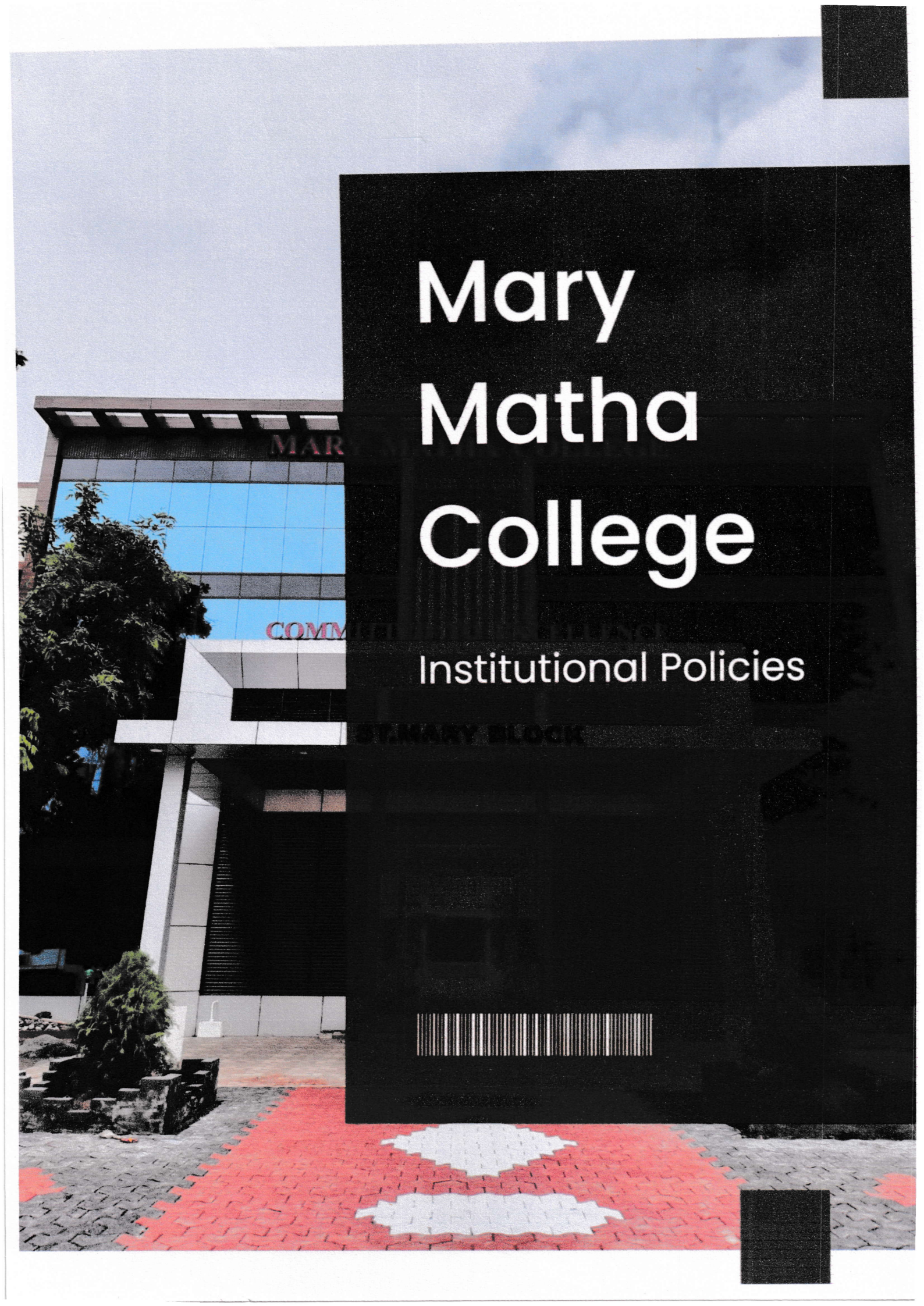


Mary Matha College

Institutional Policies

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THE PRINCIPAL
MARY MATHA COLLEGE OF ARTS &
SCIENCE (CO-EDUCATION)
Nallakaruppanpatty
Periyakulam East -625 604.
Theni District, Tamil Nadu.

Code of Conduct and Service Rules

Mary Matha College of Arts & Science, Periyakulam upholds a well-defined organizational culture to ensure the fulfillment of its Vision, Mission, and Goals. The institution is unwavering in its commitment to promoting integrity and moral responsibility across all aspects. This organizational culture is expected to be followed diligently by all members of the institution, including students, faculty members, administrative and support staff, and management.

It addresses various dimensions such as attitude, behavior, disposition, relationship with others, civic responsibilities and all activities, on and off campus. The code of conduct is explained in detail to all the students as part of the Induction program and for the newly joined faculty members during the first staff meeting.

