



**ST. THOMAS COLLEGE, PALAI**

**//////AUTONOMOUS** *Re-Accredited with A++ Grade by NAAC with CGPA 3.56*

INCLUDED UNDER SECTION 2 (f) & 12 (B) OF THE UGC ACT 1956

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA



**ST. THOMAS COLLEGE, PALAI**  
**POLICY 2024**



## POLICY 2024

St. Thomas College, Palai, as it enters the academic year 2024-25, the first year of its autonomous venture, is poised to reorient its strategic trajectory, guided by an unwavering dedication to fostering a progressive and inclusive educational environment. 'Policy 2024' marks a significant milestone in this journey, a comprehensive manifesto that captures the ethos and aspirations of the college, steering it towards a future where excellence is not merely envisaged but systematically pursued.

This policy serves as a reference document, reflective of the autonomous status of the college, symbolizing its responsibility to chart its own course. It is a nuanced blueprint, crafted with the intent to address the multivalent dynamics of higher education, which includes character building, research, societal engagement and sustainable development. Policy 2024 mirrors a philosophy of balance and prudence and is akin to the Directive Principles of State Policy in that it is visionary, progressive and not entirely enforceable. It is a *vade mecum* for the governors of the college, an instrument to guide the college towards a path of holistic growth and development.

The importance of cultivating a robust interface between academic pursuits and the professional sphere is inherent in our strategic outlook. The college is committed to equipping its students with the tools and opportunities that will enable them to translate academic achievements into meaningful career milestones. The extension of learning beyond the confines of the classroom, into the fabric of the wider community, is a reflection of our ethos of service and collaboration. The protection of intellectual property and the promotion of scholarly inquiry are discernible across our policies, ensuring that intellectual rigor and creativity find both sanctuary and stimulus within our campus. The



commitment to infuse green practices into the daily rhythm of college life, is a silent admission of the responsibility that we bear towards future generations. Fostering synergistic relationships with the industry is a strategic move that resonates through the college's approach to curriculum development and research collaborations. Embracing the digital age, the college is committed to incorporating technological advancements into the fabric of its operations, enhancing the accessibility and quality of its services. The stewardship of the assets of the college, the optimization of its resources, and the development of its infrastructure are approached with the same meticulous care and foresight that guide our educational philosophy. In managing mobility within the college, a commitment to safety, efficiency, and sustainability is clearly visible, reflecting our dedication to providing a supportive and conducive environment for all members of our community.

In crafting 'Policy 2024', St. Thomas College, Palai (Autonomous), reaffirms its pledge to the pursuit of excellence, the promotion of innovation, and the cultivation of a rich and diverse academic community. It is a policy that does not merely guide but inspires; a policy that sets forth a vision not just for the college, but for a community that is assured to make a meaningful impact on the world.

**Note:** The preliminary version of the policy draft was made available on 2 May 2024, for feedback. This second draft, intended for wider consultation, is published on 1 June 2024.



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## PROPERTY MANAGEMENT POLICY

The Property Policy outlines the procedures and guidelines for the acquisition, use, maintenance, and disposal of the assets owned by the college. Effective property management ensures that assets are utilized optimally, safeguarded against loss or misuse, and compliant with relevant laws and regulations. This policy applies to teachers, students, lab assistants, employees in all departments of the college and third parties who undertake various works in the campus.

Effective property management is essential for the college, as they typically possess a wide array of assets ranging from equipment and facilities to intellectual property. These assets represent significant investments and resources that must be utilized optimally to support the institution's core mission of education, research, and service.

### Objectives

- **Optimal Asset Utilization**

Ensure that college assets are utilized efficiently and effectively to support the institution's mission and objectives.

- **Asset Protection**

Safeguard college assets against loss, damage, theft, or misuse through the implementation of appropriate security measures and protocols.

- **Compliance with Laws and Regulations**

Ensure that all activities related to the acquisition, usage, maintenance, and disposal of assets adhere to relevant laws, regulations, and industry standards.

- **Accountability and Responsibility**



Foster a culture of accountability and responsibility among faculty, students, staff, and third-party contractors involved in asset management activities.

- **Transparency and Documentation**

Maintain accurate records and documentation of all college assets, transactions, and activities to ensure transparency and facilitate accountability.

- **Risk Management**

Identify and mitigate risks associated with asset management, including legal liabilities, safety hazards, and operational disruptions.

- **Training and Education**

Provide comprehensive training and education programs to equip stakeholders with the knowledge and skills necessary to comply with the Property Management and Control policy.

- **Continuous Improvement**

Regularly assess and evaluate asset management practices to identify areas for improvement and implement corrective actions as needed.

- **Integration with Strategic Planning**

Align asset management activities with the college's strategic goals and priorities to maximize the contribution of assets to overall institutional success.

- **Stakeholder Engagement**

Foster collaboration and communication among all members of the college community to promote awareness, understanding, and support for the Property Management and Control policy.

### **Policy Elements**

- The college may acquire, maintain, use and dispose of property required for its functioning. Inventories are kept to list separately items that are acquired





with government – Central and State – support and college’s own funds. Property management is vested with the bursar of the college.

- Purchases of equipment and properties by the college that cost less than Rs 5,000 are not included in annual physical inventories kept in the college. The persons-in-charge should ensure periodical check of the inventoried properties at least once a year. The Superintendent of the Office and Heads of the Departments are directly responsible for all the properties assigned to the office and departments respectively.
- Department HODs have the primary responsibility for the custody, care, maintenance, and control of property allocated to them. They should maintain department-wise inventory records and a movement-register for the properties in their keeping. The departments should conduct periodic check and contact technicians for the proper maintenance, including lubrication, cleaning, calibration, and technical inspection, of these properties at their initiative after informing the Bursar. Departments should ensure the longest use of such properties.
- The college undertakes and renews Annual Maintenance Contract (AMC) with companies to provide maintenance and support for their products or equipment provided in the campus. If AMC is made with a third party, the reputation and reliability of the service provider should be considered before entering into such agreements.
- Installation of any new property– electronic, electric, wooden, metal, etc. – in offices and departments needs the prior consent of the Bursar.
- The change of location of any item in the inventoried property of the college allocated to each department should be informed to the Bursar beforehand.
- Each department in the college may own properties bought with funds generated in the department through sponsorship, contributions by



benefactors, usage fee, alumni gifts, etc. The college has no liability regarding those properties.

- Hazardous chemicals purchased for the laboratories of various departments should be listed in the inventories kept in each department. Their purchase and secure possession should be done in compliance with the rules and regulations of the state. The teacher-in-charge of the laboratory should maintain a register of the chemicals and update the stock register at each purchase.
- Theft or intentional destruction of any property of the college should be reported to the Bursar at the earliest. A complaint shall be lodged with the Police Department.
- The property of the college necessarily includes the land that the college owns and has taken for lease. It should be managed according to the policies of the college and applicable State laws.
- Housekeeping and general maintenance of the building including plumbing and electric as well as the provision of facilities for students like drinking water, sanitary services, waste disposal and cleaning, etc. are the responsibility of the Maintenance, Repair and Operations division. Students should report such requirements through the online portal made available for it.
- The maintenance of classroom amenities and electronic goods like digital boards, projectors, computers and the related equipment of ICT also come under the purview of the Maintenance, Repair and Operations division.
- Third parties who use the properties of the college for lease during exhibitions, expos, interviews, campus recruitments, etc. should comply themselves with the Property Management and Control policy of the college.
- Periodical disposal of electronic items that are either obsolete or damaged beyond repair should be done after inviting quotations from scrap dealers approved by Kerala State Pollution Control Board. Properties acquired





through the funds of the State should be disposed of following the procedure suggested by the State agencies.

- The buildings and rooms rented out to third parties should adhere to the laws of the State and local administration and the policies of the college. The agreement is made between the Bursar and the concerned party.
- Constructions in the campus should be done after inviting quotations from contractors. Quality standards, safety and compliance, payment terms, dispute resolution, termination clause, etc. should be specified in the contract after a party is chosen to undertake the works.

The Property Management Policy serves a structured framework for the efficient, responsible, and compliant management of assets. By promoting optimal asset utilization, safeguarding against loss or misuse, and fostering a culture of accountability and responsibility, the policy supports the institution's mission and objectives. Through adherence to relevant laws and regulations, transparent documentation, and continuous improvement initiatives, colleges enhance operational efficiency, mitigate risks, and maximize the contribution of assets to overall institutional success. Effective implementation of the policy requires commitment from all stakeholders and ongoing monitoring and evaluation to ensure alignment with strategic goals and priorities.



## INFORMATION TECHNOLOGY (IT) POLICY

The College's Information Technology (IT) Policy, 2024 outlines guidelines for the responsible utilization of the college's IT resources. Recognizing the integral role of information technology in advancing the college's missions and administrative functions, as well as the imperative to safeguard information, this policy encompasses all centrally allocated or departmentally assigned IT facilities.

Applicable to faculty, staff, students, authorized visitors, and any other individuals utilizing college IT resources—whether personal or college-owned—this policy pertains to the accessing, transmitting, and storing of diverse forms of information. Users of the campus network and computer resources are entrusted with the proper utilization and safeguarding of these resources, while also respecting the rights of others.

The IT policy extends to resources managed by departments, including the Library, Computer Labs, Laboratories, and Administrative Offices. Additionally, it applies to computers owned by individuals, including research scholars and students, or research projects of faculty when connected to the campus network, subjecting them to the regulations outlined in the College IT Policy.

### **Objectives**

- Uphold the maintenance, security, and lawful use of the college's information technology infrastructure within the campus premises.
- Deliver necessary IT resources to all stakeholders in accordance with academic standards outlined by regulatory bodies such as UGC, AICTE, and other relevant authorities.
- Develop comprehensive strategies and assign responsibilities across the college to safeguard accessed, created, managed, and controlled information assets.



- Guarantee the integrity, reliability, availability, and optimal performance of the college's IT systems.
- Serve as a guiding resource for stakeholders in utilizing the college's computing facilities, covering hardware, software, email, information resources, intranet, and internet access.
- Define and communicate directives on acceptable and prohibited actions, as well as procedures for addressing policy violations.

### **Guidelines for IT Hardware Installation and Maintenance**

- System administrators are responsible for the installation and maintenance of IT hardware.
- Departments and faculties can submit their IT hardware requirements based on academic needs.
- Procurement of IT hardware is initiated based on stock availability and departmental requirements.
- The stock register is promptly updated upon procurement of IT hardware.
- Installation and maintenance services for IT hardware require approval from the department head and the principal.
- System administrators conduct periodic maintenance of computer systems, recorded in the maintenance register.
- Movement of IT hardware within or outside the college is documented in the Movement Register.
- Major e-waste items such as written-off instruments, CRTs, printers, computers, and batteries are regularly sold.
- Departments are accountable for the IT hardware provided to them, including any damage, loss, or theft.

### **Guidelines for Software Installation and Licensing**



- The college IT policy permits the installation of authorized as well as the open-source software on college computers. Any violation of this policy will result in the department or individual being held personally accountable.
- Open-source software should be prioritized for use on college systems whenever feasible.
- Licensed software must be installed on college systems.
- Antivirus software must be obtained and installed on all college systems.
- System administrators are required to regularly backup data and store it on an external hard disk.
- Software utilized for academic and administrative purposes must adhere to ISO standards.

