



St. Claret College

Affiliated to Bangalore University | A Claretian Missionary Institution

NURTURING VALUES AND EXCELLENCE

MES Ring Road, Jalahalli, Bengaluru - 560 013.



INSTITUTIONAL POLICIES



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Prepared by

**Internal Quality Assurance Cell
(IQAC)**

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Introduction

St. Claret College (SCC) was established in 2005 by the International Missionary Congregation of Claretians who manage two universities and over 150 educational institutions in 66 countries around the world. The Bengaluru campus is managed by Claretian Educational Society established with the aim of providing holistic and quality education to the people in and around Bangalore. Moved by the spiritual genius of St. Anthony Mary Claret, its patron, and supported by the robust Christian intellectual tradition, St. Claret College offers value-based education to transform students to be enlightened leaders who bring about a civilization of love and harmony. St. Claret College is recognized by UGC and permanently affiliated to Bangalore University. The College provides world class state-of-the-art infrastructure and facilities. SCC is dedicated to the principle that its educational services and faculty should be both supportive and challenging, distinguished by creative and interactive learning experience for each student. In order to make the students employable, various corporate and non-profit organizational personnel are invited to give hands-on experience.

The Internal Quality Assurance Cell of the College prepared this Institutional Policy document to streamline and standardise the activities of the College. The document details the systems and procedures of St. Claret College for achieving professionalism, transparency, and efficiency in all its curricular, co-curricular and extra-curricular activities. This document shall be used as a book of reference by all the stakeholders for any queries relating to the role and responsibilities or the tasks to be accomplished by any individual/committee/group. As the official Institutional Policy document, the stakeholders shall strictly adhere to the norms given here.

Vision of St. Claret College

Our Vision is to promote educational excellence, leadership and service, based on universal love in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student

Mission of St. Claret College

Our mission is to form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive global citizens through holistic Claretine education to advance a civilization of love and harmony.

Core Values

Faith in God: Claretines shall come to recognize that there is an Absolute Being to whom they belong and in whose love they live, move and have their being. A loving, genuine, creative faith shall come to permeate their life choices.

Justice: Having come to believe that they belong to God, Claretines shall come to appreciate the need for justice in their relationships and in society. They shall work towards the realization and furtherance of justice in personal lives and society.

Truthfulness & Personal Integrity: Claretines shall uphold Truthfulness and Personal Integrity in their lives and choices. Truth may hurt, but it eventually heals and gives life.

Respectful Relationality: In their four-fold relationship – to God, nature, fellow human beings and oneself, they shall have an attitude of respect and reverence. For the whole creation manifests the handiwork of God.

Service: Claretines shall commit themselves to study and professional training for the ultimate purpose of placing their skills and lives at the service of the fellow human beings and the society.

Synergic Co-operation: Claretines shall prize co-operation and synergic collaboration in group for the realization of goals. Any healthy competition shall be supplemented by co-operation that is synergic [mutually enhancing and productive]. Personal glory oriented competition is not to be a Claretine value.

Intellectual Competence: Every Claretine shall strive to the best of his/ her ability to achieve intellectual competence, which would equip him/her to realize the creation of a civilization of love.

Quality Policy

St. Claret College has framed a quality policy to translate its vision of educational excellence into reality. This quality policy is initiated by the Internal Quality Assurance Cell (IQAC) of the college and issued with the approval of Governing Body of the college. This quality policy document is in accordance with the UGC guidelines, which emphasizes the essential need for 'an internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted' by higher education institutions. UGC also adds that “every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders.”

Objectives of Quality Policy

1. To facilitate, promote and maintain an institutional culture which is aligned with the mission and vision of the college and is capable of honest, transparent and critical self-evaluation and adoption of ethical practices;
2. To implement and sustain a Quality Management System (QMS), which will ensure compliance with relevant regulations and standards;
3. To create facilities for improving the quality of teaching with the help of human resource management initiatives and professional development opportunities and programs.
4. To empower the faculty and staff to update their knowledge from time to time for aligning teaching-learning with the real-world requirements.
5. To create the conditions for improving the quality of the learning experience by ensuring the optimal availability and utilization of learning resources and by continuously monitoring and evaluating the quality of teaching- learning, co-curricular and extra-curricular activities.
6. To provide supportive services and a stimulating teaching-learning climate which encourages student retention and achievement.
7. To provide mechanisms for feedback from students and other stakeholders in order to improve its services.
8. To establish and maintain a quality assurance system which ensures the continuous improvement of teaching, learning and all support systems in the College.
9. To establish a management information system covering measurable parameters of quality improvement to help in the effective management of quality assurance.
10. To develop, implement, monitor benchmarks/standards and/or targets for all areas of activity as found appropriate.
11. To establish an integrated planning and quality assurance cycle which is effectively communicated throughout the organization and which guides all college operations.
12. To plan and provide training and development to build staff capacity to maintain continuous improvement systems.
13. To ensure responsibility and accountability in all relationships with its stakeholders including: students, faculty, staff, partners, the government and local communities.

Statement of Policy

This policy is an expression of the desire and commitment of SCC to achieve excellence in education through continuous improvement in the quality of its services and constant enhancement in the standards of performance consistent with its vision and mission as well as the regulations and guiding principles of the university by creating and facilitating a quality culture across the entire institution involving the management, teaching faculty and the entire staff with the help of a transformational approach for enabling the students to realize their full potential and serving them and other stakeholders in the best possible manner.

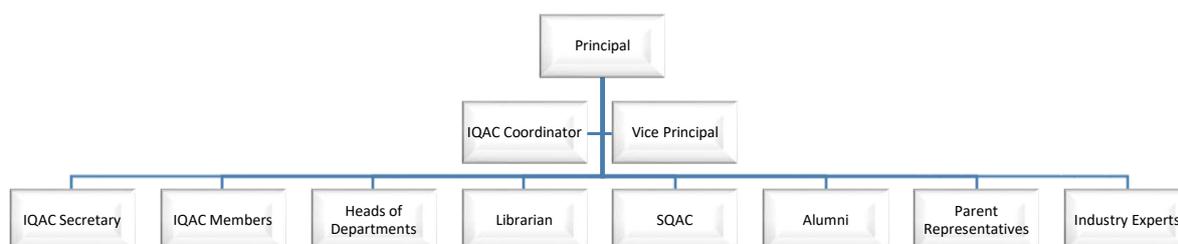
SCC will ensure that the quality of its functions and services and the practices and procedures adopted thereof meet the requirement of ‘fitness for purpose’ as well as comply with and uphold the relevant academic standards. The specific areas of quality assurance commitment include processes and practices as well as resources and services relating to teaching, learning and research; assessment and evaluation; academic support and student progression; interactions with stakeholder and the community; governance and leadership and the adoption of innovations.

SCC will use evaluative mechanisms to monitor, review, measure and improve the quality of delivery in all facets of the college including academic and administrative sectors, to ensure that the Vision and Mission of the college is achieved. These mechanisms will also be subject to the formal scheduled periodic review for continuous improvement.

Quality Policy Implementation

The college has established an Internal Quality Assurance Cell (IQAC) to be driving force for achieving excellence through continuous improvement in quality in accordance with UGC guidelines to help achieve the commitments made in the quality assurance policy statement.

IQAC has been set up with the following composition



IQAC may be expanded with the inclusion of more members as necessary. IQAC may also set up and promote quality circles for facilitating improvements in specific areas or functions. The IQAC will be the internal mechanism for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. It will be a facilitative and participative organ, which becomes a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Its initiatives will be directed towards future and will rely on the transformation model of change by creating the necessary organizational culture.

The core responsibilities of IQAC will include the following:

1. It will develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

2. It will channelize and systematize the efforts and measures of the college towards academic excellence.
3. It will work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.
4. It will promote measures for institutional functioning towards continuous quality enhancement through internalization of quality culture and institutionalization of best practices.
5. Its goal will be to ensure that whatever is done in the college for “education” is done efficiently and effectively with high standards.
6. It will focus on improving quality and productivity as well as decrease costs constantly.
7. It will help develop a sound basis for decisions required for improving institutional functioning and the building of an organized methodology of documentation and internal communication.
8. It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making.
9. It will evolve mechanisms and procedures for ensuring i) Timely, efficient and progressive performance of academic, administrative and financial tasks; ii) The relevance and quality of academic and research programmes; iii) Optimization and integration of modern methods of teaching and learning; iv) The credibility of evaluation procedures; v) Adequacy, maintenance and proper allocation of support structure and services; vi) Sharing of research findings and networking with other institutions in India and abroad.
10. It will seek to achieve quality improvement by developing leadership and by focusing on human resource development through education and training including on the job training, which will help people do their job better.
11. It will place special emphasis on enabling everyone to do their jobs to the best of their abilities through self-improvement programmes and ensure that all available talent within the college is fully utilized for improving quality and achieving excellence.
12. It will also develop appropriate communication strategies not only for keeping all the stakeholders informed but also for motivating them to support and contribute to the success of quality improvement initiatives.
13. It will promote enhanced interaction between students and faculty as the core requirement of the quality system by directly focusing on improving the learning experience of students.
14. It will enhance quality awareness within the institution and establish the credibility for external accreditation.
15. Its activities will be focused on helping the process of internalization of quality and play a catalytic role in bringing about performance improvements by facilitating the development and adoption standards and their periodic review and revision as necessary.
16. It will also work towards ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement and for the internalization of the quality culture.
17. It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices so as to give the quest for quality the benefits of collective synergy.

18. It will act as key driver of continuous improvement in quality by adopting continuous cycles of planning, live testing, checking and studying their effects through proper analysis of test results, implementing the plan in full and then take up further planning for the next cycle of improvements
19. IQAC will coordinate the creation of an exclusive window on the college website to regularly inform the students and other stakeholders about all its initiatives and make available all the relevant reports, documents, templates and data. It will also collect and publish objective and unbiased data relating to quality related performance parameters and their achievements.

Besides shouldering the broad responsibilities, IQAC will also be responsible for specific functions required to respond to internal and external stakeholders.

The following are some of the specific functions focused on internal stakeholders:

- IQAC will facilitate the development and application of quality benchmarks/parameters/templates for the various academic and administrative activities of the College and compile these in to a quality manual, which is easily accessible to everyone.
- IQAC will facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- IQAC will promote the setting up of Quality Circles with the participation of students wherever feasible for identifying, studying, experimenting and recommending quality improvement measures in any specific area or for any specific purpose.
- IQAC will coordinate the organization of workshops, seminars on quality related themes.
- IQAC will coordinate the arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- IQAC will disseminate information on the various quality parameters of higher education, which are applicable to the college.
- IQAC will coordinate the proper documentation of the various programmes/activities of the College, leading to quality improvement.
- IQAC will act as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- IQAC will coordinate development and maintenance of a management information database for the purpose of maintaining / enhancing the institutional quality.

The following are some of the specific functions focused on external stakeholders:

- IQAC will prepare the Annual Quality Assurance Report (AQAR) covering all the quality parameters/assessment criteria prescribed by UGC and NAAC and submit these to all the concerned supervisory bodies after due approval by the Governing Body.
- IQAC will also prepare a follow up agenda based on the AQAR for driving the process of continuous improvement in quality and obtain the necessary approvals and resources for initiating the next cycle of quality enhancement measures.
- IQAC will also regularly submit AQAR to the quality assurance body NAAC.

Academic Structure

St. Claret College is committed to providing quality education using the best pedagogical methods in order to equip the students with the required skills to excel in their field of work and also to train them to be responsible citizens with strong professional and ethical values and be contributing members of the larger society.

Objectives

The objective of the policy is to make academic processes transparent and understandable by faculty and students and to ensure that quality teaching and learning takes place. The process includes:

1. Designing a course plan and sharing it with the students
2. Designing add on programs based on the industry needs
3. Delivery using appropriate and effective methods
4. Regular assessment and feedback to students and to parents
5. Continuous improvement
6. Accountability

Roles and responsibilities

In order to ensure the achievement of the objectives, the roles and responsibilities of various academic personnel are outlined:

Role	Academic responsibilities
Management and Governing Council	The Management will assess the needs of the society and seek to provide adequate programs of various types in the institution which would be useful for students in getting adequate placements and for the community to grow.
Principal	Developing and ensuring quality policies and processes in academics
Vice Principal	Monitoring quality of course delivery and completion of academic responsibilities by faculty members
IQAC Coordinator	<ul style="list-style-type: none"> • Assigning benchmarks for departments and clubs • Conducting quality audit at regular intervals. • Organizing FDPs, Conferences and Seminars
University Liaison Officer	Liaising with the University for the academic calendar and other student related queries relating to evaluation and examinations
Staff Coordinator	Preparation of the academic and events calendar for the institution
Controller of Examinations	Conducting of internal and University exams
Academic Council	<ul style="list-style-type: none"> • Consisting of all the HoDs and IQAC Coordinator • Reporting of academic progress to the Principal and IQAC on a monthly basis and presentations made by each department head in the staff council meeting
Head of Department	<ul style="list-style-type: none"> • Coordinates the activities of the department in line with the mission and vision of the institution

	<ul style="list-style-type: none"> • Prepares the department plan along with the members of the department and ensures the effective implementation of the same. • Subject allocation to faculty • Approval of course plans • Students' grievance redressal • Faculty mentoring, review and feedback • Conducting monthly departmental meetings • Supports the Management in the process of faculty hiring.
Department IQAC Coordinator	Preparing department plan as per the set benchmarks and ensuring quality reporting and documentation of all activities
Faculty	<ul style="list-style-type: none"> • Course plan preparation • Conducting Bridge course for students • Delivery of the course content using the best possible learner-centric method • Prescribing assignments, tests, presentations, add on programs and other such activities to ensure that students learn and improve their skills and knowledge. • Assessment of answer scripts, student performance and providing relevant feedback • Assessment and attainments of COs, PSOs and POs • Conducting remedial classes for slow learners and providing challenging tasks to advanced learners • Keeping up to date and abreast of the latest developments in the field
Program Coordinators	<ul style="list-style-type: none"> • Larger departments in the college have program coordinators appointed for each batch of students. • They are entrusted to supervise the academic and administrative aspects of the department. • Prepare a plan and organise seminars, conferences, guest lectures, alumni talk, club events etc. in line with the department plan • Arrange field visits/industrial tours

Academic Process:

1. Preparation of academic calendar
2. Preparation of department plan
3. Subject allocation
4. Course plan preparation
5. Bridge course
6. Time table preparation
7. Teaching-learning
8. Regular conduct of class tests, presentations, assignments etc.
9. Conduct of Internal exams/ Continuous internal evaluation
10. Evaluation
11. Feedback to students and parents
12. Student Mentoring
13. Conduct of remedial classes
14. Conduct of seminars, conferences, add on programs, skill development workshops as per the department plan
15. Teacher feedback given by HoD and Principal
16. Conduct of University exams
17. Analysis of University exam results

Student Support

Each class is assigned two faculty members as mentors. The mentor meets the students every week to take feedback and provide guidance on academic and other matters. Students in need of counselling are encouraged to meet the psychological counsellor. The mentors are the primary point of contact for the students and parents and are there to assist with all academic matters, provide advice, grant permissions, assist with university matters and other related activities.

Every class has two elected class representatives who assist the mentors and faculty in academic related activities.

The HoD monitors the syllabus completion and ensures all the planned academic activities like tests, presentations, assignments are conducted effectively as per the schedules. The HoD also obtains regular feedback from students on the quality of the teaching and provides guidance and suggestions, if deemed necessary.

Academic Audit

The IQAC conducts regular academic audits. IQAC also has a representative from each department i.e., the department IQAC coordinator who provides feedback on the activities of the department in the IQAC periodic meeting.

Admission Policy

St Claret College promotes educational excellence, leadership and service based on universal love in an environment characterised by respect for the individual and concern for community so as to effect holistic transformation in each student. The college provides opportunities for all the eligible candidates without any discrimination.

Reservation Policy

The institution shall follow the reservation policy instituted by Government of Karnataka for admission to programmes in higher education.

Reservation norms of Government of Karnataka

Category	Reservation
CATEGORY.I	4%
CATEGORY-il (A)	15%
CATEGORY-il (B)	4%
CATEGORY-ilt (A)	4%
CATEGORY-ilt (B)	5%
SCHEDULED CASTES	15%
SCHEDULED TRIBES	3%

General Norms

1. Application for Admission should be in the prescribed form issued by the Office of Admissions. Application form and prospectus are issued from the College Office on the payment of a nominal fee.
2. Applications should be submitted personally by the Candidates. Incomplete Applications will not be processed.
3. One photocopy each of all relevant certificates is to be submitted along with the application form. Reservation Category candidates have to submit the photocopy of the caste/category certificate along with the Application form. No original certificates should be attached to the application form.
4. A list of provisionally selected candidates will be published on the college notice board and the college website specifying the date and time for Admission Interview. If a candidate does not appear for the interview at the time specified, or thereafter does not take admission offered, he/she shall forfeit the selection and the seat will be offered to another eligible candidate in the waiting list.
5. The Applicant should be present for admission along with the Parent/ Guardian.
6. All original certificates along with three stamp size photographs should be produced at the time of admission.
7. The Admission Process includes Interview, Payment of fees, and Campus Culture Briefing.
8. Admissions are subject to the approval of the Bangalore University

9. Fee Regulations:

- The students shall keep the 'Student Copy' of the payment challan for future reference.
- A student joining the college after the commencement of the academic year shall pay the full fees for the year.
- Students are required to pay fees for the next higher class on the date and the time intimated to them from the college office.

Online Admission Procedure

To all programmes offered by the institution, admission applications can be submitted online through the institutional website: www.claretcollege.edu.in After having received the online application form, the institution's admission counsellor will get in touch with the candidates and provide guidance regarding the rest of the process. The college portal also has facilities to do online payment either through Debit/Credit Card/ Net Banking or UPI.

Admission Procedure for Undergraduate Programs

The process of admission comprises interview and aptitude test (for some courses). Cut-off marks in the qualifying examination fixed annually is a key factor for eligibility for admission.

- Duly filled application form is to be submitted along with attested copy of the PU/+ 2 results.
- The list of provisionally selected candidates along with the schedule of counselling interview will be published on the college notice board and on the college website: www.claretcollege.edu.in.
- On the scheduled date, the candidates, along with her his parents' guardian shall report to the college and attend the counselling) interview with the admission panel
- After the counselling with the admission panel, the candidates, along with the parents/guardians shall attend the interview with the principal and enrol on payment of fees as per the fee structure.
- If a candidate fails to complete the admission process within the stipulated time as intimated, he/she forfeit the admission.
- All admissions are subject to approval from Bangalore University.
- Outstation students may have facility for telephonic/ skype interview.
- Candidates need to apply online by visiting the admission section of SCC's website www.claretcollege.edu.in. and filling in the application form as per the directions given there.

Documents required (Original with Two Copies)

- 1) Original PU (I & II year) / (Class 11 & 12 Marks Card)
- 2) Transfer Certificate
- 3) Migration Certificate
- 4) Conduct Certificate
- 5) Original 10th Marks card.
- 6) Six passport size and four Stamp size photos
- 7) SC/ST/Backward Class/Minority Certificate from Tahasildar
- 8) Aadhar Card Copy
- 9) Income certificate

NRIS & Foreign Students (In addition to the above)

- 1) Valid Passport copy
- 2) Valid Student Visa
- 3) HIV Negative Certificate
- 4) Residential Permit issued by the Commissioner of police

Eligibility for Admission (Post Graduate):

M.Com.

Applicants need to have 50% or above marks in aggregate in B. Com or BBA from any recognized university. Those in the final year of their studies should have 50% or above aggregate in all the Semesters/years of undergraduate examinations conducted so far. Even if an offer of admission is given to such candidates, it will be only provisional, and will be automatically cancelled if the candidate fails in the qualifying examination or fails to obtain 50% marks in the aggregate. Selection will be based on the qualifying exam, and interview.

M.S.W.

A candidate who has passed Bachelor's Degree in Social Work (BSW) or Bachelors of Arts (BA) with 50% in aggregate of all subjects (45% for SC/ST and category I candidates), of Bangalore University or any other university from India, considered as equivalent thereto are eligible for admission to MSW course.

Documents required (Original with Two Copies)

- 1) Original X, PU/XII Marks Card, and Degree Certificate
- 2) Transfer Certificate
- 3) Migration Certificate
- 4) Conduct Certificate
- 5) Eight passport size and Four Stamp size photos
- 6) SC/ST/Backward Class/ Minority Certificate from Tahsildar for verification of the student's status
- 7) Income Certificate
- 8) Aadhar card copy
- 9) CAT/GMAT/MAT/KMAT Score Card (Applicable only for MBA)

NRIS & Foreign Students (In addition to the above)

- 1) Valid Passport copy
- 2) Residential Permit issued by the Commissioner of police
- 3) HIV Negative Certificate
- 4) Yellow Fever Test Certificate
- 5) Equivalence Certificate from AIU (Applicable only for MBA)

Admission Procedure for Postgraduate Programme

- Duly filled in Application forms along with the photocopies of the documents mentioned above should be submitted to the college office.
- Candidates will be informed of the Interview date on the website. No personal intimation will be given to the candidates. Candidates will have to appear for the interview on the prescribed date, and if selected, should take the admission on the same day itself after paying the requisite fees
- Candidates will have to contact the Administrative Office/ refer the Notice Board for any clarification.

Advanced and Slow Learners Support Policy

Through this “Policy on Support for Advanced and Slow Learners,” St. Claret College, Bengaluru pronounces its assurance of support and facilitation to the advanced learners to be excellent achievers and slow learners to be better performing and achieving students in the academic and personal life. The policy also persuades the academic departments to develop significant strategies and systematic implementations to benefit both the advanced and slow learners in the institution, without forgetting the average performers. The first step in this direction is to assess the learning ability of the students in the class.

The purpose of assessment of the learning levels of the students is to:

- Identify slow and advanced learners
- Provide adequate support for both slow and advanced learners to reach their potential
- Incorporate modern teaching methods and ICT-supported education and learning
- Significantly develop strategies and scientific implementations that benefit both advanced and slow learners
- Encourage advanced learners to excel
- To increase slow learners’ confidence and minimize barriers
- Minimize the gap between slow learners and advanced learners

To start identification of slow and advanced learner process, the learning needs of a student are assessed through **Academic Competence Assessment**. It is initiated in three phases

- **Pre-Academic Competence Assessment:** This is introduced at the entry level where two aspects are evaluated
 - i. Academic knowledge of the course undertaken
 - ii. Performance level in the previous course.
- **Intermediate Academic Competence Assessment:** This is initiated after the first internal assessment. It includes
 - i. Academic knowledge of the course undertaken.
 - ii. Performance in the first internal assessment
 - iii. Teachers’ evaluation.
- **Post Academic Competence Assessment**
This is initiated after the end semester assessment and include
 - i. Performance in the end semester assessment and
 - ii. Teachers’ evaluation.

Assessment of the Learning Levels of the Students:

- Slow learners and advanced learners are identified for a batch of a program.
- Process to identify slow learners and advanced learners would be conducted immediately after declaration of preceding semester university exam result and after the first internal examinations.
- Every mentor shall observe the overall progress towards academic excellence of the entire batch to identify slow learners and advanced learners.
- A report would be prepared for all the students.
- The student securing marks below 45% would be identified as Slow Learners and the student securing marks above 80 % would be identified as Advanced Learners.

- After that, separate lists are prepared for both type of learners for further monitoring and conduction of problem-solving sessions /revisions.

Initiative for Advanced Learners

The advanced learners are self-motivated, enthusiastic individuals who have not only met the required threshold but are well above it. These learners are encouraged to take up new challenges which enable them to explore and practically apply the knowledge learnt in their respective streams. The various advance learner initiatives conducted for the advanced learners are workshops, special lectures, presentations, webinars, student publications, motivational talks, industrial visits, and online courses, etc.

- Encouraging them to participate in group discussions, elocution, debate, quiz to develop analytical and problem-solving abilities
- Conduction of workshops to improve their communications skills, presentation skills and personality development.
- Organizing activities to promote their interactions with subject experts and develop critical thinking abilities
- Assigning advanced assignments to advanced learners through Infilbnet, Delnet and similar platforms.
- Encouraging to complete NPTEL and MOOC courses
- Encouraging participation in Seminars/Conferences/Workshops
- Industrial visits and industry sponsored internships
- Providing platform through MoUs with various reputed industries/ research institutes for the advanced learners to explore their talents.

Slow Learner Initiatives

Once the learning needs are identified, a detailed learning needs analysis is done to understand the challenges faced by slow learners with reference to the units or topics covered during the exams. The slow learner engagement programme focuses on reiterating conceptual and practical knowledge. The various slow learner engagement programmes conducted are bridge courses, remedial classes, peer teaching and alumni guided sessions. The objective of conducting these programmes is to reduce the learning gap and to move these learners from their current stage to an advanced learner stage gradually.

- Organizing bridge courses providing fundamentals of some technical and difficult subjects to bridge the gap between the students of diverse learning capabilities.
- Making the provision for tutorials, discussions, interactions, peer teaching and remedial coaching.
- Enhancement of communication skills and art of reading-learning.
- Providing personal attention by the mentor
- Assignments and solving University question papers
- Question bank

Expected Outcomes

- Consistent high academic performance of advanced learners in the end semester examinations
- Augmentation in presentations and communications skills of advanced learners
- Confidence development for advanced learners to face placement drives
- Increased regularity and participation in class learning by slow learners
- Improve the results of end semester exams for slow learners
- Developing self-confidence and fostering a better sense of self for both advanced and slow learners.