1. Code of Conduct for Students
   - 1.1. Academic Responsibilities:
     - 1.1.1 Minimum Attendance: Students are required to maintain a minimum attendance of 85% in courses per semester.
     - 1.1.2 Regular Attendance: Students must attend classes regularly and actively participate in activities such as seminars, tests, and assignment submissions as part of Continuous Internal Evaluation.
     - 1.1.3 Honesty and Integrity: Students should demonstrate honesty and sincerity in tests, examinations, and all academic evaluations. Unethical practices during evaluations are strictly prohibited.
   - 1.2 Behavior and Campus Culture:
     - 1.2.1 Respect and Dignity: Students should practice and promote the dignity of every individual when interacting with peers, teachers, administrative and support staff.
     - 1.2.2 Anti-Ragging: Ragging in any form is considered a severe offense and will be dealt with accordingly.
     - 1.2.3 Identity Cards: Students must wear their identity cards within the campus.
     - 1.2.4 Dress Code: Students are expected to adhere to the college's dress code.
     - 1.2.5 Mobile Usage: The use of mobile phones is restricted in classrooms, laboratories, libraries, and academic spaces within college buildings.
     - 1.2.6 Values and Culture: Students should uphold the institution's values and culture during all common gatherings.
     - 1.2.7 Meetings and Fundraising: Any meetings or fundraising activities within the campus require prior approval from the Principal.
     - 1.2.8 Leaflets and Brochures: Distribution of leaflets, brochures, or displaying any material/information on classroom notice boards without the Principal's permission is not allowed.
     - 1.2.9 Anti-Social Activities: Engaging in anti-social activities is strictly prohibited.
     - 1.2.10 Unauthorized Visitors: Unauthorized visitors are not permitted on the campus.
2. Code of conduct for teachers
   - 2.1 Professional Ethics:

     Teachers of Mary Matha College shall:
     - A. Maintain high teaching and classroom management standards.
     - B. Continuously update their professional knowledge and skills.
     - C. Build mutual trust in their relationships with students.

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D. Respect the uniqueness and diversity of all students.
E. Prioritize the overall well-being and safety of students.
F. Uphold professional ethics when interacting with colleagues.
G. Foster positive relationships with the management and all other stakeholders.
H. Act with honesty, integrity, and fairness.
I. Be punctual.
J. Enhance learning experiences.
K. Foster an inclusive culture.
L. Promote a desire for lifelong learning.
M. Actively participate in all academic, co-curricular, and extension programs.
N. Adhere to institutional policies and norms.
O. Conduct assessment and evaluation tasks with integrity and in compliance with

2.2 Institutional and examination controller norms.

A. Fulfill their department's required workload.
B. Follow institutional norms for leaves, including casual and medical leaves.
C. Maintain confidentiality regarding student and institutional information.
D. Refrain from making derogatory remarks about the institution or its members in public or on social platforms.
E. Dress appropriately for an academic environment.
F. Abstain from smoking and using intoxicating substances.
G. Wear their identity cards on campus.

2.3 Relationships with Students:

Teachers of MMC shall:

A. Demonstrate honesty and sincerity in tests, examinations, and all academic evaluations.
B. Refrain from engaging in unethical practices during academic evaluations.
C. Strive for the betterment of every student and be committed, concerned, and caring for their well-being.
D. Be accessible to students and provide mentoring, tutoring, and counseling to enhance the quality of education.
E. Maintain a professional distance from students.
F. Act sensitively toward gender, ethnicity, and cultural backgrounds.
G. Avoid inappropriate communication on social media.
H. Act with utmost courtesy in verbal and nonverbal communication.

2.4 Relationships with Colleagues, Parents, and Guardians:

Teachers of MMC shall:

A. Comply with college policies and procedures in their interactions with colleagues, parents, and other stakeholders.
B. Respect, support, and collaborate with colleagues.
C. Mentor and guide junior faculty members.
D. Respect the authority of senior professionals.
E. Act with utmost courtesy in verbal and nonverbal communication.
F. Respect privacy and personal space.
G. Engage positively with parents and guardians.
H. Accept differences and handle disagreements and conflicts with courtesy.
I. Treat administrative and support staff with dignity.

3. Code of Conduct for Administrative Heads and Non-Teaching Staff

3.1 Head of the Institution: The Principal

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The Principal shall:

A. Exhibit dynamic leadership in guiding students, faculty, and administrative staff.
B. Create effective planning, execution, monitoring, and supervision systems for all governance aspects.
C. Serve as the highest authority in the grievance redressal mechanism.
D. Foster an academic environment conducive to holistic growth.
E. Function as the chief superintendent of Examinations.
F. Chair the Academic Council, Teachers Council, and IQAC.

3.2 Vice Principal:

The Vice Principal shall:

A. Co-operate and function under the guidance of the Principal.
B. Play a dynamic role in supervising admissions, attendance, and disciplinary matters.
C. Support and encourage all departmental academic activities.
D. Work in coordination with the head of the institution to supervise activities of various centers, associations, and extension services.
E. Supervise and coordinate public relations.