### **Guidelines for Network (Intranet and Internet) Usage**

- The college is equipped with 200 Mbps of internet bandwidth provided by BSNL, enabling Wi-Fi connectivity across the entire campus for convenient access.
- Firewalls have been implemented to safeguard against cyber threats such as ransomware and unauthorized network access.
- All computers, including PCs and servers, connected to the college network must be assigned an IP address by the system administrators.
- Each allocated IP address is dedicated to a specific computer system and should not be shared with any other device, even if owned by the same individual and connected to the same port.
- Any alteration of IP addresses by staff or students is strictly prohibited.
- Network configurations are exclusively managed by system administrators.
- Departments or individuals intending to run server software over the LAN must first inform the system administrators.



- Connection to external networks via the college's network must adhere to the policies and regulations of those networks.
- Internet and Wi-Fi services are reserved solely for academic and administrative purposes.

### **Guidelines for E-mail Account Usage**

- All faculty and administrative staff members are provided with individual institutional email IDs (G-Suite) and passwords.
- The primary purpose of these email accounts is for academic and official use, with limited allowance for personal correspondence.
- Any usage of the email facility for illegal or commercial activities is strictly prohibited according to the college's IT policy, and could result in the revocation of email privileges.
- Respecting privacy is paramount; users must refrain from attempting to access or intercept other users' email accounts.
- Impersonating the email accounts of others is considered a severe breach of the college's IT security policy.
- All email correspondence must align with institutional and ethical guidelines, ensuring it remains free from offensive or controversial content in both creation and distribution.
- Ultimately, it is the responsibility of each individual to maintain their email account in compliance with the college's email usage policy.

### **Guidelines for Website Hosting**

- The College Website Updation Committee is tasked with ensuring the accuracy and clarity of academic and administrative information provided on the college website. This includes updating and maintaining content, proofreading pages, and rigorously testing links before publication.



- All information hosted on the website must be correct and easily comprehensible to its stakeholders.
- Moreover, the website may integrate data directly sourced from the college's ERP software to enhance efficiency and accuracy.
- It will also serve as a hub for accessing admission procedures and other administrative services within the college.
- Departments and their respective associations, as well as events organized by them, may have dedicated web pages. These pages must adhere to the College Web Site Creation Guidelines to maintain consistency and professionalism across the website.
- Additionally, integration with the Learning Management System (LMS) allows faculty to share class materials online, facilitating eLearning for students.
- The Website Update Committee must prioritize data security measures to safeguard all hosted information effectively.

### **Guidelines for College Database Utilization**

- The college administration maintains databases crucial for e-Governance, necessitating robust protection measures. As the data owner, the college holds all institutional data generated within its premises. Various individuals or departments contribute segments to these databases and may have custodial duties over specific data portions.
- The college's data policies strictly prohibit the dissemination of personally identifiable data to external entities. Information collected, whether by departments or individual faculty/staff, is strictly for internal use within the college community. Access to data aligns with one's role and responsibilities, as defined by the college's data access policies.





- Under no circumstances should data directly identifying individuals or their personal information be shared with external parties, including government agencies, surveys, or other requests. Such requests are to be directed to the college's IQAC Office.
- Requests for information from legal entities like courts or law enforcement agencies are managed centrally by the college's Office, and departments should refrain from responding independently. Additionally, releasing information, including 'Directory Information', for commercial or solicitation purposes is strictly prohibited.
- Preparation and submission of reports for government agencies like UGC or KSHEC are the responsibility of designated college officials, supervised by the principal, vice principal or IQAC coordinator.
- Tampering with the database, including unauthorized alterations by departments or individual users, constitutes a violation of the college's IT policy. Such actions may result in disciplinary measures by the college authorities, and in cases of illegal activity, law enforcement may be involved.
- All intranet applications operate on web servers owned by the college.

### **Guidelines for Video Surveillance**

- Surveillance cameras are widespread across various locations within the campus, with regular monitoring of video footage.
- Access to the control room is strictly prohibited without authorization.
- Footage retrieval requires prior approval from the principal.
- Routine maintenance ensures camera functionality.
- Live monitoring is conducted by the authorities, including the principal, vice principal, bursar, and administrative head.

### **Responsibilities of Network/ System Administrators**



- Designing and overseeing the college network infrastructure, adhering to global naming and IP address standards.
- Evaluating current networking resources and determining expansion needs.
- Configuring and managing both wireless and local area networks.
- Maintaining IT equipment in classrooms, labs, seminars, and workshops. Addressing user complaints regarding network issues.
- Managing servers in the server room.
- Overseeing maintenance of computer hardware, peripherals, and networking devices.
- Enforcing policies against unauthorized software installation on user systems, refraining from accommodating such requests.

## **Guidelines for E-waste Management**

The college has implemented various e-waste management initiatives with the aim of fostering an eco-friendly environment across campus.

### **E-Waste Management Practices**

- Electronic devices undergo thorough assessment for potential reuse; minor issues are resolved by laboratory assistants and teaching staff, while major repairs are handled by technical personnel before being reintroduced into circulation.
- E-waste such as obsolete instruments, CRTs, printers, and computers are sold off.
- UPS batteries are either recharged, repaired, or exchanged through suppliers.
- Regularly depreciated electronic gadgets, circuits, and kits are sold to interested buyers.
- Miscellaneous e-waste items including CDs, batteries, fluorescent bulbs, and PCBs are systematically collected from all departments and offices for proper disposal.



- Waste CDs and other non-hazardous disposable items are repurposed by students for decorative purposes.
- Awareness Initiatives: Educational programs are conducted within the college to educate students about effective e-waste management techniques.

## **IT Usage and Prohibitions**

- The users within the college community are expected to utilize various campus resources effectively, including but not limited to collaboration systems, internet connectivity, wireless networks, official websites (such as the college website, conference portals, journal platforms, online admission systems, and course-specific sites), management information systems (MIS) and ERP solutions, learning management platforms, and electronic library materials.
- Emphasis is placed on compliance with college policies and legal requirements, encompassing licenses and contractual obligations.
- Prohibited activities include sending, accessing, or downloading materials that are fraudulent, harassing, obscene, threatening, or otherwise infringe upon applicable laws or college regulations. Creating an environment that fosters hostility within academic or professional settings is strictly forbidden.
- Respect for copyrights and adherence to licensing agreements concerning copyrighted content is paramount. Engaging in unlawful file sharing using college resources constitutes a violation of policy.
- Users are expected to adhere to college guidelines concerning the use of social media platforms, mailing lists, news outlets, chat rooms, and blogs.
- Commercial exploitation of college IT resources, including promotional activities through advertisements or solicitations, is prohibited unless explicitly permitted by college regulations.
- Personal use of college IT resources should not compromise the institution's core functions or mission, except when such activities are purely incidental.



- Unauthorized access to information is strictly prohibited, with an emphasis on promoting secure network and computer access protocols.
- To bolster cybersecurity measures, procedures for managing internet and intranet traffic flow are enforced through unified threat management, including firewall protocols.
- Regular updates to antivirus software and security protocols are essential to safeguarding computing resources against potential threats.

### **Operating Aspects**

- The College is committed to equitably implementing this policy in alignment with its foundational goals. The management of operational IT resources shall adhere to the hierarchical structure of college governance.
- It is the duty of the heads of respective institutions to ensure compliance with all college policies regarding the utilization and ownership of information resources, while remaining mindful of the college's vision and mission.
- The users are solely responsible for the activities they perform on College servers with their "User Name/Password" pairs and IP (Internet Protocol) addresses assigned to them.
- The college-level website and technical committee will collaborate on various activities concerning compliance with the IT policy, in conjunction with the college's IT administrator.

### **Maintenance**

Users can register complaints via <https://mro.stcp.ac.in/stcp>. The IT Division accepts complaints from users regarding any issues with computer systems or peripherals under maintenance through them. The Network Administrator in the IT Division manages complaints from users and collaborates with service engineers of the respective brands (under warranty) to resolve the issues within a reasonable timeframe.



## **Termination of User Account**

User accounts on the St. Thomas College network systems and other IT resources may be terminated or disabled, with or without prior notice, for various reasons, including inappropriate use of computing and network resources. Faculty and staff accounts will be terminated upon retirement or cessation of official responsibilities on campus, while student accounts will be terminated upon completion of their courses.

## **Violation of Policy**

Any breach of the fundamental objectives and areas outlined in the college's IT policy will be deemed a violation and constitute gross misconduct under the college regulations. The college will periodically determine the requisite rules for implementing this policy.

## **Review and Monitoring**

The policy document should undergo a thorough review every two years to ensure its alignment with the evolving landscape of IT-related developments in the industry. If necessary, updates should be made to reflect these advancements.

The “IT Policy, 2024” of the college, underscores the importance of responsible utilization and safeguarding of IT resources. It ensures alignment with the institution's missions and administrative functions while prioritizing information security. Through compliance with regulations, including those pertaining to department-managed resources and individual-owned computers connected to the campus network, the policy upholds the integrity and security of college IT infrastructure.



## GREEN POLICY

St. Thomas College, Pala is dedicated to pioneering initiatives that prioritize environmental sustainability, energy efficiency, and responsible waste management. With a steadfast commitment to these principles, we strive to create a nurturing academic environment that not only fosters academic growth but also cultivates a profound sense of environmental stewardship among our students, faculty, and staff. At the heart of our mission lies a vision to be recognized globally for our unwavering dedication to ethical practices that harmonize with the natural world.

### Objectives

- Implementing comprehensive educational programs and workshops to raise awareness about environmental issues and the importance of sustainable living among students, faculty, and staff.
- Establishing green infrastructure and sustainable practices on campus, including renewable energy sources, water conservation measures, and green building standards.
- Encouraging active participation in community outreach programs aimed at environmental conservation and restoration, fostering a sense of responsibility towards local ecosystems.
- Collaborating with industry partners and government agencies to develop and implement innovative solutions for environmental challenges, leveraging research and technology for sustainable development.
- Integrating sustainability principles into academic curriculum across disciplines, fostering interdisciplinary approaches to environmental stewardship and sustainable practices.





- Monitoring and reducing the college's carbon footprint through efficient resource management, waste reduction strategies, and the adoption of eco-friendly policies and practices.
- Engaging in continuous evaluation and improvement of sustainability initiatives through data-driven analysis and feedback mechanisms, ensuring measurable progress towards environmental goals.
- Cultivating a culture of environmental responsibility and accountability within the college community, empowering individuals to take proactive steps towards a more sustainable future.
- Serving as a model institution for sustainable practices and environmental leadership, inspiring others to follow suit and contribute to the global movement towards a greener, more sustainable world.

## **Policy Elements**

### **Sustainability**

- Promote a campus plan incorporating adequate green spaces.
- Implement strategies for reducing greenhouse gas emission.
- Conserve water by rain water harvesting and proper landscaping methods.
- Promote community green initiatives like carpooling and bicycle use.
- Restrict entry and plying of vehicles in campus whenever necessary.
- The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation
- Production and distribution of eco-friendly products are part of the institution's social accountability

### **Energy Efficiency**

- The college has established a solar power plant with a capacity for meeting its power requirement partially.
- Conduct energy audits regularly and promote energy-efficient appliances.



- Rely on renewable energy sources.
- Make sure water is not wasted and leakage properly prevented.
- Conduct workshops and campaigns to educate the stakeholders.
- A green army operates in the campus to regulate the use and timely mending of electric equipment, usage of water etc.
- The college has been gradually evolving into a paper free one by promoting electronic platforms for academic and administrative purposes.