Anti-Ragging Policy

St. Claret College complies with the University Grants Commission's 2016 Regulation on Curbing the Menace of Ragging in Higher Educational Institutions (third amendment). The third amendment includes under ragging, "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background." The Anti-Ragging Committee at SCC ensures compliance with the provisions of the regulations mentioned above and the provisions of the existing law concerning ragging. The following are the objectives and functions of the Anti-Ragging Committee:

Objectives

- Creating, developing and nurturing a conducive, socio-academic environment among the student population.
- Generating and maintaining a high level of confidence among the new entrants and their parents/guardians to perceive that the fresh entrants to the College are welcomed and provided support, and never harassed or intimidated.
- Keeping in place an integrated system to discourage and prevent any act of ragging which disrupts the socio-academic integration of the new entrants.
- Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by establishing disciplinary measures.

Functions

- To take effective measures to prevent and prohibit ragging on campus.
- Organizing awareness programs on ragging.
- To ensure that aggrieved students get counseling support.
- Timely redressal of complaints of ragging.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established award, to those found guilty, one or more of the following punishments:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in evaluation process & withholding results.
- iv. Debarring from representing the institution in any regional, national or international meet.
- v. Suspension/ expulsion from the hostel.
- vi. Cancellation of admission.
- vii. Rustication from the institution for a period ranging from one to four semesters.
- viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- ix. Initiating criminal proceedings

Code of Conduct for Students and Employees

Purpose

- The Code of Conduct is formulated to ensure that the students and the employees act according to the rules, values, ethical principles and vision of the institution.
- To provide to employees and students clarity on the expected standards and behaviour in the institution.
- To empower employees to handle ethical dilemmas they encounter in everyday work.
- To serve as a valuable reference, helping employees and students to locate relevant documents, services and other resources related to ethics within the organization.

Policy Details

- The Code of Conduct is framed by the Management as per the vision, mission and core values of the institution.
- The Code of Conduct guides the behaviour of students and all employees that include teaching, non-teaching, administrative, the vice principal and the principal.
- The Code of Conduct acts as a **central guide and reference for employees** and students for regulating their behaviour.

Procedure

- The Code of Conduct for students is mentioned in the Student Handbook; the Code of Conduct for employees is printed in Staff Service Book and both the documents are available on the institutional website.
- All the students are required to comply with the established Code of Conduct.
- The institution has Staff Council and a Discipline Committee as monitoring authority for administering the code of conduct among students and employees.
- The Staff Council comprise of the Principal, the Vice Principal and the heads of the various departments.
- The Discipline Committee comprises of at least four faculty members including the Physical Education Director to ensure that the students comply with the code of conduct.
- In case of any breach of Code of Conduct, the Staff Council and the Discipline Committee initiate appropriate disciplinary action.

I. Code of Conduct for Students

1. Every Student of St Claret College is called Claretine and every Claretine is expected to strive for excellence.
2. Students shall abide by the rules and directives of the college and are expected to be worthy Claretines nourished by the values of universal love and respect for each person.
3. Students should maintain a sense of decorum and discipline at all times, both inside and outside the campus. This requirement of discipline and silence is mandatory while attending classes as well as any function or programme organised in the campus.
4. **USE OF SOCIAL MEDIA:** Students are expected to be responsible in their use of the Social Media. Strict Disciplinary Action & Criminal Proceedings will be initiated against those found guilty of using social media to defame SCC or any individual.

5. Continuous striving for excellence, universal love, respect for others, and ardent pursuit of truth being the characteristics of Claretine education, every student should pledge not to indulge in any of the following acts which are detrimental to the values mentioned above:
 - absenting from any class without valid reason and prior permission.
 - shouting and whistling inside the classroom
 - using mobile phone inside the college building
 - causing damage to the college property
 - being present inside the college premises under the influence of alcohol/drugs and possessing any intoxicant.
 - any act of disobedience to any of the members of the college faculty and staff.
 - bullying, scuffle, fight and groupism adversely affecting the serene atmosphere of learning.
6. Indulging in any of what is mentioned above is considered a serious act of indiscipline warranting serious and adequate disciplinary action.
7. Ragging in all its forms is totally banned in St. Claret College. The College shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or abetting it. The decision of the Anti-Ragging committee of the college shall be final and binding in this regard.
8. Students shall always wear their ID card around their neck and produce the same to any member of the staff or College officials when asked for.
9. Students are required to be at their seats before the stroke of the second bell for the commencement of classes. Students who report to the class after 9.00 are to be in the library, while losing their attendance for the first hour. Disciplinary actions will be initiated against frequent late-comers.
10. No student is allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
11. As a gesture of respect, students shall greet teachers on first meeting them for the day within the premises of the College, and whenever they meet them in public. As the teacher enters the class room, students must rise from their seats, greet him/her and remain standing till directed to sit.
12. There should be complete silence on corridors during class hours to maintain an academic atmosphere. Students must not loiter on the corridors during the class hours.
13. Active participation in co-curricular activities is an excellent aid to students' striving for excellence and is mandatory for every student.
14. Moved by the rigor of academic goals of each student and the demands of excellence, each Claretine should take into confidence his/her class- mentor and maintain a healthy relationship with him/her so as to take up with him/her any problem, academic or otherwise and to consult for arriving at a solution for the same.
15. Dress and general appearance of the students shall be in good taste and no way be offensive to the cultural ethos and norms.
16. Smoking, chewing gum, chewing pan and use of any addictive substance is strictly prohibited within the campus.

17. The campus must be kept clean and tidy at all times. The college is a temple of learning. Hence all the Claretines are required to keep the beauty and the spiritual ambience of the campus. Littering and defacing the walls or desks, damaging college property are not expected of any Claretine.
18. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
19. Boys and girls are expected to conduct themselves with dignity and maturity. In their interpersonal relationships they must observe norms of decency, propriety and mutual respect. Any improper relationship will detract the students from their academic engagement and therefore, if noted, such students are liable for correction.
20. Movements of vehicles in the college campus must be in a moderate speed. Students can park their vehicles inside the college campus only on production of parking pass issued from the office which will be issued only to those having valid driving license. Vehicles are to be parked in the allotted parking area and appropriate censurs will be initiated against violators. While parking the vehicles on campus students are to keep in an orderly way and keep their vehicles locked.
21. The instructions given by the security officers on campus are to be adhered to.
22. **USE OF MOBILE PHONES:** As indicated above, use of mobile phones can cause impediments to the academic focus of the student and may be detrimental to the learning atmosphere. Students are not permitted to use mobile phones anywhere inside the college building. If any student is found using the mobile inside, it will be confiscated and will not be returned.
23. Students are not allowed to carry with them or use in the campus/college any electrical or electronic gadget like CD players, digital cameras, radios, tape-records etc., without the prior permission from the Principal.
24. Active participation in politics is not allowed. Students are forbidden to organize or attend any meeting within the College or collect money for any purpose or to circulate among them any notice or petition of any kind or paste such objects on the College notice board without the written permission from the Principal. They must not join any club or society or make any engagement that would interfere with their studies without the permission of the Principal.
25. Functions of Associations, cultural programs including any kind of celebrations will be held after class hours and outside the class rooms. Practice for all programmes should be held either prior to or after the class hours.
26. Use of internet by the students on campus is expected to be for their academic enrichment.
27. In every thought, word and deed, Claretines are expected to respect, uphold and communicate the dignity, decorum and honour of the institution.
28. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled.

II. Code of Conduct for Employees

Every employee shall be governed by the code of conduct, as specified below, and every such employee shall be liable to the disciplinary action specified in Rule XXIV, for the breach of any provision of the code of conduct.

1. An employee at all times shall maintain absolute integrity and devotion to duty.

2. No employee shall:

- i. Knowingly or wilfully neglect his duties;
- ii. propagate communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity;
- iii. discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any one of them;
- iv. indulge in or encourage, any form of malpractice connected with examination or any other activity;
- v. show any sustained neglect in correcting class work or home work done by student;
- vi. while on duty in the Institution, absent himself (except with the previous permission of the head of the Institution) from the Institution;
- vii. remain absent from the Institution without leave or without the previous permission of the head of the Institution.
- viii. behave in a manner unbecoming of an employee of a Catholic Educational institutions.
- ix. accept private tuition other than in accordance with the same conditions that are applicable.
- x. prepare or publish any book or books commonly known as keys or assist, whether directly or indirectly, in their publication without the permission of the management.
- xi. enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends;
- xii. accept, or permit any member of his family or any other person acting on his behalf to accept any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the Institution.

Explanation: (a) The expression 'gift; shall include free transport, boarding or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the Institution.

Note: (1) Casual meal, lift or other social hospitality of a casual nature shall not be considered a gift.

(2) On occasions such as weddings, anniversaries, funeral or religious functions when presenting a gift is in conformity with the prevailing religious or social practice, an employee may accept gift if the value thereof does not exceed normal standards;

- xiii. practice or incite any student to practice casteism, communalism or untouchability;
- xiv. cause, or incite any other person to cause any damage to the institution property;

- xv. behave, or encourage, or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the Institution;
- xvi. indulge in any violence, or any conduct which involves moral turpitude;
- xvii. organize or attend any meeting during the working hours of the Institution except when he is required or permitted by the head of the Institution to do so;
- xviii. indulge in any activities that would be against the interest of the Institution and its management.
- xix. such other matters that may be agreed to between the management and the employee.

3. Every employee shall:

- i. be punctual in attendance and in respect of his work and also for any other work connected with the duties assigned to him by the head of the Institution.
- ii. abide by the rules and regulations of the Institution and also show due respect to a constituted authority.

4. Nothing contained in sub-rule (1) and (2) shall be deemed to take away or abridge the right of an employee:

- i. to appear at any examination to improve his/ her qualification;
- ii. to become or to continue to be a member of any literacy, scientific or professional organization; and
- iii. to make any representation for the redressal of any bonafide grievance subject to the condition that such representation is not made in any bad or indecent language.

5. Besides the above, the employees are to abide by the following:

- a. If the job performance of an employee is rated below par by the Principal/ Manager, a suitable warning in writing will be issued. If the performance continues to be of low standard, the managing committee will reassess the performance and they may, if the situation warrants, recommend the dismissal of such employee.
- b. Every non-teaching employee holding a supervisory position shall take all possible steps to ensure the integrity, honesty and devotion to duty by all employees under the supervision.
- c. Every employee shall dress modestly and decently in accordance with the prevailing social /societal/institutional norms.
- d. Personal grievance of the employees may be presented to the management either through email or through a face to face conversation.
- e. Smoking, alcoholic drinks, chewing of pan etc., are strictly forbidden on campus
- f. Employees shall not accept or engage in any assignments/consultancy/service outside the institution without the express consent of the authorities.
- g. Employees shall disclose personal interest, if any, in any transactions/dealings with college.
- h. Employees shall not seek favours or ex-gratia services from students / suppliers / contacts of the institution.

- i. Employees shall not use the name of the institution in any personal matters. The institutional letter head shall be used only for official letters/certificates, by individuals authorized for the purpose.
- j. Employees shall not sign any document on behalf of the college, unless authorized.
- k. Employees are discouraged from engaging in arguments, gossip and loose talks with other employees and students.
- l. Employees may raise their personal viewpoints only at appropriate forums; and are not expected to express opinions outside one's own purview and authority.
- m. Employees shall promptly communicate using the college email and respond to communications within reasonable time.
- n. Employees shall maintain confidentiality of classified information.
- o. Employees shall follow the reporting protocols on all official matters
- p. Employees are forbidden from making any racial/faith/gender/caste biased comments.
- q. At all times, employees shall cultivate harmony and team spirit within the department and the institution.
- r. All employees shall integrate and contribute to the realization of the vision and mission of the institution.

6. Code of Conduct for HOD/Coordinator

Head of the Department/Coordinator is responsible

- a. For the efficient functioning of the department with reference to its goals and conduct of the department in a professional manner in line with the values of SCC.
- b. To develop and schedule activities of the department for the academic year and preparation of the departmental calendar. To convene regular faculty meetings at least once a month to assess and review the progress of planned activities and facilitate interaction.
- c. To support the principal in the execution of plans and to report to him at least once in a month, on the functioning of the department and promote appropriate inter-departmental collaboration.
- d. To ensure judicious class/job allocation to the faculty members and to build up team spirit
- e. To ensure that all faculty members complete their roles and responsibilities in a timely manner.
- f. To ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost. To also grant leave to the students of the respective department, in ordinary cases, up to three days, after discerning the genuineness and urgency of the request.
- g. To ensure harmonious working environment; to nurture a healthy academic environment and to assist in resolving differences.
- h. To conduct periodic review of faculty performance individually and suggest remedial measures. Also to recommend opportunities and avenues for developing faculty knowledge and capability.

- i. To encourage regular academic discussions for subject exposure among the faculty inside and outside the department and to facilitate knowledge sharing and updating, and identify and arrange specialist lectures for different subjects in consultation with faculty members.
- j. To maintain overall student discipline in the department as per the policy and guidelines of the college with due coordination with mentors with regard to attendance, dress code, attitude, conduct and assignment completion.
- k. To resolve difficulties faced by students, academic and non-academic, in due consultation with the class mentors and to refer essential cases to the Counsellor, with a discrete note of reference.
- l. To review the question papers for the internal assessment examinations; ensure the submission of question papers on time and to assist in proper conduct of examinations. To ensure the return of the valued CIAE papers to the students within 10 days of the exams and the submission of the marks records to the Exam Committee.
- m. To conduct pre-examination and post examination reviews with the concerned faculty as regards the quality of questions, answers, and rectification measures to improve the student performance.
- n. To comply with reporting requirements and submissions as may be specified.
- o. To finalize the timetable for the ensuing semester immediately on completion of the current semester.
- p. To review the course plans and staff journals and ensure their timely submission to the Principal/Vice-Principal.
- q. To plan and conduct fieldtrips, industrial visits, enrichment programmes, outreach programmes, add-on programmes, seminars, workshops, endowment lectures etc., on curriculum, teaching methods, latest happenings in the given field and its scope in the future, with the involvement of staff and students.
- r. To initiate collaborations and linkages with educational, governmental and non-governmental organizations.
- s. To take active role in the recruitment of personnel to the department.
- t. To ensure the maintenance of records like reports of departmental meetings, functioning of clubs and associations, chronicles, etc.
- u. To listen to grievances of students and redress them and report to the Student Welfare Officer/ Management, matters those are to be dealt with, at the higher level.
- v. To identify the slow and advanced learners and design programmes for their improvement
- w. To communicate with the parents and report the academic progress to them.
- x. To ensure proper functioning of the Association Activities that are under the respective department.
- y. To submit to the librarian/library committee the list of books to be purchased.
- z. To maintain contact with the alumni and see that the alumni files are up-to-date.

7. Code of Conduct for Faculty Member

A faculty member is responsible to:

- a. Prepare course plan with detailed unit wise topic break up for the courses handled, as per the guideline, and decide on the prescribed reading /study material. Also maintain academic journal (work diary) on a daily basis with all details including the use of ICT in teaching.
- b. Design the course innovatively as per the syllabus and norms of the University and the College objectives under the leadership of the HOD. Around 20% of the time is to be utilized to update the students on the latest happenings in the field and train them accordingly to face industry.
- c. Share the Personal Mission Statement, Course plan and outcomes and the methodology adopted in teaching the students at the beginning of the academic year.
- d. Update oneself with the latest knowledge and skills available. Attend at least one seminar/workshop and present a paper outside the institution every semester. Publish at least one article in UGC approved journals and have at least one chapter in a book every year.
- e. To encourage quality circles in classroom for their respective subjects.
- f. To complete the syllabus according to the course plan prepared at the beginning of the semester.
- g. To adhere to the university curriculum and to strictly follow the Bangalore University examination pattern in preparing question papers for the CIA examinations.
- h. To discuss with and to explain to the students the syllabus, at the beginning of each semester (its general and specific objectives).
- i. To adopt appropriate methodologies with respect to teaching and evaluation and to incorporate innovative methods in teaching.
- j. To coordinate with the HOD to administer the internal assessment, value the answer papers, enter the marks in the records and return the answer scripts to the students within 10 days from the date of the internal examinations.
- k. To identify the slow learners and provide special guidance and help for their improvement in studies and keep the HOD and class mentors informed. Also arrange for challenging assignments for advanced learners.
- l. To arrange for guest lectures, field visits and seminars whenever feasible and to undertake and help research activities of the department which will greatly help teaching.
- m. To cooperate with the HOD and other faculty members in the efficient running of the department and to work with team spirit for the good of the students and the institution.
- n. After being permitted by the Principal, to inform the HOD about leaves in advance and make alternative arrangements for the classes.
- o. To arrange with the consent of the HOD and make up classes for those not held due to absence.
- p. To set question papers for CIAEs and send them to the HODs in time for the review and submission to the Exam Committee.

- q. To assist the LSDP (Life Skills Development Programme) and PSDP (Professional Skills Development Programme) coordination and conduct of classes.
- r. To be present in the college on significant days of national importance like Independence Day and Republic Day for the common functions.

8. Code of Conduct for Mentors

Each class has one or more mentors. The role of the mentor is to contribute to the total development of the students under one's care and help them to attain their potential. The objectives of mentoring are to lend support, guidance and counsel students. The specific activities of a mentor include helping students to identify and set goals for themselves, helping students select curricular and co-curricular courses, making students aware of the legacy, vision, mission and objectives of the college, the various officials and their roles, the grievance redressal mechanisms, and facilities like Book Bank and Scholarships. Mentors also make students aware of library facilities, remedial programmes, certificate courses, associations like NSS, SAF, CSA, Cultural Club, Sports Club, Student Council, Placement Cell, etc. The mentor serves as a link and an interface for coordination amongst students, faculty, HOD and the Departments.

In order to make the mentoring role effective, the mentor does the following:

- a. Has all the required data of the student in a fixed format in the Mentor's Manual.
- b. Makes a progression chart of the students under one's care from pre-entry level on.
- c. Keeps track of the regularity of the students and takes the necessary corrective measures.
- d. Meets the students under one's care individually and as a group.
- e. Encourages the students to meet him/her, when needed and makes himself/herself available and approachable so that students can discuss anything that impedes their study.
- f. Monitors the attendance of students every fortnight, and involves parents where corrective measures are necessary.
- g. Recommends to the HODs students' request for leave up to three days, discerning the urgency and need of the request.
- h. Identifies students who would require professional guidance and encourages them to meet the counsellor.
- i. Explores the availability of financial help for students from low income families.
- j. Prepares the students for job interviews and also in the area of career management.

III. Code of Conduct for Administrative Staff

The administrative staff meeting parents/guardians in the institution plays a vital role in the operational functioning of the institution. It takes care of the finance, human resource management, infrastructure development, transportation and maintenance of documents. The code of conduct for the administrative staff are detailed below:

- a. Should not undertake any other job within the stipulated office hours. They shall not engage in any trade or business within college premises.
- b. Avail leaves with prior intimation of from the Office Manager/Principal to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the concerned in the college.
- c. Staff members absent without taking prior written permission of the Office Manager/Principal, they shall be liable for cut in casual leave or earned leave as the case may be.
- d. Be punctual and on time daily for the commencement and smooth functioning of college activities.
- e. Submission of all documents related to university/AICTE should be promptly done.
- f. To ensure availability of sufficient human resources for the smooth functioning of the college.
- g. To provide all data to the departments as per the requirement/demand.
- h. Carry out all financial transaction with honesty and integrity.
- i. Maintaining of documents should not falsify the official documents entrusted to them.
- j. Show no discrimination on basis of gender, caste or religion.
- k. Staff should take additional responsibilities if required as assigned by Principal.
- l. They should not engage in remarks or behaviour that might be considered disrespectful to staff, students/parents and guardians.

IV. Code of Conduct for Vice Principal

Vice Principal reports directly to the Principal and assume supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but they will assist in the administration of the college and provide leadership. Vice Principal assists in the formulation of policies, organizational plans, goals and objectives in order to achieve the educational excellence in the college. The following are the responsibilities of the Vice Principal:

- a. Works closely with the principal on a daily basis to ensure the smooth overall operation of the institution.
- b. Develops rapport with the students and handles discipline issues.
- c. Resolves conflicts between students, staff, parents or combinations of conflicts between various individuals.
- d. Takes care of the grooming, discipline and attendance of students and staff.

- e. Assists in yearly staff evaluations, in providing guidance to staff and students, and fosters a positive climate in the institution.
- f. Develops emergency response plans for college as required by any agency. Files reports and keeps it updated.
- g. Meets with the Principal to discuss the implementation of college policies and programs.
- h. Meets with faculty, staff, students, parents/guardians as needed.
- i. Assists the Principal in conducting orientation for incoming students and staff.
- j. Prepares and submits all reports, as requested by Principal, in proper writing and/or oral style and structure.
- k. Assists the Principal in writing Professional Growth Plans.
- l. Completes additional assignments as directed by the Principal.
- m. Performs other duties which may be assigned by his/her superior(s) under the authority of the university.
- n. Assumes the duties and responsibilities of the Principal, in his absence.
- o. Other duties of the Vice-Principal shall be those decided by mutual agreement with the Principal.

V. Code of Conduct for Principal

The Principal shall oversee and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

- a. The Principal shall plan the budgetary provisions and evaluate the financial audited statements of the institute.
- b. The Principal takes all the necessary actions as and when required to maintain discipline in the institute.
- c. The Principal forms various college level committees necessary for the development of the institute.
- d. The Principal shall encourage faculty to update their knowledge by attending seminars/workshops/conference.
- e. The Principal shall encourage faculty to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- f. The Principal shall provide leadership, direction and co-ordination within the institute
- g. The Principal shall periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds the institute standards
 - Any weakness/ error of policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- h. The Principal is responsible for the development of academic programmes of the institute.
- i. The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.

- j. The Principal shall ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- k. The Principal shall ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- l. The Principal shall ensure that the long-term and short-term development plans of the institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- m. The Principal shall forward confidential report of all employees of the institute and submit it to the Management.
- n. The Principal shall be responsible for the submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

Community Engagement Policy

Claret Centre for Community Development (CCCD) aims to sensitize students and faculty community of St Claret College by enhancing community involvement programs through its associated service clubs/units. It aims to enable the students to be aware of the social issues and persuades them to be part of events which uplift underserved groups of the society.

Objectives of CCCD

1. It strives to enable the students to identify themselves with the community.
2. It helps to imbibe the sense of social and civic responsibility.
3. It aims to develop character, leadership and democratic values in the students.
4. It encourages the students to incorporate the United Nations' Sustainable Development Goals into their community activities.
5. It strives to involve the students in community service for their overall development.

National Service Scheme (NSS) allows students to gain a better understanding of their society, identify its needs and issues, and propose solutions in which they may participate by taking on social and civic obligations. NSS also allows students to put their education to work by helping them to identify practical solutions to challenges that they and the society as a whole are facing. NSS attempts to raise in the young social awareness with the overarching goal of character development via community service. NSS allows students to participate in a variety of social service and national development programmes as well as volunteering in the community.



The National Cadet Corps (NCC) aspires to promote character and comradeship in young people, inspires a desire in them to serve and trains them for leadership. It encourages the young to join the armed forces. A variety of incentives exist to encourage kids to join the cadet programme. NCC offers scholarships, monetary rewards, prizes, medals, trophies, and other incentives to cadets who want to join the military or pursue other careers. Aside from service

and institutional training, the cadets take part in community development, youth exchange programmes, and adventure sports training. They also participate in NCC Day, Republic Day Camps, and other events.

The Indian Red Cross Society (Karnataka) has a component called "The Youth Red Cross," which is a group movement for students. SCC has a Youth Red Cross wing on its campus. Students from any discipline can join YRC

Unnat Bharath Abhiyan (UBA), unit of St Claret College aspires to bring changes in the rural demographics, aiming to achieve transformation in socio-economic conditions of the villages SCC has adopted. At the institutional level, students from all disciplines were provided the opportunity to be part of UBA

Rotract Club of St Claret College provides the opportunity to students to improve their knowledge and abilities in personal growth, to engage in community development activities and to promote global relationships.

Consultancy Policy

St. Claret College believes that it is important to create within the institution a conducive environment for new ideas, research and scholarship to flourish and from which future leaders and innovators emerge. In fulfillment of this objective, SCC encourages its faculty and staff to accept consultancy assignments. They will thus have the privilege of consulting with both public and private entities, whether national or international. It is our belief that such activities would eventually contribute to the professional development and stature of the faculty member, and that of the institute as well. Eventually, these may also lead to innovations and protection of Intellectual Property (IP).

Guidelines for undertaking Consultancy work by the faculty and staff of St. Claret College

1. The faculty and staff (henceforth called staff), of St. Claret College may undertake consultancy or provide services to industry and other organizations, utilizing if necessary, the facilities of the institution.
2. The services/consultancy provided may be of the following types:
 - Institutional Consultancy: Institutional Consultancy relates to advice rendered to an industry/organization or work done for them, by a Department/group/individual on behalf of the institution.
 - Individual Consultancy: Individual Consultancy relates to consultancy or work undertaken by staff member in his/her individual expertise.
3. The department/ group/ individual desirous of accepting a consultancy work from any external agency should submit to the Research Promotion Cell (RPC) the Consultancy Proposal on a prescribed format with the Assignment Proposal and details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. The estimated budget should be in a format so as to be processed and executed easily by the SCC Finance and Administration.
4. Any consultancy work shall be undertaken with the recommendation of the Research Promotion Cell (RPC) and the approval of the Principal. Consultancy assignments may be taken up and implemented, provided they do not have any adverse impact on the ongoing academic, research, and related activities of the institution.
5. While working out the cost of consultancy project, the following are to be taken into consideration.
 - T.A and D.A are applicable as per the Government norms / agreement with the client.
 - GST is applicable as per Government norms.

