.
- ☐ To monitor the implementation of all existing and future legislation and policies, which are pertaining to higher education of differently-abled persons.

Enabling Units will be to: The Enabling Unit will also be involved in arranging awareness programmes on disabilities within the university and also in other higher education institutions in the university area/district. The higher education institution availing of assistance for the Enabling Unit should make adequate space available for this unit. The major functions of the Enabling Unit will be as follows:

- ☐ To provide counselling to differently-abled students on the types of courses they could study at higher education institutions.
- ☐ To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them. To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently abled persons.
- ☐ To assess the educational needs of differently-abled persons enrolled in the higher education institutions to determine the types of assistive devices to be procured.
- ☐ To conduct awareness programmes for teachers of the institution about the approaches to teaching, evaluation procedures, etc, which they should address in the case

of differently-abled students.

☐ To study the aptitude of differently-abled students and assist them in getting appropriate employment when desired by them after their studies.

☐ To celebrate important days pertaining to disability such as the World Disabled Day, White Cane Day, etc., in the institution and also in the neighborhood in order to create awareness about the capabilities of differently-abled persons.

☐ To ensure maintenance of adequate learning aids and assistive technological devices procured by the higher education institution and encourage differently-abled persons to use them for enriching their learning experiences.

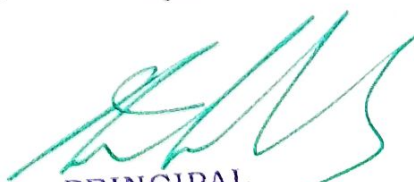
☐ To prepare annual reports with case histories of differently-abled persons sanctioned to the higher education institution.

☐ To create opportunities for equitable participation in curricular, co-curricular and extra-curricular activities for differently abled students

☐ To mentor the differently abled students on a regular basis to identify and resolve their academic and personal concerns.

☐ To create an assistive college library with learning resources to cater to their specific needs. It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutions have architectural barriers that disabled persons find difficult for their day-to-day functioning. The institutions should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. The construction plans should clearly address the accessibility issues pertaining to disability. The college follows an examination policy that ensures the sensible convenience to meet with the necessities of the students with disabilities. A separate seating arrangement and use of scribe in the examinations is permitted as per the University guidelines.




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POLICY DOCUMENT ON GREEN CAMPUS INITIATIVES

The Green Campus Committee, comprising students, faculty, and staff, is a dynamic force working relentlessly to transform the campus into a model of sustainability. With a shared vision and unwavering commitment, this dedicated team is leading the way towards a greener future. The Green Campus Committee is a multidisciplinary group committed to addressing environmental issues within our institution as well as surroundings. Our mission revolves

around promoting eco-conscious practices, reducing waste, conserving resources, and fostering environmental awareness among the campus community. Taking into account the necessity of protecting environment for a sustainable, pollution-free and healthy life on the planet, the college has formed its Green Protocol. The college strives to follow this policy strictly by actually enacting to and also creating environmental consciousness among the students and thereby among the society in general by organizing various activities within and outside the campus. The college works towards creating a green, pollution-free and healthy environment with a missionary zeal and dedication. The students and staff are given strict instructions to maintain the campus clean and green. It also offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among the students and staff.

Objectives

To sensitize the students and the staff to minimize the use of polluting products and use environment-friendly products and services.

- ☐ To instill the importance of cleanliness for a healthy life
- ☐ To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Wildlife Photography Competitions, Rangoli Competitions, Essay Competitions, Bird Watching Programs, Excursions, Study Tours, Guest Lectures, Talks, etc.
- ☐ To make students and staff aware about raising voice against the hazardous practices destroying Nature and promote environment friendly practices among the society.

The Committee

Dr Muhammed Thaha (Principal)
Dr Divya V
Dr Neethu Sundaresan
Dr Bindu L
Dr Zameer K.H.
Dr Ansari
Sri. T.Nishad
Smt.Ashida
Smt. Shabnam A
Sri. Hari Raj
Muhammed Gazal

Initiatives Taken to Implement the Clean and Green Campus Policy

- ☐ Use of LED Bulbs/Tubes and Power Efficient Equipment. ☐ Rainwater
- ☐ Harvesting Biogas Plant
- ☐ Paperless Office and Communication
- ☐ Solid Waste Management
- ☐ Laboratory liquid waste management system through percolation system
- ☐ Hazardous Chemical Waste Management
- ☐ Water Management
- ☐ E-waste Management
- ☐ Display Boards to Promote Environmental Sensibility on College Campus
- ☐ Installation of Incinerator in the Girls' Common Room
- ☐ Observance of Days to protect and Nurture Environment
- ☐ The Green, Environmental and Energy Audit. Reduce the campus's carbon footprint through energy-efficient measures and renewable energy adoption. Promote responsible water usage and conservation on campus. Implement waste reduction and recycling programs

Vision: Safe and Eco-friendly sustainable campus

Mission: Set standards, adopt measures and educate the students and society about safe and eco-friendly environment.

Objectives of the Green Campus Committee

- ☐ Reduce the campus's carbon footprint through energy-efficient measures and renewable energy adoption.
- ☐ Promote responsible water usage and conservation on campus. ☐ Implement waste reduction and recycling programs for materials like paper, plastic, and glass.
- ☐ Advocate for sustainable transportation options, including biking, walking, and electric vehicles.
- ☐ Raise environmental awareness and promote eco-conscious behaviors among students and staff.
- ☐ Collaborate with various campus departments to integrate sustainability into all aspects of campus life.
- ☐ Participate in regional and national sustainability initiatives to share insights and best practices.