## **Waste Management**

- Practise waste reduction.
- Encourage reusable water and tiffin carriers.
- Adopt a comprehensive waste segregation, collection and management programme.
- The incinerator of the college should properly be made use of.
- Minimise paper use by resorting to digital forms wherever possible. (eg. Students' assignments, internal mark publication, etc.)
- Develop proper strategies for hazardous and e-waste management.
- Collaborate with municipal authorities and Harithakarma Sena in managing waste.
- When outsiders organise events/activities in the campus, it is their duty to dispose waste.
- HODs should see to it that after department level activities the campus is clean.

## **Social Outreach**

- Encourage students to practise the institutional policy at home and furnish a regular report to the tutors.
- Students may be deployed for campus cleaning drive one hour every month. Moreover, Students can cultivate their own vegetables in the campus.



- NCC and NSS units of the college should set the sustainability of the college as one of their primary goals and the volunteers may be instructed to undertake campus cleaning on regular intervals.
- Collaborate with local government agencies, NGOs, and businesses to promote sustainability in the community.

### **Evaluation and Reporting**

- Conduct periodic audits and reviews to assess policy effectiveness.
- Present annual sustainability report along with the annual report of the College.

The College dedicate to improve environmental sustainability, energy efficiency, and responsible waste management which underscores its commitment to ethical practices. By fostering a culture of environmental stewardship among students, faculty, and staff, the college aims to create a nurturing academic environment that prioritizes sustainability alongside academic growth. With a vision to harmonize with the natural world, the college endeavours to lead by example, inspiring positive change and contributing to a healthier planet. Through pioneering initiatives and collective efforts, the college strives to be a beacon of environmental responsibility and a model for sustainable practices in academia.



## VEHICLE OPERATIONS POLICY

The ‘academic core’ of the college campus is a pedestrian-scale space and not intended for regular vehicular traffic. The Vehicle Operations Policy provides guidelines for the privilege of operating a motor vehicle on campus. The purpose of this policy is to reduce pedestrian risk, promote safe vehicle operation, and generally regulate traffic and parking on the campus. These rules and regulations are designed to promote safety and mobility and not to discipline and punish.

The regulations outlined here comply with the directives of the Motor Vehicles Department and the Higher Education Department. These rules apply equally to all faculty, staff, students and visitors, and are in effect on all campus properties, including roads, parking areas, improved and unimproved areas, and fields.

### Objectives

- **Pedestrian Safety Enhancement**

Prioritize the safety of pedestrians by restricting vehicular traffic within the pedestrian-scale academic core of the campus, reducing the risk of accidents and promoting a safer environment for walking.

- **Promotion of Safe Vehicle Operation**

Provide guidelines and regulations to ensure that all motor vehicle operations on campus adhere to safety standards, reducing the likelihood of collisions, injuries, and property damage.

- **Regulation of Traffic and Parking**

Effectively manage traffic flow and parking on campus to minimize congestion, optimize space utilization, and enhance accessibility for all members of the campus community.

- **Compliance with Regulatory Directives**



Ensure that the rules and regulations outlined in the policy comply with directives from relevant authorities such as the Motor Vehicles Department and the Higher Education Department, promoting legal compliance and accountability.

- **Equal Application to All Stakeholders**

Ensure that the rules and regulations apply equally to all faculty, staff, students, and visitors, fostering a sense of fairness and equity in the enforcement of vehicle-related policies on campus.

- **Safety Promotion over Discipline**

Emphasize the promotion of safety and mobility rather than disciplinary actions, encouraging proactive measures to prevent accidents and ensure responsible vehicle operation.

- **Comprehensive Coverage of Campus Properties**

Extend the application of the policy to cover all campus properties, including roads, parking areas, improved and unimproved areas, and fields, to ensure consistent enforcement and adherence to regulations throughout the campus environment.

### **Campus Gates for Vehicles**

- Gate No. 2 West Main
- Gate No. 3 Sports Complex
- Gate No. 4 C R Hostel (private)
- Gate No. 5 Alphonsian Road (emergency)
- Gate No. 6 Staff Quarters (private)
- Gate No. 7 CSIP Road (emergency)
- Gate No. 8 Middle Gate
- Gate No. 9 Bishop Vayalil A/C Hall (private)



## Timing of Gates

- Gate 2 (West Main): 8.00 am to 5.30 pm on all days (manned)
- Gate 3 (Sports Complex): 5.00 am to 9.30 am and 3.00 pm to 10.00 pm on class days (unmanned, mainly for the use of sports complex members, remains open throughout the day on no-class days)
- Gate 8 (Middle Gate): Open throughout the day except from 3.00 pm to 5.30 pm on class days.

## Driving

- No visitor vehicle shall be allowed inside the campus without a *bona fide* reason for a visit.
- The maximum speed limit on campus is 20 kmph. Lower speed limits are in effect when posted, or if road conditions warrant.
- Pedestrians have the right of way at all intersections, pedestrian crossings and asphalted roads except in cases involving emergency vehicles.
- Honking and idling while on campus are strongly discouraged. Contrary behaviour may lead to a warning.
- The college reserves the right to close or modify roadways and to close or open gates for special circumstances; always observe posted signs and directives from security officers.

## Parking

- Parking is permitted only in designated parking areas. Do not park in walkways, roadsides, around waste collection points, in planted areas, lawns or in otherwise restricted locations.
- All campus parking areas are designated for an intended constituency, and many spaces are additionally restricted. Do not park in spaces or lots designated for constituencies other than your own. Do not remain past 6.30 pm. or arrive before 5 a.m. in places designated for no overnight parking.





- Overnight parking is allowed only for residents and only behind the A Block.
- Parking in a disabled-only space without the required permit will result in a warning.
- The college reserves the right to prohibit or restrict parking on the college property for special circumstances.
- Students may park their two-wheelers in front of the staff quarters, showing due deference to the residents of the quarters and the customers of co-operative bank. This is a temporary provision until alternative arrangements are made.
- Members of the Sports Complex may park their vehicles in the designated parking areas near the integrated sports complex.
- Residents may use Gate no. 8 (Middle Gate) to reach their parking lots behind the A Block.
- As a green initiative, from 5.30 pm to 8.00 am the main road from Gate 2 to Abdul Kalam Elanji and Njaval will be the exclusive domain of pedestrians and cyclists (A garden with a forking path!)

## Assistance

Security should be notified immediately if a vehicle becomes inoperable on campus.

## Administration & Enforcement

- The bursar's office shall:
  1. Administer and enforce campus traffic and parking regulations.
  2. Issue warnings.
  3. Patrol the college campus.
  4. Review the administration and enforcement of these regulations.
  5. Recommend revisions of the campus traffic and parking policy.



6. Supervise installation of appropriate traffic signs.

- The college reserves the right to boot or tow away any illegally or improperly parked vehicle at owner/operator expense at any time.
- Individuals suspected of operating a vehicle under the influence of any drug or alcohol will be reported to the police.

The Vehicle Operations Policy serves as a crucial framework for managing motor vehicle activities on the college campus, particularly within the pedestrian-focused academic core. By prioritizing pedestrian safety, promoting safe vehicle operation, and regulating traffic and parking, the policy aims to create a secure and accessible environment for all members of the campus community. Emphasizing compliance with regulatory directives and equitable application to all stakeholders, the policy underscores the institution's commitment to safety, mobility, and legal accountability. Importantly, the policy focuses on promoting safety and mobility rather than punitive measures, aligning with the overarching goal of fostering a culture of responsibility and well-being among all individuals on campus. With comprehensive coverage of all campus properties and adherence to established guidelines, the Policy plays a vital role in ensuring a harmonious and efficient transportation environment within the college campus.



## DISASTER MANAGEMENT POLICY

The college recognizes the importance of proactive measures to mitigate the impact of disasters and safeguard the welfare of its campus community. In alignment with this ethos, the college proudly unveils its Disaster Management Policy, a comprehensive framework designed to champion safety and resilience in the face of adversity. This policy sets forth clear guidelines and robust procedures, ensuring the protection and well-being of students, faculty, staff, and visitors during emergencies. By fostering a culture of preparedness and swift response, St. Thomas College, Palai, endeavours to empower its community to navigate challenges with confidence and fortitude.

### Objectives

- To identify and assess potential hazards and risks to the college campus.
- To develop and implement measures for disaster prevention, preparedness, response, and recovery.
- To establish clear roles, responsibilities, and protocols for all stakeholders involved in disaster management.
- To promote a culture of safety, awareness, and resilience among the college community.

### Preparedness for Policy Implementation

- An Institutional Risk Management Committee (IRMC) will be established. The Committee shall be chaired by the Principal and shall consist of the Bursar, NCC Officers in charge, 2 senior teachers, the Administrative Assistant/Superintendent of the college office, a representative of student union and one member of district disaster management authority as an external member.
- The IRMC shall conduct institutional risk audit at least once in six months. The purpose of the audit is to ensure that all facilities used by students comply



with the building and fire safety rules put up by the Government. Further, any event with a participation of 200 or more participants can be organized in the campus only after the IRMC approves the plan for the same in advance. The IRMC shall be responsible for periodic assessment of the vulnerabilities in the infrastructure and suggest measures to mitigate such vulnerabilities.

- Emergency response procedures, including evacuation routes, assembly points, and communication channels, will be developed, communicated, and regularly practiced through drills and exercises.
- Emergency supplies, including first aid kits, emergency lighting, and communication equipment, will be maintained and readily accessible across campus.

### **Safety Measures for Large Crowded Programs**

- IRMC will conduct risk assessments prior to large events to identify potential hazards and address safety concerns.
- Ensure sufficient crowd management personnel are trained and deployed to maintain order and assist in emergencies.
- Establish designated entry and exit points to facilitate orderly ingress and egress ensuring multiple exit pathways and displaying clear instructions.
- Provide medical aid stations and emergency response teams on standby during events.
- Communicate safety instructions and emergency procedures to attendees through announcements, signage, and digital displays.
- All celebrations on campus, including College Union activities, should receive prior permission from the Principal at least five working days before the event. The IRMC should monitor these celebrations
- All students have to wear identity tag in the campus.



- No vehicles should be used during celebrations inside the college Campus & Hostels. Student's vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any ease.
- Bike race/motor car race/elephant procession or activities of similar nature should not be permitted inside the Campus/Hostels.
- In the interest of security of students, Police shall be informed well in advance about all festival celebrations.
- Performers from outside must be restricted, and if unavoidable, special permission should be taken from the authorities. Such programmes must be informed to the Police, Fire & Rescue forces, and LSGIs.
- The maximum number of people that can be accommodated in a hall / open area must be restricted considering 5 people per square meter as the standard.
- Long queues and crowds should be avoided.
- No firecrackers, food preparation or use of inflammable materials must be allowed in the venue.
- Proper backup of power supply shall be ensured during the conduct of programmes.
- CCTV shall be installed in all auditoria without fail and shall be in working condition.

## **Specific Procedures and Precautions Outlined for Natural Calamities**

### **Floods**

- Monitor weather forecasts and river levels to anticipate flooding.
- Identify flood-prone areas of the campus and take all necessary precautions for further developments like constructions of buildings.



- Implement flood warning systems and protocols for the safety of the campus community.

## **Lightning**

- Install lightning rods and surge protectors on campus buildings.
- Educate individuals about lightning safety, including seeking shelter indoors during thunderstorms.
- Suspend outdoor activities and evacuate open areas during lightning alerts.
- Provide first aid training for treating lightning-related injuries.

## **Earthquakes**

- Conduct seismic assessments of campus buildings and infrastructure.
- Secure heavy furniture, equipment, and fixtures to prevent injury and damage.
- Establish "Drop, Cover, and Hold On" protocols for individuals during earthquakes.
- Designate safe assembly areas away from buildings and potential hazards.

