

JESUS TRAINING COLLEGE, MALA

Thrissur, Kerala

An ISO 9001: 2015 certified Institution

Affiliated to University of Calicut, Recognized by NCTE

INSTITUTIONAL POLICY

LAST AMENDED DATE: 13 MAY 2024

CONTENTS

1. ADMINISTRATION POLICY

- a. Governing Body
- b. Appointment
- c. Admission / Reservation
- d. Student Orientation
- e. Staff Orientation
- f. Faculty Empowerment
- g. Planning
- h. Purchase
- i. Maintenance


2. ACADEMIC POLICY

- a. Teaching and Learning
- b. Examination
- c. Learner-Centric Programmes
- d. Mentoring
- e. Survey and Feedback

3. STUDENT ENTERPRISES AND SUPPORT SERVICES POLICY

- a. Extension and Outreach
- b. Library
- c. Laboratory
- d. Counselling
- e. Placement
- f. Students' Council
- g. Arts and Sports

OTHERS

4. Financial Support Policy
 5. Research policy
 6. IT policy
 7. Waste Management policy
 8. Divyangjan Policy
 9. Anti Ragging Policy
 10. Grievance Redressal Policy
 11. Environment Policy
 12. Gender Sensitization Policy
 13. Alumnae Policy
 14. Social Media Policy
 15. Institution Innovation Policy
 16. Energy Policy
- 

JESUS TRAINING COLLEGE, MALA

Thrissur, Kerala

POLICY DOCUMENT

This Policy document specifies the rules, guidelines and regulations of the institution that requires employees and students to follow. Policies also reflect the values and ethics that would uphold the quality of the Institution.

Policies, procedures, and practices are meant to guide members of the college community in their day-to-day dealings. Students, faculty and others can refer to these documents for guidance as a requirement to follow. All that is not mentioned herewith are to be followed according to the laid rules and regulations

1. Administration Policy

Educational Administration is a process of systematically arranging and coordinating the human and material resources available in the institution for the main purpose of achieving stipulated goals. The basic aim of administration is the need to get things done for defined objectives to be accomplished. To expedite the journey of the institution towards excellence and glory, Jesus Training College, Mala, has set the following as the quality policies:

A. Governing Body

- There shall be a Governing body of the institution with College Manager as the Chairman
- The Principal, and any member who is authorized by management shall be ex-officio members
- There can be five other members to be appointed by the Manager
- The Governing body shall supervise the entire functioning of the college
- The Principal shall be responsible for all Academic, Financial (other than Management) and general functioning of the college
- The Manager/Bursar shall be accountable for all the accounts relating to Management
- All policies pertaining to the institution shall be framed/ratified by the Governing body
- There shall be at least three meetings of the Governing body every academic year
- All submissions of any kind to the Manager should be through the Principal, the Proper Channel.
- The Governing body should visit all the office at least once in an academic year
- There can be a subcommittee of the Governing body for monitoring the Academic progress of the Institution.

B. Appointments

- The appointments of teaching staff and non-teaching staff members by the manager shall be done in adherence to the service rules and instructions of NCTE, Government and affiliated University
- The appointment of temporary/contract-based staff shall abide by the norms of the Management.

C. Admission

- The Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating university.
- An admission committee may be constituted by the Principal to execute, supervise and oversee the admission procedure
- The Committee shall abide by the norms and policies of Government, UGC, NCTE and the affiliating university with regard to admission and reservation of students
- The list of eligible students to be admitted under the Management Quota shall be finalized by the Manager

D. Student Orientation

- The newly admitted students shall be given an orientation on Rules and regulations, code of conduct, Curricular, Co Curricular and extracurricular activities, NAAC imperatives etc. to help them assimilate into the institutional system
- The Principal shall be in charge of the Orientation Programme with a well-defined orientation charter and schedule
- Periodic workshops, seminars, webinars and training programmes shall be organized for the students on various topics related to skill enhancement, innovation, entrepreneurship, life skills, along with motivational and counselling classes to bolster them to grow in dynamics