As per the Clean and Green Policy, M.S.M. College, Kayamkulam, maintains the campus plastic-free where there is a complete ban on single-use plastics in classrooms, laboratories, canteen, hostel, and in the other premises. The college facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates the canteen to serve only in stainless steel or paper plates/glasses/cups to systematically ban the use of plastics on the campus. In order to ensure environmental consciousness, the committee unanimously decided that the students and the staff of the college will be promoted to make use of bicycles, battery-operated E-bikes and the petrol/diesel vehicles will be restricted inside the college campus. As a result, the students, and staff were advised to park their vehicles in the parking area behind the campus. Initiative was taken to promote use of LED bulbs/ Power-Efficient Equipment. More than 90% electric lights and all the computers of the college are LED enabled. The other equipment were also purchased taking into account their power-efficiency. Rooftop rainwater harvesting system was established and the collected rain-water is discharged to the wells. The college has a policy to minimize the

use of paper in all types of official/academic communication of the college through E-Communication. The use of paper is substantially reduced through digitization. One-side blank pages are used to avoid wastage of paper. All the college staff have been provided the college E-mail IDs and through which they make all the required official and college-related communication. What's app - Class-wise groups, Department wise groups, Committee wise

groups have been formed which have reduced the usage of paper in notices and circulars. All the Departments, laboratories, and Classrooms are provided with dustbins for dry wastage disposal. Segregation of the waste into dry and wet waste is done through the separately allotted dustbins at strategic locations in the college. Vermicomposting awareness were given to the students to promote eco-friendly organic farming. The waste liquid of both laboratories penetrates into the soil through a water percolation system. This percolation pit is also like the rain water harvesting system It is filled with gravel/pebbles followed by river sand for better percolation.




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POLICY DOCUMENT ON ENVIRONMENT & ENERGY

M.S.M. College, Kayamkulam is taking a hands-on approach to energy management and environmental sustainability. By adopting a systematic energy usage policy and identifying alternative natural renewable energy resources like solar power, the college is not only reducing its impact on the environment but also working towards minimizing costs and contributing to solving the forthcoming energy crisis. Solar energy, as a clean and renewable source of electricity, has proven to be an effective way to reduce electricity bills. By harvesting the power of the sun, we can generate electricity without relying on non-renewable resources, and reduce the overall carbon footprint of the campus. Additionally, the college's efforts to use power-saving equipment, such as LED lighting and energy-efficient electronic appliances, further contribute to energy conservation. The positive impact of these efforts not only benefits the college itself but also contributes to the larger goal of sustainable development and environmental preservation. Policies

- ☐ To assess our energy usage and measure its impact on the environment
- ☐ To install energy efficient energy lights LED's in entire campus, to lower energy consumption, decrease maintenance costs and to save the energy and expenses.
- ☐ To encourage the use of energy-efficient equipment over conventional ones, further reducing energy consumption and promoting sustainable practices.
- ☐ To conduct regular energy audits and follow the instructions and advice given by auditing agency. Maximizing the use of daylight and turning off unnecessary lights to conserve energy
- ☐ Switch off lights, fans in conference rooms, classrooms, lecture halls when they are not in use.
- ☐ To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.

- ☐ To provide information and training opportunities on energy saving measures.
- ☐ To install photovoltaic solar panels for the generation of alternate energy.
- ☐ To maintain electrical switches and other electrical appliances on regular basis

.To form MoU with the government agencies and municipal corporation in the areas of environment, energy efficiency, social awareness and sustainable development.

- ☐ To provide information and training opportunities on energy saving measures.

Policies For Environmental And Green Campus Initiatives

The college has undertaken various green campus initiatives corresponding to environmental sustainability. These initiatives include tree plantation, restricted entry to automobiles, plastic free campus, environmental awareness activities, solar energy panels, waste management, water conservation and sustainable energy resources. By implementing such initiatives, we

not only create a more sustainable campus environment but also generate a sense of environmental consciousness among students, and making them as responsible citizens.

Policies:

- ☐ Clean campus initiatives to promote cleanliness, sustainability, and environmental responsibility within their campus grounds.
- ☐ Restricted entry of automobiles in college campus to reduce air pollution Ban on the use of plastics to reduce pollution through plastic.
- ☐ Availability of sufficient dustbins for collection of different types of garbage
- ☐ Organization of campus cleaning activities and programmes
- ☐ Environment promotional activities and programmes to engage students in

various awareness campaigns

- ☐ Landscaping with trees and plants to support biodiversity and air quality improvement.

- ☐ Water conservation system Availability of sanitary napkin disposal equipment
- ☐ Solid waste management processes
- ☐ E-waste management systems

- ☐ Internal external Green Auditing to evaluate the quality of the environment
- ☐ Internal and external Energy Audit to assess energy usage.

This policy will be communicated to all the students, staff and employees of the institute via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the Club Convener and its members under the guidance of the IQAC and the Administrative Heads of the institution. All the stakeholders are required to abide by the policy to make the institute campus green, clean and sustainable.




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SCHOLARSHIP AND FREESHIP POLICY

Milad-E-Sherief Memorial (MSM) College is committed to fostering an inclusive and equitable learning environment that aligns with its vision of empowering individuals through education. Our mission emphasizes supporting marginalized sections of society, ensuring that every student has access to quality education regardless of their background. The Scholarship and Freeship Policy is a testament to this commitment, designed to provide financial assistance to deserving students and promote academic excellence, inclusivity, and diversity within our student community.

OBJECTIVES

The Scholarship and Freeship Policy of MSM College is designed to achieve the following objectives:

1. **Promote Academic Excellence:** To recognize and reward outstanding academic performance among our students. Scholarships will be provided to those who consistently demonstrate exceptional academic achievements, fostering a culture of excellence within the college.
2. **Ensure Inclusivity and Diversity:** To foster a diverse and inclusive student body, the policy takes into account not only academic merit but also socioeconomic background, ethnicity, and other underrepresented demographics. This objective aligns with our commitment to creating an inclusive and welcoming educational environment.
3. **Alleviate Financial Barriers :** To mitigate financial obstacles that students and their families may encounter while pursuing higher education. By offering scholarships and freeships based on financial need, this objective ensures that all deserving students, regardless of their financial situation, can access the educational opportunities provided by MSM College.

IMPLEMENTATION

MSM College is committed to taking all necessary steps to assist students from socially and economically disadvantaged backgrounds in accessing scholarships and grants offered by both state and central governments. The college provides comprehensive guidance and support to students, including:

- **Information Dissemination:** The college informs students about various scholarship and freeship opportunities through circulars, notices, and dedicated sessions.
- **Application Assistance :** Students receive help in navigating the application process, including understanding eligibility criteria and required documentation.
- **Monitoring and Follow-up:** The college ensures that students are kept informed about the status of their applications and provides ongoing support until the scholarship or freeship is secured.