- The client shall pay the total project cost in advance to the institution or at least 70% of the total cost of the consultancy work. In case of Government agencies, the Government norms are applicable.
6. Once the terms of consultancy have been approved, along with contract signed and advance received, it becomes the duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time.
 7. The distribution of consultancy amount received will be as under. For consultancy work, 70% of the amount received will be paid to the consultant(s) and 30% will accrue to the institution.
 8. All IPR related matters agreed upon between the parties should have the prior approval of Industry Academia Cell, St. Claret College before the MoU/agreement. Preferably, IPR will be jointly shared by St. Claret College and the industry/ organization unless specified otherwise in the agreement. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultant and the institution) of a fixed percentage (to be decided by the Principal) will be paid to the institution by the client.
 9. At the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project and the audited statement of accounts will be submitted to the institution. After completion of the project, the final report should be submitted to the funding agency with a copy to the Research Promotion Cell of St. Claret College.
 10. The conduct of consultancy work should be in accordance with the research ethics policy of the institution.
 11. In case of any ambiguity, the decision taken by the Principal will be final and binding.

Counselling Services Policy

Mental health concerns can impact the academic performance and success of students. To meet the growing mental health needs of its students, St. Claret College has appointed a full time Counsellor. The counselling services are confidential and non-judgemental and provide unconditional positive regard to the students seeking support.

Objective:

To help students move towards improved self-awareness, self-acceptance & overall well-being through counselling and psycho-education by creating awareness on healthy personal boundaries, healthy regulation of emotions, relationships, effective coping strategies, trauma processing and academic motivation.

Mechanism:

- Students are encouraged to reach out to the Counsellor any time between 9:00am – 3:30pm at the Counselor’s Room
- Students seeking counselling support during class hours are given attendance for the particular hour.
- Online counselling and therapy session are conducted while college is functional on virtual mode.
- Counselling services are extended to our alumni students as well as immediate family members of our students.
- Psycho-education sessions are conducted for students on common concerns faced by the student community.

Curriculum Development Policy

(In house add on Program)

St. Claret College (SCC), as an affiliated college, follows the curriculum prescribed by Bangalore University for its UG and PG programmes. The institution, assessing the learning gap of the students and industry requirements, from time to time, designs various add on programmes, and develops its own curricula.

Objectives:

- Add-on programs are competency-based and designed to meet the needs of the time. These programs aim to foster a competitive advantage for Claretines in the industry.
- The add-on programs offer hands-on training on advanced concepts.
- The programmes also include interactions with experts from related industries.
- The programmes strengthen work-related skills and technical knowledge.
- The add-on programmes have industry-oriented concepts that help students improve their knowledge.

Implementation and learner's outcome:

Many of these add on programs are provided by the college, usually in collaboration with various external organizations. Various departments and many clubs and associations at SCC also offer additional in-house programs. Each department conducts internal add-on programs at a minimal cost. Some of the programs are provided on the virtual platform; some other face-to-face and some on a hybrid mode. Each program has a modular structure. The add on programs are customized based on specific requirements. Each program aims at specific objectives and learning outcomes. Each add-on program has an evaluation process to assess the students' learning. The students are awarded certificates of completion upon qualifying the assessment and successful completion of the programme. Minimum 30 hours are required for an add on certification programme.

Disabled Friendly, Barrier Free Environment Policy

The Rights of Persons with Disabilities Act (2016) of the Indian Government forbids discrimination against people who have physical or mental disabilities. St. Claret College condemns all forms of discrimination, including disability discrimination, on any basis and is committed to providing comprehensive and coherent teaching and learning environment in which disabled students and employees are not harassed or treated unfairly. The institution aspires to make its programs, administration, and activities as inclusive and user-friendly as possible.

1. Objectives of the Policy

- To foster an inclusive culture that protects disabled students and employees from discrimination, exploitation, and exclusion from all aspects of work and education.
- To guarantee that all laws pertaining to people are followed.
- To achieve proper collaboration of disabled individuals and offer them equal development opportunities.
- To offer appropriate financial allocation to support the educational requirements of disabled individuals.
- To provide a proper regulatory framework for the successful delivery of services to the institute's disabled students and employees.
- To provide equitable and egalitarian education in the institution.

3. Purpose

- To motivate the differently-abled students in higher education by providing a conducive environment.
- To be inclusive by providing employment opportunities for differently-abled in higher education.

4. Procedures

- Approval is obtained from the Principal/Governing council for the implementation of the policy.
- The details of the policy and action plan are communicated to students and employees.
- Facilities for Divyangans are communicated to the students through the handbook, prospectus and the institutional website.
- Human assistance is provided for Divyangans in the library and in exam writing.
- Scribe assistance is to be provided from the exam cell for the needy Divyangans.
- Special parking areas will be demarcated for persons with disabilities.
- Ramps, Lift, disabled-friendly washrooms, wheelchairs are provided and are well-maintained.
- The institution arranges the following:
 - Tactile paths for transit
 - Disabled-friendly ramps and toilets
 - Disability sensitization session for students
 - Employees are trained to assist people with disabilities.
 - Display boards and sign boards in prominent locations

- Mechanized Wheelchair
- Accessible Website and screen reader
- Disable friendly computer and the keyboard with specific features for people with disability.
- Screen reading software to assist people with disabilities.
- Scribe assistance for exams
- Human Assistance
- Braille Software
- NSS also provides assistance and support for the differently-abled students.

E-Governance Policy

St. Claret College automates various operations in an integrated manner in order to provide efficient and effective governance within the institution. The Management has decided to adopt and implement e-governance in all possible activities of functioning for planning and development, accounts, administration, communications, student's admissions, employee-feedback, library, teaching-learning and evaluations, etc.

Objective:

- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in functioning
- Promoting transparency and accountability
- Facilitating online internal and external communication between various entities of the institution
- Providing easy access to information
- Making the institution visible globally

Policy:

The institution will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, employee feedback etc. The policy is designed and framed to make each and every function efficient, effective, transparent and accountable.

Procedures:

College Website: The institutional website will act as an information dissemination center regarding the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Admissions: An open and transparent strategy for the admission process is followed as per the regulations of Bangalore University. The College brings out its Prospectus which is displayed on the website that has guidelines for the admission process. A dedicated admission portal is used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

Accounting: St. Claret College has introduced an Upgraded Version of TALLY which is used in college for Finance and Accounts. The accounting module enables and support tasks which are taken on day-to-day basis. It is faster access to the reports and has enhanced security.

Administrative Software: Edumerge is the Enterprise Resource Planning (ERP) Software used in the institution for Communication, Administrative Automation, internal examinations, Learning Platform and Classroom Activities. The system has come up with much functionality for our institution to track and check the internal grade of students and also it reduces the efforts

of entering marks manually by the faculty. Orell-Honeycomb is software used in the interactive language lab.

Library: SCC library is fully automated from 2016 using Integrated Library Management System with the support of Libsoft version 9.8. LAN and Wi-Fi connections in the library provides easy access to learning resources. E-resources can be accessed through Knimbus, Inlibnet, Delnet, Mintbook and CSI Communication. Knimbus- a customized interface designed for the institution makes it possible for students and faculty to access all digital resources at any time, from anywhere and on any device. Web OPAC (Online Public Access Catalogue) is also installed. Its link is added to the institutional website.

E-Waste Management: SCC ensures that its usage of technology and generation of e-waste does not impact the environment. Through an MOU with an e-waste processing company, e-waste is recycled.

ICT Tools

Hardware and Software Infrastructure

- The institution ensures that it has adequate number of desktops and laptops for students, faculty and staff.
- Computers and printers are available in the administrative section and in the library.
- Projectors and other multimedia devices are provided in all the classrooms, conference hall, Audio-visual rooms and laboratories.
- The institution maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office, Tally and Antivirus are purchased and updated regularly.

E-mail Policy

This policy statement applies to all users of the St. Claret College Bangalore's electronic mail (e-mail) system, regardless of position and irrespective of accessing e-mail on-campus or off-campus. Expressly, this policy applies to any user who has a college official e-mail address (@*.claretcollege.edu.in). Specifically, this policy statement establishes important guidelines and restrictions regarding any and all kinds of use of official email id, including retention and retraction of e-mail. The use of official college e-mail account is a privilege granted by the college management, in its sole discretion, to facilitate the college's mission. No student employee or other person or entity has the right to a college e-mail account. College e-mail accounts (@*.claretcollege.edu.in) shall be provided to full time faculty, staff, and students to facilitate and support activities related to College operations and initiatives. When an individual's academic term period ends with the College ends, eligibility to use a College provided e-mail account also ends.

Scope

E-mail has become a valuable tool for accomplishing the College's daily academic, educational, public service, and research initiatives, and is an official means for communication within the College. Messages must be composed in ways that reduce the possibility of ambiguity or confusion as to destination, intent or source. When e-mail is continuously being stored, accessed, and transmitted electronically, there is increased risk of unauthorized access, disclosure, or modification of data contained within e-mail messages. Everyone associated with providing and using e-mail must be diligent in their protection of data, use of computing resources, and compliance and other policies and directives. Violations of this policy may result in sanctions, such as terminating access to computing resources and taking the necessary disciplinary action.

Objective

The objective of this policy is to ensure secure access and usage of college e-mail services by its users. Users have the responsibility to use this resource in an efficient, effective, lawful, and ethical manner. Use of the college e-mail service amounts to the user's agreement as governed by this policy.

All services under e-mail are offered free of cost to all officials under Departments/Non Academic posts and students enrolled in the College. Any other policies, guidelines or instructions on e-mail previously issued shall be superseded by this policy.

E-mail Account Management

At the time of joining the college, computer administrator will create an email ID to the individual according to the availability of the user ID.

Designation based IDs are recommended for officers carrying important position in college. College officers who resign or superannuate after rendering at least 20 years of service shall be allowed to retain the name-based e-mail address in special cases with permission from the management or the concerned authority.

System Administrator

Only IT Department is authorized to create/delete/change the password of user ids under that respective domain as and when required. E-mail domain by default, the address

“userid@claretcollege.edu.in” shall be assigned to the users. The user id shall be created as per the addressing policy of the College.

Use of Secure Passwords

All users accessing the e-mail services must use strong passwords for security of their e-mail accounts. It’s the sole duty of each individual to secure the email address.

Users should ensure that e-mails are kept confidential. IT DEPARTMENT shall take all possible precautions on maintaining privacy. Users must ensure that information regarding their password or any other personal information is not shared with anyone. However, it must be kept in mind that emails are not fully secure and care should be taken when typing email addresses to ensure that it reaches the intended recipient. Moreover, it is also possible that the origin of an email is not what it appears to be and users should not disclose sensitive information such as passwords/any financial information in emails

Secure access to the College email service

a) It is recommended for users working in sensitive offices to use **2-Step Verification** (also known as **two-factor** authentication)/OTP for secure authentication as deemed appropriate by the competent authority.

b) From the perspective of security, the following shall be adhered to by all users of the College e-mail service:

1. Any e-mail addressed to a user, whose account has been deactivated /deleted, shall not be redirected to another email address. Such e-mails may contain contents that belong to the College and hence no e-mails shall be redirected.
2. It is the sole duty of the user to ensure that the latest operating system, anti-virus and application patches are installed in the systems and other devices which they use to access the email.
3. The users shall not save their passwords in the common systems used in library, Labs etc. The admin staff should not save the passwords, if others have access to the system or the system is not in their own sole custody.
4. In case compromise of an e-mail id is detected by the System Administrator, an alert will be sent to the user. In case an “attempt” to compromise the password of an account is detected, an e-mail alert shall be sent. The e-mail will contain details of the action to be taken by the user.
5. In case a user does not take the required action even after five such alerts (indicating a compromise), the System Administrator reserves the right to reset the password of that particular e-mail id under intimation to the **concerned designated officer of the respective Department/Centre**.
6. In case of a situation when a compromise of a user id impacts a large user base or the data security of the deployment, the IT DEPARTMENT shall reset the password of that user id. This action shall be taken on an immediate basis, and the information shall be provided to the user, the principal and other concerned authorities. Forwarding of e-mail from the e-mail id provided by the College to the College official’s personal id outside the NLU email service is not allowed due to security reasons. Official e-mail id provided by the IT

DEPARTMENT can be used to communicate with any other user, whether private or public.

Prohibited Usages

1. Intentional unauthorized access to other people's e-mails
2. Sending spam chain letters or any type of unauthorized widespread distribution of unsolicited e-mail
3. Use of e-mail for commercial activities or personal gain (except as specifically authorized by College policy and in accord with college procedures)
4. Use of e-mail for partisan, political and lobbying activities
5. Sending messages that constitute violation of **St. Claret College's Code of Conduct**
6. Creation and use of false or alias email addresses in order to impersonate another or send fraudulent communications.

Environment and Energy Usage Policy

The Environment and Energy Usage Policy of St. Claret College, Bangalore is to manage energy in a systematic way to minimize its impact on the environment. The policy helps to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis. This environment and energy policy is binding on all the departments of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help the institute to embed efficiency and environmental awareness into its everyday activities, thus helping all to realize the responsibilities and commitment to conservation of natural resources and to limit its usage. The Environment Club, an official platform devoted to the cause of environmental awareness, undertakes green initiatives, conducts green literacy programmes to save energy and to protect the environment.

Vision:

To harness the vast potential of energy efficiency and energy conservation for the benefit of the environment and society.

Mission:

To undertake green initiatives and to conduct green literacy programmes to save energy and to protect the environment.

Policies:

- To assess our energy usage and measure its impact on the environment.
- To count CO₂ emissions generated by motor vehicles.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install photovoltaic solar panels for the generation of alternate energy.
- To install LED bulbs in the whole campus to save energy.
- To develop systematic waste management mechanism.
- To develop rain water harvesting unit.
- To undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To develop and maintain an environmental management system which is ISO: 14001 and an Energy Management System based on ISO: 50001.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from vehicle fleets.
- To monitor and respond to emerging environmental and energy issues. To strengthen employees' and students' environmental knowledge and skills in order to improve the institution's environmental performance.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To provide information and training opportunities on energy saving measures.

- To offer opportunities for employees and students to engage in initiatives that contribute to environmental protection.
- To train employees and students through the Environment Club to make them 'Go Green Specialists' and partners to plant trees each year.

This policy will be communicated to the students and employees 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 Environment Club Coordinators and its members under the guidance of the Principal of the college.

Equal Opportunity Policy

India is a land of diversities; and acknowledging diversity enables differences to be recognised and valued in the learning environment and in the workplace. Equal Opportunity Cell (EOC) is a statutory body which ensures that all students and employees are given equal access to education, extracurricular activities, training, promotion, appointment or any other related matter without discrimination.

An equal opportunities policy is important because certain individuals, groups and communities may face discrimination, harassment and victimisation. Establishing an equal opportunities policy will help the institution think clearly about how it can ensure all individuals are treated equally and with respect.

The policy aligns with the values of the institution as stated below:

- It advocates and upholds fundamental human rights, in particular the principle of equal opportunity.
- It encourages all employees and students to understand and accept their moral responsibility as educated, informed, tolerant citizens.
- It generates and maintains a safe and rewarding learning and working environment.

The Equal Opportunity Cell consists of the following members:

- Chairperson- the Head of the Institution
- Convener- a senior faculty appointed by the Principal

The following coordinators are appointed by the Principal in consultation with the Convener

- Coordinator -Women Welfare
- Coordinator -Minority Affairs
- Coordinator- SC/ ST and other Backward Class Affairs
- Coordinator- Disability Affairs

Objectives of the cell:

1. To bring about social inclusion and ensure equal opportunities to all.
2. To recommend and oversee the implementation of policies and programs for the disadvantaged groups.
3. To build a congenial environment for academic interaction among students and faculty from diverse socio economic backgrounds.
4. To recommend measures to enhance diversity among the college community.
5. To sensitize the college community regarding the problems of social exclusion.
6. To address grievances of discrimination of any kind and suggest amicable solutions.

Mechanism to address grievances:

All parties have the right to bring forward the grievance to the committee in case of any discrimination, and the cell would fulfill its mandate of maintaining social harmony. Whenever a case is brought to the notice of EOC, it should be thoroughly investigated and examined and suitable action must be recommended. The complaint shall be made to the convener in writing with the details of the discrimination, harassment, bullying or victimization. If the complaint

is received by any other faculty, head of the department or class mentor, the same shall be forwarded to the EOC convener.

After receiving a complaint, an investigation is initiated and appropriate action is taken if discrimination is proved.

Examination Grievance Policy

St. Claret College has a well-structured Internal Examination system, taking care of the continuous evaluation process. The cell follows the guidelines of the Bangalore University for conducting internal examination and also redressing the grievances of students. The institution has established a structured system in place to address the exam-related grievances of both students and faculty.

Procedure for Grievance Redressal.

- The students can directly approach the controller of examination with their grievances written on a paper.
- Students can also submit the grievances through the email for grievance provided on the college website.
- Any matter that cannot be resolved at the COE level is brought to the Principal.
- The Principal, in consultation with the concerned department will examine the matter in detail and initiate the necessary action.
- The process is completely transparent.

University Exam Grievance

- If students have any grievance related to the university exams, results, certificates, they need to submit a written grievance to the University liaison officer.
- The University liaison officer will submit the grievance to the concerned department in the University and keep a register of such grievances in the admin office.
- The liaison officer will follow up on the matter, keep the student informed of the progress and solve the same within a stipulated period of time.

Examination Policy

Notwithstanding anything contained in Bangalore University Examination ordinances and other relevant statutes/regulations/notifications by HE department, Karnataka Government or any other competent authorities/resolutions of Academic Council or any other competent statutory bodies for the conduct of the examinations in general, St. Claret College shall follow the policies and procedures as stated below:

1. Declaration of Examination Schedule

- The internal examination schedule for the academic year shall be notified in the institutional academic calendar prepared at the beginning of the academic year.
- Each student should have a minimum of 75% class attendance to appear both for the internal and the end semester University exams.
- To all the students who are eligible to write CIA examinations, the college issues the examination hall ticket.

2. Preparation of Question Papers

The Controller of Examination sends a communication to all faculty members to prepare a question paper two week prior to the starting the examination.

- Each faculty prepares the question paper as per the guidelines issued by the Controller of Examination and sends it to Head of the Department.
- The Head of the Department reviews the question paper and ensures compliance with syllabus and pattern and forwards the same to the Controller of Examination.
- Question papers are printed a few days before the exams and are stored safely in the exam cell.
- The day before the actual conduct of the examination, the examination committee pack the question papers in different packets with exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance by the Controller of Exams and keep them sealed in the Examination Cell.

3. Conducting Examinations

- The invigilators report to the exam cell and receive the answer books and other documents half an hour before the commencement of the exam and proceed to their respective exam halls.
- The exam committee shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
- During the examinations, a squad of designated senior faculty shall make surprise visits to exam halls/rooms.
- After the completion of the exam, invigilators shall report back to Exam Cell to hand over the answer scripts.
- The Controller of exams shall complete the documentation process and the answer books are handed over to the concerned faculty for valuation.
- The Examination Committee shall verify each answer book in all bundles physically and hand them over to the concerned teacher.

4. Valuation of Answer Scripts

- The Examination cell, after documentation, despatches the answer books to the respective faculty on the same day of the examination.
- After receiving the answer booklets from examination cell, the concerned subject faculty shall verify and update the attendance of the students who are present for the exams.
- The concerned subject faculty values the answer scripts and returns it to the students. If students have any grievances, they can contact the subject faculty or the Controller of examination.
- The subject faculty enter the marks in Edumerge, the ERP software and they submit the hard copy of marks statement to the Controller of Exam within a stipulated period of time.

5. Declaration of Results

- A consolidated statement of marks is prepared and is sent to the parents and to the mentors of the class.
- Parent Teachers meet will then be conducted after the first CIA examination to discuss the performance of the students with their parents.

6. Complaints / Grievances Regarding Exams

Grievances/Complaints, if any, regarding examinations may be brought to the notice of the Controller of Exams in writing on the same day or the latest by the following office working day. The matter shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter. The decision on the matter shall be communicated to the aggrieved at the earliest but not later than 7 working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

7. Malpractice During Examinations

Those students who have been booked for malpractice shall be given a show cause notice in writing. The concerned student shall be given an opportunity to defend oneself. The invigilator concerned shall refer such cases to the Controller of Examinations who in turn reports the case to the Principal. The decision of the examination committee shall be final and binding.

Faculty Empowerment Policy

St. Claret College is committed to enhancing the academic and intellectual environment in the institution by providing faculty members adequate opportunities to pursue research and also to participate in seminars / conferences / workshops. Participation in such programmes would enable faculty members to update their research and pedagogical skills.

Following initiatives are undertaken to empower and enhance the capabilities of faculty:

- On boarding new faculty and staff with detailed induction program helping them to understand the vision, mission, values, culture and traditions of the institution.
- Every faculty member presents a Personal Plan of Action at the beginning of every academic year. This annual plan, responds to the missions, goals, and objectives of the Department and the College and covers teaching-learning, scholarly activities and service.
- Faculty are encouraged to register and continue their higher studies (Ph.D.) and short-term courses (MOOC's) enabling their professional growth by providing special causal leave (SCL) and salary advances.
- Objective performance feedback is provided to the faculty both by the Head of the Department and the head of the Institution.
- Annual faculty awards such as Outstanding Scholarship Awards, Outstanding Community Service Award and Outstanding Innovation Award are presented to faculty to appreciate and encourage scholarship, innovation and community service.
- International and national workshops and training programmes on recent developments in industry are conducted in collaboration with other institutions and foreign universities.
- Financial aid is provided to faculty for pursuing academic research and publishing papers in journals of national and international repute.
- Faculty are represented in various institutional committees relating to administration and policy making.
- Annual retreat program for faculties and staff.
- Training and enrichment programs for faculties on healthcare, diversity and social relevant issues.

Feedback Policy

St. Claret College (SCC) is dedicated to the principle that its educational services should be both supportive and challenging, distinguished by creative and interactive learning experience for each student. SCC places the student experience at the forefront of its quality agenda. The institution obtains feedback from stakeholders who play an integral role for efficient and effective growth of the students. SCC understands that receiving different perspectives on the curriculum and performance is a powerful method for self-reflection.

Mechanism

St. Claret College (SCC) uses qualitative and quantitative feedback in the evaluation of the quality of its courses, units, teaching and student support provisions. Student experiences of courses, teaching and support are collected and recorded through feedback using a variety of internal and external methods. The data collected is used to inform the continuous improvement of courses, units, teaching and support provisions for higher education academic quality assurance.

The institution obtains feedback from the following:

I. Internal Student Feedback

The students are the most significant stakeholders. Every year students provide feedback on a designed set of parameters related to Curricular aspects, Teaching, Mentoring, Evaluation and the Facilities available in the Institution.

II. Alumni

Alumni of St. Claret College are well connected with the institution. Feedback is collected from alumni to understand if the institution has been able to instill the skills necessary to meet the objectives of the curriculum.

III. Teaching faculty

Faculty feedback on curricular aspects plays a vital role in understanding the relevance of the course content. The faculty members annually provide feedback on the courses they handle in the respective departments.

IV. Employers

Employer feedback on curriculum is collected from industry experts on the key strengths and weaknesses of the various courses and programs. Employer feedback is a key component in determining the skill gap of the students. The course delivery shall be modified to rectify these shortcomings in the future.

V. Parents of the students of the institution

The institution collects feedback from parents and guardians. These are gathered during parents' meet in every semester convened at the Department level.

Feedback Processing

The Internal Quality Assurance Cell (IQAC), in consultation with the management designs the feedback forms which will be circulated to the stakeholders through the respective departments. The qualitative and quantitative feedback on teaching, learning and curriculum are collected from the various stakeholders: students, teachers, alumni, employers and parents. The following is the sequence of the feedback process adopted by the institution:

Step 1: IQAC prepares the framework and criteria of the feedback to be collected from multiple stakeholders: students, teachers, alumni, employers and parents.

Step 2: The feedback forms are circulated to the stakeholders through the respective departments and information is collected.

Step 3: Department-wise detailed feedback analysis of each stakeholder is prepared by the Head of the Department and it is forwarded to the Coordinator of IQAC for verification.

Step 4: Department-wise Action taken Report on feedback analysis is prepared by the Head of the Department and is forwarded to the Coordinator of IQAC for verification. Important matters are brought to the principal and the governing body of the Institution for further action.

Step 5: The detailed feedback analysis and action taken report are communicated to the affiliating university through the members of the board of studies, board of examiners and faculty members of the respective departments.

This process provides a 360-degree approach to enhance the overall quality of the educational experience.

Financial Management and Resource Mobilization Policy

Adequacy of financial resource is essential for development of any institution. The financial management at SCC involves productive use of available resources and resource mobilization from various agencies to tide over the financial constraints.

Purpose

To enable effective and efficient utilization of college funds and the optimum utilization of resources thereby creating:

- A quality learning and working environment for students, faculty and staff.
- Effective management of resources to meet the strategic vision and mission of the College
- Cost effective and efficient resource utilization.