E. Staff Orientation

- Orientation programmes on various aspects of professional requirements and ethics shall be organized in the campus for all Teaching and Non-Teaching staff members to ensure professional competency
- The Programmes shall be organized by the Management with a well charted schedule
- The teaching and non-teaching staff shall be given training and orientation on Code of Ethics of the Institution to define and delineate their rights, duties and obligations
- The permanent/regular teaching and non-teaching faculty shall be encouraged to adhere to the rules and statutes of NCTE, Government, UGC and University .
- The permanent/regular and temporary/contract-based staff members shall also be encouraged to abide by the norms of the Management regarding the appointment and salary component

F. Faculty Empowerment

- All Teaching faculty members shall attend at least one National/International Seminar/Workshop/Conference every year
- All Teaching faculty members shall publish at least one Paper every year according to UGC regulations
- All teachers may attend one FDP/training every year.
- All teachers, apart from their assigned academic work, shall take up at least two other administrative duties every year.
- Every teaching staff member shall be involved in at least one extension activity every academic year.
- Under the discretion of the Manager and recommendations from the Principal, financial assistance may be given to the staff members for professional development purposes. The amount may be decided by the Manager
- All teachers are to be given training on selected topics like Mentoring, Tutorials, Extension activities and e-content development

G. Planning

- The Planning Committee that constitutes the Principal, IQAC Coordinator and 3 faculty members shall decide an annual budget for maintenance of all Infrastructure facilities at the beginning of the year.
- The committee shall categorized all requirements in to Day to day requirements and Yearly requirements
- The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year
- The committee decides the new Add on Courses which need to implement.
- The Committee shall prepare the budget as per the requirements and shall submit to the Principal and the Manager for approval.

H. Purchase

- There should be a Purchase committee with Principal as the Coordinator
- The official purchases should be carried out by the Purchase committee following all the stipulated regulations
- Regular meetings should be convened to decide and record the disbursement of funds for varied purchases
- A Minutes book should be maintained to document the discussions and decisions
- A Register should be maintained to preserve the transparency with regard to Receipt and Expenditure of funds

I. Maintenance

- All requirements for maintenance of infrastructure and instruments are to be forwarded to the Principal by a maintenance committee
- A register should be maintained in the Principal's office to record the maintenance requirements
- Maintenance work sanctioned for the departments are to be supervised by the respective committee
- Cleanliness of the class rooms/laboratories and other departmental facilities are to be monitored and maintained by the committee

2 Academic Policy

Academic integrity is taken quite seriously and the college abides by the quality policies on academic integrity. Academic policies and procedures allow faculty and students to clearly understand their rights and responsibilities. They protect the honor of the college and provide fair and transparent guidelines for activities related to teaching and learning across campus. The faculty and students are expected to familiarize themselves with all academic policies.

A. Teaching and Learning

- All Teachers should strictly adhere to the Academic plan every year
- Proper records are to be maintained by each teacher for Tutorials, Continuous evaluation and Remedial/Bridge courses
- All teachers are required to prepare two e-contents per month pertaining to the subject allotted and the same has to be deposited in the library repository.
- Use of ICT as a support to traditional lecture system is mandatory
- Teachers may plan for new Value added courses to implement.

B. Examination

- There should be an Examination Coordinating cell with a Controller of Examinations for both Internal Exams and University Exams
- COE shall coordinate all University examinations in accordance with the University of Calicut examination norms.
- University examinations shall be supervised by the Principal
- COE shall also coordinate all Internal examinations in accordance with the academic calendar.
- COE should prepare an examination schedule in accordance with the Academic calendar for the conduct of internal exams

C. Scholarship Programmes

- The Principal shall implement learner-centric Government initiatives, Scholarships and e-grants
- A coordinator should be delegated for each programme
- The staff of administration is in charge of Scholarship programmes
- The office superintendent may keep proper documents regarding the same

D. Mentoring

- A Coordinator for Mentoring shall be delegated by the Principal
- All teachers should be given a proper training on Mentoring
- Each student has to be allocated with a faculty member as mentor
- Mentor-mentee ratio should not exceed 1:25
- Mentor should render academic and personal support to the mentee and should promote self-realization
- Confidential report on mentoring should be kept by the mentor
- The Principal should periodically monitor the mentoring system in the department