SCHOLARSHIP AND FREESHIP SCHEMES

MSM College assists students in accessing a range of scholarship and freeship schemes. The following are some of the key schemes available, though eligibility criteria and scholarship amounts are subject to change as per updates from the relevant authorities:

1. **Government Scholarships :** Assistance is provided for applying to scholarships offered by central and state governments, including merit-based, need-based, and minority scholarships.
2. **Institutional Scholarships :** MSM College offers its own scholarships to students who meet specific academic and financial criteria, reinforcing the institution's commitment to supporting deserving students.
3. **Private and NGO Scholarships :** The college also guides students in applying for scholarships provided by private organizations, NGOs, and philanthropic foundations.

By implementing this policy, MSM College aims to ensure that no student is denied education due to financial constraints, thereby upholding the institution's mission to provide accessible, high-quality education to all.

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ANTI-RAGGING POLICY DOCUMENT

1. Introduction

Milad-E-Sherief Memorial (MSM) College is committed to fostering an environment of respect, dignity, and inclusivity for all its students. Aligned with our vision to empower individuals through education and our mission to provide an inclusive and supportive learning environment, MSM College vehemently opposes any form of ragging on its premises. Ragging is not only a criminal offense but also a violation of human rights and dignity. This Anti- Ragging Policy is established to ensure that all students, irrespective of their background, are treated with respect and provided with a safe and conducive environment for academic and personal growth.

2. Objective

The primary objective of this policy is to prevent and eliminate all forms of ragging within the college campus and its associated entities. This policy outlines the framework for preventing ragging incidents, addressing complaints, and taking disciplinary actions against those found guilty.

3. Scope

This policy applies to all students, faculty, administrative staff, and any other personnel associated with MSM College. It covers incidents that occur within the college campus, hostels, transportation facilities provided by the college, and any college-sponsored events, whether on or off-campus.

4. Definition of Ragging

Ragging constitutes any act that causes or is likely to cause physical, psychological, or emotional harm to a student or group of students. It includes, but is not limited to:

- Verbal abuse and derogatory remarks.
- Forced consumption of food, drink, or any other substance.
- Physical abuse, including gestures or acts that harm the body.
- Indecent or inappropriate behaviour.
- Acts that disrupt the academic performance or mental well-being of another student.
- Any other act that creates a sense of fear, embarrassment, or humiliation.

5. Preventive Measures

- **Awareness Campaigns:** Regular anti-ragging workshops, seminars, and awareness campaigns will be conducted to educate students about the ill effects of ragging and the legal consequences associated with it.
- **Anti-Ragging Affidavit:** All students, during their admission process, must submit an affidavit stating their commitment to abstain from ragging and their awareness of the consequences if found guilty.
- **Monitoring and Vigilance:** A dedicated Anti-Ragging Committee will be formed, comprising faculty members, students, and administrative staff. This committee will actively monitor the campus and hostels to ensure a ragging-free environment.

6. Reporting Mechanism

- **Helpline and Complaint Box:** The college will set up a helpline and provide a complaint box where students can report incidents of ragging anonymously or otherwise.
- **Online Portal:** An online portal will be made available for students to lodge complaints or seek assistance related to ragging.

7. Inquiry and Disciplinary Action

- **Immediate Action:** Upon receiving a complaint, the Anti-Ragging Committee will conduct an immediate preliminary inquiry. The accused may be temporarily suspended pending further investigation.
- **Investigation:** A thorough investigation will be conducted, and both the complainant and the accused will be given an opportunity to present their case.
- **Disciplinary Measures:** Based on the findings, appropriate disciplinary action will be taken against those found guilty. This may include suspension, expulsion, and legal action as per the law.

8. Legal Framework

This policy is in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and any other relevant laws in force.

9. Support and Counselling

The college will provide counselling services to victims of ragging to support their mental and emotional well-being. Additionally, those accused will also have access to counselling services if needed.

10. Review of Policy

This Anti-Ragging Policy will be reviewed annually by the Anti-Ragging Committee to ensure its effectiveness and relevance. Any amendments or updates to the policy will be communicated to all stakeholders promptly.



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IT Usage Policies

Purpose

The IT Usage Policy ensures the ethical, legal, and effective use of the College's IT infrastructure, safeguarding resources while promoting academic and administrative excellence.

Scope

This policy applies to all individuals accessing the College's IT infrastructure, including:
Faculty, staffs and students, Visitors, collaborators and contractors with authorized access.
Devices owned by the College or connected to its network.

Policy Guidelines

1. General Usage

IT resources must be used for academic, research and administrative purposes only.

Users must respect the intellectual property, privacy and security of others.

Personal use of IT resources should not interfere with institutional operations or violate any College policies.

2. Access Control

Each user is assigned unique credentials (e.g., username, password) for IT systems.

Sharing login credentials is strictly prohibited.

Users must log out after completing their work to secure their accounts.

Unauthorized access to IT systems is a policy violation and may result in disciplinary action.

3. Network Usage

Network access, including LAN, Wi-Fi and VPN, is provided for academic and official use.

Users are prohibited from:

Hosting unauthorized servers or websites.

Bypassing network security mechanisms.

Sharing the College's network with unauthorized devices or users.

Bandwidth-intensive activities unrelated to College purposes (e.g., streaming, gaming) are discouraged.

4. Email and Communication

Email accounts provided by the College must be used for official communication.

Misuse, including spamming, phishing and unauthorized mass mailings, is prohibited.

Offensive, discriminatory or harassing content in any form of communication will not be tolerated.

5. Software and Applications

Only authorized and licensed software may be installed on College devices. Users must not download, install, or distribute unauthorized software, games or applications.

The use of pirated or illegal software is strictly prohibited.

6. Data Security and Privacy

Users must ensure the confidentiality and integrity of institutional data.

Data must not be shared externally without proper authorization.

Personal devices used for accessing College systems must be secure and comply with IT security protocols.

7. Internet Usage

Internet access is primarily for academic and official purposes.

Accessing or sharing illegal, offensive or inappropriate content is strictly forbidden.

Users must not engage in activities that compromise network security or violate copyright laws.

8. IT Equipment Usage

Users must handle IT equipment with care and report any malfunctions immediately.