3.3 Financial Administrator:

The Financial Administrator shall:

A. Co-operate and function under the guidance of the Principal.
B. Coordinate activities of the Finance Committee.
C. Supervise and maintain financial reports and statements.
D. Prepare budget estimates.
E. Administer payroll activities and supervise vendor payments.
F. Prepare tax documents for timely filing.
G. Support the annual financial audit process.
H. Monitor the preparation of standard reports and other custom reports.
I. Facilitate the creation of necessary infrastructure.

3.4 Non-Teaching and Support Staff:

Non-teaching and support staff shall:

A. Be available during college working hours.
B. Diligently carry out assigned duties.
C. Respect and maintain hierarchy within the administration.
D. Exercise courtesy and cordiality in all interactions.
E. Maintain honesty, integrity, and fairness in all activities.
F. Take responsibility for facility maintenance and upkeep.
G. Ensure cleanliness, safety, and security in laboratory facilities.
H. Maintain stock registers regularly.
I. Actively participate in college programs and functions.
J. Dress appropriately for an academic environment.
K. Wear their identity cards on campus.
L. Not divulge official secrets or alter official documents/receipts.
M. Not be absent from duty without official approval or approved sick leave.

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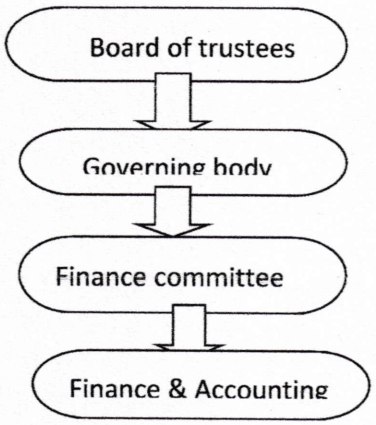
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Financial Audit Policy

1. Preamble

   Mary Matha College of Arts and Science is a self-financing institution affiliated to Madurai Kamaraj University, Tamilnadu and follows the accounting standards stipulated by Government of India for Higher education institutions(non- profit organizations) to ensure accuracy, consistency, transparency, accountability, disclosures and ethical responsibility.
2. Bodhi Niketan Trust

   Mary Matha College of Arts and Science is managed by Bodhi Niketan Trust formed by CMI fathers of St Joseph province. The trust is registered under Trust Act 1881. The Managing Trustee of the Trust shall be the Provincial of St Joseph Province and the Principal of Kristu Jayanti College, Banglore shall be the secretary. Any strategic decision regarding the development of the college will be taken by the board of Trustees.
3. Organization Structure of Finance Function



4. Fund Mobilization

   The structured and fund mobilization can be from the following sources with accountability in every stages.

   4.1 Tuition Fee

   4.2 Sponsorship and Endowments from government/nongovernment agencies

   4.3 Contribution and donation from Philanthropists

   4.4 Project funding/research grants from government/nongovernment agencies

   4.5 Revenue generated from consultancy and training

   4.6 Renting of facilities

   4.7 Loan from Banks
5. Budgeting process

   Financial administrator shall prepare the Annual Budget for the institution in consultation with principal and submit it to the finance committee for approval.
6. Audits

   Internal control mechanism of the institution shall be as follows

   6.1 Financial administrator shall ensure adherence of policies and regulations of statutory compliance.

   6.2 Internal audit shall be conducted by internal members or external auditors

6.4 Internal audit shall ensure transparency, accountability and prevent misappropriation of funds, fraudulent dealings and errors.

6.5 Internal control shall facilitate maximum utilization of resources.

Admission Policy

1. Preamble

   Mary Matha College of Arts and Science is a Self-financing college committed to fair, transparent ethical humane transparent admission process. The admission policy is based on Philosophy of Carmelite of Mary Immaculate (CMI) which endeavours to provide quality education to all youth with values and social commitment. The policy abides by the core values, ethics and code of conduct of the institution. The institution is committed to ensure equality, accessibility and inclusiveness in admission of students. No capitation or donation shall be collected. Only fee prescribed by the institution is collected. The admission shall be open to all youth irrespective of caste, creed, and religious, linguistic or communal distinction.

2. Scope

   The policy and guidelines are applicable to candidates seeking admission and stakeholders involved.

3. Admission Committee

   Admission Committee will be constituted with direction of the Principal who is the chairman of the Committee. This Committee will be responsible in executing the admission policy and guidelines. Fairness shall be observed by the committee in the admission.

4. Composition of the Admission Committee

   The Admission Committee shall comprise of:

4.1 Principal as the Chairman

4.2 Coordinator admissions

4.3 Faculty members

5. Roles and Responsibilities

   The Admission Committee has the following Responsibilities:

5.1 Define and modify the policy and guidelines according to the requirement of higher education.

5.2 Define and approve admission procedure of the institution.

5.3 Identify and adhere government norms of admissions.

5.4 Lay down and implement eligibility criteria, norms and reservation for the institution.

5.5 Monitor and review admission process.

6. Reservation in Admissions

   As per Tamil Nadu Government Reservation Orders

7. Divyangjan and Economically backward Sections

   The college shall haves special consideration for Divyangjan and Economically backward Section candidates. Special scholarships and relaxation in admission criteria shall be provided for Divyangjan and Economically backward Sections

8. Eligibility Criteria

   Eligibility Criteria shall be as prescribed by the Madurai Kamaraj University.