E. Survey and Feedback

- Conduct Student Satisfaction Survey through IQAC
- principal should collect feedbacks from the students on the effectiveness of teaching methodology
- Collect, codify and assess the feedback collected from all stakeholders through IQAC and undertake measures to make necessary amendments and improvements required
- Communicate suggestions for improvements in curriculum, based on stakeholders' feedback, to the Board of Studies of the University through faculty of the institution representing the body

3. Student Support Services Policy

Students are the prime beneficiaries and stakeholders of any educational institution. Hence, the inclusive and comprehensive transformation of the student community is the responsibility of the institution. Jesus Training College, Mala, incorporates both campus-based and community-centered divergent policies to mould and devise a dynamic student community.

A. Extension and Outreach

Extension activities of the college provide a link between the institution and the community. Continuously working with the aim of extension and community welfare through its various curricular/co-curricular /extra curricular works, the institution employs different techniques such as dialogues, folk media, recreational activities, interactive and participatory programmes, group working & group discussion. Our Education/ Research/Extension are based upon the basic human values to help individuals/families and community as a whole so as to transform our neighborhood society which is also the surviving strength of our institution. The quality policies regarding Extension and Outreach include:

- The Principal shall delegate a coordinator to monitor extension and outreach activities
- The coordinator shall design and schedule extension and outreach events to create awareness among masses about their rights, access to information, exploitation, discrimination, employment opportunities
- Spearheaded by the Coordinator, the institution has to carry out a minimum of one social sensitization programme and an outreach activity every year
- All students are required to participate in at least five days of extension work annually
- The coordinator should prepare an annual report of extension and social outreach activities

B. Library

- The Library shall work under the guidance of the Library Advisory Committee
- The Advisory Committee and its Student Wing shall facilitate effective functioning of the Library
- The working hours of the library shall be decided by the Principal and the Librarian and ratified by the advisory committee
- Currently enrolled students and faculty shall use the library facilities

- Students and staff shall avail and return library books as per the norms constituted by the Advisory Committee
- Students and staff shall abide by the norms regarding non- circulating materials
- Students and staff shall accede to the rules with respect to overdue materials
- The Coordinator of the library committee shall collect a list of library requirements from the departments at the beginning of the academic year and has to be forwarded to the Governing body through the Principal
- Regular updating should be done with regard to books, journals, other subscriptions and digital source

C. Laboratory

- laboratory shall maintain a stock register for the available equipment
- The Planning Committee shall conduct proper inspection and verification of stock at the end of every year.

D. Counselling

The institution aims to provide access to independent and confidential counselling to our students. Counselling is intended to provide support and/or intervention (practical or therapeutic) in order to enhance student well-being and/or academic progress.

- Students shall have access to independent and confidential counselling from a dedicated, professional Counsellor
- The counsellor will provide support and therapeutic intervention
- In working with a student, the Counsellor's approach will be flexible, using a variety of professionally recognized interventions with the aim of empowering the student to bring about change in self and to enhance the likelihood of improved personal and/or academic outcomes
- The Counsellor will liaise with relevant academic staff, where appropriate, in responding to requests for assistance and in the provision of support to students deemed to be at academic risk.
- The counsellor and the related staff shall keep the information provided by the students as confidential
- The counsellor and the related staff shall maintain records of the Counselling sessions of each student

E. Placement

- A placement cell shall be constituted with a coordinator delegated by the Principal
- The Placement cell shall conduct pre-placement trainings and may also arrange campus interviews
- Placement cell shall maintain the minutes of all its meetings and the records of student placement

F. Students' Council

- Student council shall be formed every academic year in adherence to the university norms
- The election of the students to the designated posts of the student council should comply with the norms of the affiliating university