## **Response**

- The Institutional Risk Management Committee (IRMC) will be responsible for coordinating emergency response efforts, including evacuation, medical assistance, and communication with external agencies.
- Clear lines of authority and communication will be established to ensure prompt and effective decision-making during emergencies.
- Technology, such as mass notification systems and social media, will be utilized to disseminate timely information and instructions to the college community.

## **Recovery**

- Following an emergency, a thorough assessment of damage and needs will be conducted to prioritize recovery efforts.





- Support services, including counselling and assistance with temporary housing, will be provided to affected individuals.
- Lessons learned from each emergency response will be documented and incorporated into the college's disaster management plan for continuous improvement.

### **Implementation and Review of the Policy**

- The Disaster Management Policy will be communicated to all members of the college community and integrated into relevant policies, procedures, and training programs.
- Regular reviews and updates of the policy will be conducted to reflect changes in risk profile, best practices, and lessons learned from past incidents.
- Feedback from stakeholders will be actively sought and considered to ensure the policy remains relevant and effective in safeguarding the college campus.

Embracing the value of safety and preparedness, St. Thomas College, Palai (Autonomous), takes pride in unveiling its Disaster Management Policy. This policy serves as a beacon of assurance, guiding our community through unforeseen challenges with grace and resilience. With clear guidelines and thoughtful plans in place, we stand united in our commitment to safeguarding the well-being of every member of our college family – students, teachers, staff, and guests alike. Together, we forge ahead, empowered by the knowledge that we are fortified by preparation and strengthened by unity.



## GENDER POLICY

The Gender Policy of the college creates a vivacious and an all-encompassing learning environment for students, that fosters respect, dignity and equal opportunities for all genders and engender a gender equal and gender-sensitive educational space.

### Objectives

- **Mutual Respect**

We value diversity and celebrate the unique experiences of all students, faculty and staff. The virtue of mutual respect, a paramount human value, which intricately threads through the social fabric of our living spaces, is nurtured within our campus. A gender-responsive administrative, teaching and learning environment is fostered within the College, where all members are expected to respect and collaborate, irrespective of gender.

- **Safety**

The practice of gender equality makes the campus safer and healthier. We create a secure and welcoming environment for everyone, accepting them for the way they are as individuals, and for their singularities and pluralities.

- **Equality**

All genders have equal access to education, resources and leadership opportunities. The College endeavours to serve the interests of all genders, in their studies, research and extracurricular activities. Gender Justice Forum, functioning in the College aims to build a safe and sound ambience for all students, thriving in the path of justice and equality, to consider and strengthen those who are silenced. Thus, everyone can co-create an inclusive, gender just and democratic environment, where the right to quality education can be pursued by one and all, without fear or favour. Gender audits are periodically conducted to maintain gender equity and equality.



- **Empowerment**

We empower individuals of all genders to discover their full potential and emerge to become socially committed, employable individuals. Women's Cell functioning in the College intends to identify and address gender issues. It also raises awareness by organizing Consciousness raising programmes facilitated by experts including advocates, police officials, doctors and field specialists and thus promotes gender sensitization, in order to work towards achieving gender parity. Internal Complaint's Committee (ICC), a responsive complaint mechanism functioning in the College, is prioritized to foster a supportive environment within the College. The institution strictly adheres to a zero-tolerance policy on sexual harassment, ensuring compliance with governmental and UGC statutes in dealing with such offences.

### Policy Elements

- **Admission and Enrollment**

Gender-neutral application forms are provided with options beyond "male" and "female." Recruitment efforts are targeted at all genders. Scholarships and financial aid are available to all students, regardless of gender identity.

- **Curriculum and Pedagogy**

We will integrate Gender studies and discussions of gender equality into relevant courses. We will utilize inclusive language in course materials and lectures. Adequate measures will be taken to promote critical thinking about gender stereotypes and societal norms.

- **Campus Life and Facilities**

The College Arts and Literary Club arranges events, competitions and activities that celebrate diversity and gender equality. The Counselling centre functioning in the College provides support and care to the students and staff members, in need. The College operates various committees, including NSS,



NCC, Women's Cell, Internal Complaints Committee and Anti-Ragging Cell for building up better opportunities for the students and a better tomorrow. Infrastructural modifications will be carried out to accommodate the needs of all genders, ensuring the provision of enough safe, hygienic sanitary facilities and gender-specific restrooms. Designate support groups or counselling services for LGBTQ+ students.

- **Staff and Faculty Training**

Consciousness raising programmes aimed at improving the physical and mental health of students and staff are carried out consistently. Training programmes on gender sensitivity and inclusivity can be arranged for a better understanding.

- **Grievance Procedure**

The College operates various committees for running a transparent and accessible procedure for reporting incidents of gender discrimination or harassment. These bodies ensure a swift and fair investigation and resolution of complaints.

### **Promoting the Policy**

We will integrate these principles into the College's vision and mission statements and marketing materials too. We will make use of the social media platforms to publicly report on the progress towards creating a gender-equal campus. The College will promote its support by participating in international Initiatives and Conferences on gender equality in education.

### **Expectations**

The College's mission is to assist the students in developing a sense of personal worth. So, the institution prioritizes to serve the young minds, inculcate them with a sense of self-reliance, equip them with skills, encourage scholarship and research and empower them, in order to always meet the expectations of the



students, teachers and parents, who have entrusted us with this great responsibility. The gender equality and inclusivity policy is also a thrust area of our Outreach awareness raising programmes, thereby coalescing with the prospects of the society. The College stands fast in its stance as “an equal opportunity employer” and we are committed to equal pay for equal work.

## **Benefits**

- This unstinting policy demonstrates the College's commitment to a diverse and all-inclusive learning environment. This will be impressive to many, like the:
  - Corporations: The policy shows the strong social responsibility ethic of the College and a potential talent pool that reflects the global workforce.
  - Government: The policy aligns with national and international initiatives on gender equality and education.
  - General Public: The policy showcases the College's progressive stance and fosters a positive reputation for attracting the talented students from all backgrounds.
  - Transgender students: The policy creates a more welcoming and supportive learning environment for them, thereby enhancing their confidence.

## **Continual Review**

The gender policy will be revised and updated periodically to ensure its efficacy, and shall adapt to the evolving social standards and legal frameworks.

By implementing such a comprehensive policy with a clear vision and concrete actions, St. Thomas College, Palai can become a champion in promoting gender equality and inclusivity in the domain of Higher education. This policy will captivate the interests of the students, faculty and organizations from around the world, solidifying its international standing and reputation.



## GENERAL POLICY ON RESEARCH AND IPR

The Research Policy for St. Thomas College Palai, an autonomous institution, serves as a guiding framework to cultivate a dynamic research culture. By providing clear guidelines and procedures, the policy aims to encourage innovation, collaboration, and scholarly excellence among faculty, researchers, and students. Additionally, it underscores the importance of adhering to ethical principles and regulatory requirements to maintain integrity and credibility in research outcomes. By addressing IPR concerns, the policy ensures equitable recognition and protection of intellectual contributions, thereby nurturing a conducive environment for research innovation and knowledge creation within the college community.

### Objectives

- **Promote Original Research**

Encourage faculty and students to embark on original research, fostering a culture of curiosity, innovation, and academic inquiry within the college community.

- **Facilitate Collaborative Research**

Create avenues for collaborative research both within and outside the college, fostering interdisciplinary collaboration and leveraging diverse expertise to address complex research challenges.

- **Ensure Ethical Research Practices**

Uphold ethical standards in research conduct by adhering to national and international guidelines, ensuring integrity, transparency, and respect for research participants and subjects.

- **Protect Intellectual Property Rights**





Safeguard intellectual property rights arising from research activities, providing mechanisms to recognize, register, and protect innovations and discoveries, thereby incentivizing creativity and innovation.

- **Promote Research Dissemination**

Facilitate the dissemination of research findings through various channels, including publications, conferences, and outreach programs, ensuring that valuable insights and knowledge generated through research are shared and utilized for the benefit of society.

## **Research Support**

### **Funding**

The college will allocate dedicated funds to support faculty and student research projects. This will include seeding grants, equipment purchase funds and travel grants for conferences. (See Funding Policy on Research and IPR)

### **Research Infrastructure**

The college will establish and maintain well-equipped research facilities catering to specific research areas. This will include laboratories, computational resources and access to specialized software.

### **Research Ethics Committee (REC)**

A dedicated REC will be functioning in the college to review research proposals for adherence to ethical principles. The committee will consist of faculty members with expertise in research ethics and relevant fields.

### **Intellectual Property Rights (IPR)**

- Ownership of IPR generated through research will be determined based on the nature of the research, funding source and contribution of individuals involved. A clear policy outlining ownership and commercialization rights will be established.



- The college will provide guidance and support to faculty and students in securing patents, copyrights and other forms of IPR protection. (See Funding Policy on Research and IPR)
- A mechanism for revenue sharing from commercialized research will be established, ensuring fair distribution among inventors and the college.

### **Ethical Conduct**

- All research activities conducted at the college must adhere to national and international ethical guidelines. This includes principles of informed consent, data privacy, animal welfare and responsible conduct of research.
- Researchers are obligated to disclose any potential conflicts of interest before commencing research projects.
- Authorship on publications will be attributed based on substantial contributions. Authorship guidelines will be established to ensure fairness and transparency.
- The REC will actively review research proposals for ethical concerns and provide guidance to researchers.

### **Research Dissemination**

- The college encourages the publication of research findings in peer-reviewed journals and conference proceedings. Open access publishing may be encouraged where appropriate.
- The college will organize seminars, workshops and conferences to promote the exchange of research ideas within the academic community.
- The college may establish departmental research newsletters or online platforms to showcase ongoing research activities and accomplishments.

### **Monitoring and Review**

- The implementation of this research policy will be regularly monitored and reviewed by a designated committee.



- The college will conduct periodic workshops and training programmes on research ethics, IPR and research management for faculty and students.
- The research policy will be updated periodically to reflect evolving best practices and regulatory requirements.

The Research Policy serves as a guiding document to support a thriving research environment at St. Thomas College Palai. By fostering a culture of innovation, ethical research practices and effective IPR management, the college strives to contribute significantly to the advancement of knowledge and empower researchers in making meaningful impacts on their chosen fields.



## FUNDING POLICY FOR RESEARCH AND IPR

St. Thomas College Palai (Autonomous) is dedicated to nurturing a vibrant culture of research excellence and academic innovation. In pursuit of this mission, the Research Monitoring Cell (RMC) has been established as a cornerstone for facilitating and overseeing research endeavours within the college community. Recognizing the critical role that financial management plays in supporting and advancing research initiatives, this financial policy is devised to provide clear guidelines and procedures for the effective utilization of financial resources within the college. By ensuring transparency, accountability, and efficiency in financial practices, this policy seeks to uphold the principles of integrity and excellence that define our institution's commitment to scholarly pursuit and intellectual growth.

### Objectives

- The overall objective of this policy is to generate, provide, and manage financial resources for research within the college.
- To apply for financial support schemes from government and non-government bodies to ensure the continuous upgrading of research facilities.
- To ensure the availability of financial support for promoting research within the institution and providing financial aid to faculty members engaged in research and innovation activities.
- To establish transparent budgeting processes to ensure equitable distribution of funds for research endeavours.
- To implement cost-effective measures to maximize the impact of available financial resources on research outcomes.
- To develop mechanisms for monitoring and evaluating the effectiveness of financial utilization in research activities.