Resource Mobilized:

The funds are mobilized through:

- Programme fee and add on fee collection from students
- Fee collected for FDP, conferences, workshops etc.
- Leasing and renting the institutional infrastructure facilities to various commercial utility facilities for students, faculty members and to other agencies such as banks (South Indian ATM Kiosk), Cafeteria; and to other Agencies like KPSC and TCS to conduct exams.
- Funds generated through use of the College Auditorium and the playground by corporate houses and external agencies.
- The College also mobilizes resources from self-financing and vocational courses it organizes.

Ensuring Optimum Utilization of Funds

- Adequate funds are allocated for effective teaching-learning practices that include induction and orientation Programs, workshops, inter-disciplinary activities, training programs, Refresher Courses, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.
- Adequate funds are utilized for development and maintenance of infrastructure of the College. The requirements of the various departments are submitted to the central purchase committee after getting approval from the competent authority. The central purchase committee examines its relevance, usefulness of the requirement and ensures the optimal utilization of funds before approval. For the purpose of purchase, competitive bidding and tendering process is followed to ensure optimum use of funds. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
- Enhancement of library facilities to augment learning practices and accordingly requisite funds are utilized every year.
- For state of the art improvement through up-gradation of lab facilities in various departments.
- Funds are also allocated for extension activities through Claret Center for Community Development, NSS, NCC and other clubs and associations.

Gender Equity Policy

Gender equity refers to the state of equal ease of access to resources and opportunities regardless of gender. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations and opportunities. Fairness and justice in the distribution of benefits and responsibilities between women and men. Programmes and Policies that specifically empower women are often needed to achieve this.

Objectives of Gender Equity:

- To create conditions for the equitable participation in project implementation and decision-making processes.
- To strengthen institutional mechanisms and develop the skills and tools required to integrate gender equity in cultural, social and economic structures and systems.
- To promote sustainable behaviour change and improve organisational effectiveness to develop, implement and monitor gender responsive plans, projects, programmes and policies.

Responsibilities and Duties towards Gender Equity:

- Essence of equity is not identical treatment; treatment may be equal or different but should always be considered equivalent in terms of rights, benefits, obligations and opportunities.
- Importance of taking gender concerns into account in programmes design and implementation.
- Taking gender concerns into account when designing and implementing development programmes is important for two reasons:
 - First there are differences between the role of men and women, differences that demand different approaches.
 - Secondly there is structural inequality between men and women. There are much expressed clear patterns of women's inferior access to resources and opportunities.

Women Empowerment:

Women and Girls represent half of the world's population and therefore also half of its potential. Gender equality, besides being a fundamental human right, it is essential to achieve peaceful societies with full human potential and sustainable development. Empowering women spurs productivity and economic growth.

Objectives:

Increase the capability of women and girls to exercise their basic and legal rights fully, determine their life outcome, assume leadership roles and influence decision making in community, household and societies.

Mechanisms to make women more empowered:

- Ladies common room facility to be provided and it should be cleaned and maintained well.
- Sanitary napkin vending machines to be installed to cater to the needs of girls so as to maintain their health and hygiene.
- Awareness programmes to be conducted for the student community on the rights of women and rules under the prevention of work place harassment as notified by the Government.
- International Girl Child day and Women’s Day to be celebrated meaningfully.
- Awareness programmes on Human Rights to be organized.
- Awareness programmes on menstrual health and hygiene and polycystic ovarian syndrome to be organized for the benefit of the students.
- Improve the access of women and girls to education and work force development.
- Conduct Women empowerment programs and Gender sensitization programmes.

Green Campus Policy

St. Claret College (SCC) visualizes a Green Campus where environment friendly activities and education integrate to promote livable and eco-friendly practices on and beyond the campus. The Green Campus idea provides the institution an opportunity to take the lead in revising its environmental culture through inculcating environmental ethics among students, staff and faculty. SCC promotes Green campus through acquiring, practicing and promoting environmental friendly practices among students, staff and faculty to generate eco-consciousness among them.

Vision:

Green Campus Vision is to have SCC campus serve as a model of environmental sustainability, providing learning experiences that students, faculty and staff may develop, apply and practice on campus and in their communities.

Mission:

To encourage a culture of sustainable environment and to promote the practice of resource conservation within the SCC campus.

Objective:

- To have environment friendly practices and education combined to promote sustainable and eco-friendly practices on the Campus.
- To account for sustainable living when designing and constructing buildings and to incorporate natural lighting, improve air quality, and reduce energy consumption and water use.
- To create a plastic free environment.
- To conserve the rain water and increase the ground water level.
- To efficiently use solar energy and save electricity.

Procedures:

- Obtain approval from the Principal/Governing council for the implementation of the policy.
- Communicate the policy and action plan to faculty, staffs and students.
- Mentors and faculty promote Eco-friendly practices in the class and encourage students to practice it on the entire campus.
- Space available on the campus will be utilized for planting saplings and organic vegetable gardening.
- Plastic shall be completely avoided on the whole campus.
- Recycled paper shall be used on the Campus for printing purpose; recycled water shall be used in toilets and for watering plants.

Grievance Redressal Policy

College Grievance Redressal Committee has been constituted at St. Claret College for students to express their genuine grievances by approaching the members of the committee. Grievances submitted by the students are addressed systematically with active involvement and cooperation of the respective college/office connected with the grievance and necessary confidentiality is maintained while handling the process.

Objectives:

- To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.
- To introduce a fair, impartial and consistent mechanism for redressal of various issues faced by the students/parents.
- To provide easy and readily accessible machinery for prompt disposal of grievances of the students and to enable students to pursue education in a congenial environment.
- To promote cordial relationship between students and teachers and uphold the dignity of the institution.
- To encourage the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- To ensure grievance tenacity in a timely manner.

Mechanism:

1. Students can directly approach any CGRC member and file a complaint by filling the Grievance Form.
2. Suggestion / Grievance boxes have been placed at strategic locations for students to anonymously drop in their suggestions as well as grievances.
3. Students can also scan the QR codes installed on strategic locations and anonymously submit feedback, suggestions and grievances electronically.
4. Students can also send in their grievances by email to cgrc@claretcollege.edu.in
5. In case of matters of teaching-learning and internal assessment, the grievances are forwarded to the Head of the Department for resolution and subsequently to the Principal.
6. All grievances related to infrastructure facilities are also addressed by the CGRC.

Internal and External Audit Mechanisms Policy

Purpose: The purpose of the regular institutional accounting and internal auditing is to establish the accuracy and genuineness of every transaction and to prepare for the external statutory audits.

Procedure: St Claret Educational Society has deployed consistent internal audit in addition to the statutory external audit. St. Claret College - A Unit of St. Claret Educational Society (SCES) has a mechanism for internal and external audit as per the norms laid by SCES. The College has engaged both internal and external auditors to verify and certify the income and expenditure of each financial as well as academic year.

I. Internal Audit:

The Board of Trustees (the “Board”) has established an internal audit mechanism to provide College management with information to better control operations. Internal Auditing is an independent review and appraisal activity with the responsibility to audit all college operations as a service to management, and therefore the College. Internal Audit activities will be conducted in a manner consistent with the Code of Ethics and the Professional Standards as set forth by the management.

Notwithstanding any other provision of law, the Principal, Manager, Administrator, and staff of the College’s internal audit department during regular working hours shall have access to and authority to examine and reproduce, all books of accounts, reports, vouchers, correspondence files, and all other records, bank accounts as necessary for any audit or investigation. Any officer or employee of St Claret College who possesses, controls, or otherwise has access to these records shall permit access to, and examination and reproduction thereof, upon the request of the Director of Audit and Advisory Services, or designee.

- The internal audit team thoroughly checks all day-to-day transactions initiated under various departments. Variations if any, identified are studied, analysed and corrective mechanisms are suggested.
- Monthly/Periodical reports are submitted by the internal audit team to the Management/Principal, for corrective steps/measures if required.
- Annual stock verification is carried out in stores and the internal audit team works as the extended arm of the Finance and Accounts Department.
- Frequency of Internal Audits: Monthly

II. External Audit:

The financial statements of the College shall be subject to external audits each fiscal year. External Audit is done by an audit firm of certified public accountants team headed by Chartered Accountants recommended by the President and approved by the Board. Such audit reports shall be submitted by the external auditors to the Board under the statutory requirement.

- External audit includes verification of all statutory commitments and compliance of the same carried out in an elaborate way taking into consideration the reports of the regular internal audit.
- Apart from these, all-financial transactions including statutory compliances and filing of such returns in time are all verified and certified.
- **Frequency of External audit:** Yearly

Custodian: Administrator (Finance & Accounts)

By the mechanism of adopting both internal and statutory audits, the accuracy of the financial transactions is achieved and maintained. The report by the audit team is immediately corrected and precautionary steps are taken to avoid such errors in the future, thereby adhering to standard accounting practices.

Internal Complaints Policy

St. Claret College (SCC), is committed to creating and maintaining a secure work and academic environment where its employees, students, vendors and partners can work and study in a space free of harassment, exploitation and intimidation caused by any act of Sexual Harassment within or outside the campus.

Objective:

The objective of this policy is to prevent and provide protection against sexual harassment of any individual at workplace / college campus and to redress complaints of sexual harassment and to deal with matters connected therewith. SCC strictly implements the norms under University Grant Commission (Prevention, Prohibition and Redressal and Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015.

What Constitutes Sexual Harassment?

1. 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 behavior (whether directly or by implication), namely:
 - (a) any unwelcome physical, verbal or nonverbal conduct of sexual nature
 - (b) demand or request for sexual favors
 - (c) making sexually colored remarks
 - (d) physical contact and advances
 - (e) showing pornography

2. Any of the following circumstances, if it occurs or is present in relation or connected with any behavior 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; humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

Responsibilities of Internal Complaints Committee:

- (a) To conduct awareness program on gender equality and gender sensitivity.
- (b) To provide orientation to students on ICC and its grievance mechanism.
- (c) To provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
- (d) To protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance

requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.

- (e) To ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- (f) To ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.
- (g) 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.

Internship and Industrial Visit Policy

St. Claret College has instituted the following norms to encourage faculty and students for Internship, Field Visits, Industrial Visits, Incubation Center Visits and Study Tours to promote creative, innovative and experimental learning:

An Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour is a means of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. The students can opt for internship/Industrial training in any industry/academic institute/R&D/PSU/Government or semi-government organizations. This provides students, the opportunity to gain valuable applied experience and to explore networks in professional fields they are considering for career paths. It also provides employers the opportunity to guide and evaluate talent. This will not only help students in gaining professional knowledge and skills; but also benefit the industries with fresh perspectives on business issues and discover future business leaders.

Objectives

- To provide industrial exposure to the students and hence create competent professionals in the industry.
- To provide hands on with the latest live Incubation projects by joining labs or Incubation visits.
- To provide opportunity to the faculty to interact with industrial/organization experts and to receive insights/exposure of latest technologies.
- To provide opportunities for interns to learn, understand and sharpen the real time technical / managerial skills required in industries/ organizations.
- To provide learnings as students apply their analytical, integrative, team skills in the work place.
- To provide networking opportunities for faculty and students with people from industry/organizations.

Policy

- The Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour must be conducted as per the established government/ University/ institution norms.
- The Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour should have adequate faculty supervision.
- The Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour should provide an orientation, which helps the students in setting and achieving appropriate personal, social and academic development goals.
- All the arrangements required/pertaining to the Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/ Study Tour (such as transportation, accommodation, food and finances), and other support services should be well planned and managed effectively.
- The Principal, Heads of Department, Faculty in charge and Student Council, chalk out action plans to ensure the smooth and safe functioning of Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour.

Information Technology Policy

This policy applies to all students, faculty, administrative staff, other employees, contractors, volunteers, vendors, collaborators and anyone who may have any type of access to St. Claret College's systems, software and hardware.

Confidential data: Some of the common examples of confidential data are the following:

- Student personal data
- Faculty personal data
- Classified data pertaining to the office of Controller of Examinations
- Data about partners
- Data about vendors
- Patents, formulas or new technologies
- Classified financial information

Policy statement

- St. Claret College views IT as the medium for ensuring optimum dissemination of knowledge through its academic, non-academic pursuits and administrative service to all the stakeholders for providing quality education.
- **SCCITP** policy exists to create, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the college campus. This policy establishes Institution-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the college. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.
- IT security involves the protection of information assets from accidental or intentional disclosure, modification, or denial at a reasonable cost.
- **SCCITP** aims at identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education and research.

Objectives

- **SCCITP** reserves the right to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the legal norms that exist.
- In this document, the term “users” shall mean individuals, staff, students, faculty, departments, offices or any other entity which fall under the management of St Claret College campus and require any aforesaid services.
- Users are bound by all the rules and regulations formulated by the Institution from time to time on use of computing facilities provided to them or owned by them.

Acceptable IT Devices

- Any computer, peripheral or network capable device connected to campus network must belong to, or be formally registered, or be hosted by the IT department.
- **St Claret College IT Department (SCCITD)** reserves the right to restrict access otherwise through MAC address binding.

Responsibilities of users and user groups

All users shall:

- Comply with the existing federal, state and, other applicable laws.
- Follow copyright laws regarding protected commercial software or intellectual property.
- Abide by government, telecommunications and networking laws and regulations.
 - Honor acceptable computer use policy of computer networks accessed through St Claret College campus network either locally or remotely.
 - Be sensitive to resource utilization and help to provide fair distribution of computer resources by minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

Data network responsibilities of end users

Any user group or department intending to establish connectivity to external data communications network directly should do so after coordinating with IT department. **SCCITD** shall extend all necessary technical support to user groups or departments who intend to establish such connections to external data communications.

Computing facility provisioning and maintenance.

- SCCITD is responsible for the maintenance of computing facilities provided to users. The facilities are provided after the user secure approvals from the management.
- The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by SCCITD. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to IT department for further action.
- The user shall obtain prior approval from SCCITD before plugging in any additional peripherals to the local area network (LAN). This is also applicable to connect peripherals to external ports like USB, RS232, IEEE1394, etc.
- Users shall ensure data availability and security by taking regular backups of the data stored on their systems.
 - All support calls attended by support personnel shall be documented and the user or department shall insist on getting a written service report from the service personnel regarding the support offered.
 - The ownership of the equipment assigned to the individual or the department shall remain with the College.
 - Possession of computing equipment by students within the campus shall be governed by the rules and regulations formulated by the College separately. However, students

shall be bound by all the provisions of the IT policy with respect to the usage of such equipments with the campus.

Provision of computing software and maintenance

- SCCITD shall provide all necessary software for operating the devices allocated to the user.
- SCCITD reserves the right to secure the administrative passwords for all the devices owned by the Institute.
- All software installed on the user machines shall be legal copies from the original vendors. Users are discouraged from using any illegal or unlicensed versions of copyrighted software.
- SCCITD shall ensure reinstallation of system and application software, if required. Users shall request for the same through facilities provided for making such support requests.
- Users shall not copy, duplicate or distribute any software owned by the College or downloaded by them to their PCs.

Provision of network connectivity and maintenance

- SCCITD is responsible for providing users with data communications connectivity from their building to all campus-wide network services.
- ITMS will proactively monitor the shared networks to detect problems and will take actions necessary to isolate the cause and correct the problem.
- Personal devices of users shall be connected to the network after registering the same with the SCCITD.

LAN and Intranet security

- Computer networks are designed to be open systems and facilitate access to networked resources. Data applications system security must rely primarily on the proper application system design and network operating system configuration, rather than on secure physical network facilities.
- SCCITD is responsible for the integrity of all software running on the backbone network equipment, including network control servers, communications servers, LAN switches, routers, and gateways.
- Users are encouraged to assist SCCITD in maintaining the physical security of the network assets installed at their location and to ensure the integrity of all network related services running on their local hosts.
- SCCITD shall take all necessary security measures to protect and secure the device connected to network and avoid compromises. This may include undisclosed administrator level passwords, restricted access to external or internal ports, restriction on installation of system software by the users, etc.
- Compromised or problem hosts connected to the network, once identified will be denied access until they are repaired.
- SCCITD shall also extend support to users connecting their personal devices to the campus network but limited to the operational or legal constraints.

Library Policy

St. Claret College library is a place of knowledge enhancement, designed appropriately to meet the academic needs of the students and faculty. It provides a wide range of resources to its academic community. The library has a pool of academic resources such as books, Magazines, Journals, Encyclopaedias, Databases, Back Volumes, CDs/DVDs, Project reports, audio/video cassettes, Rare Books, Question Bank, Braille Section and the Internet resources. Through the completely Automated Library Management System, users can access the library resources without any troubles. The Library as also installed RFID Technology for the auto monitor. The library provides spacious seating arrangements and serene ambiance for learning. Trained and committed library staff is at the service of the academic community.

Library Timings:

- The library will remain open on all working days from 8:30 AM to 05:00 PM. On Saturdays the library is open from 8:30 AM to 01:00 PM.
- Library will remain open during study holidays.

Borrowing Regulations for Students

- College ID is mandatory to enter the library.
- UG Students: Textbooks placed in the stack section are issued for 10 days and they can borrow a maximum of 3 books at a time.
- Students who have taken up CA/ICWA courses are eligible to borrow up to 5 books (3 core paper books and 2 books related to CA/ICWA Courses).
- PG Students: Books are issued for 15 days and students can borrow up to 5 books at a time.
- No library materials shall be taken out of the library unless they have been properly recorded at the Circulation Counter.
- A fine of Rs 2/- per day will be collected for late return of books. Defaulters' list will be displayed on the library notice board every Monday.

Borrowing Regulations for Faculty and Staff

- Fulltime Faculty and Staff will be issued up to 12 books at a time and part timers, six.
- All should return all the books to the library before the last working day of the semester.

Renewal Procedure

- Maximum one renewal is permitted, if the book has not been requested by another person.
- In case of unexpected leave for the Institution, the deadline for book return will be extended to the next working day.

Non-Circulation Material

- Projects, Reference Books, Newspapers, Periodicals and Bound Volume of Back issues will not be issued. They may be borrowed at the Librarian's discretion.
- Text books placed in the reference rack will not be issued.

Penalty

- If a book is lost, it should either be replaced (fresh copy) immediately by the borrower or double the cost of the book should be paid to the library.
- Non-payment of a fine will automatically result in suspension of borrowing rights, and the withholding of college documents until the fine is paid in full.

- Borrowers are responsible for any damage caused to the books loaned and will be charged the cost of the replacement.

Returning of Books:

- UG VI semester students and PG IV semester students should return the books to the library before collecting the end semester exam hall tickets.
- Students should clear the fine before collecting the end semester exam hall ticket.

Caution Deposit

- To VI Semester UG students and IV Semester PG students, books can be issued during the university examination, if the student pays Rs. 500/- as caution deposit for each book and the amount will be refunded when the book is returned.

Theft

- Taking books out of the library without the proper procedures outlined above will be considered as theft. This is a serious offense and may lead to disciplinary action.

Reservation

Students may reserve a book already issued through WEB OPAC and contact the librarian for issue of the book.

Library Behaviours

- Books from the reference rack are to be used only in the library.
- The students shall not loiter on the library lobby. Bags are to be placed in an orderly way in the space provided for it.
- Kindly place back the newspaper /magazines/Journals to the space provided for.
- Books once borrowed on the library ID should not be brought inside the library except for returning.
- Students can use their personal laptops in the laptop area of the library.
- When students come inside the library, they should bring the required note books and pen etc. This can avoid too many moving in and out during the library hour.
- UG students are discouraged from entering the area of the library demarcated for PG students. They are also discouraged from borrowing books from PG section.
- Silence, proper decorum and discipline must be maintained at all times in the Library.
- Readers should ensure that cell phones are in switch off or silent mode at all times in the Library. Readers should not mark, write, or tear pages from the books or documents.
- Readers shall be liable to pay for any damages caused by them to the Library books and Library property.

RFID (Radio-frequency identification) Technology

SCC Library follows the leading RFID Technology with the integration of Libsoft Library Automation. RFID will minimize the theft of library books; and through this the time spent by students and faculty in the library can also be recorded.

Web OPAC (Online Public Access Catalogue)

Web OPAC can be accessed through the college website. The entire collection of SCC Library holdings can be searched through web OPAC (Title wise, author wise, Publication wise etc.,) and the students/faculty can know their holdings of books borrowed on their ID card and the due date to return the books.

Book Bank Scheme:

SCC Library issues text books for SC/ST and students from low income families. Application for the same will be issued at the beginning of every academic year.

Book Bank Membership for Divyagjan Students:

To cater to the need of the **Divyagjan students**, a special category of Book Bank for Divyagjan students is available. Applications for the provision are issued at the beginning of every academic year.

Online Book Request

Students/Faculty can make a book request through web OPAC and fill out the google form. The Librarian will make arrangement to get the book.

Book Purchase Request

- The faculty and students can recommend periodicals, books and other publications for purchase to the Library.
- They can recommend the books through online book request on the library section on SCC website
- Departments can recommend books to the library through the departmental representative in the library committee.
- The Librarians will check for duplication of the title and place the list of recommended books and order to the concerned vendor/publisher.
- On the recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand. However, not more than three copies of a title are usually purchased.

Maintenance and Utilization of Infrastructure Facilities Policy

The management of SCC regards the infrastructure as the most important physical space that hosts academic activities and its associated services. Therefore, a clear vision on the quality of the infrastructure and its maintenance is thought of and documented for the benefit of the stakeholders.

Objectives:

- ✓ To seek information, needs, purpose and requirements from the stakeholders on the type of infrastructure required; to plan and to build infrastructure optimally.
- ✓ To create infrastructure and facilities for institutional, administrative and entertainment purposes for the students and employees.
- ✓ To build and maintain infrastructure in consultation with best engineering consultants and professionals with the hands on experience in the field of education and to comply with the benchmark and directives of the statutory authorities.

Infrastructure Building and Major Construction Works

The institution has full-fledged office of maintenance personnel/contractors for building physical infrastructure. The main contractors are managed by a Civil Engineer/supervisor and a team of labourers / masons. The engineer shall follow the process as per the repair and maintenance policy of the institution. The contractors shall be responsible for:

- Supervising and executing all civil works of the institution and as per the norms and standards, conducting inspections of the buildings and infrastructure of the institution on regular basis to ensure quality standards.
- Inviting quotation of the items required for the works to be done in the campus from various suppliers/vendors.
- Work-in-progress to be submitted to the management every week in writing and ensure completion of the projects within stipulated time without any delays and disruptions.
- Giving directions to sub-contractor's/contract workers and masons on day-to-day basis to rectify the problems as per the maintenance needs and supervising the same for its completion in stipulated time and report the same to the management.
- Updating vendors' list with the approval of the management from time to time.
- Any other assignment as proposed by the management.

Repair and Maintenance Policy – Maintenance Staff (Carpenter/Plumber/Electrician)

- Carpenter/plumber/electrician shall follow the directions of the Contractor regarding the repair/maintenance works and note the job assigned in their respective diaries.
- They shall ensure that the rectification/repairing jobs should be complete in stipulated time and report the same to the Office Manager.
- The Contractor shall check and record remarks in their respective diaries about the status of work completed.
- The staff of the maintenance section shall report to the contractor about the status of the job assigned – completion/non completion and reasons thereof.

Cleanliness and Upkeep Policy of Ministerial Staff

The management at St. Claret College is committed to providing the highest standards of cleanliness in the institute. A policy has been designed to manage the cleaning and maintenance

activities effectively for improving college hygiene, reducing contamination, preventing infections and providing a healthy learning and working environment. A team of Ministerial Staff has been appointed for this purpose.

Purchasing Process

- The house keeping in charge shall prepare a requisition form for cleaning and housekeeping items at the end of every month and shall submit the same to the Office Manager.
- The Office Manager verifies the list and forwards the same to the Principal/Management
- The housekeeping in charge shall place the order to the approved vendors as per the approval given by the Principal/Management.
- The store in charge shall receive the items and enter the same in the stock register before issuing to the maintenance staff of each floor.

Orienting the Maintenance Staff

- The Office Manager shall organize orientation/training sessions to orient the maintenance staff about the cleaning policy, process, procedures to utilize cleaning material properly and their roles and responsibilities.
- The Office Manager shall assign duties to housekeeping in charge and he/she in turn shall instruct the maintenance staff to clean different areas of the institution.
- The maintenance staff shall perform their duties everyday as per their schedule and get it recorded and authenticated by the housekeeping in charge. The cleaning staff shall report about any damages or poor quality of products or tools.

Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal.
- The librarian has to confirm the entry of the new books to the stock register.

Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Director.
- Annual stock verification should be done and a Stock Register of the Sports materials has to be kept in the department.
- A prior written permission from the Principal is required for the use of the College sports facilities by the personnel other than SCC students.

Class Rooms, Seminar/conference Hall and Auditorium

- The Management has assigned an office staff with the responsibility of the Classrooms, furniture and other materials and to ensure maintenance and upkeep.
- A Maintenance Complaints Register is maintained in the admin office to register their grievances of the employees and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.

- The utilization of the campus for campus drives, central and State competitive exams such as JAM, SET, PSC, LBS, JEE, NEET PG, IBPS, KSET, UGCNET, JAIIB, CS, ICAI, Cooperative examinations and Bank examinations during holidays and weekends will be decided by the Principal.

Mentoring Policy

The student mentoring practice at SCC emerged as a student support need when the institution examined the student profile. It has been noticed both formally and informally that a large percentage of students of the institution are first generation college goers with the consequence that supplement support structures are required. Moreover, the problems encountered by first generation college goers are unique and peculiar; they are in need of strong motivation, assistance in improving focus and concentration to better their academic performance and engagement with social issues. Being at a vulnerable age, there is a risk of them falling prey to unhealthy habits. Thus, the given student profile compels the institution to install an effective interventional system. Thus, mentoring came into existence.