- The members of the Students Council should work in compliance with the mandates of the Principal and the Staff advisors
- The student council should represent the student community and should identify and offer proactive solutions to their issues
- The student council should convene regular meetings and maintain a record of the same
- Ample opportunities should be made available for the student community to draw out and fine tune their innate talents
- Wide platforms should be provided to the students, within and outside the campus, to amplify their unique skill sets and capabilities
- Proper scaffolding should be given to the students to facilitate their personal growth, both academic and non-academic

G. Clubs and Cells

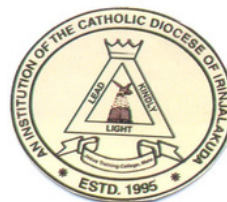
- Coordinator shall be delegated by the Principal to supervise and monitor the activities of the Registered and Non-Registered Clubs
- Each club and cell should have two staff advisors to coordinate the activities
- Each club and cell should work in accordance with the action plan prepared at the beginning of the academic year
- Each club/cell should organize activities on corresponding topics
- Each club/cell should select two student secretaries who will lead the activities
- The staff advisors should maintain records of each activity in the prescribed activity format
- Formation of any particular club will be sole discretion of the Principal

H. Sports, Art's and Culture

- PED should select and train students for Intercollegiate and University sports events
- There shall be a Coordinator For Art's & Culture activities
- The Coordinator for Art's and Culture will be in charge for the conduct of College Youth festival along with the student Art's club secretary
- The Planning Committee shall upgrade the Sports and Games facilities periodically

Jesus Training College, Mala

Thrissur, Kerala.



FINANCIAL SUPPORT POLICY FOR TEACHERS' PROFESSIONAL DEVELOPMENT

Last Revised Date: 13 May, 2024

Purpose

This policy outlines the procedure and guidelines for providing financial support to teachers for attending seminars, conferences and workshops and covering membership fees for professional development bodies. The institution recognizes the importance of continuous professional development for its teaching staff and is committed to facilitating opportunities for growth and learning

Eligibility

All full time teachers employed by Jesus Training College are eligible to apply for financial support under this policy part time and temporary teachers may also be considered on case by case basis

Financial support categories

Financial support will be provided for the following categories of activities

- Seminars and conferences : Teachers may seek financial assistance to attend seminars and conferences. Funding may include registration fees, travel accommodation and per-diem expenses as per the discretion of the institution
- Workshops: Teachers may apply for financial support to attend workshops that enhance their professional development. The financial support will cover registration fees, materials and other relevant costs
- Membership fees: The institution will cover the annual membership fees of teacher for professional development bodies or associations upon request if needed

Application process

Teachers who wish to a while of financial support for professional development activities should follow the application process outlined below

- Teachers may submit a written request for financial support to the principal
- The request should include details of the event or activity it's relevance to their role at Jesus Training College and the extended benefits of the professional development opportunity
- The principle and IQAC will review the request and may approved if found significant and relevant



Approval and disbursement

- For seminars, conferences and workshops, the institution will directly pay or reimburse the teacher the registration fees and other preapproved expenses.
- Travel accommodation and per-diem expenses will be reimbursed upon submission of valid receipt and invoices
- Membership fees for professional development bodies will also be paid by the institution

Obligation of teachers

Teachers who receive financial support are expected to

- Actively participate in the professional development activities, share the knowledge and skills gained with their colleagues and appropriate
- Submit an expense report with valid receipts and invoices for reimbursement within one week after the event

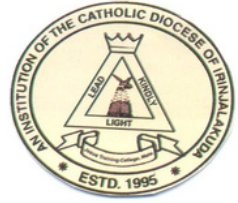
Review

This policy will be reviewed on an annual basis to assess its effectiveness and to make necessary revisions as required

This revised policy shall take effect from 13.05.2024

Jesus Training College, Mala

Thrissur, Kerala.



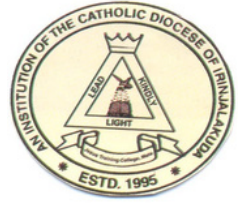
RESEARCH POLICY

Last Revised Date: 13 May, 2024

To systematize research culture among faculty and students, the institution advocates comprehensive guidelines to encourage significant and meticulous research endeavors across disciplines.