- To provide faculty and scholars with access to various research equipment and laboratories within the college at subsidized rates.
- To support the acquisition and maintenance of state-of-the-art research infrastructure and facilities.
- To offer support, both financial and expertise-based, to faculty members interested in applying for patents and projects.
- To partially defer the costs of attending Faculty Development Programs (FDPs) and presenting papers at international and national level seminars, workshops, and conferences for faculty quality enhancement, on a case-by-case basis.
- To safeguard the assets, instruments, and infrastructure necessary for research within the institution.
- Provide financial incentives to faculty members, research scholars, and students who publish articles in reputed indexed journals and books with reputable publishers, acknowledging the college.

## **Policy Elements**

### **Financial Resource Generation and Management**

- Procurement, allocation, management, and utilization of funds for research promotion and activities of the college.
- Application for financial support schemes from government and non-government bodies to upgrade research facilities.
- Financial support for research promotion and innovation activities.
- Mechanisms for monitoring and evaluating the utilization of financial resources for research activities.

### **Budgeting and Reporting**

- Establishing transparent budgeting processes for equitable distribution of funds for research.



- Preparation and maintenance of accurate and timely reports on financial and infrastructure matters.

### **Access to Resources**

- Access for faculty members, research scholars, and students to research equipment and laboratories.
- Safeguarding the assets, instruments, and infrastructure necessary for research.

### **Support and Guidance**

- Seed Money Scheme (Research Grant) for faculty members interested in doing research projects.
- Financial support for faculty members applying for Intellectual Property Rights (IPR) such as patents and copyrights.
- Financial support for attending Faculty Development Programs (FDPs), presenting papers at international and national level seminars, workshops, and conferences.
- Financial incentive for faculty members, full-time research scholars, and students of the college who publish articles in reputed indexed journals and books with reputable publishers.

### **Procedures and Guidelines**

- Procedures and guidelines for promoting research and providing financial aid to faculty members, full-time research scholars, and students.
- Templates for applying for financial aid and for utilizing research infrastructure.

### **Applicability**

Applicable to faculty members, research scholars, and students of St. Thomas College Palai (Autonomous).

### **Financial Resources**





The college shall endeavour to create a research fund from the following sources:

- CSR contribution for research specific activities mobilized by the college and individual departments
- Fees collected from research scholars which shall be accounted for department wise from the current fiscal
- The income share of the college from consultancy services
- Alumni contribution for research activities
- Management contribution (routed through research fund) for research projects sanctioned on a sharing mode.

## **Eligibility Criteria**

### **Financial Support for FDP/Paper Presentation**

All regular faculty members of St. Thomas College Palai (Autonomous) are eligible to apply for financial aid to attend Faculty Development Programmes and to present research papers at international and national level seminars, workshops, and conferences organized by reputed and approved institutions.

### **Financial incentive for Publications**

All regular faculty members, full-time research scholars, and students of St. Thomas College Palai (Autonomous) who publish articles in reputed indexed journals and books with reputable publishers, acknowledging the college, are eligible to apply for financial incentives for publication.

### **Financial Support for Research Projects (Seed Money)**

The Principal Investigator and the Co-Investigator must be regular permanent faculty members of the college, with more than 3 years of service remaining before superannuation at the time of submission of the project proposal, and they must be eligible to apply for project funding. The Principal Investigator should be a faculty member with a PhD and a minimum of 2 years



of post-doctoral research experience in the relevant field, and must be currently active in research. The Co-Investigator should hold a PhD or be pursuing PhD. Projects supported under the scheme will have a duration of 18 months.

## **Financial Support for applying for Patents**

All regular faculty members, full-time research scholars, and students of St. Thomas College Palai (Autonomous) who wish to apply for any Intellectual Property Rights (IPR), such as patents etc., for their innovative research and creative works, are eligible to apply for financial support for their IPR applications.

## **Guidelines for Financial Support: FDP/Paper Presentation**

St. Thomas College Palai (Autonomous) is committed to fostering academic excellence and professional development among its faculty members. In line with this commitment, the college offers robust financial support to faculty members for their active participation in Faculty Development Programmes (FDPs) and for presenting papers at National and International Conferences, Seminars, and workshops organized by reputed organizations. This support not only encourages faculty members to engage in continuous learning and skill enhancement but also contributes to the advancement of knowledge and scholarship within our academic community.

The following are the guidelines outlining the financial support available for participating in FDPs and presenting papers:

- Faculty members are required to submit a formal application in the prescribed format to request financial assistance.
- Applications must be submitted no later than 15 days prior to the commencement of the event.



- The faculty members should make necessary alternate arrangements for classes and academic responsibilities during their absence for FD/Paper presentations.
- Evaluation of applications will be based on the relevance of the event to the faculty member's area of expertise and the institutional objectives. Priority may be given to events where the faculty member is presenting a paper.
- Financial assistance may cover expenses such as registration fees, travel costs, accommodation, and other related expenses. The amount of financial aid granted will be subject to the budgetary constraints of the institution and the specific requirements of the event, as determined by the finance committee of the college on a case-by-case basis.
- Faculty members are encouraged to explore additional funding sources, such as external grants or sponsorships, to complement the financial support provided by the institution.
- The Faculty members must submit a statement of expenses, along with bills/receipts and other relevant supporting documents, within 10 days after the completion of the event.
- Release of financial aid will be contingent upon receipt of the documents specified.
- Faculty members may be required to submit a report summarizing their participation and the knowledge acquired from the event, and to disseminate this knowledge to colleagues and students within their department.
- The paper presented must acknowledge the financial contribution of the college.



- The institution reserves the right to withhold or revoke financial assistance in cases of non-compliance with the guidelines.

These guidelines and financial policies will be periodically reviewed and revised as necessary to ensure alignment with institutional goals and priorities.

### **Publication of Research Article/Book/Book Chapter**

The College promotes a culture of academic excellence and scholarly contribution, recognizing the invaluable efforts of its faculty members, full-time research scholars, and students in advancing knowledge within their respective fields. In accordance with this dedication, the institution offers a financial incentive to individuals who publish articles in reputed indexed journals and books/book chapters with reputable publishers.

### **Guidelines detailing the Financial Incentives Accessible for Published Articles, Books, and Book Chapters**

- Applicants must submit a formal application providing details of the publication, including the title, authors, journal/book name, publisher, publication date, and acknowledgment of the college in the publication.
- Applications shall be submitted after the article/book is published.
- One article or book gets one incentive. Only one author can claim it. Co-authors cannot claim incentives for the same work.
- Publication in journal, resulting from the institutional funded research project will not be eligible for financial incentive.
- Incentive will be provided for both online and print publications, including research articles, book chapters, and entire books.
- Applications should include proof of acceptance or the copy of the published article/book or the link to the publication.
- The amount of incentive will depend on the nature of the publication and the availability of resources.



- The article/book published must already acknowledge the name of the college.

These guidelines will be periodically reviewed and revised to ensure alignment with the college's objectives and emerging trends in academic publishing.

### **Financial Incentives for the Research Article/Book Published**

Sl. No.	Category of the published Article/Book	Financial Incentive
1.	Web of Science/ Scopus Indexed Article (Q1)	20,000
2.	Web of Science/ Scopus Indexed Article (Q2)	15,000
3.	Web of Science/ Scopus Indexed Article (Q3)	10,000
4.	Web of Science/ Scopus Indexed Article (Q4)	5,000
5.	UGC-CARE Listed Journal Article	5,000
6.	Book published solely by the faculty/Scholars/Students	10,000
7.	Book Chapter	3,000

### **Research Projects (Seed Money)**

The St. Thomas College Palai, through the Seed Money initiative, aims to provide financial assistance and resources to facilitate the inception and development of innovative research projects. By providing the necessary resources and support, the institution can catalyse transformative discoveries and contribute meaningfully to the advancement of knowledge and society. The



institution encourages faculty members to embark on research projects aimed at addressing pertinent scientific, societal, business, and stakeholder concerns.

Through collaborations with national and international academic and research institutions, the college endeavours to amplify the impact of its research endeavours on a global scale.

## **Guidelines regarding the seed money for research projects**

### **Proposal Submission Process**

- The college will announce the call for proposals through a notice on the college website.
- Duration of the project will be 18 months.
- Eligible faculty members may submit their application, with a research proposal within 30 days from the date of call for research proposals.
- Applicants must submit three hard copies and a soft copy of the detailed proposal to the Research Monitoring Cell of the College.
- Applicants should provide a timeline for the completion of the proposed research project, indicating key milestones and deliverables.
- Preference will be given to proposals demonstrating innovative elements and applied research components.
- For collaborative projects, clear definitions of responsibilities and budgets for each department involved must be provided.
- Applicants should ensure that their proposals are free from plagiarism and adhere to ethical standards in research conduct. Any ethical considerations or potential risks associated with the proposed research should be addressed in the proposal.

### **Project Review and Management**

- Proposals will undergo initial review by the Review Committee of the Research Monitoring Cell, and shortlisted proposals will be presented to the





Expert Committee, which includes the Director of the Research Monitoring Cell, the Finance Officer of the College, and an External Expert in the relevant area. The committee will select the proposals, and the seed money will be provided to those selected proposals, subject to compliance with the guidelines.

- Project transfers are not permitted.
- A faculty member who has utilized seed money for a project can reapply for funding only after two years following the completion of their institutionally funded project.
- Investigators should ensure that the research project adheres to ethical guidelines and standards, including obtaining necessary approvals from institutional review boards or ethics committees.
- Investigators are responsible for developing strategies or contingency plans for identifying and mitigating risks and potential disruptions or emergencies associated with research projects, such as budget overruns, delays, or unforeseen obstacles.
- Investigators may integrate sustainability considerations into research projects, including environmental, social, and economic factors, to ensure that research activities are conducted in a responsible and sustainable manner.

### **Funding Disbursement:**

- Maximum amount of seed money for the research project is Rs. 1,00,000/-
- The amount of seed money granted will be subject to the budgetary constraints of the institution and the specific requirements of the project, as determined by the finance committee of the college on a case-by-case basis.
- The sanctioned amount will be transferred to the Principal Investigator's account in three instalments.



- The first instalment will constitute 40% of the total grant and it will be released once the proposal is accepted.
- The second instalment, comprising 30% of the grant, will only be released after the evaluation of the first half-yearly progress report. This evaluation will encompass assessing work quality, achievements, and considering recommendations from the review committee.
- The final instalment, constituting 30% of the grant, will be released only after the submission of the final report. This release is contingent upon the assessment of work quality, publication of research outputs in reputed indexed journals, and consideration of the recommendation of the review committee.
- No additional funding will be provided for the project. Investigators are encouraged to seek external funding sources or arrange private financing to cover any additional expenses necessary to complete the project.
- Seed money should be utilized strictly for the purposes outlined in the approved proposal.
- Materials/Books/equipment etc. purchased using seed money must be returned to the college after the completion of the project.

### **Publication and Outcome Requirements**

- Publication of research outputs in the WoS/Scopus Indexed/UGC CARE-listed journals with affiliation to St. Thomas College Palai (Autonomous) is mandatory for the final release of grants. The date of acceptance for publication by the journal will be considered as the reckoning date for achievements.
- It is mandatory to complete the research project within the stipulated 18-month duration. Failure to do so will require reimbursement of the entire amount with interest to the management.