Unauthorized modification or relocation of IT equipment is prohibited.

Damage or loss of IT equipment due to negligence may result in penalties.

9. Cybersecurity

Users must not attempt to bypass or compromise security measures.

Cyberattacks, including hacking, phishing and malware distribution, are serious violations.

Antivirus software must be updated regularly on all devices connected to the College network.

10. Monitoring and Enforcement

The College reserves the right to monitor IT resource usage to ensure compliance with this policy.

Violations may result in:

Temporary or permanent suspension of IT privileges.

Disciplinary action as per College regulations.

Legal consequences if violations involve illegal activities.

Responsibilities

Departments: Enforce the policy, monitor usage and provide technical support. Users:
Adhere to the policy and report any breaches or security concerns.

Administration: Review and update the policy as required.

Review and Updates

This policy will be reviewed annually or as needed to incorporate technological advancements and institutional changes.




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IT PROCUREMENT POLICY

Purpose

The IT Procurement Policy aims to establish a systematic, transparent and efficient process for acquiring IT-related hardware, software and services to support the academic and administrative functions of the College.

Scope

This policy applies to all IT-related procurements, including but not limited to computers, peripherals, software, network equipment and IT services, made by the College for use by faculty, staff, students and departments.

Policy Guidelines

1. Procurement Authorization

- All IT procurements must be approved by the respective Head of Department (HoD) and the Principal.
- Large-scale purchases or procurements exceeding a specified budget must receive approval from the College Governing Body or relevant committee.

2. Procurement Planning

- Departments must identify their IT needs annually and submit a consolidated proposal to the IT Committee or designated authority.
- The proposal must include detailed specifications, estimated costs and intended use.

3. Vendor Selection

- Vendors are selected based on a transparent process that includes:
 - Solicitation of at least three competitive quotes for comparison.
 - Evaluation of quality, warranty, post-purchase support and cost-effectiveness.
- Preference is given to vendors with a proven track record, local service support and compliance with legal and environmental standards.
- Purchase Requests: Departments initiate procurement by submitting a formal requisition with justification and specifications.
- Tender/Quotation: For large-scale procurements, a tender or Request for Proposal (RFP) process is followed.
- Approval: Final approval is granted by the IT Committee and Principal after reviewing technical and financial feasibility.

4. Quality Assurance

- IT equipment and software must meet quality standards, including compatibility with existing infrastructure.
- All purchases must comply with regulatory requirements, including licensing laws for software.

5. Documentation and Inventory

- All purchases must be documented in the Stock Register and tagged appropriately with unique identification numbers.
- Copies of purchase orders, invoices, warranties and related documents must be maintained by the college office.

6. Maintenance and Support

- Maintenance contracts for IT equipment and software must be included as part of the procurement process.
- Warranty terms must be reviewed to ensure adequate post-purchase support.

7. Budget Management

- IT procurement must align with the approved College budget for the fiscal year.
- Departments are responsible for ensuring requests fall within their allocated budgets.

8. Environmental Considerations

- Preference will be given to energy-efficient and environmentally sustainable IT products.
- Procurement of e-waste-compliant equipment is mandatory to support the College's sustainability goals.

9. Policy Violations

- Unauthorized procurements or deviations from this policy may result in disciplinary action.
- Any discrepancies in procurement must be reported immediately to the Principal or Responsibilities
- **IT Committee:** Oversee procurement processes, evaluate proposals and ensure compliance with this policy.
- **Departments:** Submit detailed requirements and ensure proper utilization of procured resources.
- **System Administrators:** Ensure compatibility and oversee the installation of procured items.
- **Finance Office:** Process payments and maintain financial records for IT procurements.

Review and Updates

This policy will be reviewed annually by the IT Committee to ensure its relevance and alignment with technological advancements and institutional needs.




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IT ANNUAL MAINTENANCE CHARGE (AMC) POLICY

Purpose

The IT Annual Maintenance Charge (AMC) Policy outlines the framework for maintaining IT infrastructure through timely and efficient service contracts. This policy ensures uninterrupted performance, longevity, and cost-effective management of the College's IT resources.

Scope

This policy applies to all IT equipment and infrastructure, including but not limited to:

- Desktop computers, laptops and peripherals (printers, scanners, etc.).
- Networking equipment (routers, switches, firewalls, Wi-Fi access points).
- Servers, data storage devices and backup systems.
- Software and licensed applications under annual support agreements.

Policy Guidelines

1. Eligibility for AMC

- All IT hardware and software owned by the College are eligible for AMC.
- Equipment under warranty is excluded until the warranty expires.

2. Types of AMC

- **Comprehensive AMC:** Covers all repairs, replacements and routine maintenance, including the cost of spare parts.
- **Non-Comprehensive AMC:** Covers service and maintenance charges; the cost of spare parts is excluded.
- **Software AMC:** Includes updates, upgrades, and technical support for licensed software.

3. Vendor Selection and Agreements

- Vendors are selected based on a transparent process, including:
 - Floating tenders or Requests for Proposals (RFP).
 - Evaluating vendor reputation, service quality, and pricing.
- AMC contracts must clearly outline:
 - Scope of services.
 - Response time for complaints.
 - Frequency of preventive maintenance.
 - Penalties for non-compliance or service delays.

4. Contract Duration and Renewal

- AMC contracts are typically signed for one year and are renewable based on performance.
- A review of the vendor's performance is conducted before renewal.

5. Budget and Cost Allocation

- AMC costs are included in the annual IT budget.
- Departments benefiting from specific IT resources may share AMC costs proportionally.
- AMC charges are periodically reviewed to ensure cost-effectiveness.

6. Service and Maintenance

- Vendors are required to provide:
 - Preventive maintenance (quarterly, bi-annual, or as per the agreement).
 - Timely response to service requests.
 - Detailed reports on maintenance and repairs performed.
- Emergency repairs must be attended to within the response time specified in the contract.

7. Termination of AMC

- AMC contracts may be terminated due to:
 - Non-compliance with terms and conditions.
 - Unsatisfactory service.
- Termination requires formal notice and may involve penalties as stipulated in the agreement.