Objective

The objective of the mentoring is to provide a conducive atmosphere for the holistic development of students by creating a triangular interaction platform, student-teacher-parent. And the major role in creating this platform belongs to the teacher.

The Practice

Each class is assigned one or two mentors depending on the size of the class. Unlike the traditional concept of “class teacher,” a mentor plays a very significant and proactive role that transcends mere academic matters. A mentor at SCC is truly a person of genuine concern, with excellent clarity of purpose, and steady commitment to the students and to the institution. The mentor tries to understand the student’s need to succeed, recognizes the student’s problems, assures the student of a bright future, facilitates him/her to short-list possible options, expands his/her consciousness to the perspectives of a wider world, and guides him/her to a path of development. Mentoring is, therefore, ‘learner-centered’ and not ‘curriculum-oriented.’

Mentoring the Mentors

As regards the methodology, the first thing that the institution takes care of is, “mentoring the mentors.” The institution has put in place effective strategies to prepare the mentors:

- Young mentors are given guidance and resource materials at the Faculty Development Programme as well as by their HODs. The HODs explain the mentoring system to the new faculty. In addition to the training, Peer Group meetings and Peer Reviews are conducted from time to time, where they could review their experiences with other mentors.
- An induction is given to the young faculty at the beginning of the academic year when clear guidelines are given.
- The Principal clearly draws the profile of an effective mentor, emphasizing such personal qualities as maturity, self- confidence, emotional stability and positive outlook. He explains how mentoring should be done effectively.

Roles and Responsibilities of Mentors

The following are the roles and responsibilities exercised by the mentors to ensure that the learners gain all they can for their individual growth from SCC:

- Mentors explain the vision and mission of the institution, procedures and policies, and why certain values are upheld. Mentors help the learner “see the big picture.”
- They remain in constant touch with the students, meet them as group and counsel them on matters of academic performance, career, health and behaviour.
- The mentors serve as a link and an interface for coordination among students, faculty, HOD and the Department.
- They also keep in touch with the parents/guardians of the students. They meet the parents/guardians on formal occasions like the parent-teacher meet every semester. They also invite parents to the college when an interaction or briefing for a student is felt necessary.
- The mentor maintains a well-designed Mentor’s Manual which provides ready information with regard to several vital information like the academic progress from the entry level; the details of the student’s participation in sports, cultural, literary, extension activities; the attendance records, the details of the student’s interaction with the mentor and the parents etc.
- Mentors help students to identify and set goals for themselves, helping students select curricular and co-curricular courses.
- Mentor makes a progression chart of the students under one’s care from pre-entry level on.
- Mentor keeps track of the regularity of the students and takes the necessary corrective measures.
- Mentor encourages the students to meet him/her, when needed and makes himself/herself available and approachable so that students can discuss anything that impedes their study.
- Mentor monitors the attendance of students every fortnight, and involves parents where corrective measures are necessary.
- Mentor recommends to the HODs students’ request for leave up to three days, discerning the urgency and need of the request.
- Mentor identifies students who would require professional guidance and encourages them to meet the counsellor.
- Mentor explores the availability of financial help for students from low income families, encourages them to apply for scholarships from National/State/Non-Governmental agencies.
- The mentors, along with the Heads of the Departments scrutinize, process the financial aid scholarship applications of students and recommend deserving applicants for scholarship to the Management
- Mentors make students aware of library facilities, add on programs, remedial programmes, certificate courses, Clubs and Associations, the various officials and their roles, the grievance redressal mechanisms, and Book Bank facilities etc.
- Mentors prepare the students for job interviews and also in the area of career management.

Faculty Mentoring

Mentoring practice is not confined to just teacher student mentoring at SCC. Mentoring and professional guidance is provided by the senior faculty of the department to the new joiners.

The practice of faculty mentoring is a one on one process, where the mentor provides guidance to the new faculty with regard to all professional development aspects and the process followed in the institution.

Mentoring Outcomes

- Improved student wellbeing and educational outcomes
- Improved student engagement with learning, co-curricular and extra-curricular activities
- Enhanced confidence and communication skills of students
- Enhanced social skills, nurturing values and character in the students
- Reduction in absenteeism and increased motivational levels
- Active parent participation in the growth of their wards
- Facilitating better communication between parents and their wards
- Improving the student teacher-rapport.
- Strategy deployment and intervention such as introduction of relevant add on and remedial programmes after assessing student needs.

Parent Teacher Association Policy

The Parent Teacher Association serves as a valuable link between parents and the College. It promotes the welfare of the students and also helps in creating closer understanding and cooperation between home, college and community. The PTA offers an opportunity for parents to get involved in the college, provide feedback, suggestions and support the college with financial and non-financial services like consultation, training, and volunteering etc.

Objective:

1. To provide a nurturing environment for the students.
2. To generate good rapport between parents and faculty.
3. To provide a platform for parents to address their concerns.
4. To seek parental support for the development of college.

PTA Mechanism

1. PTA meets every semester.
2. Parents are appraised of their wards academic as well as overall performance during Parents Teacher Meeting conducted in each semester.
3. Parents are appraised of the rules and regulations of the college during PTM.
4. Parents are also appraised of the development plans of the college and are encouraged to give their opinion and support.
5. Skilled and qualified parents are invited to conduct skill enhancement / career guidance training.
6. Parents' support is also sought for networking and placement of the graduates.
7. Parents are encouraged to meet the Principal or the mentors with their concerns regarding their ward.

Performance Appraisal Policy

Performance evaluation at St. Claret College is systematic and follows a 360-degree model of Evaluation that consists of:

- Faculty Evaluation by students
- Peer evaluation by the other faculty members of the department
- Faculty Self- Appraisal
- Faculty Appraisal by HOD
- Appraisal review by the HOD and Principal
- Performance Appraisal Score Card (based on the appraisal review)

Performance appraisal score card will have the following weightage:

Faculty evaluation by students	10
Peer Evaluation	05
University Examination Results	10
Joint Appraisal: Self, HOD and Principal	75
Total	100

Objectives

1. At SCC the performance appraisal system identifies the strengths and weakness of each faculty and staff.
2. It measures the productivity of the faculty in different contexts with regard to the research contributions towards SCC and also it reviews and retains the promotional and other training programmes.
3. It is based on teaching techniques, teaching compliance, functional responsibility and interpersonal relations.
4. It is a systematic and objective way of evaluating both work-related behaviour and the potential of Faculty and Staff at SCC.
5. It sets a framework for Faculty and Staff to agree and review priorities and objectives in the context of the Institution's development plan.

Mechanism

1. Faculty evaluation by students

- a. In each semester, students will evaluate faculty who teach them.
- b. Rating scale is 1 to 5 considering 1 the lowest rating and 5 the highest.
- c. The evaluation is to be conducted once every semester. Only those students who have more than 80% of attendance will be allowed to evaluate the faculty.
- d. Online evaluation will be administered by the IT department.
- e. The Personnel Officer will monitor the evaluation process at all stages.
- f. Confidentiality will be maintained as regards the process and information.
- g. The evaluation result is to be used only to facilitate self-evaluation
- h. The evaluation reports will be discussed and reviewed with the faculty member individually by the Principal and HOD.

- i. The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.
- j. The evaluation score will appear in the performance appraisal score card and will have a weightage of 10%.

2. Peer evaluation

- a. Peer evaluation must be done confidentially for all faculty members of the department by all other faculty members of the department.
- b. The assessment is based solely on professional matters.
- c. Rating scale is 1 to 5 considering 1 the lowest rating and '5' the highest.
- d. Peer evaluation is administered online, based on the questionnaire developed to identify interaction of the faculty with other members of the department.
- e. The evaluation score will appear in the performance appraisal score card and will have a weightage of 5%

3. University Examination Results

University Examination Results for the subjects taught in the previous semesters will be taken into consideration. When results are given weightage, there will be different considerations for practical and theory papers taught by the faculty. The result will appear in the performance appraisal score card and will have a weightage of 10%

4. Procedure for Joint Appraisal (Appraisal Review) of Faculty

Faculty appraisal review has 3 feedback cycles: a) self-assessment, b) assessment by HOD and c) appraisal review by Principal based on self-assessment by faculty, assessment by HOD and joint interaction with the faculty and HOD.

The joint appraisal is aimed to reach a general consensus about the faculty's performance, duly involving the faculty and hence participation in this must be with a positive attitude. Joint appraisal must follow a systematic procedure as specified herein.

- a. On receipt of the even semester faculty evaluation by students, the Principal shall make a date/time schedule for meeting each faculty along with the HOD.
- b. Faculty must have done his/her self-appraisal and the HOD must have done the faculty appraisal online while attending the meeting.
- c. The performance appraisal of the faculty in areas related to teaching is based on teaching techniques, teaching compliance, functional responsibility, interpersonal relations and departmental activities. Institutional appraisal of extension activities is based on community service and involvement. Research and development related activities are assessed based on publications, research projects and research guidance.
- d. Common areas of assessment in Student Evaluation and the Faculty Self-Appraisal must be discussed with the faculty and a mutually acceptable and realistic assessment must be reached.
- e. Other areas of performance appraisal including research contribution must be clarified to the faculty and any difference of views must be discussed and resolved.

- f. The Principal must also brief the faculty about his he weaknesses/deficiencies as assessed and suggest areas required be strengthened/improved.
- g. Principal shall be the arbitrating authority to resolve any difference in viewpoints between faculty member and HOD in respect of Faculty Appraisals.
- h. Faculty Appraisals must be completed by third week of May every year.

After the Joint Appraisal, the HOD and the Principal shall submit the online Faculty Appraisal Review. Appraisal of HODs will be between HOD and Principal.

5. Performance Appraisal Score Card

Several output measures with reference to supporting documents such as students' evaluation, peer evaluation, faculty self-Assessment, faculty appraisal measures, work diary, course plan, library work, projects undertaken, research papers, and publications and other documentary evidences will be considered as vital evidences to measure the attributes of the dimensions being measured on the performance appraisal.

- a. The review will be carried out by the Principal and HOD.
- b. Performance Appraisal Score Card is created on the basis of the independent/joint performance appraisal/review by the principal.
- c. A signed copy of the Appraisal Score Card shall be submitted by the Principal and HOD to the Office of Personnel Relations.
- d. The performance Appraisal Score will be the basis for an independent measure on which important decisions, with regard to annual increments, awards, promotions and other aspects of faculty development will be determined.
- e. The appraisal score card will be available to the faculty, after completion of the appraisal review by the principal.

6. Staff Appraisal

- a. All appraisals will be annual in the month of March/April and must be completed no later than 15th May every year, along with and in line with even semester faculty appraisals.
- b. Appraisals will consist of online Self-Appraisal, Staff Appraisal by the HOD and the Appraisal Review by the HOD and the Principal.
- c. Non- teaching Staff attached to non-teaching Centres and Departments shall be appraised by the respective Heads and the appraisal review by HOD and Principal
- d. For General Staff like attenders, sweepers, gardeners, etc., there will be only Staff Appraisal and Appraisal Review by the HOD/Director. If there are any serious concerns, then Principal will call for appraisal.
- e. Appraisal will be done in the specified format as applicable to the position. Duly signed appraisal score cards after review shall be sent to the Personnel Officer for maintaining confidential records. These records will form the reference for determining annual increments and promotion to higher level. The appraisal score card will be available to the staff after completion of the appraisal review.

Placement and Career Guidance Policy

Vision

The vision of the Placement and Career Guidance Cell at SCC is to enhance the employability and professional skills of our students; to develop them as holistic individuals and to guide them for a bright career.

Mission

- To explore employment opportunities and new career avenues
- To build a platform to connect with leading organisations and thereby facilitate interaction with students.
- To help students in career planning through counselling and Guidance.
- To train students on employability skills such as aptitude, Resume building, group discussion, Technical Training, and Interview skills.
- To become a preferred choice of employer for campus recruitment.

Overview about Placement and Career Guidance Cell

The Placement and Career Guidance Cell (PCGC) of St. Claret College is the chief facilitator in assisting students towards good opportunities. The main goals of PCGC is to enhance the employability skills such as aptitude, reasoning, personality and interview skills and to place the students in the industry. PCGC ensures the competitiveness of students by nurturing in all the right areas as per the industry requirements. The SCC placement cell follows a systematic process to meet the aspirations and expectations of our students. Students' placement is managed well by initiating long-term relationships with companies and industries.

Placement Training

The SCC Placement Training philosophy is to provide a range of relevant learning opportunities that support and develop students at different stages of their academics. In order to execute this effectively, SCC collaborates with a range of Industries and Companies across various sectors. The training modules are constantly upgraded based on research and interactions with the recruiters to understand their expectations from students and create an annual roadmap for training from the III Semester of UG programs and II Semester of PG programmes.

The Placement Committee at the department level executes the training plan after recognizing the core competencies and skill gaps of students. The committee tracks the students' performance to ensure improvement through periodic assessment tests/Psychometric Test. These periodic assessment tests aid students identify their areas of strength which they can upgrade further, and their areas of improvement which they can focus on.

PCGC Training and Internships

To be the preferred choice of major companies and industries, PCGC has a skills training programme.

- Students are provided regular training on core technical, aptitude, Coding/Technical knowledge, Reasoning skills, and Verbal ability.
- Students are trained for specific companies by the industry veterans/External Experts and Internal Academic Teams to match the industry expectations.
- Students are exposed to placement mock tests and interviews so that they will get real-time experience and also learn strategic time management.
- PCGC provides intensive Soft Skills and Personality Development Training to foster students' ability to see a task through its completion.
- PCGC trains students based on the Industry Demand/Requirements.
- The Department-level Placement committee conducts training to develop leadership skills and to promote overall employability.
- PCGC also collaborates with external training institutes to enhance the skillsets of students.
- PCGC helps students to find internship opportunities with reputed industries/organizations.

Rules and Regulations:

1. Students have to fulfil all academic pre-requisites as per Bangalore University to get qualified for placement activities.
2. Student should successfully complete all training and development program organised by the institute.
3. Those students who do not participate in training and development shall not be allowed to take part in the placement process.
4. Any student having a job offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each.
5. The institute does not hold responsibility on the order of companies arriving for placement drive as it is solely based on the company requirement.
6. Students who are not eligible or are already selected by a company will attend their regular classes.
7. The institute [through the Principal] reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.
8. The Principal reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

Prevention of Substance Abuse Policy

Substance abuse refers to the harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs. The use of Psychoactive substances continues to be a major problem on our nation's campuses and in society as a whole. (Psychoactive substances are substances that, when taken in or administered into one's system, affect mental processes). As an institution of higher learning, St Claret College seeks to promote the intellectual, social, spiritual, cultural, and physical wellbeing of all its students. The use of psychoactive substances causes significant health and social problems for the people who use them, and also for others in their families and communities. Substance abuse among the students harms them, threatens the safety of the environment, and disrupts the educational process, and defeats the purpose for which a student is being educated.

Substances of abuse include alcohol, opiates, cocaine, amphetamines, hallucinogens, prescription, and over-the-counter drug.

SCC recognizes that problems related to the abuse of drugs/substances and alcohol may be resolved through cooperation between the organization and the affected students. The policy and procedures set forth here for handling substance abuse problems among students are intended to enhance cooperation and to protect the individual, the organization, and the organization's substantial interest in the welfare of its community.

SCC strives to preserve the dignity of individual students while addressing the substance abuse issue that affects the student's performance or conduct. Cultural, genetic, and physiological factors are currently believed to play a contributing role in the development of substance and alcohol abuse. Because students are considered to be valued members of the SCC community, every effort is made to enable them to return to normalcy and to be productive.

All faculty, staff, and students should work together to foster a campus-wide enlightened approach towards a realistic recognition of the nature of substance and alcohol abuse, and an attitude that will encourage them to take advantage of available treatment whenever needed.

Objectives of the Policy:

The main objective of the policy is to ensure the prevention of substance and alcohol abuse and to create a secure, conducive atmosphere amongst the students of SCC.

Policy Statement:

Substance and alcohol abuse impair the rational thinking and actions of students and may lead to an unhealthy environment within the campus. SCC has a responsibility towards its students to ensure that academic performance and conduct standards are met. SCC may properly intervene when the use of substances and alcohol affects the academic performance of the students, causes behavioural disturbances, indiscipline or violent behaviour, etc., in the student.

Recognizing that professional assistance can often help the affected individual to return to full productivity, SCC holds that it is the student's right and responsibility to seek professional assistance for a substance abuse problem. This policy supports individuals in seeking professional help so that they may return to full productivity and performance.

Approach and Strategy:

The approach of this Policy is to provide the whole range of services including awareness generation, identification, counselling, treatment, and rehabilitation of addicts through voluntary and other organizations. With a view to reducing the demand for and consumption of alcohol and dependence producing substances, the thrust would be on preventive education programmes and Whole Person Recovery of the drug dependent persons. In order to achieve the objective of the scheme the key strategies will be defined as follows:

- To evolve culture-specific models for the prevention of alcoholism and substance abuse and for rehabilitation of drug-dependent persons.
- To create awareness and educate students about the ill effects of alcoholism and substance abuse on them, the Institution, and the society at large.
- To promote collective initiatives and self-help endeavour among individuals and groups vulnerable to addiction or found at risk.
- To alleviate the consequences of drug and alcohol dependence amongst the individuals, the Institution, and the society at large.
- To increase community participation in the reduction of demand for dependence, producing substances.
- To promote and sustain a system of continuous monitoring and evaluation including self-correctional mechanism.
- To provide for the whole range of community-based services for the identification, motivation, counselling, de-addiction, after care, and rehabilitation for Whole Person Recovery (WPR) of addicts to make the student drug-free and crime-free.
- To facilitate research, training, documentation, and collection of relevant information to strengthen the above-mentioned strategies, and discretion.

Applicability of the Policy:

This Policy shall be applicable only to the students at SCC, Bengaluru. The policy shall be applicable to all students of SCC including students received during the student exchange program and to all events or activities which are organised, conducted or sponsored by SCC. It will also include research centres, health centres, fieldtrips, sports tournaments, conferences, college festivals, and all other activities undertaken by any person as a member of SCC.

SCC shall take cognizance of any such complaints made against its students, whether residing within the campus or outside and shall follow this Policy to deal with the cases.

The extent of this policy to deal with the cases is as under:

- When there is a complaint by a student/ staff resident of SCC against any other member of SCC, irrespective of whether the substance abuse is alleged to have taken place within or outside the campus.
- When there is a complaint by an outsider against a student of SCC or by a student of SCC against an outsider if the substance abuse is alleged to have taken place within or outside the campus.
- When there is a complaint by a student of SCC against an outsider who allegedly provides or supplies or sells substance to a member of SCC.
- When there is a complaint by a student of SCC against any other member of SCC or outsider, regarding possession, selling, purchasing, transporting, storing, and/or

consuming any narcotic drug or psychotropic substance on the campus premises owned or controlled by SCC

SCC adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse and alcohol:

Enforcement:

1. Possessing, consuming and/or distributing substances of abuse and possessing or consuming alcohol or being under the influence of alcohol are prohibited in the campuses owned or controlled by SCC
2. SCC squad may carry out random inspection/checks on students and their residential premises owned or controlled by SCC for substances of abuse or alcohol.
3. Possessing, consuming and/or distributing substances of abuse and possessing or consuming alcohol or being under the influence of alcohol will attract appropriate disciplinary action which may include expulsion.
4. Offenders may also come under the purview of the Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and may be liable for penal action.
5. Refusal of any such student to undergo urine sample test will be treated as violation of Policy and will be treated as 'suspected case of drug abuse' and will be informed to law enforcement agencies for further action as per law.
6. On observation and reasonable suspicion of alcohol consumption, the student will be directed to undergo breath analyser test or such other tests for BAC and influence of Alcohol.
7. In case of any such student refusing to undergo breath analyzer test or such other tests as directed; such refusal/non-cooperation will be treated as violation of this Policy and will be considered as a suspected case of "under the influence of alcohol".
8. Following behaviors shall create reasonable suspicion that the student is under the influence of substance or alcohol:
 - a) Odors (Smell of alcohol, body odor or urine).
 - b) Movements (unsteady, fidgety, dizzy).
 - c) Eyes (Dilated, constricted, watery eyes or involuntary eye movements).
 - d) Face (Flushed, sweating, confused or blank look).
 - e) Speech (slurred, slow, distracted mid thought, inability to verbalize thoughts).
 - f) Emotions (argumentative, agitated, irritable, drowsy).
 - g) Actions (yawning, twitching).
 - h) Inactions (sleeping, unconscious, no reaction to questions).
 - i) Any other feature which may suggest alcohol or substance use.

Disciplinary action for substance (Drug) and alcoholism:

SCC will take disciplinary action as per the procedures set out in the policy, against any member of its community, if he/she is found to consume, possess, sell, purchase, transport, or distribute any narcotic drug or psychotropic substance. Students, teachers, and non-teaching staff should also be aware that, in addition to SCC rules, they may be subject to criminal prosecution under the laws of the country. According to the Indian Narcotic Drugs and Psychotropic Substances Act (1985), it is illegal for a person to produce/ manufacture/ cultivate, possess, sell, purchase, transport, store, and/or consume any narcotic drug or psychotropic substance. Where appropriate or necessary, SCC will cooperate fully with law enforcement agencies to deal with all cases of possession, distribution of substance that is found to be in violation of the national laws of the country.

Disciplinary procedures in respect of students' possession and use of substances (drug):

The following Standard Operating Procedure (SOP) should be followed for all cases pertaining to substance abuse involving students of SCC:

1. As soon as an incident pertaining to Substance abuse involving a student/students of SCC takes place, the person concerned (Chief Warden / Warden / Security Officers/Faculty/ any other authorities of MAHE) must prepare an incident report along with all the evidence available (details of confiscation such as location, time, names of the people involved, photos etc.) along with documentation of all the details of the case, and hand it over to the respective HOI/Chief Warden of the Institute/Hostels within 24 hours of the event having taken place.
2. The substance found with the student has to be confiscated and preserved as evidence. The same has to be properly documented.
3. HOI must immediately suspend the students involved in the case from the college. and their parents/legal guardian are to be informed about the case and they have to be instructed to meet the concerned HOI within a week of suspension of the offender.
4. HOI should instruct the Institutional Committee for Prevention of Substance Abuse to hold an enquiry within 48 hours of the receipt of the incident report.
5. A notice must be issued to the students involved, informing them about the charges against them, and asking them to appear before the enquiry committee.
6. The hostel warden concerned, a legal representative of SCC, and a representative from Department of Student Affairs, SCC shall be involved in this committee.
7. The HOI, being the punishing authority, would not be a part of this committee.
8. The Committee shall hold the proceedings in accordance with the guidelines. prescribed in the MAHE policy for the prevention of substance abuse.
9. The Institutional Committee for Prevention of Substance abuse will conduct an enquiry based on the incident report and the report of the enquiry has to be submitted to the HOI.
10. The statement of the student has to be obtained and the same has to be properly documented. The apology statement has to be taken from the students involved. The students shall sign the same.

11. The statements of the other persons who have witnessed the offence of substance abuse have to be recorded in detail.
12. The Committee shall also collect other evidences regarding the commission of the offence and also record the statements of other members who are connected with the offence.
13. The Committee on the basis of the evidence (oral and documentary) shall submit its Report with the proposed punishment to the HOI.
14. The HOI, in consultation with the Director of Student Affairs, SCC can decide on the punishment to be meted out to the students, which would be in accordance with the SCC Policy on Substance Abuse.
15. The students must be issued a notice containing the findings of the committee and the proposed punishment. They must be given an opportunity to respond to this within 3 days. Then the final notice announcing the punishment may be issued by HOL
16. In case students of two or more institutes of SCC are involved in substance abuse cases, Director Student Affairs, SCC will conduct the enquiry and issue a notice with the prescribed punishment.

Guidelines for the institutional committee prevention of substance abuse by students:

(a) First Time Violation of the Policy:

1. May be suspended from the institute up to a maximum of 30 days
2. May not be entitled to any facilities of SCC during the period of the suspension including Hostel accommodation.
3. Parents/ Legal guardians may be advised to take their ward to a psychiatrist for counselling and treatment.
4. After the suspension period, the student may be subjected to a random urine test for substance abuse by the respective institute.
5. Submission of fitness certificate to the respective HOI at the time of re-joining.
6. A joint undertaking from the student and parent/guardian to be submitted to HOI.
7. The report shall be maintained in college records till the completion of the course by the student.

(b) Second Time Violation of the Policy:

1. May be suspended from the institute up to a maximum of 3 months
2. May not be entitled to any facilities of SCC during the period of the suspension including Hostel accommodation.
3. Parents Legal guardians may be advised to take their ward to a psychiatrist for counselling and treatment.
4. After the suspension period, the student may be subjected to a random urine test for substance abuse by the respective institute.
5. Submission of fitness certificate to the respective HOI at the time of re-joining.

6. A joint undertaking from the student and parent/guardian to be submitted to HOI.
7. The report shall be maintained in college records till the completion of the courses by the student.