The institution's research policy is oriented towards:

- Organizing Seminars/Symposia/Conferences on recent trends in Education to foster the right attitude and orientation in faculty and students towards undertaking quality research
 - Encouraging the teachers and students to pursue research and attain Ph.D.
 - Extending financial and other auxiliary support to faculty and students for fruitful engagement in research pursuits
 - Encouraging participation and presentation of research papers by faculty and students in national/international seminars/conferences
 - Promoting publication of research findings in reputed refereed National/International journals/ CARE listed Journals for a greater public cause
 - Providing financial assistance to the faculty to participate in national / international seminars/conferences, present and publish research papers
 - Start Institution's own Journal
 - Publish a Book with chapters written by faculty and students.
-



Jesus Training College, Mala

Thrissur, Kerala.

IT POLICY

Last Revised Date: 13 May, 2024

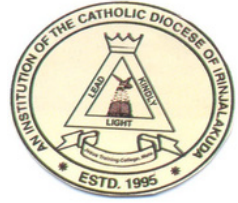
The College endeavors to ensure consistent, high-quality implementations and management of its IT resources, processes and practices. A comprehensive framework of well-defined policies, procedures and standards are required to facilitate and ensure this.

The IT Policy shall:

- Provide access to campus network to all students and staff
 - Motivate all staff members and students to create an e-mail ID
 - Inspire students to comply with MOODLE Platform
 - Prohibit the Staff members or students to share the contact number or e-mail ID of students/staff to any source without the consent of the Principal
 - Discourage the misuse of social media against the Management, Staff or students
 - Install and update Anti-virus /Anti Malware software at specific intervals
 - Principal shall be the final authority to initiate any action on the misuse of IT facilities provided
-

Jesus Training College, Mala

Thrissur, Kerala.



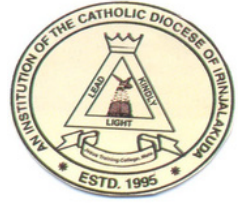
WASTE MANAGEMENT POLICY

Last Revised Date: 13 May, 2024

The Waste Management Policy has been produced to affirm the institution's commitment to safe and efficient waste management, to reduce and recycle waste produced and to ensure compliance with and exceed all legal requirements relating to waste management. It also promotes environmental and recycling issues as an integral element of its activities and demonstrates its commitment to continual improvement in environmental practices.

The Waste Management Policy shall instigate staff and students to:

- Follow efficient waste management and recycling procedures throughout the college premises and use recyclable and recycled materials whenever appropriate
 - Promote a purchasing policy that will give preference, where practicable, to those products and services which cause least harm to the environment
 - Undertake Waste disposal in line with the ISO quality manual of the Institution
 - Dispose all Biodegradable or Non degradable wastes through stated norms of the Government
 - Follow Green Protocol on a strict basis at all occasions, academic or non-academic
 - Abide by the decisions and suggestions of the Principal who will be in charge of coordinating and supervising waste disposal
-



Jesus Training College, Mala

Thrissur, Kerala.

DIVYANGJAN POLICY

Last Revised Date: 13 May, 2024

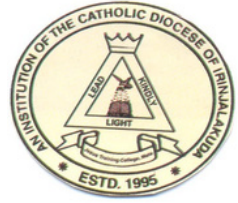
The objective of the policy is to ensure that students and staff members of the College with disabilities or long-term health needs have access to both facilities and a learning environment wherever reasonably possible, comparable to that of their non-disabled peers. This policy recognises that disabled staff and students are an integral part of the Institute.

The Policy maintains that the institution shall:

- Ensure that anticipatory action is taken to provide inclusive working, learning and teaching environment to staff and students with disabilities
 - Assure facilities and services that cater to the needs of the differently abled in the campus and ensure access of the needy to these facilities and services
 - Provide equality of opportunity for differently abled staff and students to promote their recruitment, development and progression
 - Promote a positive working environment for differently abled students by making appropriate alternative exam arrangements, furnishing of scribes, provision of lectures and notes in advance and help with accessing external resources.
 - Rectify any complaints through the Grievance Redressal Cell
 - Confirm that the Committee schedules meetings for the cause of equality for the differently abled in the Institution if necessary
-

Jesus Training College, Mala

Thrissur, Kerala.