8. User Responsibilities

- Users must report issues with IT equipment promptly to the IT department.
- Departments are responsible for safeguarding IT resources to minimize damages or excessive wear.

9. Review and Updates

- AMC policies are reviewed annually to incorporate new technologies and evolving requirements.

Responsibilities

- **Departments:** Ensure proper use of IT equipment and promptly report issues.
- **Administration:** Approve budgets and oversee vendor selection processes.




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ADMISSION POLICY

Milad-E-Sherief Memorial College is committed to providing admission to knowledge seeking students in accordance with the rules and regulations of the University of Kerala **Admission Procedure**

The University of Kerala allots students to affiliated colleges through the Centralized Admission Process (CAP) based on merit and the choice of institutions made by candidates. Milad-E-Sherief Memorial College adheres to the university's stipulated rules regarding reservation of seats.

Seat Distribution Quota

Category	Percentage of Seats
General Merit	40%
Muslim Reservation	20%
SC/ST Reservation	20%
Management	20%

Bonus Marks

- Bonus marks are awarded to:
 - NCC Certificate holders.
 - Children and widows of Ex-Service/Defence Service Personnel.
 - Candidates who have represented district or state-level sports and games competitions.
 - Physically handicapped candidates.

Interview Process

Applicants provisionally selected for admission will be required to appear before the Principal for an interview. They must be accompanied by their guardians and produce the following documents in original:

1. Certificates/Marklist of the qualifying examination.
2. Transfer Certificate (TC).
3. Course and Conduct Certificate.
4. Medical Inspection Certificate (for differently-abled candidates).
5. Income Certificate (for those eligible for fee concession).
6. Two recent passport-size photographs.

Enrollment

Selected candidates must pay the tuition fees, other stipulated fees, and the caution deposit at the time of enrollment. Candidates found to have secured admission through false means will be removed from the rolls immediately.

Fee Regulation

- Tuition fees are payable in three equal installments during **June, October, and January.**
- All other fees must be paid at the time of admission.
- Dates for fee collection will be displayed on the notice board. Subsequent installments must be paid on or before the seventh consecutive working day of the relevant month.

Government Regulations

Fee collection procedures are in accordance with Government Order MS, No. 95/74, Edn dated 12-6-1974.

Additional Guidelines

- Payments via cheques or part payments will not be accepted.




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CONTINUOUS INTERNAL EVALUATION (CIE) POLICY

Milad-E-Sherief Memorial College is committed to providing a robust and transparent system of Continuous Internal Evaluation (CIE) that promotes student learning, progress, and academic excellence. The college ensures the timely and effective conduct of internal examinations, assignments, and assessments in accordance with the academic calendar, program syllabi, and University regulations.

Internal Examination Cell

An Internal Examination Cell will be established each academic year to oversee and manage the administration of internal exams for both undergraduate and postgraduate programs. The Cell will ensure adherence to the semester-wise timetable and ensure smooth conduct of internal assessments.

Communication of Syllabus and Evaluation Scheme

At the commencement of each academic session:

- Faculty members will communicate the syllabus, program, course outcomes, and question paper patterns to students.
- The internal evaluation scheme, including the details of internal exams, assignments, seminars, and other assessments, will be clearly conveyed to students at the start of each semester.

Internal Examination Process

- Two internal exams will be conducted for each course in every semester.
- In addition to the internal exams, class tests, assignments, and seminars will be used to assess students' academic performance and progress.
- The performance of students will be analyzed by faculty members to identify slow and advanced learners. Special attention will be given to support students as needed.

Feedback and Grievance Handling

- After evaluation, internal exam answer papers will be returned to students along with constructive feedback to help them improve their performance.
- Any grievances regarding evaluation or requests for retests will initially be handled by the respective teacher, Class Tutor, and Head of the Department.
- Answer papers, mark lists, and grade sheets will be thoroughly verified by faculty members before being signed by students.
- If any issues remain unresolved, they will be escalated to the Grievance Redressal Committee, which is chaired by the Principal.
- Retests will be arranged for students who are unable to sit for exams due to unresolved grievances or other valid reasons.

Allocation of Marks

- Marks for internal assessments, including exams, assignments, seminars, and presentations, will be allocated in strict adherence to University regulations.
- Continuous assessment marks will be consolidated and signed by both the students and the faculty tutors.

Submission and Verification of Marks

- Consolidated continuous assessment mark sheets, validated and signed by the students and their respective tutors, will be uploaded to the University platform at the course advisor level.
- After verification by the Head of the Department, the mark sheets will be forwarded to the Principal.
- The final marks will be submitted to the University by the CLMC (Continuous Learning Management Cell) convener.




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HUMAN RESOURCES (HR) POLICY

In Milad-E-Sherief Memorial College, we firmly believe that the happiness and well-being of our employees are central to the success of the institution. We strive to create a positive and inclusive work environment where every employee understands how their contributions align with the overall goals of the institution. This, in turn, fosters a sense of purpose, motivation, and engagement, which leads to higher performance and job satisfaction.

Commitment to Teaching Excellence

We value faculty members who are passionate about learning and are committed to lifelong professional development. To encourage teaching excellence, we provide faculty with regular opportunities for professional development through:

- Training programs
- Workshops
- Professional learning communities
- Consultations with experts in the field

Commitment to Administrative Skill Development

In addition to academic development, we also encourage the professional growth of our supporting (non-teaching) staff. Administrative staff are encouraged to enhance their skills and stay updated with the latest developments in their respective areas of work.

Recruitment and Appointment Procedures

- Vacancies for teaching and non-teaching positions will be filled in a timely manner, subject to Government approval, and in strict accordance with the regulations set by UGC (University Grants Commission) and the University of Kerala.
- Advertisements for positions will be made through print media and social media to ensure wide visibility, and proper communication will be maintained with all applicants regarding the date of the final selection process.
- The selection procedure will follow the guidelines provided by UGC and the University of Kerala, and documents will be verified in strict compliance with these regulations.
- All HR-related matters will be discussed and approved by the Governing Body before implementation in the college.