9. General admission procedure

9.1 Scrutinizing and Screening of application forms

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9.2 Verification of eligibility fulfilment.

9.3 Sending in formations to prospective candidates.

9.4 Conduct of admission counselling and interview

10. Admission cancellation

10.1 Failure of submission of relevant documents within the prescribed date.

10.2 Falls documents, errors in document, failure to meet the required university norms.

10.3 Adoption of unfair means to influence the admission committee.

11. Refund of Admission Fee

The institution shall follow government norms of fee refund in case of cancellation of admissions.

Policy on Financial Support to Staff

I. Preamble

Mary Matha College of Art and Science, Periyakulam aims to promote cutting edge research and innovation by creating modern research environment and financial support to Faculty members

II. Scope

The policy applies to all faculty members working in Mary Matha College of Arts and Science, Periyakulam.

III. Research Empowerment

The faculty members shall receive financial assistance for the following research endeavours:

3.1 Research Project Grants

Faculty members with research potential shall be encouraged through institutional research grants, promoting minor and major projects in core disciplines, inter-disciplines, and multidiscipline and community development.

3.2 Funds for Result Publication

Funds shall be provided to support publication of books and articles in high- impact indexed journals

3.3 Patents

Faculty members shall receive financial assistance for patent registration.

3.4 Professional development

Financial support shall be provided to Faculty members to enhance their domain capabilities through various means.

3.5 Professional Membership

Financial support shall be provided to Faculty and staff for becoming member of professional organisations to develop their domain and research skills.

3.6 Training

Faculty members shall undergo specialised training to stay updated with the latest developments in their discipline and develop expertise in the latest technologies. Institution will invest in developing research and consultancy capabilities among faculty members.

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IV. Financial Incentives for Recognition of Professional Excellence

The institution will recognise the achievements of faculty members who receive national / international fellowships, research and extension awards by providing financial incentives.

V. Participation in FDP /Refresher Course/Workshop/Conferences/Seminar/Online exams

Full or partial financial assistance shall be provided for faculty member to participate in offline FDP /Refresher Course/Workshop/Conferences/Seminar and clearing Online exams SWAYM, NPTEL) at the national and international levels.

VI. Guidelines to Avail Financial Assistance

6.1 Faculty members wishing to participate in. national or international conference / seminar with a paper presentation shall submit a request in prescribed format for financial assistance.

6.2 The concerned faculty should make alternate arrange for classes and compensate their academic responsibilities.

6.3 Faculty members should submit necessary documents and attendance certificates after the completion of the program.

6.4 Faculty members clearing online exam shall submit relevant certificates.

6.5 Faculty members attending FDPs sponsored by other agencies can avail duty leave.

6.6 Faculty members attending FDP/Refresher course/Workshop/Conferences/ Seminar shall share their experience in the staff meeting.

Financial Support Request Letter Format

Name of the staff: Dr. /Mr./Ms_____

Designation: _____

Activity with details: FDP/Seminar/workshop/paper presentation/publication

_____

Date: _____ Duration: _____

Associating professional body: _____

Financial support particulars: _____

Registration fee: _____ Membership fee _____ Travelling Allowance_____

Other Detail _____

Date: Signature of the staff

Recommended by HOD: _____

Signature of Principal: _____

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IT Policy

1. Policy Statement

   Policy on IT followed by Mary Matha College of Arts and science (MMC) pertains to all transactions and procedures applied in this institution on digital platform. The college shall ensure that academic facilities coming under this category is available to students and staff for academic and official transactions. The digital network within the campus shall be made safe and secure honouring privacy of an individual using it. IT committee of the college shall be charge of matters related to information technology and cyber security

2. Guidelines

   To uphold the security of the network and confidentiality of all the users, the college shall follow but shall not be limited to these Guidelines for accessing the devices:

   2.1 MMC shall be a Wi-Fi enabled campus. Staff and students shall have free access to the network subject to entry through password.

   2.2 Users shall be directed to handle the network as a tool to enhance the quality of teaching-learning process.

   2.3 Use of social media during working hours shall be discouraged.

   2.4 Logging into institutions accounts shall be strictly prohibited from personal devices of the employees.

   2.5 Students shall not be allowed to transfer any data from institution's devices using pen drives, hard disks or any such storage devices.

   2.6 Any breach of cyber security guidelines by students shall be treated seriously and shall lead to disciplinary action.

   2.7 Any wilful act against cyber security shall be reported to Cyber Cell of the college and appropriate disciplinary action shall be taken.