(c) Third Time Violation of the Policy:

1. May be suspended from the institute up to a maximum of one year.
2. May not be entitled to any facilities of SCC during the period of the suspension including Hostel accommodation.
3. Parents/ Legal guardian may be advised to take their ward to a psychiatrist for counselling and treatment.
4. After the suspension period, the student may be subjected to a random urine test for substance abuse by the respective institute.
5. Submission of fitness certificate to the respective HOI at the time of re-joining.
6. A joint undertaking from the student and parent/guardian to be submitted to HOL.
7. The report shall be maintained in college records till the completion of the course by the student.

(d) Subsequent Violation:

In case of any subsequent violation, the student may be expelled from the institution.

Guidelines for the hostel committee for prevention of alcohol abuse by students:

First Time Violation of the Policy:

Written warning with intimation to the parents

Second Time Violation of the Policy:

1. May be suspended from the Institute for not less than 7 days with intimation to parents.
2. A joint undertaking from the student and parent/guardian and fitness certificate to be submitted to respective HOIs and Chief wardens at the time of re-joining the institute and hostel.

Third Time Violation of the Policy:

1. Termination from the hostel.
2. Suspension from the institute for not less than 30 days with intimation to parents.
3. Parent/guardian to meet the HOI and take their ward for rehabilitation.
4. A joint undertaking from the student and parent/guardian and fitness certificate to be submitted to respective HOIs and Chief wardens at the time of re-joining the institute and hostel.

(d) Subsequent Violation:

In case of any subsequent violation, the student will be expelled from the institution.

Peddling of Illegal Substances:

Any student possessing substances (DRUG) of abuse for the purpose of or involved in peddling or acting as middle men/distribution/providing information of users for the supply of substances of abuse; shall be expelled from the Institution and will be liable for penal action.

Prevention:

SCC shall do the following:

1. Conduct an orientation/talk at the time of admission, to educate and sensitize students and parents/guardians on drugs, alcohol abuse and other external influences on young adolescents in general, and students in particular.
2. Conduct regular awareness programs for students on the harmful effects of drugs, alcohol and other substances.
3. Organize role plays, skits, display posters, screen short documentary movies, etc., to educate and sensitize the students on the use and ill-effects of drugs, alcohol, and substance use.
4. Surprise raids may be carried out on a regular by a team of wardens as instructed by the chief warden/higher authorities of SCC.

Appellate Authority:

The Student may place an Appeal before the Appellate Authority; against the decision of "The Institutional Committee for Prevention of Substance & Alcohol Abuse", within a period of 7 days of communication of the decision of "The Institutional Committee for Prevention of Substance & Alcohol Abuse". The Head of the Institution (Principal) of SCC shall be the Appellate Authority. The Appellate Authority shall decide whether the findings of the Institutional Committee for Prevention of Substance & Alcohol Abuse' are justified/proper or whether the punishment is excessive and pass appropriate orders within 15 days of the date of Appeal. The Appellate Authority may pass orders confirming, reducing or setting aside the decision of the 'Institutional Committee for Prevention of Substance & Alcohol Abuse'.

Reservation of Rights:

SCC reserves the right to change, rescind or depart from this Policy in whole or in part.

Conviction by Court of Law:

Notwithstanding anything contained in this Policy, if a student is convicted by the Courts of India under NDPS Act or any other similar law for dealing with offences contained therein, the student is liable to be expelled from the Institution.

Conclusion:

SCC is aware that the implementation of its Policy on Substance and Alcohol Abuse will be a challenge for all concerned. It also recognizes that such a Policy could contribute immensely to the reduction and possible elimination of the problem of Substance and Alcohol abuse on its campus.

Employee Recruitment Policy

Objective:

- ❖ To find potential personnel who have the necessary competence, qualifications, and experience to contribute positively and innovatively to the institution's development.
- ❖ SCC's recruitment philosophy is based on open competition.
- ❖ SCC will strive to hire the most qualified candidate for the post on the basis of merit. The recruiting and selection process shall guarantee that the best individual for the position and for the institution is identified.
- ❖ SCC shall guarantee that the recruitment of employees is conducted professionally, on time, and in accordance with the applicable employment laws.
- ❖ The institute believes in rewarding good performers by enriching and enhancing their roles, hence fostering employee progress and upward mobility.
- ❖ This policy recognizes that as employees progress in their careers, their roles and responsibilities evolve in complexity and responsibility.

Scope and Application:

This policy and procedure apply to all aspects of the recruiting and selecting process. It is relevant to all aspects of employee recruiting, with the exception of casual personnel.

To ensure the policy and process are effective, it is critical that each employee engaged in any phase of staff recruitment and/or selection is aware of and adheres to this document. Finally, it is the duty of the institution's head, including department heads, in collaboration with management to adhere to these policies. These norms are subject to change as determined by the institution's Governing Body.

Recruitment of Teaching Faculty

St. Claret College (SCC) values its faculty members. SCC must consequently be able to attract and maintain faculty of the highest level with diverse skills and experience.

This policy is intended to offer a good framework for faculty recruitment, selection, and promotion based on the principles indicated below and as per the applicable employment regulations.

The institute will hire the best candidate based on merit. The recruiting, selection, and promotion process should guarantee that the institute and the position are matched. The institute will handle all applicants equally, equitably, and efficiently.

Practices in Recruitment

Determination of vacancy: The process of determining the positions available is based on:

1. Existing changes as a result of termination, resignation, retirement, leave, and/or
2. New workload demands, such as the addition of a new post or a temporary increase in workload

(Head of the Institution makes the decision to open a vacancy either on his or her own or following a decision of the Head of Department)

Posting a Job Announcement

All job vacancies will be advertised through internal and external channels; for example, via the institution's website, employee's network, a local newspaper, and employment portals.

Selection of Candidates

Shortlisting will be done by at least two people to make sure there is no chance of bias. The Administrative Officer and the Head of the Institution help make the first choice.

Interview and Appointment:

- ❖ All eligible applicants who match the fundamental requirements for the position (as outlined in the person specification) will be invited to an interview and demo class.
- ❖ In most circumstances, the interview is conducted by a panel consisting of a minimum of five members. The panel members include the Head of the Institution, the Vice Principal, the Head of the Department, and those who are subject matter experts in their respective fields.
- ❖ The interview is structured in such a way that the candidate is permitted to deliver a 15-minute demonstration on his or her area of competence. Following the demonstration, the subject matter experts will begin to ask questions on the topic matter. In order to ensure consistency across all applicants, interview questions and interview format are developed in accordance with the person specification.
- ❖ Interviewers (Interview Panel Members) will take notes during interviews to capture the most important aspects that they hear so that they may go back to them when evaluating applicants against the person specification and making judgments.
- ❖ A final round interview with the Head of Institutional Management and the Head of the Institution will be conducted with the applicant who has been selected for the final round of interview. During the final round, the salary and other roles and responsibilities will be discussed. If the applicant accepts the salary and terms and conditions offered by the institution, he or she will get an offer letter from the Institution.
- ❖ Upon receiving the offer letter and reporting on the specified date, the Institution will issue an appointment letter within 15 days.

Faculty Promotion Policy

Minimum 70 points and 120 points must be scored for getting promoted from Assistant Professor to Associate Professor and from Associate Professor to Professor. The following criteria should be fulfilled for scoring points for the same.

Annexure I: From Assistant to Associate Professor (Total 100 points)

Parameter	Associate Professor
Qualification (10 points)	<ul style="list-style-type: none"> Ph.D.
Experience (10 points)	<ul style="list-style-type: none"> Minimum 10 Years of experience (Minimum 3 years' experience after doctoral studies)
Publications (10 points)	<ul style="list-style-type: none"> Minimum 7 Publications (Indexed in UGC CARE/SCOPUS/WoS/ABDC journals (Publications shall be counted only after doctoral studies)
Funded project (10 Marks)	<ul style="list-style-type: none"> If the total grant of completed project is (> than 10 Lacs then 10 points) (<10 Lacs then 5 points) If the total grant of ongoing project is (> than 10 Lacs then 8 points) (<10 Lacs then 4 points)
Patent/Copyright/etc. (10 points)	<ul style="list-style-type: none"> IP commercialization (10 points) Patent publication and grant (5 points) Patent or Copyright publication (3 points)
Completion of ARPIT/HRDC Refresher Course and AICTE approved SWAYAM-NPTEL FDP (10 points)	<ul style="list-style-type: none"> Minimum five Refresher courses completion either from ARPIT or HRDC or Minimum five AICTE approved SWAYAM-NPTEL Faculty Development Programme
E-content development (10 points)	<ul style="list-style-type: none"> E-content development on Swayam platform (10 points) Other platform (07 points) Translation work for Swayam courses – (5 points)
Resource person/ Session chair/ Invited lectures (5 points)	<ul style="list-style-type: none"> (One International level events outside India – 5 points) (Two International level events within India- 5 points) (Four National level events – 5 points) (Ten State/ University level events- 5 points)
Book Publications (10 points)	<ul style="list-style-type: none"> Book / e-book International level publication house- 10 points National level publication house - 8 points Conference proceedings indexed in Scopus / web of science Editor-10 points Author-5 points (Full length article) Other Conference Proceeding/Handbook Editor- 5 points Author- 3 points (Full length article)
Research supervisor (5 points)	<ul style="list-style-type: none"> For awarded degree-5 points For ongoing research-3 points For PG Students dissertation- 2 points

Consultancy services (10 points)	<ul style="list-style-type: none"> • Minimum 2 Lakhs funding Grant- 10 points • At least two foreign University Collaborations- 10 points • Academic Consultant in any two UGC recognised Universities (BOS or syndicate member)- 10 points
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Annexure II: From Associate Professor to Professor- Total (150 Points)

Parameter	Professor
Qualification (10 points)	<ul style="list-style-type: none"> • Ph.D.
Post-Doctoral Studies (5 points)	<ul style="list-style-type: none"> • Minimum 1 year of experience in post-doctoral studies
Experience (15 points)	<ul style="list-style-type: none"> • Minimum 15 Years of experience (Minimum 5 years of experience at Associate professor level)
Publication (20 points)	<ul style="list-style-type: none"> • Minimum 12 publications (Indexed in UGC CARE/SCOPUS/WoS/ABDC journals (Publications shall be counted only after doctoral studies)
Funded project (20 Marks)	<ul style="list-style-type: none"> • If the total grant of completed project is (> than 25 Lacs then 20 points) (< than 25 Lacs then 10 points) • If the total grant of ongoing project is (> than 25 Lacs then 10 points) (< than 25 Lacs then 05 points)
Patent/Copyright/etc. (10 points)	<ul style="list-style-type: none"> • IP commercialization (10 points) • Patent publication and grant (5 points) • Patent or Copyright publication (3 points)
Completion of ARPIT/HRDC Refresher Course and AICTE approved SWAYAM-NPTEL FDP (05 points)	<ul style="list-style-type: none"> • Minimum five Refresher courses completion either from ARPIT or HRDC or Minimum five AICTE approved SWAYAM-NPTEL Faculty Development Programme
E-content development (15 points)	<ul style="list-style-type: none"> • E-content development on Swayam platform (15 points) • Other platforms (10 points) • Translation work for Swayam courses – (5 points)
Resource person/ Session chair/ Invited lectures (10 points)	<ul style="list-style-type: none"> • (Two International level events outside India – 10 points) • (Four International level events within India- 10 points) • (Six National level events – 10 points) • (Ten State/ University level events- 10 points)
Book Publications (10 points)	<ul style="list-style-type: none"> • Book / e-book International level publication house- 10 points National level publication house - 8 points • Conference proceedings indexed in Scopus / web of science Editor-10 points Author-5 points (Full length article) • Book Chapter Editor- 5 points Author- 3 points (Full length article)

Research supervisor (20 points)	<ul style="list-style-type: none"> • At least three awarded degree-20 points • For ongoing research-10 points • For PG Students dissertation- 5 points
Consultancy services (10 points)	<ul style="list-style-type: none"> • Minimum 5 Lacs funding Grant – 10 points • Four foreign University Collaborations – 10 points • Academic Consultant in any four UGC recognized Universities (Board of Studies or syndicate member)

Research Promotion Support and Incentive Policy

In order to inculcate a research culture, to monitor and address issues connected to research at SCC, the Research Promotion Committee (RPC) has been established. The aim of the RPC is to foster a research culture in the institution and encourage faculty in research and initiate students to the basics of research. It also seeks to facilitate and recommend the adoption of such policies that advance the pursuit of research. RPC is headed by a senior faculty who is actively involved in research. The RPC carries out a number of activities to enhance the research output, as well as the quality of research in the institution. RPC has been conducting a number of initiatives for research promotion.

Vision

To strengthen the link between research and teaching by inculcating a strong research culture in the institution and building research competencies.

Mission

To establish practices and mechanisms that will foster and facilitate research activities at all levels in the institution leading to an overall enhancement of academic quality.

Objectives

- To develop research culture.
- To remove or reduce obstacles that hinder or discourage research and development.
- To establish the institution as a center of research excellence.
- To establish procedures to manage and use research resources effectively, efficiently and fairly.
- To increase graduate research activity.
- To encourage research and teaching linkages.

Code of Ethics to Check Malpractices and Plagiarism in Research

St. Claret College is committed to producing and promoting research and scholarship of the highest order, unadulterated by plagiarism and other unethical practices, while endeavoring to maintain academic freedom and innovation. The college invites its faculty and students to abide by the highest standards of integrity in their conduct of academic research and/or support to academic research activities, which include, but are not limited to the following:

- No form of plagiarism is allowed. Plagiarism takes many forms namely, submitting another's work as one's own, paraphrasing or copying sizable parts of another's work without due acknowledgement, claiming credit for another's research, receiving credit/marks on group assignments without contributing fairly, using exact phrases, sentences, or paragraphs from a source without quotation marks and/or proper citation, substituting synonyms for the author's language while keeping to the same general language framework and meaning as found in the original.
- Use of proper plagiarism checks- both manual and technical – such as, use of software and other ICT enabled systems and procedures to check instances of plagiarism during review.

- Those faculty/students attending/participating any conference/ seminar/workshop, etc., representing the institution, permission must be obtained from the Principal.
- Faculty members who serve as reviewers/editors on editorial boards of any journals, need to adhere to the strictest standards to ensure good quality publications.
- SCC, while organizing conferences and seminars on pressing issues calling for academic inquiry, and selecting papers for the same, should place strong emphasis on the standard of research, original thought and expression, and multiple layers of review.
- SCC keeps its faculty and students informed of appropriate guidelines for publication in various journals, including those recognized by the UGC.
- SCC library is stocked with renowned journals from the world over, acting as a mirror for quality research and writing, for faculty and students - a veritable tool that they can employ by emulating the standards of these publications.

Research Promotion Policy for Faculty

St. Claret College firmly believes in encouraging a vibrant research culture for achieving excellence by exploring novel research paradigms and promoting research to address global, national and local challenges. The institution encourages research activities by providing the necessary infrastructural support to faculty. The research policy shall serve as an overall framework within which research activities may be carried out with enthusiasm.

Towards this endeavor, SCC is committed to fostering a research culture on the campus by encouraging research initiatives across various departments. The prime objectives for incentivizing research are as follows:

- Ensure a positive research environment and ensure high quality of research and enhance focus on outcome based research.
- Provide robust and flexible framework conducive to research, faculty without PhD are encouraged to pursue and complete their PhD by providing study leave with salary benefits.
- Encourage research initiatives and foster systematic integration of the research experience in teaching and learning. Continuously improve research training and enhance research skills by organizing workshops, training programmes for faculty regarding research methodology, writing proposal, writing of publication, academic integrity, ethical practices etc.
- Enhance support for organizing national and international conferences/workshops/seminars.
- Encouraging faculty members to pursue national and international collaborative research projects.
- Support in terms of technology and information needs - The entire college campus is Wi-Fi enabled. The library of the college is well-stocked with latest editions of books, e-journals and research databases for conducting research work.

Code of Ethics for Students

Research Promotion Committee (RPC) has developed code of ethics for student researchers to ensure minimal or no presence of misconducts. A few common misconducts in research work are plagiarism, fabrication, imitating someone's idea, hiding the actual source of information and so on. The Research Promotion Committee (RPC) of St. Claret College believes in a transparent and ethical way of conducting research. RPC has developed the following code of ethics for student researchers:

Plagiarism

It is a deliberate attempt of copying data from others' work without acknowledging them. RPC has mandated the plagiarism rate to be less than 10%. It is a general norm for most of the national and international publications.

Abuse of Intellectual Property Right

It indicates violating the legal norm of copyright, trademark, moral right, patent or any sort of intellectual property right. A written consent is mandatory in case of using any intellectual property. Punitive actions will be initiated against students who fail to comply.

Misinterpretation

It is a deliberate attempt at unfair interpretation of others' research ideas. Students are required to restrain themselves from such practices. Sharing or taking ideas is not a crime but the process should be transparent and duly acknowledged.

Personation

This is a situation where the research work is submitted or published by someone other than the researcher. RPC has instructed all the research guides to strictly monitor students' research activity and progress to avoid this misconduct.

Sabotage

This is an act of damaging or disrupting someone's research work or experiment, intentionally. Students are required to restrain from sabotage.

Research Promotion Policy for Students

Research is an inevitable part of academics and to promote research, St. Claret College has developed a dynamic research process. Students are a core part of it. Though it is a challenging task to promote research, especially at the undergraduate level, the Research Promotion Committee (RPC) effectively implements the following process:

Student Enrolment

Class Mentors (Faculty) are encouraged to promote research culture among their mentees. Interested students are asked to enroll under the Student Research Forum. Advanced learners are also part of this forum.

Orientation Program

Students are asked to submit their research interest after the enrollment process. An orientation program is conducted by RPC where a research guide is allotted to the students based on their interest area. The allotted research guides take counselling sessions for their respective students and try to find out their level of understanding of research.

Guide-Student Interactions

Students need proper guidance for successful completion of their research work and to ensure that RPC closely monitors the Guide-student interaction records and their progress.

A quality research work cannot be produced without proper infrastructure and financial support. The Research Promotion Committee ensures that students get all the facilities they need for successful completion of their scholarly work.

Access of Computer Lab

Students are allowed to use the computer lab for the research purpose during their free-time. They need prior permission from their research guide, class mentor and lab assistant. Students will get access to all the required software.

Library Support

Library plays a pivotal role in the research process. Several secondary data sources are available in the library for research.

Language and Technical Assistance

Research paper demands a formal tone of writing and proper formatting. RPC ensured that students get all these support from experts.

Financial Aid

A research process includes field work and publication which needs monetary support. SCC Management extends financial aid to encourage students and promote research culture.

Research Support and Services

1. Financial Incentive for Research Publications

Faculty are encouraged to publish research work in reputed journals and are considered for financial incentives. For providing financial incentive to published work, the research journals should be listed in Scopus or UGC approved ones. Only if the faculty/staff acknowledge in the publication their St. Claret College affiliation, this financial incentive will be provided. Before sending the work to any journal, faculty will have to submit the paper to RPC for a plagiarism check. Only once approved by RPC, the faculty can send the paper for publication. The faculty will have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence to the Research Promotion Cell (RPC) and with its approval the author can collect the amount from the admin office. The contributors of the articles have to submit along with the application the indexing details and latest impact factor of the journal, from reliable sources. Financial incentive is provided only to the first author with St. Claret College affiliation, who is a regular/confirmed/temporary faculty of St. Claret College. All journals should have ISSN numbers.

1.1. Procedure for Recognition of Publications

- a. The faculty will first publish the details of the publication on the website of the college by filling up the details of publication.
- b. The faculty then will submit to the Research Promotion Cell, the prescribed Application Form along with two copies of the reprint of the published material. The application must be routed through the Head of the Department.
- c. The Research Promotion Cell will examine the details, decide on the Award Amount as per the Regulations of the college and send the form with their sign (without the article) to the office for payment.

- d. The Research Promotion Cell will also place a Congratulatory Message (only for UGC listed / Scopus Journals) on the faculty Notice Board.

1.2. Updating Research and Publications

Faculty members shall regularly update and verify research and publications data at the website link 'Research'. All the relevant information shall be entered on the corresponding page as per the available documents. The original copy of the documents shall be uploaded or submitted to the RPC for verification. The information entered and approved by RPC from April beginning to end of March of the subsequent year will be considered for performance appraisal.

2. Financial support for presenting papers in seminars, and conferences and attending training programmes

Faculty attending and presenting papers in conferences, with the approval of the college may be sanctioned financial assistance from the college towards travelling expenses (limited to II Class Train Fare) and Registration fee to the extent of Rs. 3000/- (total for both fare and registration) once in a semester, if no other financial assistance is availed towards published paper or research project. Travel documents, Registration fee receipt (in original) and attendance certificate need to be produced. Faculty desirous of availing financial assistance for attending seminars/symposia, should submit the application in the specified format forwarded through the Head of the Department. In general, financial support is provided only with the prior approval and for fulltime faculty. The same procedure will follow for the release of the financial assistance.

Financial Support

Event	Financial support for participation, paper presentation, publication	Non-Financial support	Travel Support
International level	Registration fees/ participation fees/ presentation fees/ publication fees	OOD Facility	-
National level/ State level	Registration fees/ participation fees/ presentation fees/ publication fees	OOD Facility	Train Ticket for Sleeper Class (to-and-fro)
Higher studies	Fees as per the norms	OOD Facility	

3. Financial Support to Faculty Members pursuing Higher Studies

3.1. Objective

SCC nurtures academic advancement of its faculty and towards this end extends financial and non-financial support to the faculty who pursue higher studies. This scheme particularly aims at encouraging faculty members to pursue independent doctoral research/Post-Doctoral studies to enrich their academic specializations and in turn to enhance the quality of education in the institution.

3.2. Eligibility

The Faculty members of the college seeking financial/non-financial support scheme have to satisfy the following eligibility requirements:

- a. Must be regular and confirmed faculty of the college having put in a minimum of one year of continuous and satisfactory service.
- b. Must have registered for M.Phil, Ph.D or a Post-Doctoral Research in a recognized/ accredited University or Institute in or outside India and where applicable, the Research Guide must have been chosen and his/her consent obtained. The topic of research for Ph.D and PDR, for consideration of assistance must be directly related to the subject/s of study of the faculty at the PG level.
- c. The time limit for completion of the programme must not exceed three years from the date of registration.
- d. Those faculty members who do Higher Education (M. Phil/ Ph. D/PDR) while teaching at St. Claret College, in order to avail monetary or non-monetary benefits, as a precondition, will have to agree to serve the institute at least for 3 years after they complete the higher education. If they leave before the completion of 3 years, they shall return in monetary terms all the monetary and non- monetary benefits (financial aid, SCL and other facilities) they received with 10% interest and if they do not pay back, it will be deducted from their benefits. In case they leave before the completion of their higher studies, then they will have to return in monetary terms all the monetary and non- monetary benefits (financial aid, SCL and other facilities) they received with 10% interest and if they do not pay back, it will be deducted from their benefits.

4. Private Consultancy/Service by the regular Faculty and Staff members

In terms with the employment Regulations of the college, no regular faculty/ staff members (including full time/ contract) while in service, shall directly or indirectly engage in any kind of private consultancy or service without express consent from the college. Private consultancy/ Service shall include part-time teaching as guest or adjunct faculty in other institutions and private tutorials. College shall normally encourage consultancy/service only as a departmental initiative through a properly documented process. In exceptional cases, consultancy service on an individual basis may be permitted. In any case, teaching in other institutions will not normally be within the permissible services. Any faculty/staff member already engaged in private consultancy/service should obtain the approval of the college, in case he/she wishes to continue with such consultancy. Approval will be normally guided by the nature and relevance of the consultancy with reference to its qualitative impact on the mission of the college. Application seeking approval must contain details of the consultancy/service, time duration, work schedule, if any, with an undertaking that faculty/staff shall not derelict from their duty/responsibility to the college, if the approval is granted. No special leave or 'on official duty' shall be permitted for such personal engagements. Application addressed to the Principal, must be forwarded through the HOD.

Scholarships, Freeships and Cash Awards Policy

St. Claret College supports the higher education of both meritorious students, students from low-income families and disadvantaged sections through its own scholarship schemes. Keeping in mind the national commitment to diversity and inclusion, due consideration is given to students from socially backward sections and SC/ST communities. Students who join SCC with outstanding sports credentials, and those who receive special sports recognitions are also provided scholarships. Taking into consideration the major student profile factors such as the low-income family economic backgrounds, and the majority being first-generation degree learners, SCC is committed to providing adequate financial help for a new generation's quality higher education. True to SCC's mission, this support transforms the socio-economic situation of the individuals, their families, the society and the nation.

I. Institutional Scholarships and Freeships

The following are the various categories of institutional scholarships and freeships:

1. Financial Aid Scholarship

- The Financial Aid Scholarship is offered to students from low-income families.
- The amount of FA scholarship ranges between Rs 5,000- 10,000/- annually for a student. The management takes into account the family income, the academic performance, the participation and involvement of the applicant in the co-curricular and extra-curricular activities and determines the amount of FA scholarship.
- On an average, up to seven percent of all the students in the institution receive FA scholarship annually.
- Twenty percent of FA Scholarship is reserved for students from SC/ST Category.
- Twenty percent of FA Scholarship is reserved for students from OBC Category.
- And the remaining sixty percent is reserved for the General Merit Category.

2. Merit Scholarship

Merit scholarship is provided to appreciate and encourage students who are excellent in academics. Merit scholarship is awarded to students both at the entry level and to top performers in the University semester examination.

Merit Scholarship Criteria at the Entry Level – I Year Students: UG and PG

Percentage of Marks in the qualifying exam	Percentage of scholarship on annual fee
90- 93%	10%
93.01- 95%	15%
95.01% and above	25%

Academic Merit Scholarship Criteria

► B.A.