Equal Opportunities and Professional Growth

- Every faculty member is treated equally and is given equal opportunities to grow and excel in their profession.
- Training programs will be conducted regularly for both teaching and non-teaching staff to enhance their skills and knowledge.
- All faculty members are expected to demonstrate a high level of commitment towards their profession, the institution, their colleagues, students, the community, and the environment.
- Non-teaching staff are expected to perform their duties with dedication, in accordance with instructions from the Principal or Office-in-Charge, and ensure a welcoming environment for students and faculty.

Leave Policy and Employee Benefits

- Faculty members must adhere to the prescribed rules and formalities when applying for leave. These guidelines will be made known to all faculty members and must be followed consistently.
- Files related to employee benefits, such as salary, increments, and promotions, will be processed and forwarded in a timely manner to ensure smooth administration.

Performance Appraisal and Career Advancement

- Faculty performance will be assessed periodically through a structured appraisal process, which will be documented and used for promotion purposes.
- Faculty members must meet all eligibility requirements for career advancement to initiate the promotion process. Promotion files must be submitted to the Internal Quality Assurance Cell (IQAC) for screening.
- Once IQAC has reviewed and approved the promotion application, it will be forwarded to the Principal for further processing.
- The Principal, after reviewing the documents, will invite experts for a promotion interview. Subsequently, the promotion files will be processed and forwarded to the University in the order they are received, after thorough verification and documentation at the office level.

Student Feedback and Communication

- To ensure continuous improvement in teaching standards, feedback from students regarding faculty members will be collected annually.
- This feedback will be communicated to the respective faculty members by the Principal for further action and professional development.

Workplace Safety and Employee Wellness

- Workplace safety is of paramount importance at Milad-E-Sherief Memorial College. We are committed to providing a safe and secure working environment that promotes the overall wellness of our employees.
- We believe that a healthy and safe workplace is essential for employees to perform at their best and contribute positively to the institution's success.




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MENTORING POLICY

Mentoring at Milad-E-Sherief Memorial College is a cornerstone of student development and success. The college believes that mentoring is not only about academic guidance but also about offering emotional support, providing valuable advice, and helping students navigate personal and professional challenges. Effective mentoring is built on the foundation of listening, communication, and empathy, which helps in shaping well-rounded individuals who excel both academically and personally.

Three-Tier Mentoring System

The college follows a "Three-Tier Mentoring System," which includes three levels of mentoring: Faculty Mentor, Departmental Level (Head of the Department), and Institutional Level (IQAC). Each level plays a distinct role in providing comprehensive support to the students.

First Level: Faculty Mentor

At the first level, each student is assigned a faculty mentor. The mentor's role is critical in guiding and supporting the mentees throughout their academic journey. Key responsibilities of faculty mentors include:

- Organizing and conducting individual mentoring sessions with the assigned group of students (mentees).
- Monitoring and discussing the academic progress of the mentees.
- Offering personal counseling to mentees within a confidential framework.
- Actively listening and providing guidance on academic, personal, and professional matters.
- Promoting the use of e-resources, enrolling students in certificate programs, and encouraging participation in online courses.
- Motivating mentees to engage in co-curricular and extracurricular activities.
- Maintaining a brief record of all mentor-mentee interactions.
- Reporting to higher authorities when administrative or significant actions are required for the mentee's welfare.

Second Level: Heads of Departments (HoDs)

At the second level, the Heads of Departments (HoDs) support the mentoring system by overseeing and providing guidance to the faculty mentors. Their key responsibilities include:

- Meeting with all mentors at the beginning of each semester to provide necessary instructions and guidelines.
- Conducting an overall assessment of the mentoring process and offering advice to mentors when needed.
- Informing parents about issues such as continuous absenteeism or negative behavioral changes observed in students.
- Identifying students who require financial assistance with the help of mentors and ensuring that the necessary support is provided.
- Making available textbooks and study materials free of charge to needy mentees.

Addressing Concerns

If any concerns regarding a mentor arise from students, they should be reported to the Principal. The Principal will take the necessary steps to address the issue, which may include:

- Implementing corrective measures to improve the mentor-mentee relationship.
- Reassigning the student to another mentor if required, to ensure the mentee receives proper guidance and support.




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STUDENT WELFARE AND SAFETY POLICY

Milad-E-Sherief Memorial College prioritizes the welfare, safety, and holistic development of its students and staff. The college is committed to creating a secure and supportive environment where students and faculty can thrive academically, socially, and professionally. This policy outlines the various measures and provisions in place to ensure the safety and well-being of all individuals within the campus.

Security and Surveillance

- **Campus Security:** Security personnel are stationed in the campus to ensure the safety of students, staff, and visitors. The presence of security personnel is reinforced by camera surveillance, which helps prevent unauthorized access and maintains a secure environment.
- **Vehicle Restrictions:** To further safeguard students, student vehicles are restricted from entering the campus, except for those of Divyangjan students and teaching staff, ensuring a safer environment for all.

Lab and Emergency Safety

- **Lab Safety:** Students are mandatorily provided with instructions on lab safety protocols at the beginning of each academic session. The college ensures that all necessary safety equipment and first aid kits are maintained and accessible in the laboratories.
- **Emergency Communication:** In case of an emergency, emergency messages will be promptly communicated to all individuals on campus through the public address system, ensuring immediate response to any urgent situation.

Financial Support and Scholarships

- **Identifying Needy Students:** Each department is tasked with identifying students in need of financial assistance. The college ensures that appropriate measures are taken to provide scholarships, free ships, and sponsorships to eligible students.
- **Scholarship Awareness:** The college regularly informs students about various scholarship opportunities and has a dedicated office section to assist them in applying for and availing different scholarships.

Counseling and Mental Health Support

- **Professional Counseling Services:** The college provides the services of a professional counselor/clinical psychologist to support the mental well-being of students and staff. This service is available to address any personal, academic, or emotional concerns that may affect individuals' well-being.

Safety and Learning Environment

- **Student and Teacher Safety:** The college is committed to ensuring the safety of both students and teachers while they are on campus. This is achieved through continuous vigilance and adherence to safety protocols.

- **Learning and Working Environment:** The college strives to provide an optimal learning environment for students and a conducive working environment for teachers. This includes modern, well-equipped classrooms and laboratories to foster effective teaching and learning.
- **Infrastructure:** Classrooms are maintained clean, environment-friendly, and equipped with modern tools and equipment to enhance the learning experience. Staff rooms are also equipped with basic facilities to ensure comfort and productivity for the faculty.