### **Reporting and Documentation**



- Half-yearly progress reports must be submitted to the Research Monitoring Cell. These reports should detail the progress made, results achieved, challenges encountered, plan for next assessment period and any adjustments to the research plan. These reports are essential for the release of instalments of fund sanctioned.
- Principal Investigators is responsible for maintaining accurate records of project-related expenses and fund utilisation.
- Audited statements of expenses and utilization certificates (Annexure 6) must be submitted to the Finance Committee after completion of the project.
- Upon completion of the research project, Principal Investigator must submit a bound copy of the final report in thesis form to the Review Committee of the Research Monitoring Cell. The report should include technical report with conclusions and research outcomes, publications based on the research work, audited statements of expenses, audited utilization certificate, plagiarism report and patents, if any within one month from the date of completion of the project.
- Principal Investigator must maintain records of all research outputs, including publications, presentations, patents, and any other relevant outcomes.

### **Financial Support for Applying for Patents**

St. Thomas College Palai offers financial support for faculty members engaged in the process of applying for patents, and other Intellectual Property Rights (IPR). Recognizing the importance of fostering innovation and protecting intellectual property, the college has established this initiative to encourage faculty members, full-time research scholars, and students to pursue patent applications for their innovative research and creative works. Through this financial support program, applicants are provided with the necessary resources to cover expenses associated with the patent application process, including filing



fees, legal expenses, and other related costs. By facilitating the protection of intellectual property rights, the college aims to promote a culture of innovation, entrepreneurship, and knowledge dissemination among its faculty members, research scholars, and students, ultimately contributing to the advancement of scholarship and the development of new technologies and solutions with societal impact.

### **Guidelines Regarding Financial Support for Patent Applications**

- Faculty Members, Full-time Research Scholars and Students who are eligible under this financial assistance scheme are required to submit application in the prescribed format detailing the nature of their innovative research or creative work and the intended patent application to the Research Monitoring Cell of the College.
- Maximum amount of financial assistance for patent application is Rs. 25,000/-
- Financial support will be allocated based on the budgetary requirements outlined in the application and the availability of funds as determined by the finance committee of the college on a case-by-case basis.
- Financial support is provided to cover expenses associated with the patent application process, including filing fees, legal expenses and other related costs (e.g., patent search fees, documentation expenses).
- Applications will be evaluated based on the novelty, feasibility, and potential impact of the proposed research or creative work. Selection criteria may also include the significance of the research findings, the potential for commercialization, and the alignment with the college's strategic priorities.
- Recipients of financial support are required to provide periodic updates on the status of the patent application process.
- Applicants retain ownership of the intellectual property rights associated with their research or creative works.



- The college may require acknowledgment or recognition of its support in any resulting patents or publications.
- No additional amount will be provided for patent maintenance, commercialization efforts, or further research and development activities under this scheme.
- If the applicant receives any reimbursement of the cost of the patent application from any government bodies, the financial assistance provided under the scheme should be returned.

**Note:** This policy may be updated periodically to align with current needs and is subject to changes at the discretion of the Research Monitoring Cell and Finance Committee.

### **Product Development Monitoring & Commercialization Committee**

The Product Development Monitoring & Commercialization Committee serves as a hub for strategic partnerships, collaborations, industry-institute interface, sponsored or contract research, new knowledge generation, technology transfer, and the commercialization of research. Its purpose is to facilitate innovation, incubation, entrepreneurship, and start-up ventures.

### **Objectives of the programme**

- To generate ideas that can form the foundation for product development, entrepreneurship, or business strategy.
- To promote students for entrepreneurial activities and provide a platform for their ideas in product development, entrepreneurship, or business strategy.
- To screen and select ideas with the highest potential for success.
- Concept development.
- Commercialize our research outputs through incubation centres.
- Collaboration

### **Purpose of the Programme**



- To diversify knowledge through Academia-Academia/Industry collaboration.
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres.
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership.
- To take up social responsibility by sharing expertise with community.

### **List of Activities: Consultancy**

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centers-Research, Problem identification and solving methods, techniques.
- Government Organizations o Trainings, Internships, Counselling & awareness programmes.
- Community-Skill development, Wellness assessment, Medical support, Awareness programmes.
- Innovative Ecosystem-Incubation centre/start-ups

St. Thomas College Palai emphasizes research excellence with the establishment of the Research Monitoring Cell (RMC) and the implementation of a robust financial policy. This policy ensures transparency, accountability, and efficient resource utilization, supporting the institution's dedication to scholarly pursuit, innovation, and intellectual growth. By providing clear guidelines and financial support to faculty, scholars, and students, the RMC fosters a vibrant research culture, encouraging cutting-edge research and impactful contributions to knowledge creation within the college community.





## CAMPUS PLACEMENTS POLICY

The campus placements policy of St. Thomas College, Palai (Autonomous) aims to bridge the gap between graduating students and their dream careers at leading Multinational Corporations (MNCs), Scientific Organizations, Media Houses, NGOs and the like. It focuses on attracting top-tier recruiters while fostering student success in these organizations.

This policy covers both campus and off-campus recruitments for the final year and passed out graduate and postgraduate students of the College. The policy is executed through the Centre for Human Resource Development (CHRD), which functions as the office for corporate relations and student trainings, and placement services. The college aims to cultivate a dynamic and inclusive campus placement ecosystem that empowers all its eligible and interested students with fulfilling career opportunities through a robust and comprehensive campus placement process, facilitated by the Centre for Human Resource Development (CHRD).

### Objectives

- The college shall strive to establish strong corporate relations through the CHRD which must be proactive to build responsible and lasting relationships with employers.
- The college shall focus on enhancing student employability. Equipping the students with industry-relevant skills is of key importance. This can be achieved through workshops, seminars, and mentorship programs with professionals from target sectors and continuous training programmes.
- The college shall promote transparency and fairness in the campus recruitment process. It is to ensure that there is a transparent and fair placement process accessible to all eligible and interested students.



- The college focuses on the all-round development of the students to generate high-calibre graduates. Emphasize is to be given, along with the creation of academic excellence, to development of soft skills and sharpening of employability skills.

### **Strategies for Attracting Recruiters**

- At least one full time dedicated ‘corporate relations officer’ should be employed in CHRD to continuously search for probable recruiters and to establish official relationships with the top officials of those companies.
- The college shall conduct targeted outreach programmes to identify and connect with relevant recruiters. Participation in industry conferences, visiting the industrial parks and IT parks, accessing the data base of job fairs, and utilizing strong alumni networks are some of the activities that can be done in this connection.
- The college shall showcase its strengths before the industry through diverse media and platforms.
- The College shall organize industry events like seminars, lectures, and workshops featuring prominent figures from target sectors on campus.
- The college shall offer customized recruitment packages by tailoring the recruitment process to fit specific company needs, including online testing platforms or dedicated interview spaces.
- Preparation of a placement brochure before the launch of every campus placement season is recommended. It is advisable to add details of interested and eligible students in the placement brochure.

### **Strategies for Student Preparation**

- The CHRD shall organize general induction programme for the undergraduate and postgraduate freshers immediately after the closure of admission.



Department-wise induction programmes are also recommended. CHR D shall assist the departments in organizing the same.

- A minimum level of soft skill and personality development training programmes shall be offered to all the students at the College.
- Career guidance seminars shall be organized by each department for the first year postgraduate and second year undergraduate students at department level every year.
- Special attention shall be given to the placement-oriented training for the final year students.
- At the beginning of the final year, a notification shall be circulated by the college through the CHR D for student enrolment for campus placement services. The notification shall specify the minimum eligibility criteria for being enrolled. Eligibility criteria for enrolment shall be based on academic performance, attendance, and disciplinary records. Only enrolled students shall be allowed to appear for campus recruitment process, except in case of 'Group D' companies.
- Enrolled students shall form various groups according to their fields of studies, career aspirations and focused industries and positions. Each group of students shall undergo a pre-determined training module, the successful completion of which only makes them eligible to appear for campus recruitments organized by CHR D.
- A prescribed fees may be collected by the college to meet the training expenses of the enrolled students. The fees may be varied according to the level of minimum training requirements for each group of students.
- A student who is not enrolled for campus placement in normal path can opt for mid-way enrolment. Mid-way enrolment is allowed only in exceptional cases based on the recommendation of the respective Head of the Department,



subject to the condition that he/she shall undergo the prescribed training module as per the directions of CHR D. He/she will be liable for paying the full amount of fees applicable for the student group to which he belongs to.

- CHR D shall design the minimum training module for each student group, and it shall include career development workshops, mock interviews, skill assessments and specific training/coaching programmes.
- Each department, with the assistance of CHR D, shall design and organize 'mentorship programs' for the final year students, where the department connects its students with alumni or industry professionals for career guidance and networking opportunities.
- Subject specific internship programmes shall be facilitated by CHR D to assist students in securing relevant practical experience and to enhance their resumes.

## **Placement Process**

- CHR D shall announce each campus recruitment programme through a specific and detailed notification. Eligibility criteria for the recruitment, compensation packages, service details, job description, mode of application, due date of application, etc. shall be part of the notification.
- The details of the applicants, if necessary, shall be verified with the help of department level placement coordinators.
- Companies will be asked to have a pre-placement talk where they shall present job descriptions, compensation packages, and company culture before the recruitment process.
- The College always stands for transparent selection procedures to allow fair competition through standardized tests, group discussions, and individual interviews.



- CHRD shall provide post-placement support to the newly recruited students by offering guidance on salary negotiation, joining formalities, and career progression within the chosen organization.

## **General Terms and Conditions**

- When the applications are invited for any campus recruitments, the students must make sure that they are eligible for those positions before they submit the application. If any student is found to have applied for any campus recruitment drive without ensuring eligibility, he/she will not be allowed to participate in any further campus recruitment processes.
- Students are advised to check the company profile and background thoroughly before applying. Once applied, it is mandatory for the student to participate in the entire placement process. Students not adhering to the above will be liable for appropriate disciplinary action as deemed fit by the appropriate committee.
- All communication with the recruiting company/organization should be routed through the CHRD. Direct communication from the students to the recruiters is strictly prohibited unless allowed expressly.
- Participation in the recruitment drive is exclusively for the eligible candidates who are interested to join the company if they are finally selected.
- The recruiting companies are categorized into 'Group A', 'Group B', 'Group C' and 'Group D'. The categorization is based on different criteria including the annual CTC offered, past recruitments, frequency of visits of the company to the campus, and demands raised by the company. The information about the category of the company which conducts the campus recruitment drive will be part of the campus drive notification.
- Generally, the students must join the company/organization which provisionally selects them first. Once, the final selection list by a company/organization is published, the selected students cannot appear for any other



recruitment drives organized in the college by either the CHRD or any Departments. However, students placed in 'Group B' companies can appear for the recruitment drives by 'Group A' companies and those placed in 'Group C' companies can appear for the recruitment drives by 'Group A' and 'Group B' companies. Anyway, those students who got placements in 'Group A' companies never be allowed to appear for any other campus recruitment drives, under any circumstances. However, 'Group D' companies are open for all, even for those who are not enrolled students.

- If any student decides to reject the job offer from the recruiter, he/she will not be allowed to appear for any further campus recruitment drives.
- After successful registration, if students fail to appear for the recruitment drive without obtaining prior written approval from the appropriate authority, those students will not be allowed to appear for any other recruitment drives under any circumstances.
- By applying for any campus recruitment drives organized in the college, the candidate agrees to all the terms and conditions in this policy.

### **Code of conduct**

- All students are expected to understand the placement policy and follow it strictly.
- Students must compulsorily attend the Pre-Placement Talk (PPT) conducted by the companies they are willing to apply / have applied for.
- Students must carry their identity card throughout the placement process.
- Students should be formally dressed and be punctual for the entire placement process.
- A student indulging in any kind of misbehaviour which affects the decorum of the placement process, or the reputation of the college will be penalized as per the severity of the situation.