   2.8 If the offence is of criminal in nature, it shall be handed over to the Cyber Security Cell of Tamil Nadu Police.

   2.9 If any student causes damage to any digital device, the matter shall be taken up by the disciplinary committee.

   2.10 Disciplinary action shall be inclusive of but not limited to the recovery of entire expenses related to repair and/or replacement of the device.

3. IT Infrastructure

   3.1 Computer Laboratories

   The College shall have adequate number of computer laboratories equipped with sufficient number of networked computers along with other ICT Tools such as Projectors. Computers shall have latest version of software; Laboratories shall be provided with various statistical, computational and scientific packages including but not limited to Android, Python, PHP, Linux, Java, Turbo and Ubuntu, ASP.net, JSP, C++, Visual Studio and MS Office and latest operating system.

   3.2 Unique Login ID and Storage Folders

   Unique login ID and storage folders shall be provided to all staff & students for academic purpose.

   3.3 Smart Classrooms and Conference Rooms

   These rooms shall be equipped with smart boards and speakers.

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3.4 ICT Enabled Classrooms and Seminar Halls

College shall maintain adequate numbers of ICT Enabled Classrooms and Seminar Halls to facilitate teaching and learning. These rooms shall be equipped with computer, internet, LCD overhead projector and wall mounted projection screen.

3.5 Digital Library and Library Automation

Library catalogue search through internet shall be facilitated. Access to e-books shall be availed by registered users.

3.6 Internet Connectivity and Wi-Fi

College shall obtain adequate number of internet connections with one at least 100 mbps of bandwidth. Internet shall be made accessible to staff and students through LAN connections and wifi routers.

3.7 Academic and Administration Software

College shall obtain a Modern ERP Software for the management of Academic and Administrative data. College shall make efforts to apply E-governance in the areas related to Administration, Finance and Examination. College shall also have E-Governance Policy.

3.8 Reprographic Facility

College shall provide adequate numbers of printers and scanners in computer labs, college office, examination cell, library and IQAC.

3.9 CCTV Surveillance

The Campus shall be equipped with adequate number of CCTV cameras, ensuring vigilance and personal safety of students, teachers, and other stakeholders. All cameras shall be of High Definition.

3.10 Latest and Licensed operating system shall be installed in all computer systems of the college.

4. Maintenance

There shall be a dedicated team of IT administrators appointed by the college management to look into the functioning of the IT and cyber devices installed in the college. Employees who face technical issues shall address their concern to the IT administrators who in turn shall tackle the problem on a timely basis.

5. Stock Management

A precise and detailed inventory of all the equipment as well as software purchased shall be kept in the college. An inventory register shall be maintained by the Lab Admin or any other employee assigned by the principal. All the systems placed in the labs shall be given identification numbers. Yearly audit shall be done by the IT Cell to ensure that all the devices as well as systems are up to date and in proper working condition.

6. Hardware Decommissioning

The IT Cell of the college through system administrators shall be responsible for complying with all laboratory decommissioning requirements. In the absence of IT administrators, the department faculties in charge of laboratory sessions shall have the responsibility for implementing the decommissioning procedure given by IT Cell. IT Cell of the college shall oversee the decommissioning procedure and shall make sure that the work is done as per guidelines. All the data shall be erased from the hard-drives or other storage devices before the decommissioning to prevent copying, reading or manipulation of data stored. The college shall enter into an agreement with external agency/agencies, to collect and decompose the discarded hardware.

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E-Governance Policy

Mary Matha College of Arts and Science shall implement an e-governance system to enhance transparency, accuracy, and accountability in governance by actively involving all stakeholders. The primary aim of the college shall be to provide quality education through an efficient e-governance approach.

1. Objectives:
   - 1.1 Online Information and Service Delivery: To provide online information and services to all stakeholders of the institution.
   - 1.2 Increased Transparency: To enhance transparency in institutional administration.
   - 1.3 Accountability and Credibility: To ensure accountability and credibility of all stakeholders.
   - 1.4 Effective Communication: To facilitate online communication among various executive bodies within the institution.
   - 1.5 Data Security: To provide easy and secure access to information and maintain data security.
   - 1.6 Library Automation: To implement library automation facilities.
   - 1.7 E-Content: To offer e-content to stakeholders for various institutional activities.
2. Access to E-Governance System:
   The Principal, Teaching, and Non-Teaching Staff shall have access to the e-governance facility through a centralized computing system.
   - 2.1 The Principal and Vice-Principal: The Principal and Vice-Principal shall have access to student data, including attendance percentages, internal and external marks, and semester-wise timetables, academic workloads of faculty members, student feedback, fee payment details, student profiles, faculty profiles, examination schedules, mark entry statuses, and student admission statuses.
   - 2.2 Teaching Staff: Teaching staff shall have access to attendance records, the mark entry portal, timetables, and the number of sessions engaged for each batch. Faculty members can monitor attendance and internal and external examination results.
   - 2.3 Students: Students shall have access to their attendance records, internal marks, and fee details.
3. Facilities to be maintained:
   - 3.1 Online Fee Payment: A provision for fee payment shall be provided for students through an online portal.
   - 3.2 Wi-Fi Enabled Campus: Wi-Fi systems shall be enabled across the campus for efficient access to digital platforms.
   - 3.3 Computer Labs: The College shall provide adequate number of computer labs with internet access.
   - 3.4 Online Classes: Online classes shall be conducted when required in parallel with technological advancements in education.