Grievance Redressal Mechanism

- A grievance redressal mechanism is in place for both students and **faculty members**. This system ensures that any complaints, concerns, or issues are addressed in a timely and effective manner, contributing to a positive and supportive environment on campus.

Student and Staff Welfare Programs

- **Seminars and Discussions:** The college regularly organizes seminars, discussions, counseling sessions, and guidance programs for both students and faculty members. These initiatives are designed to enhance knowledge, personal growth, and professional development.
- **Recreation and Welfare Facilities:** To ensure the well-being of students and faculty, the college provides recreation centers, restrooms, and snack corners for use during breaks, promoting relaxation and social interaction within the campus.




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PURPOSE OF A RESEARCH ADVISORY COMMITTEE **POLICY**

A Research Advisory Committee is typically established to promote and facilitate research activities within an institution. Its primary responsibilities often include:

- **Policy Development:** Recommending policies that encourage and support research initiatives.
- **Strategic Planning:** Assisting in long-term research planning and identifying emerging research areas.
- **Resource Allocation:** Advising on the allocation of resources, including funding and facilities, to support research projects.
- **Evaluation:** Reviewing and assessing research proposals to ensure they meet the institution's standards and strategic goals.
- **Ethical Oversight:** Ensuring that research activities comply with ethical standards and regulatory requirements.

Composition:

Such committees are usually composed of faculty members with significant research experience, representatives from various academic departments, and sometimes external experts or industry representatives.

Objectives:

- To evaluate research proposals and minor, Major projects
- To shortlist the candidates for funding proposals
- To evaluate and scrutinise the proposals for seminars & conferences submitted by the teachers of the College
- To create an ecosystem for research and innovation and promote research culture among students.
- To undertake any other responsibilities related to the assessment and evaluation of the research in the College
- To function as an interphase between Department level students' research projects and the incubation centre of the institution
- To facilitate information to students and teachers on laboratory facilities and funding sources that can help them to develop their projects on a larger scale.
- To organise on a periodic basis erudite lectures on innovative research practices and modern trends in research methodology.

Functions:

The functions of a Research Advisory Committee can vary but generally include:

- ❖ **Reviewing Research Proposals:** Evaluating the scientific merit and feasibility of proposed research projects.
- ❖ **Advising on Research Priorities:** Identifying key research areas that align with the institution's mission and goals.

- ❖ Facilitating Collaboration: Promoting interdisciplinary research and collaboration among faculty members.
- ❖ Monitoring Progress: Overseeing the progress of ongoing research projects and providing guidance as needed.
- ❖ Promoting Research Integrity: Ensuring adherence to ethical guidelines and promoting responsible conduct in research.




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SCHEDULED CASTE & SCHEDULED TRIBE CELL POLICY

The SC/ST Cell established in the College during the year 2018, to assist students belonging to Scheduled Caste & Scheduled Tribe Community and it aims to empower the SC/ST students in the College. Today it has become an integral part of the college and works towards realizing the goal of overall development of the SC/ST students. The prime motto of the Cell is to develop conscious, consistent and catalytic improvement in the performance of academic and social life of the SC/ST students.

MISSION AND OBJECTIVES

- i) Counsel & guide SC/ST students in managing academic and personal issues effectively.
- ii) Monitor and address any instances of caste based discrimination on the campus.
- iii) Ensure a safe and secure environment for SC/ST students.
- iv) Ensure constitutional protections and reservation for SC/ST students.
- v) Guidelines for ensuring equal opportunities in admissions, scholarships and other benefits for SC/ST students.
- vi) Provide immediate counseling for any emotional crisis arising from campus events and interactions.
- vii) Implement a mechanism to address the grievances of SC/ST students.
- viii) Arrange special opportunities to enhance career growth.
- ix) Sensitize SC/ST students about various scholarships programmes offered by the state and national governments and University Grand Commission.

FUNCTIONS OF THE CELL

- Counseling and mentoring services for SC/ST students.
- Grievance redresser mechanism for SC/ST students.




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- Organization of workshops, seminars, and awareness programme.
- Monitoring and evaluation of policies and programs.

NATURE OF ACTIVITIES OF THE SC/ST CELL

1. Collection of reports and notice of Government and UGC from time to time about different scholarship/ grants programmes.
2. Communicate and contact with SC/ST students and motivate them for better future planning.
3. The Cell is provided assistance to the SC/ST students through different programmes such as training sessions on job oriented programmes, personality development programmes, development of communication skill and others.

COMMITTEE MEMBERS OF THE CELL

PRINCIPAL	(Chairperson)
Dr. Jayaprakash M K	(Convener)
Dr. Aishwarya Raj	(Co- Convener)
Mr. Sathish Soman	(Member)
Dr. Bindu V S	(Member)
Dr. Sumesh C Panicker	(Member)

MEETING AND REPORTING

The SC/ST Cell meet at least once a semester to discuss issues and concerns related to SC/ST students. The Cell submits an annual report to the Principal, highlighting its activities, achievements, and challenges.




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Policy Document of the Internal Complaints Committee

Internal Complaint Committee (ICC) of M.S.M. College is a body to receive complaints on sexual harassment and provide a healthy and congenial workplace environment for the staff and students of the College. M.S.M. College adheres to the **UGC Notification dated 2nd May, 2016 on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in higher educational institutions, Regulations 2015.**

“SEXUAL HARASSMENT” MEANS [Section 2(k)]

(i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-

(a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;

(b) demand or request for sexual favours;

(c) making sexually coloured remarks

(d) physical contact and advances; or

(e) showing pornography”

(ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

(a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;

(b) implied or explicit threat of detrimental treatment in the conduct of work;

(c) implied or explicit threat about the present or future status of the person concerned;

(d) creating an intimidating offensive or hostile learning environment;

(e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

Responsibilities of Internal Complaints Committee (ICC) [Section 5]

The Internal Complaints Committee shall:

receive any grievance/complaint from students/staff regarding harassment.

provide assistance if an employee or a student chooses to file a complaint with the police;

provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

investigate the case based on the complaints relating to sexual harassment.

conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.

- To ensure confidentiality in the proceedings as well as in keeping records.

