



# **POLICY DOCUMENT**



**St. Joseph's College  
(Autonomous), Irinjalakuda**

## **Policy Documents**

### **St. Joseph's College (Autonomous), Irinjalakuda**

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# CONTENT

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## PREFACE

1.	SJCPD01	SAFETY AND MAINTENANCE POLICY	1
2.	SJCPD02	GRIEVANCE REDRESSAL POLICY	15
3.	SJCPD03	GENDER EQUITY AND SAFETY POLICY	18
4.	SJCPD04	WASTE MANAGEMENT POLICY	20
5.	SJCPD05	ENVIRONEMNTAL POLICY	23
6.	SJCPD06	POLICY ON VEHICLE RESTRICTION AND PARKING INSIDE THE CAMPUS	25
7.	SJCPD07	PLASTIC BAN POLICY	27
8.	SJCPD08	DISABILITY POLICY	29
9.	SJCPD09	E-GOVERNANCE POLICY	35
10.	SJCPD10	GREEN CAMPUS POLICY	40
11.	SJCPD11	IT POLICY	45
12.	SJCPD12	SCHOLARSHIP POLICY	51
13.	SJCPD13	FINANCIAL ASSISTANCE TO FACULTY POLICY	53
14.	SJCPD14	POLICY FOR HUMAN RESOURCE DEVELOPMENT AND CAREER GUIDANCE	55
15.	SJCPD15	FINANCE AND ACCOUNTING POLICY AND PROCEDURE MANUAL	59

## PREFACE

Involved in an educational scenario that demands success to be spelled through the academic realms as well as the holistic development of the individuality of a student, every institution faces showers of challenges that blurs its vision towards its destined mission. St. Joseph's College (Autonomous), Irinjalakuda aspires to walk down the pages of history for attempting to be a colossal figure that renders holistic quality education for women from all strata of the society. Estimating the obstacles enroute to this aim, an established framework based on the relevant guidelines and regulations from the University of Calicut and the Government of Kerala shall lay as its foundational stone for building upon this vision of our founders.

This policy document is formulated under the joint collaboration of all the decision-making committees of the institution working for the upliftment and progress of the academy and combined under the guideship of the IQAC. The major aims behind generating such combined policy document were:

- To serve as a reference guide for comprehending the institutional framework and mechanism.
- To minimise friction and maximise productivity
- To provide route maps for the stakeholders for actively and freely engaging with the institutional activities.
- To bring orderliness and uniformity in action for attainment of short term and long-term goals.

The policy document is a result of several brainstorming sessions and discussions that revolved around the welfare of the institution and its stakeholders. The college believes that in order to attain a unique quality mark, the institution requires feasible ground rules that are to be developed under the best intentions, acceptable and applicable to all impartially. Therefore, great care has been directed towards ensuring that every aspect of the institutional functioning is being addressed in this policy document. Facilities are made available to make amendments after thorough studies whenever and wherever necessary as per the requirements of time.

It is important to accept that the developed policy document is subject to constant revisions as it may contain occurrences of overlap or areas unnoticed by the authorities. The institution shall oblige in sensitising the concerned stakeholders with immediate effect of the alterations brought in any of the policy documents.



  
**PRINCIPAL**  
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**9. SJCPD09****E-GOVERNANCE POLICY****Introduction**

An efficient system of governance becomes the backbone of St. Joseph's College (Autonomous), Irinjalakuda that promotes participative management and a decentralised mode of function. Integrating this cardinal design with proficient technological advancements is certain to produce an educational and work environment streamlined with the following expected virtues:

- Accountability
- Efficiency
- Accuracy
- Transparency

This policy document serves the purpose of providing an insight on the functioning of e-governance in the institution and the extraction of the aforesaid objectives through this methodology.

**Scope**

The implication of e-governance is accepted and promoted in the following domains of the institution:

- Administration
- Admission
- Examination
- Library

**Policy Statement**

The college upon comprehending the benefits of e-governance shall implement the same in all aspects of functioning of the academy in order to reap the rewards of institutionalising the same for a better, smarter and transparent working and learning environment.