- Any kind of malpractice during the placement process is strictly prohibited. Those caught indulging in such activities may be debarred from the entire placement process.
- If at any point of time, it is found that any detail provided by the student is incorrect or he/she is ineligible for that placement drive, he/she will be debarred from the entire placement process.
- Students are expected to report on time for any placement related activity whether –Talk, Test or interview or others. In case the student is not on time, he/she will be out of the placement activity.

### **Organization Structure of CHR D**

- CHR D shall be headed by an advisory committee consisting of Principal, Vice Principal(s), Bursar and IQAC Coordinator of the college.
- The day to day functioning of CHR D shall be organized by the Executive Committee consisting of a minimum of three and a maximum of five permanent teachers from various departments, nominated by the Principal of the college. The executive committee shall have representatives from Arts, Commerce and Science Departments and at least one lady faculty shall also be a member of the committee.
- CHR D shall have sufficient dedicated full-time staff to organize and execute the training and placement efforts of CHR D.
- To facilitate human resource development training and placement related activities for the students, a ‘Department Level Placement Committee’ shall be formed in each department. The Ex-officio chairman of the committee shall be the Head of the Department. A teacher may be nominated by the Head of the Department to be the ‘Department Level Placement Coordinator’, who shall be the convener of the committee. Two students from each class also shall be nominated to be the members of the committee.



## **Functions of CHRD**

- CHRD is established to organize and execute various career oriented human resource development activities especially for the students of St. Thomas College, Palai and also for outsiders.
- CHRD aims to have constant contact with corporate entities that can be potential employers of the students at St. Thomas College, Palai, to ensure that a significant number of in-campus and off-campus placements are taken place during each academic year.

## **Ethical Considerations**

- The College shall uphold ethical considerations while selecting the recruiters, designing the placement processes, and taking all related decisions.
- No discrimination shall be permitted against students based on caste, creed, religion, gender, etc.
- College shall facilitate all the possible ways to ensure maximum campus placements each year.
- The College shall maintain stringent data privacy policies regarding student placement information.
- By implementing this comprehensive policy, the college aims to create a win-win situation for both students and top-tier recruiters, fostering successful careers and propelling graduates towards leadership positions in their chosen fields.

## **Evaluation and Feedback**

- The college will regularly evaluate the effectiveness of the placement process through feedback from students, recruiters, and faculty.
- Feedback received will be used to improve and enhance the placement process continually.



## **Continuous Review of the Policy**

The College and CHRD shall regularly review the policy and adapt it based on industry trends and student feedback.

The campus placements policy of St. Thomas College, Palai (Autonomous) spearheaded by the Centre for Human Resource Development (CHRD) aims to seamlessly connect graduating students with prestigious career opportunities across various sectors. By prioritizing top-tier recruiters and offering comprehensive support for both on-campus and off-campus placements, the college ensures the success of its students in securing fulfilling career paths. This policy underscores the institution's commitment to empowering students for a successful transition into the professional sector.



## INDUSTRY-ACADEMIA INTERACTION POLICY

St. Thomas College, Palai (Autonomous) recognizes the importance of fostering collaborative partnerships with industry organizations to enhance the educational experience for its students and prepare them for successful careers. This policy outlines the framework for establishing mutually beneficial interactions between the College and Industry Partners.

### Objectives

- **Equipping students with industry-relevant skills and knowledge**

The College aims to equip its students with the competencies and expertise sought after by industry employers, thereby increasing their competitiveness in the job market.

- **Enriching the curriculum with industry insights and best practices**

The College is committed to integrating current industry trends, technologies, and practices into its curriculum to ensure its continued relevance and effectiveness in preparing students for real-world professional applications.

- **Fostering collaborative research opportunities**

The College seeks to establish collaborative research projects with Industry Partners to address real-world problems and challenges. Such collaborations will leverage the expertise of both parties and contribute to advancements in respective fields.

### Interaction Avenues

The College will explore and establish various avenues for interaction with Industry Partners, including but not limited to:

- **Guest Lectures and Workshops**



Industry professionals will be invited to deliver guest lectures, workshops, and seminars on emerging trends, technologies, and industry practices, providing students with valuable insights and practical knowledge.

- **Industrial Visits**

The College will organize visits to Industry Partner facilities for students and faculty. These visits will provide first-hand exposure to industry operations, work environments, and technological advancements.

- **Internship Programs**

The College and Industry Partners will collaborate to develop internship programs where students can gain practical work experience under the guidance of industry professionals. These internships will bridge the gap between theoretical knowledge and practical application, preparing students for a smooth transition into the workforce.

- **Joint Research Projects**

The College and Industry Partners will establish collaborative research projects in areas of mutual interest. Such projects will leverage the expertise and resources of both parties, leading to advancements in knowledge, innovative solutions, and potential publications.

- **Alumni Engagement**

Explore ways to leverage the college's alumni network for industry interaction. Alumni can participate as guest speakers, mentors for internships, or advisors on industry trends.

- **Industry-Academia conclave**

The college may organise annual Industry-Academia Conclave (IAC) to bring together experts from industry and academia to discuss and implement collaboration on research, address sector challenges, and develop future talent with industry-ready skills.



## **Best Entrepreneur Award**

The college may establish an annual award for the entrepreneur to recognize and celebrate outstanding business leaders who exemplify exceptional achievement and inspire future generations. The college may promote the business ideas and entrepreneurship ventures of students and alumni by providing support and encouragement using college platforms.

## **Integration into Curriculum**

The College will integrate industry interaction into the curriculum by:

- **Establishing Industry Advisory Boards**

Advisory boards composed of industry professionals will provide insights into current industry needs and skills. These boards can review curriculum content, suggest industry-relevant projects, and identify guest speakers.

- **Developing Skill-Based Courses**

Elective courses or modules focusing on industry-specific skills, such as data analysis, software development, or project management, will be developed.

- **Industry training courses**

Courses may be developed jointly by the college and Industry partners to provide training to the potential candidates for the Industry Partners.

- **Integrating Case Studies and Real-World Projects**

Case studies and real-world projects reflecting current industry challenges will be incorporated into existing courses. Faculty can collaborate with Industry Partners to develop these projects.

- **Encouraging Industry Certifications**

Faculty will be encouraged to incorporate industry certifications into the curriculum, allowing students to gain industry-recognized credentials.





- **Designing Capstone Projects**

Capstone projects requiring students to address real-world industry problems under the joint guidance of faculty and industry mentors will be designed. Industry Partners can provide project topics, data sets, and mentorship.

- **Incorporating industry-related topics**

Topics of study which are relevant to contemporary industry standards and meet industry demands shall be incorporated in each course of study which should be relevant to contemporary industry standards and meet industry demands, in each course of study.

- **Student projects**

Students may be encouraged to do projects as part of their curriculum in industrial organizations or centres of academic excellence outside the college, which may help them get exposed to real-world situations

## **Roles and Responsibilities**

### **Industry Liaison Officer**

The College may appoint an industry liaison officer who is from an industrial background to spearhead industry interaction initiatives. The liaison officer will be responsible for identifying potential Industry Partners, establishing communication channels, coordinating collaborative programs, and overseeing the implementation of this policy.

### **Industry Institute Collaboration Cell**

The College may constitute an Industry Institute Collaboration Cell which will have the following objectives.

- Cultivate the strong links with industry.
- Explore and identify common avenues of interaction with industry.



- Synchronize the quality of education by continuous advancement of educational programmes.
- Meet the trend of industry and produce employable “Industry-ready students.”
- Promote research suited to industry needs, consultancy and other industry-related activities and catalyse the growth of institute-industry collaboration.
- Integrate industrial training and feedback for the benefit of the students and offer facilities to industries.

## **Faculty Members**

Faculty members are encouraged to actively participate in industry interactions by:

- Integrating industry insights and best practices into their teaching methodologies,
- Participating in guest lectures, workshops, and industrial visits organized by the College and other bodies,
- Guiding students during internships and joint research projects,
- Identifying potential areas for collaboration with Industry Partners,
- Encouraging students to select project topics with an industry focus, ideally carried out in industrial hubs, and
- Encouraging students to complete internships with potential employers that might hire them once they graduate.

## **Students**

Students are expected to actively participate in industry interaction programs to:

- Gain valuable industry exposure and insights,



- Develop industry-relevant skills and knowledge,
- Build professional networks,
- Apply theoretical knowledge to practical settings, and
- Take additional courses from online platforms to gain industry-ready skills.

## Industry Partners

Industry Partners are expected to collaborate with the College in various initiatives, including, but not limited to:

- Providing guest speakers for lectures and workshops,
- Offering internship opportunities for students,
- Participating in joint research projects,
- Sharing industry insights and best practices with the faculty members and students,
- Providing insights for the curriculum designing and suggestions for modifying the syllabus according to the industry needs, and
- Collaborating with the College in designing and running various courses to train the candidates as part of their recruitment process.

St. Thomas College, Palai (Autonomous) recognizes the vital role of collaborative partnerships with industry organizations in enhancing student education and career readiness. The policy serves as a guiding framework for establishing mutually beneficial interactions between the college and industry partners, ensuring a comprehensive educational experience that aligns with industry needs and fosters student success in their future endeavours. Through effective collaboration, the college aims to bridge the gap between academia and industry, providing students with valuable opportunities for experiential learning, professional development, and successful career pathways.



## **EXTENSION AND OUTREACH PROGRAMMES POLICY**

Recognizing the social responsibility of an autonomous college and the importance of knowledge creation, dissemination, preservation and conservation, this policy outlines the framework for extension and outreach programmes designed to empower students, faculty, and beneficiary groups. The organization of such programs is imperative to foster a feeling of social commitment and responsibility among students and neighbourhood communities.

### **Objectives**

- To provide students with practical application of their knowledge and develop social responsibility.
- To equip students with actual knowledge in the field of legal aspects
- To enhance faculty expertise through engagement with real-world issues.
- To empower beneficiary groups by addressing their educational, social, and economic needs.
- To foster a culture of collaboration and community engagement.
- To make students aware about the socio-economic issues and difficulties.
- To sensitize students and public about the importance of conserving nature.
- To inculcate soft, life and technical skills among students

### **Programme Types**

- **Skill Development Workshops:** Organize workshops for community members on relevant skills like computer literacy, vocational training, or life skills.
- **Awareness Campaigns:** Raise awareness on topics like health, hygiene, sanitation, environmental protection, law or social justice.
- **Mentorship Programs:** Pair students with underprivileged students or community members for academic or vocational guidance.



- **Expert Guidance:** Offer expert advice and guidance to local businesses, government bodies, or NGOs on specific issues.
- **Community Research:** Conduct research projects that address local challenges and suggest solutions in collaboration with the community.

## **Empowerment Framework**

### **1. Student Empowerment**

- Provide opportunities for student in program design, conduct and execution.
- Offer incentives like credits or recognition for active participation.
- Develop communication and leadership skills through program involvement.
- Equip students with legal awareness.

### **2. Faculty Empowerment**

- Encourage faculty to integrate outreach activities into their teaching and research.
- Recognize and reward faculty participation in outreach programs.
- Provide funding and resources to support program development and implementation.
- Help faculty to acquire research issues from social -economic realities.

### **3. Beneficiary Group Empowerment**

- Conduct needs assessments to identify the specific needs of the target community.
- Ensure program design culturally sensitive and responsive to community needs.
- Build capacity within the community to sustain benefits beyond the program duration.