Policy of the ICC

There should be a safe and harassment free workplace. In case of a complaint, the ICC shall be responsible to handle the matter in an impartial manner.

The ICC is required to be vigilant for the redress of the complaint as soon as possible.

Under the Act, the ICC of the College is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts.

Both physical as well as verbal harassments amount to punishable offences under this Act.

It is the duty of the committee to see whether the complaint is justified or not.

The Committee shall study the complaint and may hear both the complainant and the respondent to determine if an enquiry needs to be instituted. If so, then a quorum of the ICC members shall be for communicating with the parties, studying the evidence, documenting the investigation and inquiry, analysing and making the decision and preparing the final report for future reference and transparency.

The final report shall be submitted to the authority for taking necessary steps to address the issue and prevent future occurrences of sexual harassment in the workplace. Throughout the entire investigation process, utmost importance shall be placed on maintaining confidentiality and secure handling of sensitive information.

Procedure for filing a complaint with the ICC

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period." Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death. Sexual Harassment complaints must be hand-written or typed on paper. The nature of the complaint, as well as dates and locations, should be fully specified.

Process of conducting Inquiry [Section 8]

- i. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- ii. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- iii. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- iv. The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- v. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- vi. If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
- vii. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

viii. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.



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ANTI-RAGGING POLICY DOCUMENT

1. Introduction

Milad-E-Sherief Memorial (MSM) College is committed to fostering an environment of respect, dignity, and inclusivity for all its students. Aligned with our vision to empower individuals through education and our mission to provide an inclusive and supportive learning environment, MSM College vehemently opposes any form of ragging on its premises. Ragging is not only a criminal offense but also a violation of human rights and dignity. This Anti- Ragging Policy is established to ensure that all students, irrespective of their background, are treated with respect and provided with a safe and conducive environment for academic and personal growth.

2. Objective

The primary objective of this policy is to prevent and eliminate all forms of ragging within the college campus and its associated entities. This policy outlines the framework for preventing ragging incidents, addressing complaints, and taking disciplinary actions against those found guilty.

3. Scope

This policy applies to all students, faculty, administrative staff, and any other personnel associated with MSM College. It covers incidents that occur within the college campus, hostels, transportation facilities provided by the college, and any college-sponsored events, whether on or off-campus.

4. Definition of Ragging

Ragging constitutes any act that causes or is likely to cause physical, psychological, or emotional harm to a student or group of students. It includes,

but is not limited to:

- Verbal abuse and derogatory remarks.
- Forced consumption of food, drink, or any other substance.
- Physical abuse, including gestures or acts that harm the body.
- Indecent or inappropriate behaviour.
- Acts that disrupt the academic performance or mental well-being of another student.
- Any other act that creates a sense of fear, embarrassment, or humiliation.

5. Preventive Measures

- Awareness Campaigns: Regular anti-ragging workshops, seminars, and awareness campaigns will be conducted to educate students about the ill effects of ragging and the legal consequences associated with it.
- Anti-Ragging Affidavit: All students, during their admission process, must submit an affidavit stating their commitment to abstain from ragging and their awareness of the consequences if found guilty.
- Monitoring and Vigilance: A dedicated Anti-Ragging Committee will be formed, comprising faculty members, students, and administrative staff. This committee will actively monitor the campus and hostels to ensure a ragging-free environment.
- actively monitor the campus and hostels to ensure a ragging-free environment.

6. Reporting Mechanism

- Helpline and Complaint Box: The college will set up a helpline and provide a complaint box where students can report incidents of ragging anonymously or otherwise.
- Online Portal: An online portal will be made available for students to lodge complaints or seek assistance related to ragging.

Inquiry and Disciplinary Action

- **Immediate Action:** Upon receiving a complaint, the Anti-Ragging Committee will conduct an immediate preliminary inquiry. The accused may be temporarily suspended pending further investigation.
- **Investigation:** A thorough investigation will be conducted, and both the complainant and the accused will be given an opportunity to present their case.
- **Disciplinary Measures:** Based on the findings, appropriate disciplinary action will be taken against those found guilty. This may include suspension, expulsion, and legal action as per the law.

7. Legal Framework

This policy is in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and any other relevant laws in force.

8. Support and Counselling

The college will provide counselling services to victims of ragging to support their mental and emotional well-being. Additionally, those accused will also have access to counselling services if needed.

9. Review of Policy

This Anti-Ragging Policy will be reviewed annually by the Anti-Ragging Committee to ensure its effectiveness and relevance. Any amendments or updates to the policy will be communicated to all stakeholders promptly




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MINORITY CELL

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The Minority Cell of the College works for the overall welfare and advancement of notified minority communities studying in the college. Paramount objective of the cell is the overall welfare and advancement of students belong to minority communities in the college. The cell was established with the purpose of empowering the students belong to minority community of the institution. The foremost aim of the cell is to provide educational and cultural needs of the minority students. The cell also facilitates the financial support to students from internal and external sources like Government, PTA, Management, etc. The cell arranges counselling sessions, personality development classes, classes for the development of communication skills, etc.

Objectives

- To augment equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To aware the minority students regarding various scholarships programmes of State Government and UGC.
- To take follow-up measures for attaining the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage enrolling for career orientation programmes which would empower and equip them with the necessary skills to choose appropriate career options
- To offer prompt counselling for emotional emergencies
- To ensure protection and reservation as provided in the constitution of India.

Nature of Activities of the Cell

- Collection of reports and information of State Government and UGC's orders on

various aspects of education, employment of minority students.

- Circulation of decisions of State Government and UGC from time to time about different scholarship programmes.
- Communication with students and motivate them for better future planning.
- The Cell is devoted to providing assistance to the minority students through

Various programmes such as counselling, training sessions on personality development, development of communication skill and preparatory classes for professional and employment purposes etc.

- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures.

Minority Cell - Committee Members

Name	Designation	Position
Dr. Muhammed Thaha A.	Principal	Chairperson
Dr. Arshad Ahammad A.	Assistant Professor	Convenor
Dr. Rejeena I	Assistant Professor	Member
Dr. Abdul Kalam Azad A	Assistant Professor	Member
Shamna H	Assistant Professor	Member




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