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3.5 Digital Learning: Teachers shall use digital platforms to provide learning materials to students. Efforts shall be made by faculties to make study material available online for students.

3.6 Library Catalog: The college library made accessible through the college domain shall maintain a list of available books.

3.7 Smart Classrooms: The College shall make efforts towards making all classroom ICT-enabled for efficient academic content delivery.

3.8 College Website: The College shall maintain a website containing comprehensive information related to the institution and mandatory disclosures as per directions of Higher Education Regulatory Bodies.

4 Future Plan of Action for E-Governance

4.1 Efforts shall be made by the College to extend digital access of relevant information regarding their wards to parents.

4.2 Efforts shall be made by the College to convert all classrooms to smart classrooms by installing ICT Tools.

4.3 Efforts shall be made by the college to extend WiFi facilities to all students in the campus.

4.4 Efforts shall be made by the college to strengthen E-Content Generation Facilities in the college.

Energy Management Policy

1. Scope

The policies and initiatives for the conservation of energy, environment and green campus activities will develop a positive attitude towards nature and will create challenge for protecting our resources amongst the prospective teachers.

2. Objectives

The following objectives will lead to the implementation of Energy policy

2.1 To make student teachers understand the importance of environment and its problem areas.

2.2 To educate student teachers to create awareness amongst public.

2.3 Improvement in Energy efficiency to reduce Energy consumption and cost.

2.4 Minimize the energy consumption by use of energy efficient equipment and maximize use of day light and natural ventilation.

3. Conservation Measures

College shall be committed towards generating system and optimal consumption of lighting load with the proper energy conservation measures in the campus; also maintain green energy campus with utilization of energy management system.

4. Action Plan

Mary Matha College shall be committed to maximize energy conservation procedures through various measures.

4.1 Form a committee to monitor and check wastage of energy in the campus.

4.2 Conduct Green Audit once in a year.

4.3 Maintain the Energy needs of the campus with back-up power supply system for supplying uninterrupted energy demands.

4.4 Establishment of energy efficient utilization measures in the supply, demand systems as part of energy management of the campus.

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4.5 Replacement of the existing conventional lighting with the LED lamps.
4.6 Monitor the electricity bills for the efficient utilization of solar power plant installed in the campus.
4.7 Create awareness among the students and staff in energy conservation and management by the Eco-club of the college.
4.8 Encourage students and staff to be energy efficient by encouraging vehicle pooling and use of bicycles.
4.9 Organizing expert lectures in the area of energy conservation.
4.10 The Institute shall continuously review and update the approved policy and is committed to its implementation.
4.11 Solar panels were installed on the roof top of the college building to minimize the use of non-renewable source of energy.
4.12 Reduce e-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.

5. Energy Tips
5.1 Activate power management features on computer and monitor so that it will go into a low power "sleep" mode when the students and staff are not working on it.
5.2 Turn off the monitor when the students and staff leave the table.
5.3 Whenever possible, shut down rather than logging off.
5.4 Turn off unnecessary lights and use daylight instead.
5.5 Avoid the use of decorative lighting.
5.6 Use LED or compact fluorescent bulbs.
5.7 Keep lights off in conference halls, classrooms, seminar halls when they are not in use.
5.8 Use the fans only when they are needed.
5.9 Unplug appliances not plugged into power strips (Like TVs, Refrigerators, ACs, tea/coffeepots, printers, and chargers etc.

Waste Management Policy

1. Scope

Mary Matha College has been making distinctive contributions in the field of environment and sustainability; it pays considerable attention to minimize the production of waste in the campus. This policy envisages in guaranteeing the moral, social and legal responsibilities of the College in creating an environment-friendly and sustainable world devoid of waste and exploitation of nature. This policy is a guide to the staffs and students to act responsibly in the production of waste, waste segregation, storage, handling, transportation and disposal.

2. Objectives

To minimize waste generation at source, reuse, recycle and disposal of waste in cost effective approaches. To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of waste management.

2.1 The college shall create consciousness among faculty and students about the ways in which waste is generated and the means by which they can reduce waste generation and manage the waste they produce.