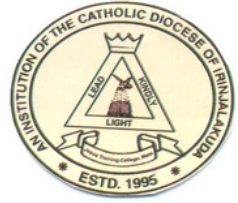
ANTI-RAGGING POLICY

Last Revised Date: 13 May, 2024

'Merit' and 'Ethics' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with diverse cultural and social backgrounds, becomes a matter of prime importance. Ragging is a social menace which has no place in the academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the institution has adopted a balanced anti-ragging policy. The anti-ragging policy adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by the University Grants Commission and the University of Calicut.

As per the policy, the institution shall:

- Constitute an Anti-Ragging and Anti-Harassment Cell with a faculty coordinator and representatives from all stakeholders to monitor the various aspects related to the menace of ragging
- Ensure creation, development and nurturing a conducive, socio-academic environment within the student population.
- Generate and maintain a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated
- Advocate zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical/psychological humiliation, extortion, assault, wrongful restraints/confinement, violation of decency and morals and other acts recognized as forms of ragging
- Keep in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants
- Organize orientation programs for the student community, both freshers and seniors, to raise awareness on the constitutional and institutional laws and regulations concerning ragging
- Encourage the new entrants to report any act of misconduct that they are subjected to or have witnessed, by the senior students, to the authority concerned
- Prescribe deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures



Jesus Training College, Mala

Thrissur, Kerala.

GRIEVANCE REDRESSAL POLICY

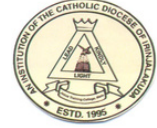
Last Revised Date: 13 May, 2024

The institution prioritises the psychological and subjective contentment of its staff and students. To safeguard the equanimity of the staff and students, the college has a mechanism that gives freedom for the staff and students to express their grievances. In order to redress individual as well as collective grievances of the students and staff of the college, a grievance redressal policy has been devised.

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the college that a student or staff thinks, or even feels, is unfair, unjust or inequitable. While this platform allows all students and staff members to voice their concerns in an open manner it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of the authority.

The grievance policy reiterates that the institution shall:

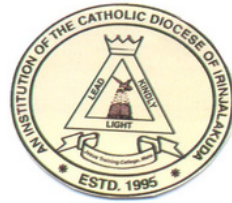
- Constitute Grievance Redressal Cells, separate for staff and students, to monitor any grievances and to offer feasible solutions and rectifications
- Furnish Grievance boxes at different locations of the College for the students to submit their personal or collective grievances
- Ensure verification and review of grievances, if any, by the Grievance Redressal Cell on a regular basis
- Entrust the class teachers/Mentors to collect and promptly address any grievances that may come within the purview of her competency or authority and to report the same to the Cell
- Encourage the class teachers/ Mentors to forward the complaints, if not addressed, in written format signed by the respective complainants to the Grievance Redressal Cell
- Ensure availability of helpline/telephone numbers in the college handbook, website, and enquiry wing



- Encourage both teaching and non-teaching staff to report their grievances to the Principal or to submit as a written petition to the Grievance Redressal Cell
 - Internal Complaint Committee is also implemented.
 - Ensure responsive and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell
 - Confirm regular meetings of the Grievance Redressal Cell to monitor and evaluate the number and nature of complaints and to implement remedial measures
-

Jesus Training College, Mala

Thrissur, Kerala.



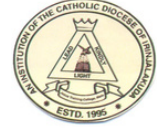
ENVIRONMENT AND SUSTAINABILITY POLICY

Last Revised Date: 13 May, 2024

The college envisages a holistic development of the society and the world at large through initiatives that are environment friendly. The College is committed to ensuring that its impact on the environment both locally and globally is minimized. This is achieved via sensible use of resources, energy, and in its purchasing and waste management policies. The College makes every effort to conserve and enhance natural resources to create a sustainable environment both in its current and future estates. The College acknowledges that climate change is now a major and urgent sustainability issue and seeks to responsibly use resources and to strive to continually improve its environmental performance.