**Committee constitution**

A committee shall be constituted for ensuring the proper implementation, monitoring and updation of e-governance in the institution with the following members:

- o Principal
- o Vice-principal
- o Bursar
- o Controller of Examinations
- o System Administrator
- o Office Superintendent
- o Chief Librarian
- o Two faculty members
- o One non-teaching staff

### **Policy document**

#### **Committee:**

The constituted committee shall be responsible in ensuring the smooth conduct and updation of the system both software and hardware.

Regular conduct of training programs, workshops and events are to be discussed, confirmed and held through timely meetings under the leadership of the committee to sensitise and involve the college community in the e-governance procedures.

The members shall also take responsibilities of informing the timely changes integrated into the system to the stakeholders and attend to any queries arising in the concerned domain.

#### **Website:**

The website shall act as an information centre which will reflect about 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.

#### **Admission:**

A transparent and impartial service for the admission procedure is to be followed by the institution in line with the norms of the University and the rules of the Government. A detailed brochure is to be formulated as hardcopy and shall be made available online in the official college website for informing the aspiring candidates on the step-by-step procedures involved in admission and the criteria of selection.

The college Learning Management System or other efficient software shall be put into assistance for managing the procedures of admission, fee collection, publication of rank list and other related information.

#### Planning and Development:

The planning and developmental activities are to be studiously discussed and approved through a decentralised system and participative management before commencement of any developmental projects.

Thoroughly studied reports shall be generated and presented to the concerned committees at the completion of each of developmental activities.

The fund mobilization and investment of capitol should be documented clearly and if required may include the service of efficient and authentic software.

The software employed for this purpose has to be frequently monitored for updates and has to be kept error-free.

Correspondence with external agencies for planning and developmental procedures are to be documented in authentic formats to avoid legal complexities.

#### Accounts:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college to help the staff maintain the financial records effectively and efficiently. Profit and loss, Balance Sheet are to be generated through this software. All the analysis reports are also generated through Tally.

Appropriate security measures should be taken for maintaining confidentiality of the transactions.

Training to the existing staff and updation of the existing software must be done regularly.

The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll

Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system.

Reports are to be generated for all Staff members. Payments are generally made and received through online Bank Transfers.

Library:

The institution shall invest in facilitating the services of the library for the users.

The College shall subscribe to more e-learning resources as per need for the benefit of the teachers and the students. Recommendations are to be taken from the teachers and students while subscribing to the e-resources.

The library shall have fully automated ILMS software installed having an easy to use- Graphical User Interface and other requisite facilities easing the access of the resources.

To encourage original writing among students and teachers, the library should provide access to a fully automated software for plagiarism check.

The students and teachers shall have online access through the INFLIBNET facility for accessing study materials through the user ID and password allotted to them during the commencement of the academic year.

The users of the library are to be sensitised on the use of the ICT facilities in the library and the different means to access the resources.

Examination

The institution is free to use any competent technological service for enhancing the accuracy and fair means of assessment for the examination procedures conducted.

The administrators, staff, teachers and students are to be sensitised on the usage and working of the college adopted LMS-Linways and its user controls.

The publication of the results is to be made available in the individual profile of the students and shall be timely notified on the website.

Stringent measures are to be implemented for avoiding duplicity and errors in generation of course completion certificates, hall tickets, grade sheets etc. The



institution is free to resort to any technological facility for ensuring the same.

### **Conclusion**

Along with the advantage of being efficient, transparent and accurate, shifting to e-governance has also enlightened the way for the institution to an eco-friendly mode of working by shifting to paperless correspondence. In order to fulfil and conceptualize the success of e-governance in the institution, it is required that the management, stakeholders and all other functional units of the college involve in a participatory mode of action for expanding a broad spectrum of e-governance in the institution.



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