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2.2 The college shall orient them to adopt appropriate technologies for processing and managing solid, liquid and e-waste.
2.3 The college shall give appropriate training to segregate hazardous and non-hazardous wastes and dispose them off using appropriate method without creating further environmental pollution.
2.4 The college shall follow the five "R" principle of Reduce, Reuse, Recycle, Refuse and Regenerate.
2.5 The college shall maintain a plastic free campus.
2.6 Exclusive support staff shall be appointed for waste collection, segregation, disposal and management.
2.7 Laboratories shall display bio-safety protocols for safe handling and disposal of biomedical wastes.
2.8 Obsolete e-waste equipment shall be used for learning about hardware components.

Water conservation policy

1. Policy Statement

Water is so essential for life that it's simply impossible to imagine life without water. The uneconomical and unethical use of water by human beings is the sole reason for the exploitation and deterioration of valuable natural resource. Thus, both quality and quantity of water are at stake and have to be taken care of. It's the moral duty and social responsibility of each individual and community as a whole to contribute to conserve water and rejuvenate the water resources

In this direction, our institute has made efforts to ensure water conservation and water harvesting. The primary goal of water conservation policy is to provide a filtered and clean water in whole campus area. The college is implementing water efficient practices. Student and staff engagement play a major role in our water sustainability strategies. .Reducing water consumption and protecting water quality shall be the key objectives of sustainable policy of college.

2. Aim

The policy on water conservation aims at frugal use of water resources. In Mary Matha College of Arts and Science we follow a pragmatic water conservation policy throughout the campus.

3. Objectives

3.1 Students and staff shall use water frugally and avoid wastage whenever possible.
3.2 They shall keep wash basin taps half open while using to avoid any form of wastage.
3.3 Taps shall be closed immediately after use.
3.4 Potable water provided through water filters shall be used for drinking purpose only.
3.5 Students shall be encouraged to bring bottled drinking water so as to conserve water.
3.6 If anybody is found misusing or wasting water, he/she shall be fined.

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Equal Opportunity Policy

1. Gender Equity Mission of Mary Matha College (MMC)
   MMC believes in offering equal opportunity for everyone in the campus; where there is no discrimination on the basis of gender in offering opportunities, in the allocation of resources and benefits or in access to educational services.
2. Equal Opportunity Cell
   The EOC Shall be composed of:
   I. Principal
   II. Heads of all the Departments
   III. Faculty Coordinator
   IV. Faculty Nominees
   V. Student Members

   The EOC shall chalk out action plans to ensure the functionalities of an inclusive educational atmosphere in the campus.

3. Objectives of the EOC
   3.1 To promote the equality among all and eliminate the discrimination or harassment.
   3.2 To adopt and implement harmonized guidelines and space standards for a barrier free built environment for all.
   3.3 To identify the issues in the campus and to provide an enabling and non-discriminative environment for all.
   3.4 To promote diversity and inclusive practices on campus and provide the underprivileged groups with adequate opportunities.
   3.5 Safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
   3.6 To create an atmosphere of equal opportunity through awareness generation programmes.
   3.7 To expedite legal redressal in matters of violation of equal opportunity.
4. Definitions and Explanations
   4.1 'Gender' in this policy refers to those behaviours and attitudes which are culturally accepted as appropriate ways of being a women (feminity) and ways of being man (masculinity). The sex of a person is biologically determined, whereas ways of being a man or women are learned: they are constructed, reinforced, maintained and reconstructed over time through social and cultural practices. Such social constructions of gender vary across cultures, social class and time.
   4.2 'Equity' means fairness and without bias. In social exchange fairness exists when persons who have made the largest contributions receive relatively large rewards, those who have made small contributions receive small rewards, and so on. In a social context equity also involves conscience or principles of natural justice. This can result in people being given different if it is considered fair or just. Therefore, some people may be recognized as more deserving than others. The bias on which preferential treatment is made is important in judging whether a case is just or unjust. It can vary according to basic beliefs or political persuasion.

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4.3 "Gender Equity" refers to fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognizes that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes. Equity is not maintained where there is discrimination. Discrimination involves treating the sexes differently in ways that suggest that one is inherently inferior to the other. Being treated differently in areas of learning and related activities can and does affect the distribution of political, economic and social benefits and influence. Equality is different from equity. Equality means every person receiving the same treatment regardless of who or where he or she may be.

5. Educational Principles and Values: The higher education system in India encourages, supports and promotes the following values and principles as being essential to the development and implementation of quality curriculum and educational experiences for male and female students.

5.1 Principles

5.1.1 All students have the ability to achieve their full potential; being either male or females does not determine the capacity to learn.

5.1.2 Equality of opportunity and outcomes in higher education for female and male students may require that girls and boys get some preferential treatment at least for a period of time.

5.1.3 Strategies to improve the quality of education for female students should be based on an understanding that neither men nor women are the same individually or as a group, having different needs and coming from different socio-economic and cultural backgrounds.

5.2 Values

5.2.1 Both female and male students should value each other and be values equally in all aspects of Campus life.

5.2.2 High quality education for female students as well as for male students is a professional responsibility for all the educators in the system.

5.2.3 Campus life for girls and boys should reflect the entitlements of all women, in their own right, to personal respect and personal safety, economic security, and participation in and influence over decisions making which affect their lives.