## **Monitoring and Evaluation**

- Develop clear monitoring and evaluation mechanisms to track program impact.
- Collect data on beneficiary satisfaction, skill development, and knowledge retention.
- Conduct periodic reviews to assess program effectiveness and suggest improvements.

## **Resource Allocation**

- Allocate a dedicated budget for extension and outreach programs.
- Encourage faculty to seek external funding opportunities for program support.
- Explore collaborations with NGOs, government agencies, or private institutions for resource sharing.

## **Recognition and Dissemination**

- Recognize outstanding contributions of students, faculty, and community partners.
- Disseminate the outcomes and impact of extension programs through publications, seminars, or workshops.

## **Implementation**

- Establish a dedicated committee comprising faculty members and student representatives to oversee program development and implementation.
- Develop clear guidelines and procedures for proposing, reviewing, and approving extension and outreach programs.
- Provide training and capacity-building workshops for faculty and students involved in outreach programs.

## **Documentation**

The documentation of all the extension and outreach programs organized in and out of the college with reports and photographs shall be kept in the department and a copy of the same must be handed over to Extension wing of the college.

By implementing this policy framework, the college can foster a culture of lifelong learning, bridge the gap between theory and practice, and contribute meaningfully to the social and economic development of the community. This





policy will serve as a guiding principle for empowering students, faculty, and beneficiary groups through impactful extension and outreach programs.



## CONSULTANCY POLICY

St. Thomas College, Palai (Autonomous) (the College) recognizes the importance of consultancy services as a means to bridge the gap between academia and industry, apply faculty expertise to solve real-world problems, enhance faculty development and research opportunities, and generate additional resources for the College. This policy outlines the framework for faculty engagement in consultancy services while ensuring the smooth functioning of academic programs and upholding the integrity of the College.

### Objectives

This policy aims to establish a transparent and efficient process for managing consultancy services, encourage responsible participation of faculty members in consultancy projects, maintain high-quality standards for all consultancy services offered by the College, and ensure ethical conduct and adherence to legal regulations.

The policy covers the Consultancy Services offered by faculty members of the College, across various disciplines, and Professional Activities. It does not cover the funded research projects for which no remuneration is received by the respective faculty members.

### Consultancy Management Cell (CMC)

- The CMC will be a five-member committee chaired by a Nodal Officer. The Nodal Officer shall be the Vice Principal, Dean or a senior faculty member nominated by the College Council. The other members shall be nominated by the Principal in consultation with the Nodal Officer.
- The CMC shall be responsible for setting guidelines for consultancy services, reviewing and approving consultancy proposals, monitoring adherence to the policy, addressing disputes related to consultancy services and recommending revisions to the policy.
- For minor consultancy services, CMC can authorize the concerned Head of the Department to review and approve the consultancy proposals, decide on the remuneration or fees, receive the same and to disburse the same. However, provisions of 'Pricing or Budgeting' and 'Sharing of Professional Fees' of the Policy shall be complied with, unless otherwise sanctioned by the CMC.

### Consultancy Services Office (CSO)



- The College will establish a centralized CSO to facilitate consultancy services and will function under the CMC's guidance.
- There shall be a full-time non-teaching staff in the CSO, and he / she shall report to the Principal through the Nodal Officer.
- All proposals or applications for consultancy services shall be routed through the CSO.
- The CSO shall assist faculty members in preparing consultancy proposals, facilitate communication between faculty members and potential clients, manage contracts and agreements with clients, process invoices, collect payments from clients and maintain records of all consultancy projects.
- The CSO shall also function as the single point of contact for the public or corporates to seek consultancy services from the College, as per the policy. CSO shall process all the proposals or applications from the public or corporates in consultation with the Nodal Officer.
- The CSO shall be responsible for keeping record of all consultancy services and professional activities undertaken by the faculty of the College.

### **Types of Consultancy Projects**

- There shall be different types of consultancy projects. They can take the form of individual projects, intra-departmental team projects, and interdepartmental team projects.
- The policy also recognizes the consultancy projects proposed by the faculty member(s) of the College and the project proposals received from the public and industry.

### **Quality Assurance and Compliance Mechanisms**

- All the proposals shall be routed through the CSO, even if the client approaches the individual faculty member directly.
- Proposals shall be reviewed by the CMC based on alignment with the College's mission and expertise, faculty member's qualifications and experience, availability of resources, potential benefits to the College and the client, ethical considerations, and potential conflicts of interest.
- The CMC will provide feedback and approve or reject proposals.
- Further, periodic feedback may be sought from the clients to assess the quality of services provided.



- The CMC will maintain a record of all consultancy projects undertaken by faculty members, including project details, deliverables, and client feedback.

## **Faculty Engagement Norms**

- All consultancy assignments can be undertaken in the name of the College, even if the client approaches the individual faculty member directly.
- Faculty members can engage in consultancy services with prior approval from the Principal and the CMC, except in case of Minor Consultancy Services.
- The maximum number of days a faculty member can spend on consultancy services in a calendar year is 15. For exceeding the leave limit, faculty members must submit a written request to the Principal with justification and a plan to ensure no disruption to teaching duties. All leave applications shall be considered and sanctioned as per the leave policy of the College.
- Faculty members can undertake consultancy services that do not conflict with their primary responsibility to teaching and research, utilize College resources without prior permission and compromise the College's reputation or intellectual property.
- Faculty members shall submit the proposals for professional activities in a prescribed format directly to the Principal through the CSO. They can engage in the same after obtaining prior consent from the Principal. The proposals will not be denied unless otherwise there are considerable reasons. The remuneration or honorarium received for professional activities is not shareable with the College. However, copies of the relevant certificates shall be handed over to the CSO for the purpose of record. Faculty members can engage in professional activities only by availing permissible leaves, as per the leave policy of the College.

## **Pricing or Budgeting**

- The amount to be charged from the clients should cover the following elements of cost:
  1. Professional fees as per the prevailing norms.
  2. Salary and other expenses of the support staff, including project assistant, project associate and field investigators.
  3. Fees for the external experts / advisors if any.
  4. Travel and lodging expenses.
  5. Expenses for data collection



6. Communication and consumables
  7. Institution's overhead (10% of the professional fees)
  8. Applicable taxes on the total project cost, i.e., the aggregate of amounts earmarked for items explained above.
- The client would normally be required to pay 50% of the total cost in advance, along with the letter of acceptance of the terms and conditions detailed in the consultancy proposal.

### **Sharing of Professional Fees**

- The professional fees, as detailed above, shall be shared by the faculty member(s), the College and the parent department(s) of the faculty member(s), as follows:
  1. 70% of the professional fees shall be paid to the respective faculty member(s). If more than one faculty member is involved in the assignment, this amount shall be divided among themselves as per the agreement between them or applicable standards.
  2. 20% of the professional fees shall be paid to the parent department(s) of the faculty member(s) involved in the consultancy assignment. In case of the involvement of faculty members from multiple departments, this amount shall be apportioned appropriately.
  3. 10% of the professional fees shall be shared with the College.

### **Finance Management and Accounting**

- The consultancy fees, including professional fees, shall be collected by the CSO through a designated bank account. No cash receipt shall be entertained. Personal bank accounts of the cornered faculty members shall not be used for the collection of the consultancy fees. However, the remuneration or honorarium for the professional activities shall be received by the respective faculty members in their own account, unless otherwise specified by the competent authority.
- The CSO shall make the payments of direct expenses, institution's overhead expenses and applicable taxes directly to the concerned vendors / Government(s) or by way of reimbursement, as per the request from the respective faculty members.
- The share of professional fees due to the College, the department, and the faculty member shall be disbursed by the CSO only after completing all the prescribed formalities.





- The CSO shall keep all the record and accounts regarding the receipt and disbursement of the consultancy fees received from the clients.
- All payments to the faculty members, departments, College, and others shall be through bank transfer only and are subject to TDS as per the existing tax laws.
- However, the finance policies and procedures of the College shall be the final directive for the smooth handling of the finance management and accounting practices of the consultancy services.

## **Intellectual Property Management**

- A separate Intellectual Property (IP) Management Policy shall be established to govern the ownership and commercialization of any intellectual property generated through consultancy projects. The policy will clearly define the rights and responsibilities of the College, faculty members, and clients regarding patents, copyrights, and other forms of intellectual property.
- However, in the absence of an Intellectual Property Management Policy, the rights of the Faculty member(s), the College, and the client(s) shall be protected through a written agreement established and executed by and among themselves. The CMC shall give appropriate guidelines in this regard to the concerned parties and the CSO shall comply with the formalities in this regard.

## **Consultancy Report**

- The consultancy report by the faculty member(s) to the client(s) shall be treated in confidence. A copy of the report shall be given to the Nodal Officer through the CSO, but it will not be available to anyone except the Nodal Officer, who can access it only for perusal and records.
- The copy of the consultancy report given to the Nodal Officer shall be kept in the safe custody of the Principal. It should be kept in a sealed cover and shall be opened for any purpose only with the consent of the author of the report. The physical presence of the author is required for opening the sealed cover and accessing the document unless there is written authorization by the author(s).

## **Ethical Considerations**

- Faculty members engaged in consultancy services are expected to uphold the highest ethical standards. This includes avoiding conflicts of interest,





maintaining confidentiality of client information, and ensuring accurate and unbiased work.

- Faculty members must disclose any potential conflict of interest between their consultancy work and their academic duties. This includes financial interests, intellectual property ownership, and potential influence on research or curriculum.
- The college shall review the disclosures and take appropriate steps to manage the conflicts.
- Faculty members must ensure they do not share confidential college information with clients without proper authorization. They must maintain the confidentiality of any client information obtained during the consultancy project.
- Consultancy work should not compromise a faculty member's ability to dedicate time and effort to their teaching and student advising responsibilities. Faculty members should be transparent about the time commitment required for consultancy work and ensure it does not significantly impact their teaching or research responsibilities.
- Faculty members should be transparent about any potential influence of consultancy work on their academic research. Authorship and publication of research findings should follow established ethical guidelines.
- Faculty members must ensure their consultancy work complies with all applicable laws and regulations. They should conduct their consultancy work in a professional manner that upholds the reputation and integrity of the College.

## **Training and Development**

- The College shall organize workshops and other training programs to equip faculty members with the necessary skills to effectively engage in consultancy services. These programs could cover areas such as proposal writing, project management, client communication, and intellectual property management.
- The CMC shall explore opportunities for faculty members to participate in external training programs on consultancy practices.

## **Marketing and Industry Collaborations**

- The College shall maintain a dedicated webpage showcasing faculty expertise and potential consultancy services offered by various departments.



- The CMC will actively participate in industry events and conferences to promote the College's consultancy capabilities.
- The College shall establish collaborations with local industries, businesses, and government agencies to identify potential consultancy projects and create mutually beneficial partnerships.
- Alumni networks shall be leveraged to connect with potential clients and explore consultancy opportunities.

### **Use of College Infrastructure**

- The College will strive to maintain its scientific infrastructure at par with industry standards to support high-quality consultancy services.
- Faculty members undertaking consultancy projects can utilize college infrastructure with prior approval from appropriate authorities.
- A transparent system shall be established for determining user charges and cost recovery for utilizing college resources for consultancy projects.

### **Difficulty Resolution**

In case any difficulty or confusion arises on some matter, those may be brought to the notice of the Nodal Officer for effecting any change or modification that may be necessary from time to time. However, if substantive changes become necessary, the same must have the concurrence of the Principal.

### **Feedback and Revisions**

This policy shall be reviewed periodically by the CMC to ensure its effectiveness and adapt to changing needs. Feedback from faculty members, industry partners, and other stakeholders will be considered during revisions.