- | | |
|------------------|---------------------------------|
| 80- 85% | - 10 percent of the annual fee. |
| 85.01 – 88% | - 15 percent |
| 88.01% - 90% | - 20 percent |
| 90.01% and above | - 30 percent |

▶ **Other programs**

85% - 88%	- 10 percent of the annual fee
88.01% - 90%	- 15 percent
90.01% - 92%	- 20 percent
92.01% and above	- 30 percent

For the II year UG and PG batches, their total score from I and II semester University exams is the criteria. And for III year UG batches, their total score from III and IV semester University exams is taken into account.

3. Other Institutional Scholarships

1. **Sports Scholarship-** is a scholarship given to students who represent the institution at the university, national or international levels. Generally, between 10-30% of the student's annual college fee is awarded as Sports Scholarship depending on the merit of the applicant. Exceptional Sports achievers at the national and international levels also receive freeships.
2. **Alumni Sponsored Scholarships-** The alumni of SCC make generous contributions from time to time to support the education of students from low income families. The eligibility criteria and the amount of scholarship in this category will be determined when such scholarship funds are available.
3. **Divyanjan Scholarship-** is offered to the physically challenged students. The annual Divyanjan scholarship amount for an eligible candidate ranges between rupees 5000 to 7000/-

4. Freeships

The institution also provides fully free education to students from extremely low income families and to exceptional achievers in arts, cultural and sports fields. The Managing Committee determines the eligibility criteria for freeships.

The procedure for application and processing of scholarships, freeships

- For **Academic Merit Scholarships**, the eligible candidates should collect the application from their respective class mentors and submit the filled out application with relevant documents (Entry level marks/ University result copies and personal bank account details) to their class mentors. The mentors, after verifying, submit the documents to the scholarship support officer in the admin office for processing.
- For **Financial Aid Scholarships**, the interested students should collect the application from the scholarship support officer. Duly filled application, along with the supporting documents should be submitted to the Head of the respective Department, after attestation from the class mentor.
- The Head of the Department, along with the class mentors scrutinize the application and recommend if the candidate is eligible or ineligible for the scholarship.
- The recommendation of the department is forwarded to the Principal.
- The Principal, along with the Managing Committee decide on the final list of eligible candidates for financial aid scholarship.
- Financial Aid Scholarship applications are open to all interested students.

- In the case of **Sports Scholarships**, application has to be collected from the Scholarship Support Officer and the filled out application form, along with the supporting documents should be submitted to the director of Physical Education. The director, after scrutinizing the applications forwards the recommendation to the Principal.
- For **Divyanjan Scholarships**, the application is collected from the Scholarship Support Officer and the filled out application form, along with the supporting documents should be submitted to the coordinator of the Equal Opportunity Cell. The Co-ordinator of EOC, after verifying the documents, forwards the recommendation to the Principal.
- For **Alumni Sponsored Scholarships** (whenever available), the application is collected from the Scholarship Support Officer and the filled out application form along with the supporting documents should be submitted to the respective Head of the Department. The HOD, after scrutinizing the application along with the class mentors, forwards the recommendation to the Principal.
- The rest of the process for Sports, Divyanjan and Alumni scholarships is the same as merit scholarship.
- The scholarship amount is transferred to the candidate's personal bank account only.
- The submission of the application is called for, after the declaration of the II and IV Semester University results in the cases of second and third year students. And for the first year students, the application is submitted at the entry level.

Support to Apply and Process National/State/NGO Scholarships

- SCC provides support to apply and process scholarships from national, state welfare departments and non-governmental organizations.
- An exclusive Scholarship Support Officer is appointed to help students with the same, and to verify and approve the applications on NSP and SSP portals.
- After receiving such scholarships, the students must submit a copy of the scholarship receipt to the Scholarship Support Officer for records.

5. Cash Awards

SCC recognizes and awards the academic toppers and the outstanding performers in cultural, arts, literature, music and sports areas from the graduating batches during the graduation ceremony. The Principal, along with the Student Welfare Officers scrutinize the nominations for these awards. The winners are presented a cash award along with a citation.

The following are the cash awards instituted:

For UG Students	
Award Category	Amount in Rupees
Academic Proficiency Awards- the topper from every programme at the completion of the programme	2000/-
The Best Outgoing Student Award	2000/-
Principal's Best Student Award from II year UG Students	2000/-
Kalaprathibha (Cultural and Arts) Award	2000/-
Kreedarathna (Sports) Award (One boy and one girl)	2000/-
Sangeetprathibha (Music) Award	2000/-
Saahityprathibha (Best Literary Performer) Award	2000/-

Ms. Beatrice Memorial Outstanding Volunteer Award (Instituted by Ms. Whidula Shine)	3000/-
The Spirit of Claret Award for Outstanding Community Service	2000/-
For PG Students	
Academic Proficiency Awards- the topper from every programme at the completion of the programme	2000/-
The Best Outgoing Student Award- best talent in arts, cultural events, music, literature and/or in sports	2000/-
Vishesh Prathibha Award	2000/-
The Spirit of Claret Award for Outstanding Community Service	2000/-

Student Council Policy

The Student Council is a representative student body for student involvement in the affairs of the college, working in partnership with the management, faculty and staff for the benefit of the institution and its stakeholders.

Objective

The Student Council of St. Claret College has been instituted with the aim of having student representation in academic and administrative activities. It enables students to take responsibility for projects / events, and to demonstrate that they can manage and bring such projects to successful completion.

Council

The Student Council Office comprises of College Captains – Boy and Girl, Cultural Captains – Boy and Girl and Sports Captains - Boy and Girl along with the Departmental Student Council, Club Representatives and Class Representatives.

The College Captains and the Departmental Student Councils are elected through free and fair democratic electoral process. All other office bearers are selected by the respective club and class mentors.

To ensure free and fair democratic election process, two committees are nominated by Principal: The Screening Committee and The Election Committee.

The Screening Committee is responsible for screening the nomination papers filed by the candidates.

The criteria for nomination are:

- ✓ Attendance record of minimum 80% in all semesters.
- ✓ Should not have any back papers in the previous semesters
- ✓ No disciplinary action has been initiated against the student by college in the past.

Shortlisted candidates get the opportunity to address the students during assembly hour and introduce themselves and their manifestoes along with their Election Symbol. Elections are conducted in a free, fair and democratic process.

The newly elected student leaders are sworn in to the office during a grand Investiture Ceremony.

A grand Investiture ceremony is organised a couple of weeks after the new leaders are elected. The purpose and goal of this grand event is to invest/bestow duties and responsibilities on the newly elected student leaders and officially proclaim them as Student Council members. This keeps up the vision of St. Claret College to harness its students to be the trail blazers of tomorrow.

Roles of Student Council:

The Student Council is responsible for organizing the National festivals, College Festivals, Departmental festivals, social functions and even some internal functions like farewells and birthdays.

They are entrusted with maintaining discipline and decorum within the college.

The Student Council meets two times annually (1 in each semester) with the college management to appraise them on the annual plan of activities and the programs executed so far.

This is also a forum to discuss the various concerns regarding, student discipline, infrastructure needs and new policies etc.

The Student Council meeting is presided by the head of the institute and the participants are: Student Council Mentor, College Captains, Cultural Captains, Sports Captains, Department Student Council members, Club Representative and Class Representatives.

The Student Council works in collaboration with the Cultural Co-ordinators in planning and organizing College Fests – Euphoria, Recipro and Mayurika

The Student Council works in collaboration with the Sports Club to organise Athenia – the Sports Fest, and Sports Day.

The Student Council also organizes the birthday celebration of the Principal and the Vice-Principal, Independence Day, Teachers’ Day and Kannada Rajyotsava etc.

The Student Council has dual responsibility: academic and administrative.

Academic: Voicing out concerns of students related to academic performance, course completion, academic resources to the college management.

Administrative: To collaborate with various clubs and associations as well as class representatives. Maintaining cordial relationships with alumni association. The Student Council is on the editorial Board of Excelsior – college magazine. They are also involved in the Library Orientation Program; they assist the Library Club.

Hence, the Student Council seeks to build a relationship based on mutual respect and trust with all in the college and supports the staff and management in their efforts to create and maintain an environment conducive to educational and personal development.

Responsibilities of the Student Core Council

- Monitoring and maintaining the discipline among the students of various departments via the department captains (*Exclusively by the College Captains*).
- Acting as a mediator between the department captains and the college management officials such as the Principal & Vice-Principal (*Exclusively by the College Captains*).
- Actively participating in the IQAC meetings with an objective of the progress of the institution (*Exclusively by the College Captains*).
- Offering support to the Student Council Mentor in organizing leadership training workshops for the student council (*Exclusively by the College Captains*).

- Initiating the student council meeting under the guidance of the Student Council Mentor (*Exclusively by the College Captains*).
- Recording the minutes of the student council meetings (*Exclusively by the College Captains*).
- Arranging a day out for the student core council with the assistance of the Student Council Mentor (*Exclusively by the College Captains*).
- Assisting the Student Council Mentor in the administrative works (*Exclusively by the College Captains*).
- Accompanying the student participants at the institutional level for the inter-collegiate cultural fests (*Exclusively by the Cultural Captains*).
- Offering additional support to the faculty coordinators in the arrangements of organizing intra and/or inter-collegiate cultural events (*Exclusively by the Cultural Captains*).
- Accompanying the student participants at the institutional level for the intra and/or inter-collegiate sports fests (*Exclusively by the Sports Captains*).
- Offering additional support to the faculty coordinators in the arrangements of organizing intra and inter-collegiate sports events (*Exclusively by the Sports Captains*).
- Playing a key role in the planning, coordination and onstage implementation of the intuitional intra and/or inter-collegiate events (cultural/sports/others) by ensuring equal involvement and mutual respect among the student core council members.
- Being role models for the entire student community.
- Creating a positive ambience that fosters personal, academic and professional excellence.
- Actively involving in college promotion initiatives.
- Being dynamic in maintaining a good rapport with the former student core councils.

Department Student Council & Class Representatives

- Monitoring and maintaining the discipline among the students of various classes of the department via the class representatives.
- Acting as a mediator between the class representatives of the department and college captains.
- Initiating the necessary steps to ensure the best academic results for each class in the University examinations under the guidance of the department faculty members.
- Initiating the department council meetings under the guidance of the HoD
- Initiating the department club meetings under the guidance of the respective faculty coordinators.
- Playing a key role in the planning, coordination and onstage implementation of the departmental and/or club related intra and/or inter-collegiate events by ensuring equal involvement and mutual respect among the department council members.
- Being role models for the entire student community of the department.
- Creating a positive ambience that fosters personal, academic and professional excellence.
- Actively engaging with the department and/or college for promotion proceedings.

- Being dynamic in maintaining a good rapport with the alumni network of the department.
- Assisting the department faculty in the administrative works of the department.
- Guiding the junior batch students by conducting relevant activities at the department level.
- Proposing the participants' list to the faculty coordinators of the department clubs for various inter-collegiate events.

Responsibilities of the Department Secretary

- Offering support to the captains to conduct various intra and/or inter-collegiate events.
- Recording the minutes of the department council and club meetings.
- Assisting the faculty coordinators of the department clubs in doing the administrative works.

Roles & Responsibilities Club Representatives

- Acting as a mediator between the Club Coordinator (faculty) of the club and its members.
- Initiating the club meetings under the guidance of the club coordinator (faculty).
- Playing a key role in the planning, coordination and onstage implementation of the club related intra and/or inter-collegiate events by ensuring equal involvement and mutual respect among club members.
- Being role models for the entire student community of the club.
- Creating a positive ambience that fosters personal, academic and professional excellence and equal opportunity to all the members of the club.
- Actively engaging with the department and/or college for institutional promotion.
- Being dynamic in maintaining a good rapport with the all faculty, staff and fellow members.
- Assisting the Club Coordinator (faculty) in the administrative works of the Club.
- Proposing the participants' list to the faculty coordinators of the clubs for various inter-collegiate events.
- Offering support to the captains to conduct various intra and/or inter-collegiate events.
- Recording the minutes of the club meetings.

Student Support Policy

Purpose

SCC is committed to supporting students to reach their full potential in academics, co-curricular and extra-curricular activities. This policy aims to enhance student engagement and the student learning experience. It provides information for staff and students to ensure that adequate support is provided to meet student needs, regardless of their place or mode of study, and to provide the best opportunity for student success.

Scope

The policy is applicable to all the students of SCC and to faculty and staff involved in providing and managing student support.

Overview

St. Claret College has designed its approach to student support services in line with the vision and mission of the institution. SCC has developed an efficient student support policy to assist students on their journey towards holistic development. There are various mechanisms and support systems that help the students to align with the institutional culture. The support services offer an overwhelming experience to students that makes them holistic individuals.

Learning Resources

The library is a vital component of academic life at SCC. The library has academic resources such as books, magazines, journals, encyclopedia, databases, e-resources, CDs/DVDs, project reports, audio/video cassettes, rare books, question banks, Plagiarism tool-Turnitin and facilities for browsing e-resources. The library has a repository of e-books with remote access facility for faculty and students. The library has subscribed for N-list, Delnet and Mint book. Inlibnet and Delnet databases provide academic and research data to the students and faculty. SCC has subscribed to Knimbus- a complete digital library platform to search across all digital resources- databases, e-books, journals and the institutional repository from a Single Search Box. It is a customized interface designed for the institution. This interface makes it possible for our students, faculty and staff to access the library at any time, from anywhere and on any device.

Mentoring

At SCC, mentoring is considered one of the best practices since its inception. The mentors invest their time and energy with the mentees to ensure that the mentees get ample opportunities for their holistic development during their stay in the institution. The mentors are highly experienced and deliver value-based guidance and support to the mentees. Mentors try to engage the students' community in various ways, from personal development to professional development. The institution ensures that the mentor-mentee ratio is appropriate to provide personal attention to every mentee.

Counseling Services

College students experience diverse emotional and psychological stressors at college and at home relating to interpersonal relationships, educational and occupational choices. College has a professionally qualified full-time counsellor on campus who provides personal and

psychological counselling to students seeking more in-depth guidance related to their overall well-being. Students are encouraged to seek advice and support on a personal and individual basis as required during their time on campus. Students needing the help of a counsellor should contact the SCC Student Counsellor to make an appointment. In some situations, a member of the faculty or staff may recommend a student to consult the counsellor and, with the student's consent, make necessary arrangements. SCC provides the students with a safe, confidential and non-judgemental environment to share their concerns.

Student Welfare Office

The Student Welfare Office works for the all-round development of SCC students. The office is committed to promote a campus environment that fosters academic success, personal growth and student development. SCC welfare officers' key role is to promote on the campus a positive environment and a sense of belonging; create opportunities for students to integrate curricular and co-curricular learning by coordinating various events, act as a liaison between the parents, students and the college management and maintain discipline amongst the student body.

Student Council

Student Council is a body of students to promote quality in student life. It is a support system for holistic development of the students. The Core Student Council is constituted of two College Captains (a girl and a boy, elected from the final year students); two Cultural Captains (a girl and a boy nominated from the final year batches) and two Sports Captains (a girl and a boy nominated from the final year batches). Similarly, every department has an elected student council composed of two captains (a girl and a boy) from the final year batches and a secretary elected from the second-year batches. The larger student council comprises the Core Student Council, the department student council and the elected class representatives and the nominated representatives of various clubs and associations. The student council is involved in organizing the Graduation Day, Euphoria- the intra-collegiate cultural and arts competitions, Mayurika- the Inter-collegiate cultural fest, intra and inter-collegiate sports and other fests. There are regular Student Council meetings every semester along with the principal and the student council mentors. In this meeting, the students evaluate activities, plan out the up-coming programmes and discuss relevant issues with the Management.

Placements

The Placement and Career Guidance Cell (PCGC) of St. Claret College is the chief facilitator in assisting students towards good job opportunities. The main goals of PCGC are to enhance the employability skills such as aptitude, reasoning, personality and interview skills and to place the students in the industry. PCGC provides adequate training to students to be equipped with skills as per the industry requirements. The SCC placement cell follows a systematic process to meet the aspirations and expectations of its students. Students' placement is managed well by initiating long-term relationships with companies and industries.

Value Added Programs

SCC provides a number of Add on/ Diploma programs for skill development. The College provides state-of-the-art informatics and optimization expertise to the student community for improving their efficiency and competitiveness in the areas of Commerce and Management, Language and Analytical Skills, Computers and Information Technology. Each program offers

minimum of two value added programs to their students in order to bridge the skill gap between Industry and Academia.

Life Skills Development Programs

In an effort to improve the psycho-social competence of students, Life Skills classes are conducted. These classes provide an open platform for students to share their opinion, understand deeper a variety of issues that influence their lives. The attempt is to equip them with better skills for adaptive and positive behaviour. A minimum of ten hours of classes are held for LSDP in each of the first three semesters. Experts from outside as well as the trained in-house faculty members guide these sessions. Students who meet the requirements will be awarded a certificate of completion at the end of the fourth semester.

Support services- NCC & NSS

National Cadet Corps (NCC)

NCC unit at SCC is sanctioned by 8 KAR BN NCC, under "Bengaluru 'B' GROUP" in the Karnataka & Goa Directorate, Bengaluru. Every year 108 Cadets are enrolled in this unit with Lt. Prakash Chandra Behera as the Care Taking Officer (CTO). Regular activities like Drill, Rifle Drill, Map Reading, Weapon Training, Field Craft and Battle Craft etc., are conducted as per the syllabus framed by NCC Directorate. Anti-Drug Rally, Swachh Bharath Abhiyan, Yoga, Independence Day, Republic Day, Kargil Vijaya Diwas, Road Safety Rally, Blood Donation, Army Awareness, NCC Inter collegiate competitions and NCC Day celebration are the other programs conducted by NCC 8KAR BN wing at SCC.

National Service Scheme (NSS)

SCC has a vibrant NSS that strives for the welfare of the neighbourhood community. An NSS volunteer is required to complete 240 hours of community service in two years duration. This includes 20 hours of orientation course, 30 hours for campus work and remaining 70 hours for community services in a year. Further a seven-day special camp has to be attended by the NSS volunteers in an adopted village.

Clubs and Associations

SCC believes that every student possesses some talent or skill which can be honed and fostered by giving them a platform in the form of clubs, associations, cells, centers and committees. The following are the various clubs and associations in SCC which provide adequate support to sharpen students' skills.

1) Anti-Human Trafficking Club

The Anti - Human Trafficking Club at SCC envisions a local and global community that fully realizes the value of each human life and detests any practice that denies a person her or his right to live a life free from violence, exploitation, or slavery. The Anti - Human Trafficking Club of St. Claret College is committed to preventing human trafficking, prosecuting traffickers, and protecting survivors of human trafficking by building a strong collaborative of anti-trafficking advocates and experts in the society.

2) **Business Club**

The Business Club provides a comprehensive understanding of the cultural, financial, geo-political, national and international economic issues that affect business activities. The club regularly organizes programmes like extension lectures, diploma courses, seminars and industrial interactive sessions to cater to the industrial demands. The club brings together the various domains of finance under one roof to develop students and sharpen their brains in the areas like Banking, Insurance, Equities and Derivatives. Mock Stock trading, Quiz, Paper presentation, Union Budget discussion etc., are some of the activities conducted by the club.

3) **Christian Students' Association**

Christian Students' Association has numerous activities that include worship services, prayers, community service, music etc. Holy Mass is celebrated on every first Friday of the month. Shalom, the annual intra collegiate fest is organized by CSA. The annual retreat for the Christian Students is also taken care of by the CSA. CSA at SCC is also part of AICUF (All India Catholic Union Federation) of the Karnataka Chapter. The motto of AICUF is, "We were born in an unjust society and we are determined not to leave it as we have found it".

4) **Claret Kannada Academy**

Claret Kannada Academy conducts various programmes such as talks and lectures by prominent Kannada writers, workshops and cultural camps to places of literary and cultural significance. Every year, the Academy organises two important events are Kannada Rajyotsava, an intra-collegiate program and Spoken Kannada Classes for Non-Kannada faculty and students of SCC. Kannada Academy has also been conducting several national seminars as a means of raising awareness on social, political and economic issues.

5) **Consumer Rights Club**

Consumer Rights Club is an initiative to enhance awareness amongst the student community regarding the rights and responsibilities of a citizen of India, and to generate awareness about the consumer rights provided under consumer protection act and Indian laws. The club also instils consciousness and confidence among the students to question any violation of consumer rights.

6) **Cultural and Arts Club**

The Cultural and Arts Club brings forth the creative side of our students. The club nurtures students' talent in dance, fashion show, beat boxing, stand-up comedy, paintings, drawings, and craft works etc. Arts activities include pencil sketching, oil pastel drawings, glass painting, making of crafts items etc. Discussion on famous artworks through history is also encouraged. This club organises the intra-collegiate cultural and arts competitions (Euphoria) and prepares students for inter-collegiate events outside the campus and for SCC's inter-collegiate fest, Mayurika.

7) Current Affairs Forum

Current Affairs Forum at SCC equips the students to be up-to-date with national and international events and prepares them for competitive examinations such as Civil Service Examinations, Bank Exams, CAT, MAT and Public Service Commission Examinations. The forum conducts crash courses, quizzes, seminars and discussions and organizes training programs in collaboration with external agencies.

8) Dr. B. R. Ambedkar Study Centre

To keep the vision and progressive ideas of Babasaheb Dr. B. R Ambedkar alive, SCC, in association with Bangalore University has established Dr. B. R. Ambedkar Study Centre. The Ambedkar Study Centre creates awareness regarding the lasting relevance of Dr. Ambedkar. The centre promotes studies and research on Dr. B. R. Ambedkar.

9) Entrepreneurship Cell (E-Cell)

Entrepreneurship Cell at SCC manifests the latent entrepreneurial spirit of young students. The club provides a platform to students who want to set up their own business and gives opportunities to budding entrepreneurs to connect to successful businessmen and see their ideas turn into reality. The E-Cell hosts various workshops, speaker sessions, innovative games, competitions for the aspiring entrepreneurs and supports them by providing necessary resources, mentoring, consultancy and networking. The E-Cell also takes care of the running of the E-Store through which stationary items are made available to the institutions on the campus.

10) Environment Club

SCC Environmental Club is committed to promoting environmentally conscious actions on campus and in the neighbourhood to increase awareness of environmental issues on large and small scales. The Club helps to create awareness towards our environment. Classes on environmental issues are also organised by the club.

11) Gandhi Study Centre

Gandhi Study Centre at St. Claret College creates awareness among the students on the relevance of Mahatma Gandhi's Principles and inspires them to emulate the Gandhian Principles by coordinating and having a link with Gandhian organizations and Gandhians. It also helps the present generation to disseminate the thought and message of Mahatma Gandhi by conducting various activities.

12) Heritage Club

The Heritage Club at SCC generates awareness on cultural and national heritage and provides opportunity to students to participate in heritage related activities. Every student who becomes a member of the heritage club is motivated to participate in heritage conservation and to learn more about their local and natural heritage.

13) Human Rights Club

The Human Rights Club at SCC makes the students conscious of the human rights which are inherent in all human beings, regardless of race, gender, nationality, ethnicity, language, religion, or any other status. The basic rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work

and education, and many more. The club aims to create awareness, conviction and commitment to values for improving the quality of life through education, and for advancing social and human well-being.

14) Humanities Club

The primary purpose of the Humanities Club is to provide a platform for students who are either pursuing or are interested in arts and humanities. The club encourages the students to be actively involved in activities related to Literature, Psychology, Journalism, Political Science, Economics and Sociology. The various activities conducted by this club include the regular publication of the Wall Journal- The Lantern, photography exhibition and competitions, visit to TV Channels/ Newspaper offices, visit to Mental Health and Rehabilitation Centers, presentations and debates, involvement in humanitarian activities, movie screening and movie review, short movie/ video making competitions and organizing conferences etc.

15) International Students' Forum

International Students' Forum (ISF) welcomes the new international students every year to the campus and helps them settle in the new environment at SCC. The institution facilitates the following support services for the international students through the forum:

- Helps them find low rent housing and accommodation.
- Extra academic help is given to late admissions and/or to those who lack the ability to follow lectures in English.
- Administrative support to process visas and travel papers.
- Student loans and bursaries in financial crises.
- Counselling and mentoring in a human and caring way.

16) IT Club

To keep pace with the rapid changes in the information sector, SCC has an Information Technology Club. Under the aegis of the Department of Computer Science, the club organizes programmes like guest lectures, seminars, computer simulations, quizzes, industrial visits etc.

17) Journal Club

The Journal Club augments the research skills of students. The club provides hands-on experience on preparing questionnaires in Google forms, APA and MLA bibliography formats, statistical tools using SPSS, Journal overview, debate, research quiz and research paper presentations. The journal club events provide a forum for master's students to improve their research skills in their respective fields. Furthermore, these events equip the students to make research paper presentations at the national and international conferences and also for publications in peer reviewed journals.

18) Leadership Incubation Cell

The main objective of the Leadership Incubation Cell at SCC is to bring out the best student leaders. The students are provided opportunities to gain the necessary leadership skills via various events such as exclusive leadership training programmes

in collaboration with reputed external organizations, student leadership summits, state/national level youth - talk contests, activities based on team building, stress management, personal grooming, public speaking, etc. The Leadership Incubation Cell also acts as a platform to mould the upcoming leaders to take up new and demanding responsibilities.