6. Expected Outcomes

The Gender Equity Policy in campus is expected to result in

6.1 Education of female and male students for a satisfying, responsible and productive life, including work inside and outside the home.

6.2 Provision of a curriculum which, in content, language and methodology meets the educational needs and rights of female students as well as male students.

6.3 Acknowledgement and respect of positive cultural values and individual differences.

6.4 Encouragement the development of positive attitudes and behaviors in male and female students which promote social responsibility, empathy, and sensitive, equal and nonviolent relationships

6.5 Provision of a challenging learning environment which is socially and culturally supportive and physically comfortable for female as well as male students.

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6.6 Preparing female and male students for their rights to personal respect and safety and provision of an environment that is safe and free from all forms of harassment and violence.

6.7 Provision of finances and personnel resources to ensure that the capacities of male and female students are fully and equally realized.

6.8 Acknowledgement and effective changes and lasting improvements in campus and an high degree of awareness, understanding and acceptance of the educational needs of female students on the part of students, parents, teachers, management and all stakeholders.

7. Guidelines of the Policy

7.1 The College shall provide special provisions for the advancements of differently-abled, socially and economically challenged students. The Cell shall ensure that all the students with physical challenges who seek admissions are admitted to the college.

7.2 Infrastructure and academic support for Divyangjan students: The Institution shall construct and maintain the following infrastructure support facilities.

7.3 Accessible pedestrian pathways with the tactile path.

7.4 Academic blocks, Ramp Facilities, Spacious corridors and accessible classrooms.

7.5 Accessible Websites

7.6 Exclusive parking, rest rooms and health care facilities.

Green Campus Policy

Policy Statement

The Green Campus Policy of the college visualizes a Clean and Green Campus where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind through instilling environmental ethics among the students and staff.

2. Objective

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

2.2 To in still the importance of cleanliness for a healthy life

2.3 To create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, Tree Plantation Drives, etc.

2.4To make students and staff aware about raising voice against the hazardous practices destroying Nature and promote environment friendly practices among the society.

3. Initiatives to be taken

Mary Matha College is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities:

- Landscaping with Trees and Plants
- Ban on Single-Use Plastic
- Solar Plant
- Use of LED Bulbs/Tubes and Power Efficient Equipments

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- Rainwater Harvesting
- Biogas Plant
- Solid Waste Management
- Display Boards to Promote Environmental Sensibility on College Campus
- Installation of Incinerator in the Girls' Common Room
- The Green, Environmental and Energy Audit

Staff Welfare Policy

1. Purpose of the Policy

The purpose of this policy is to promote a healthy working culture and environment that caters to the emotional and social well-being of teaching and non-teaching staff through a supportive team approach.

2. Rationale of the Policy

The management of MMC recognizes that employees are valuable resources, and the welfare of all staff members and the development of their full potentials are essential for achieving the vision and mission of the institution. Staff members dedicate their time and energy to the organization and deserve support from the college for their welfare. Staff whose individual needs are met, who feel valued and supported or cared for, will be more effective in their contributions to the development of the institution.

Staff welfare is a joint responsibility, and staff members are expected to contribute and participate effectively. This policy outlines the benefits and provisions that MMC staff members enjoy, as well as their expected responsibilities.

3. Highlights of Staff Welfare Activities/Provisions:

3.1 Leave Entitlement

12 Casual Leaves and 10 days' batch leave.

3.2 Maternity Leave

3.3 Study Leave

3.4 Financial Support

Personal Loans & salary advances on specific request.

3.5 Recreation

Sports and recreation facilities

3.6 Subsidized Facilities

Subsidized food and accommodation on campus

3.7 Annual Tours

The college organizes annual tours for staff, with all expenses covered by the college management

3.8 Professional Development

Participation in seminars, Faculty Development Programs (FDPs), workshops, and refresher courses with financial support. Staff members should inform the Principal before attending.

3.9 Support to Family Members

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Preference in admissions based on applications submitted through the Management Quota.

3.10 Personal Soft Loans

3.11 Parking Facility

Separate parking facility provided for staff members on campus

3.12 College Bus Service

The college bus service is free for all staff members

3.13 Consultancy and Corporate Training

Ensures additional income for staff.

3.14 ATM Facility

An ATM is available inside the campus

3.15 Gymnasium

Separate time allotment in the gymnasium for staff.

3.16 Hostel

Hostel Facilities are provided free of cost for the staff members on request.

4. Academic Support Facilities:

I. Free Wi-Fi
II. Liberal book lending schemes for staff in the Library
III. Computers in the department with internet connections.
IV. Incentives for book and article publication.
V. The college follows well defined promotion and increment norms
VI. Orientation and training for staff – the mode of training and topics will be decided by FDP Cell in consultation with IQAC
VII. Uniforms for supporting staff and security – The security and housekeeping staff are entitled for free uniforms.

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