19) Literary Club

The Literary Club's objective is to develop and hone the literary skills of the students through book reviews, film criticism, creative writing, debates and public speaking. The club also organizes the annual literary day, commemorating the literary contributions of an author/period/place which has some relevance in a given academic year.

20) Management Club

The Management Club at SCC is a forum for the students of Business Management. The students are provided opportunities to develop the managerial and administrative skills through presentations, industry visits, seminars and lectures. The club programmes are aimed at the development of planning, coordinating and decision making skills of students.

21) Music Club

The Claretines are provided professional training in music skills. The Music Club at the SCC consists of a diverse group of students who continuously perform to share with others their passion for singing. The music club includes all genres of music, be it vocal or instrumental. The music club is an integral part of all the major events that take place at SCC.

22) Public Speaking Club

The Public Speaking Club seeks to refine the communication skills of young students who desire to be good public speakers. The Club intends to support students' varied communication development needs. These include supporting them to get over their stage fright, become impromptu speakers and sharpen their abilities to think on their feet effectively. Structured sessions with constant guidance in a supportive environment form the core elements of the club.

23) Rotaract Club

The Rotaract Club at SCC, brings together people to exchange ideas with the leaders in the community, develop leadership and professional skills, and have fun through service. Rotary and Rotaract members work side by side to take action through service. Some benefits of joining the club include making friends in one's own community and throughout the world, giving back to the community, personal growth and development, continued learning, and travel opportunities.

24) Science Club

The Science Club, coordinated by the Department of Sciences mainly focuses on enriching the B.Sc. students in the world of science. It conducts workshops, seminars and guest lecturers to help the students to keep in touch with the recent advances in the world of sciences. The club not only organizes various intra and inter collegiate

activities but also encourages the students to participate in the competitions conducted by other colleges as well.

25) Sports Club

The Sports Club at SCC is established to develop athleticism, to help students build a healthy body and a focussed mind. The Club provides coaching in athletics and games for committed performers. The Sports Club takes up the responsibility of organizing the inter-collegiate, intra-collegiate events like Athenia (intra-collegiate athletics and games) and Waterloo (games competition between faculty and students).

26) Street Theatre, Mime and Drama Club

The primary objective of the theatre club is to enhance the acting skills of Claretines by encouraging them to be involved in various genres of theatre like Drama, Street Play and Mime. The club conducts workshops and certified programs in collaboration with various theatre professionals from educational institutions and theatre groups. Students are given the opportunity to get trained in performing proscenium or drama with the help of faculty experts.

27) Tourism Club

The Tourism Club was formed with the objective of creating awareness among the students about tourism activities and to help them discover and develop their potential in tourism business. It is a forum for Claretines to develop relations with the business world through visits, internships and interactions. Through various activities, the club enhances the soft skills of its members and trains them in functional areas of tourism to enable them to improve their accountability, productivity and customer services.

28) Women's Empowerment Club

SCC has a Women's Club to build sensitivity to women's issues. The Club conducts programme for female students and for women in the neighbourhood on themes such as women's rights, discrimination and empowerment. It also deals with women's grievances, promotes gender equality and respect for women, empowerment of women and promotes women entrepreneurship. The Women's Club, at its own level, organizes special workshops for girl students on health and other women related issues. The annual International Women's Day Celebrations are organized by the Club.

29) Yoga, Aerobics, Health and Hygiene Club

The Yoga, Aerobics, Health and Hygiene Club helps to create and sustain a healthy and positive setting for all the members of the SCC community. The yoga and aerobics classes are conducted by certified instructors. Good personal hygiene benefits one's own health and impacts the lives of those around. Yoga, Aerobics, Health and Hygiene Club at SCC conducts activities that preserve, improve and maintain sound health.

30) Young Communicators' Club

The youth wing of the Public Relation Council India and its Chapter at St. Claret College provides strong support to the Claretines to develop effective communication, bring in leadership movement and help groom the students into responsible citizens of

the country. Social media workshops, documentary filmmaking and ad making are some of the activities of the club.

31) Youth Red Cross and Red Ribbon Club

The Indian Red Cross is a voluntary humanitarian organization having a network of over 1100 branches throughout the country, providing relief in times of disasters/emergencies and promoting health and care of the vulnerable people and communities. The Mission of the Indian Red Cross inspires and encourages all forms of humanitarian activities.

Red Ribbon Club (RRC) Programme is a voluntary on-campus intervention, aimed at heightening the risk perception and preventing HIV among youth. Red Ribbon Clubs have become a powerful medium to reach out to young people. RRC empowers students in the age group of 17-25, by giving them information and life-skills to protect themselves from HIV/AIDS and changing the most active among them into peer educators. This club transforms students into change agents empowered with leadership, negotiation and team building skills.

Student Awards and Recognition

SCC recognizes and awards the academic toppers and the outstanding performers in cultural, arts, literature, music and sports areas from the graduating batches during the graduation ceremony. A committee of faculty members headed by the principal scrutinizes the nominations for these awards. The winners are presented with a citation and a cash award. The following are the student awards established at SCC:

Undergraduate Programs

1. Academic Proficiency Awards

The academic topper (total score of all semesters from the university exams) from every program, at the completion of the program, receives a citation and a cash award during the graduation.

2. The Best Outgoing Student Award

The criteria for choosing the best outgoing student include the academic performance, active participation in co-curricular and extracurricular activities, contributions to the department and the college, and involvement in the extension and outreach activities.

3. Principal's Best Student Award from II year UG Students

Every year, the Principal's best student award is presented to a second year student who best represents the values of the college. Academic performance, active participation in the various activities of the college and community engagement are major criteria that determine the winner of this award.

4. Kalaprathibha (Cultural and Arts) Award

Kalaprathibha award is presented to the best performer in cultural and arts events, at the college, university, state and national levels.

5. Kreedarathna (Sports) Award

The best sports performers (a boy and a girl) from the final year undergraduate batches at the college, university, state and national levels receive the Kreedarathna award.

6. Sangeetprathibha (Music) Award

The best music talent from the graduating batch receives the Sangeetprathibha award.

7. Saahityprathibha (Best Literary Performer) Award

Saahityprathibha award is presented to the best talent in literary areas from the graduating class.

8. Ms. Beatrice Memorial Outstanding Volunteer Award

Ms. Beatrice Memorial Outstanding Volunteer Award, instituted by admin staff, Ms. Whidhula Shine in memory of her beloved mother is presented to the best volunteer at the various events organized by the department and the college.

9. The Spirit of Claret Award: For Outstanding Community Service.

The Spirit of Claret award is presented to the best contributor from the graduating batches in community service and extension activities.

Post-graduate Programs

1. Academic Proficiency Awards

The academic topper (total score of all semesters from the university exams) from every program, at the completion of the program, receives a citation and a cash award during the graduation.

2. The Best Outgoing Student Award

The all-round performance- in academics, co-curricular and extracurricular activities, extension activities and other contributions to the department and the college - are taken into account to determine the Best Outgoing Student.

3. Vishesh Prathibha Award

The best talent in arts, cultural events, music, literature and/or in sports from the PG batches receives the Vishesh Prathibha award.

4. The Spirit of Claret Award: For Outstanding Community Service.

The best student in extension activity and community service from the PG batches receives the Spirit of Claret Award.

Student Welfare Policy

The Student Welfare Office works for the all-round development of our students. The office is committed to promoting a campus environment that fosters academic success, personal growth and student development. This office provides student support services. Our welfare officer's key role is to promote student support services, cultivate a sense of belonging among students, create opportunities for students to integrate curricular and co-curricular learning by coordinating various events, act as a liaison between the parents, students and the college management and maintain discipline amongst the student body.

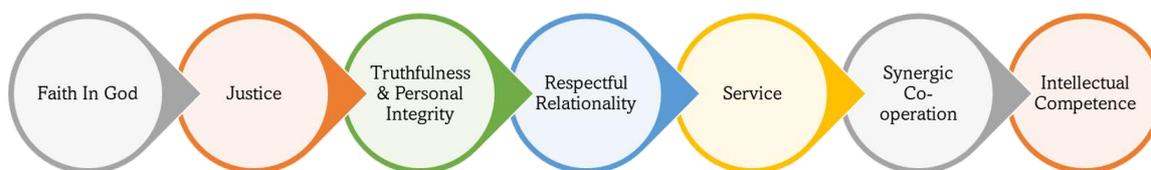
Duties and Responsibilities of the Student Welfare Officers

- To facilitate the conduct of common events - Inauguration, Parent Orientation, Orientation for first-year students, Election, Investiture, Parent teachers meet (one each semester), Thanksgiving and Graduation.
- Processing the student awards such as best outgoing student, Kalaprabha, Kreedha Ratna, etc.
- To monitor the conduct of events, documentations and conduct evaluations of the activities of the Clubs and Associations assigned.
- To arrange for a congenial living environment on the campus including hostels for the students.
- To monitor day-to-day essential support required for co-curricular activities of students.
- To address student grievances related to co-curricular activities of the respective department.
- Scholarships: To monitor and coordinate with mentors for special attention for the weaker and needy sections of students.
- To regularly meet with the student representatives (class representatives and department club representatives) of the department to address their non-academic concerns.
- To enable students to get equal opportunity to be participative in attending and organizing students activities
- Work on a one to one or group basis, with students who are potentially vulnerable or experiencing difficulties in order to help them to resolve their problems and continue with their education

Value Education Policy

The value education project at SCC aims at the holistic development of Claretines. Through value education, SCC aims to develop students with strong character and values. And Claretines are expected to use their knowledge and skills for the betterment of humanity.

Core Values of SCC



Faith in God: Claretines shall come to recognize that there is an Absolute Being to whom they belong and in whose love they live, move and have their being. A loving, genuine, creative faith shall come to permeate their life choices.

Justice: Having come to believe that they belong to God, Claretines shall come to appreciate the need for justice in their relationships and in society. They shall work towards the realization and furtherance of justice in personal lives and society.

Truthfulness & Personal Integrity: Claretines shall uphold Truthfulness and Personal Integrity in their lives and choices. Truth may hurt, but it eventually heals and gives life.

Respectful Relationality: In their four-fold relationship – to God, nature, fellow human beings and oneself, they shall have an attitude of respect and reverence. For the whole creation manifests the handiwork of God.

Service: Claretines shall commit themselves to study and professional training for the ultimate purpose of placing their skills and lives at the service of the fellow human beings and the society.

Synergic Co-operation: Claretines shall prize co-operation and synergic collaboration in group for the realization of goals. Any healthy competition shall be supplemented by co-operation that is synergic [mutually enhancing and productive]. Personal glory oriented competition is not to be a Claretine value.

Intellectual Competence: Every Claretine shall strive to the best of his/ her ability to achieve intellectual competence, which would equip him/her to realize the creation of a civilization of love.

Methodology

St. Claret College has developed various mechanisms to achieve the goals of Value Education:

- Every day begins with the Prayer followed by the daily news
- St. Thomas Church on the campus provides a peaceful place for prayer and meditation
- Compulsory Certificate courses on Value Education are organized methodically for each student of UG/PG programs

- Weekly mentoring sessions are held where the class mentors talk to the students about upholding the Core Values of the institution and integrating the institutional Culture.
- Members of Christian Student Association (CSA) and 'The Youth Red Cross' raise funds to buy groceries, clothing, and other essentials and distribute to the needy from time to time
- NCC, NSS, Equal Opportunity Cell, Claret Centre for Community Development, Women's Empowerment Club and Human Rights Club are involved in promoting human rights and peace.
- Extension and Social outreach activities are mandatory for all the students.
- Student annual awards like 'The Outstanding Volunteer Award', 'The Spirit of Claret Award for Outstanding Community Service' inspire the students to do more towards the community and help those in need.

Waste Management and Water Conservation Policy

The policy on “**Waste Management and Water Conservation**” is formulated in response to SCC’s commitment to maintain a clean environment. The institution realizes the need for a sustainable approach to minimise its ecological footprint and provide a safe and healthy environment for its students, faculty, staff and the neighbourhood. The institution has the responsibility to ensure that the campus wastes are segregated at the source and disposed of through proper channels, meant for recycling them to make useful products. The institution also considers it a need to convert the segregated waste into value added eco-friendly products, if possible.

Purpose

The primary purpose of this policy is to establish specific objectives and targets, provide milieu for appropriate action plans and facilitate their successful implementation. These shall revolve around the 3 R’s – Reduce, Reuse and Recycle – of waste management. Besides minimisation of campus waste, the policy also focusses on sound eco-friendly waste management and active promotion of green initiatives through community engagement.

Policy Statement

The institution recognises the need for protection of the natural environment within the built-in campus and incorporates it as an integral part of good institutional practices. To achieve this goal, the institution shall develop, execute and sustain an efficient Environment Management System which would lead to sustainable development and positive impact on the health of the community in and around the campus.

Policy Highlights

- The institution will adopt the environmental principles and practices to deliver its waste management services in the best way possible.
- The institution will perceive a ‘Minimal Waste Approach’ to reduce, reuse and recycle the waste products to manage its waste responsibly.
- The Institution will review the environmental objectives and targets from time to time in order to minimize resource consumption and improve environmental performance.
- The institution will communicate this policy with all the stakeholders.
- The Institution requires that all the employees, students or anyone else making use of the premises comply with the environmental objectives set in the policy and associated Environment Management System for upholding the spirit of the document and ensure compliance with all environmental legislations.

Policy Objectives

- 1) Promote a comprehensive approach of waste management and resource conservation at the college campus.
- 2) Ensure that the waste management operations are performed at the college campus in adherence to the legislative requirements in the country.

- 3) Establish clearly defined roles, responsibilities and guidelines to co-ordinate all the activities related to waste management and water conservation.
- 4) Promulgate environmental consciousness among students and staff members through increased awareness programs.
- 5) Ensure segregation of waste at source and safe disposal/treatment of waste to avoid environmental pollution.
- 6) Carry out regular internal Waste Management Audits to continuous monitoring and assessments of various waste management systems in the college.
- 7) Train faculty, non-teaching staff, students and housekeeping staff to make the Institution a role model in the area of Waste management and Water conservation.
- 8) Promote Collaborations with Govt. Bodies/Industries/NGOs to promote sustainable practices on the Campus.

Policy for Waste Management

Solid Waste Management

The institution shall apply a 'Minimal Waste Approach' to reduce, reuse and recycle the waste products to manage its waste responsibly, reduce the volume of waste and maximise reuse and recycling wherever possible.

Action Plan:

- 1) **Waste Avoidance and Minimization** - In the process of waste management, waste avoidance and waste minimization have to be attempted first, for which dissemination of information on technological options should be a continuing exercise.
- 2) **Segregation of Solid Waste at Source** - Waste generators would have to segregate waste into two streams – Wet waste and Dry waste (Plastic, Paper, metal, Wood, etc.) before handing it over to the collector as mentioned in Solid Waste Management Rules, 2016 laid by Government of India. The waste has to be segregated at source by placing separate bins for each, placed at several locations within the building and outside.
- 3) **Solid Waste Processing and Disposal** - It is advised that the Wet waste/bio-degradable waste should be processed, treated and disposed of through composting or any other suitable process/technology within the premises as far as practically possible and the non-biodegradable wastes shall be disposed through a responsible waste collector or agency as directed by the local authority.
- 4) **Reuse and Recycling** - The recyclable material like plastic, tin, glass, paper and others should be handed over either to authorised waste-pickers and recyclers or to the urban local body.

E-waste/Hazardous waste Management

The E-waste/Hazardous waste originating at college premises shall be managed as per the policy or regulations laid down by Central and state government such as E-Waste Management Rules 2016, Hazardous and Other Wastes (Management and Trans boundary) Rules 2016 and Biomedical Waste Management Rules, 2016.

Action Plan:

- 1) The technical department may be required to carry out a stock taking of items which could possibly be classified as e-waste once in every 6 months

- 2) An e-waste collection centre may be established for obtaining e-waste from different departments.
- 3) Suitable authorised vendors by the Central Pollution Control Board and willing to offload the e- waste from the campus would be invited for an auction of the e-waste.

Water Management & Conservation

The Institution shall take best efforts to adopt a sustainable water management and conservation plan to prevent wastage of water as well as recycle and reuse to ensure optimum usage of water.

Action Plan:

- 1) Conserve water through efficient fixtures and installation of rainwater harvesting units at suitable locations on campus.
- 2) Treat or dispose wastewater originating from college activities in a sustainable manner as per applicable guidelines by Central Ground Water Authority and National Green Tribunal.
- 3) Ensure that the treated effluent may be recycled for irrigation and other purposes.

Mechanism for Waste Management

The Waste Management Committee lays down well-defined procedures as mentioned below, that follows successful implementation of the waste management policy on the campus.

- 1) Quantify, Monitor and Evaluate the resource usage, waste generation, disposal and collection system in the Campus, regularly.
- 2) Initiate sustainable practices like Composting for Waste, generated from the Canteen.
- 3) Continue to introduce innovative strategies such as reuse of single-sided papers and use of eco-friendly products, to reduce paper Waste and plastic Waste on the Campus.
- 4) Provide training for faculty, students and staff about Waste Management and practicing Sustainable habits.
- 5) Proper disposal of the segregated waste to the respective vendors - Wet waste is sent to BBMP collectors, dry waste to recycling units.
- 6) Reduce E-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
- 7) As regards E-waste, the college periodically disposes off the unserviceable electronic and electrical equipment through safe means. A bin is placed strategically in the corridor as a collection point and the waste is disposed to and E-Waste to the respective collector who would safely dispose of the waste components after extraction of required materials.

Mechanism for Water Management and Conservation

Rain Water Harvesting Project for the campus was finalized and implemented. The rain water from the terrace flows directly to the pipeline of rain harvesting structure. From there, it reaches a small sump where a percolator is installed to prevent the garbage going inside the big sump. The water from small sump is directed to the water harvesting sump. Once this sump overflows, this water flows down through the pipeline to the recharging unit of the borewell underground. This promotes an increase in the water level of the soil as well as an increase of underground water level. The accumulated water in the water harvesting sump helps the water requirement of the institution to some extent. It is used for domestic purposes, especially for watering of

plants. The grassy part of the campus further aids in absorbing rainwater and maintaining the water-table. The institution takes all efforts to continuously remind the stakeholders about the need to save every drop of water in every single use. Due to this mechanism, the institution does not face any water shortage even in summer.

Welfare Measures for Employees

St. Claret Educational Society (SCEC) is committed to the integral growth of its employees. St. Claret College (SCC)- A unit of St. Claret Educational Society (SCEC), creates a culture of belonging among the employees in the organization, ensuring higher commitment to teaching, research, and student care. The employees are made to feel that the Management is concerned and is taking care of their welfare. This results in sincerity, commitment, and accountability of the employees to the institution.

Objectives: St. Claret College has effective welfare measures in place for teaching and non-teaching employees to achieve institutional progress through human capital. For the successful sustainability of an effective human capital, SCC has the best practices of implementing various welfare schemes for the employees as a whole, to build a strong bond of relationship between employees and management.

Scope: The institution complies with all statutory welfare measures for its employees. All full-time employees benefit from the welfare schemes as detailed below:

Welfare Schemes:

1. Employee Provident Fund (EPF) – Statutory

Eligibility & Applicability: This scheme is applicable to all employees of SCC. Provident Fund will be paid as per Employee Provident Fund Act, 1952.

2. Gratuity – Statutory

Eligibility & Applicability: This scheme is applicable to all employees of SCC who have completed five years of continuous service from the date of confirmation. Gratuity is paid as per the Payment of Gratuity Act, 1972.

3. Maternity and paternity benefits – Statutory

Eligibility & Applicability: This Scheme is applicable to all employees of SCC who wish to avail the benefit. Maternity leave with full pay is granted for a period of up to 90 days; and up to 180 days with half pay to permanent female employees on childbirth/Valid adoption of an infant below the age of one year. Maternity leave with 50% pay is granted to non-permanent female employees for a period of up to 90 days.

Paternity leave benefits with full pay for a maximum of 7 days is granted to male employees during the confinement of their spouse.

4. Group Health Insurance Policy

Eligibility & Applicability: This facility is applicable to all employees of SCC who wish to avail the benefit. Up to Rs.5,00,000/- per year will be covered under this scheme for medical emergencies to the Insured person. The Management contributes 50% of the premium every year and the rest of the 50% premium will be deducted from 10 equal instalments from the salary of the employee concerned.

5. Free health Check-up camps

Eligibility & Applicability: This facility is applicable to all employees of SCC who wish to avail the benefit. Regular eye check-up camps, Covid RTPCR test camps, Covid vaccination drives are organized by SCC in collaboration with local PHCs.

6. Financial Support for attending FDP/Workshops, presenting a paper at National & International Seminars & Conferences

Eligibility & Applicability: This scheme is applicable to all teaching faculty of SCC. Faculty is encouraged to attend and to present papers during the FDP/Workshops, National

Seminars / Conferences. Registration and membership fees, DA & TA are met by the institution to enhance faculty's educational skills.

7. Financial Support for Research Publications

Eligibility & Applicability: This facility is applicable to all faculty of SCC. Faculty is encouraged to publish research publications in accredited and National / International Scopus indexed Journals or UGC-approved journals. The processing fee for publication by the Journals will be reimbursed by the management as per SCC norms.

8. Personal Loan / Salary Advance

Eligibility & Applicability: The policy is applicable to all employees of SCC. SCC has provision for the following interest-free loans for its employees: 1. Marriage Advance 2. Educational Advance 3. Festival Advance 4. Medical emergencies 5. Soft loans are provided for laptops etc.

9. Financial assistance for doctoral research/M.Phil/Post-Doctoral Studies

Eligibility & Applicability: This scheme can be availed by faculty members who wish to pursue higher studies. SCC aims at encouraging faculty members to pursue independent doctoral research/M.Phil/Post-Doctoral Studies to enrich their academic specializations and in turn enhance the quality of education in the institution.

10. Credit of Salary on time to the bank account of the employee.

Eligibility & Applicability: The facility is applicable to all teaching and non-teaching staff of SCC. The salary of the employee is credited on or before the 7th of every month to the employee's bank account.

11. Annual Pay increase

Eligibility & Applicability: This scheme is applicable to all teaching and non-teaching staff of SCC. Annual increments will be given to all employees at the completion/beginning of every academic year.

Special Increment to faculty members of the institutions for completing Ph.D., NET/KSET, and achieving other higher qualifications during their service at SCC.

12. Refreshments

Eligibility & Applicability: The policy is applicable to all teaching and non-teaching staff of SCC. Refreshments are provided free of cost, once a day during the short break to all the employees.

13. Free/Subsidised Education

Eligibility & Applicability: This facility is applicable to all teaching and non-teaching staff of SCC who have completed a year of service in the institution. Free/Subsidised Education is offered to children of teaching and non-teaching staff of the St. Claret group of institutions, under the scheme of 'Nurture', Claret's Financial Support Programme.

14. Marriage Gift

Eligibility & Applicability: The policy is applicable to all confirmed Teaching and non-teaching employees of SCC. Marriage gifts in terms of monetary gifts are provided by the institution.

15. Christmas gift

Eligibility & Applicability: This facility is applicable to all teaching and non-teaching staff of SCC. Christmas gift in kind is given every year for both teaching and non-teaching employees.

16. Staff Picnic is periodically held for teaching, non-teaching, and ministerial staff to unwind and foster better interpersonal connections.

17. Gym

Eligibility & Applicability: This facility is applicable to all teaching and non-teaching staff of SCC. Gymnasium with latest fitness equipment's is at the disposal of the staff and faculty members to utilize.

18. Holidays and Leaves

Eligibility & Applicability: This facility is applicable to all teaching and non-teaching staff of SCC.

- Casual Leave (CL): 10 days of Casual leave is granted to teaching faculty in each academic year. 12 days of Casual leave is granted to teaching staff in each academic year.
- Sick Leave (SL): 2 days of Sick leave is granted to teaching staff and non-teaching staff in each academic year.
- Vacation leave (VL): 40 days of Vacation leave is granted to teaching staff in each academic year. 30 days of Vacation leave is granted to non-teaching staff in each academic year. 25 days of Vacation leave is granted to non-teaching staff in each academic year.
- Special Casual Leave (SCL): This leave is granted
 - i. For participating Inter-national/National/state level cultural or youth service and sports meet.
 - ii. To attend workshops, conferences, symposiums, Seminars, Orientations, refreshers, and training programs as per the SCC norms.
 - iii. To attend exams/tests for M.Phil./Ph.D and works related
- Restricted Leave: This leave is granted for 2 days per year for both teaching and non-teaching staff
- On Duty Leave (OOD): This leave is permitted to perform any duty on behalf of the Institution
- Half Pay Leave: 15 days of half pay leave can be availed by the permanent employee for medical reasons
- Earned Leave (EL): This leave is applicable only for non-teaching permanent staff. Earned leave is $1/30^{\text{th}}$ of the actual service and a maximum of 10 days per year at one time.
- Extraordinary Leave: EL is granted to the employee when other leave is not admissible or available. It is provided to faculty and staff members on grounds of medical ailments or to pursue advanced studies. No Pay is admissible during the period of this leave.

19. Other Facilities and Amenities

Eligibility & Applicability: This Facility is applicable to all teaching and non-teaching employees of SCC

- Multiple cafeterias and Canteen Facilities:
- Free Wi-Fi and LAN facility
- Free Printouts and photocopying
- Well-equipped staff rooms with individual cubicles
- Provision of restrooms in staff rooms

www.claretcollege.edu.in



St. Claret College

Affiliated to Bangalore University | A Claretian Missionary Institution

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