The quality policy of environment and sustainability of the colleges ensures that the institution shall:

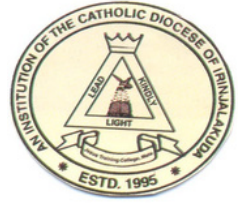
- Improve awareness and understanding of environmental issues and sustainable development by providing information and training opportunities on energy saving measures
- Encourage all staff and students to be active participants in environmental initiatives
- Improve the way the College manages its own environment by assimilating green initiatives and green protocol
- Improve energy performance and reduce the carbon footprint of the college by replacing filament bulbs with LED bulbs, Fans with BLDC fans, Integrating Solar System
- Integrate environmental and sustainable principles into the College's operational procedures and promote best practice at every level
- Install and maintain Solar plants, bio-gas plants and other energy efficient equipments to minimise the energy consumption in the college
- Monitor and reduce water usage to the possible extreme
- Actualize all measures to recycle wastewater in the campus
- Construct and maintain tanks and bunds, as needed, for ecological enrichment of the college campus
- Harvest rainwater effectively for storage and recharging of land and water bodies on the campus



- Encourage availing public transport facility, environment-friendly vehicles and bicycles and Carpooling among faculty and students to reduce carbon emission and air pollution
 - Promote tree plantation drives inside and outside the college premises
 - Ensure measures for minimizing and managing the proper disposal of all forms of wastes - solid, liquid, biomedical and E-wastes
 - Encourage paperless drive through substitution of electronic and other means in academic and administrative activities
 - Foster to work in line with the Central Government Project, Swach Bharat Abhiyan
 - Encourage different cells and clubs to work with the local community, public and private sector organisations to improve the local environment and promote sustainable development
 - Avoid the use of disposables and flex banners adhering to the Green Protocol promoted by the Government of Kerala
 - Engage in dialogue with the local organizations in the areas of environment, energy efficiency and sustainable development
 - Monitor and respond to emerging environmental and energy issues
-

Jesus Training College, Mala

Thrissur, Kerala.



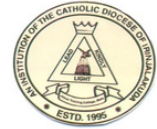
GENDER SENSITIZATION POLICY

Last Revised Date: 13 May, 2024

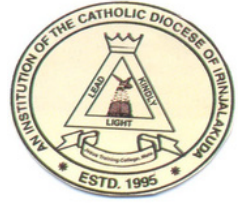
The institution deems the need of the hour to bring women into the mainstream for the development of the society as a whole. The college recognizes the importance of women empowerment and caters to the endorsement of success stories of women. The Women Empowerment Policy of the college has been drafted aiming to develop a sustainable and inclusive environment by empowering the women and girls so that they can contribute to the development of the community.

The policy states that the institution shall:

- Establish Women Cell to provide conducive atmosphere for the personal and professional growth of young women
- Constitute Internal Complaints Committee and Anti Harassment Cell to monitor and trace any incidents of sexual harassment among students and to strengthen their self confidence
- Raise awareness towards women's role in socio-economic development of the society and country as a whole
- Implement measures to ensure a safe and dignified learning environment and workplace for staff and students
- Organize insightful seminars, conferences, workshops, interactive/motivational talks that can promote cognizance of various dimensions of gender
- Create awareness on women related issues through extension services
- Engage various stakeholders from school, college, civil society organization, and women groups in gender mainstreaming activities
- Provide counselling, guidance, life skill education and Yoga to girl students to ascertain their mental and physical fitness



- Provide opportunities for the students to report and redress their complaints regarding sexual harassment via Women Cell, Internal Complaint Committee and Anti-Harassment Cell
 - Open avenues to organize debates, discussions, surveys, paper presentations and competitions on topics related to gender, basic rights to dignity and respect and gender justice
 - Creating consciousness and motivation towards gender equality in different sections of the society by organizing seminar/ workshops and special lectures
-



Jesus Training College, Mala

Thrissur, Kerala.

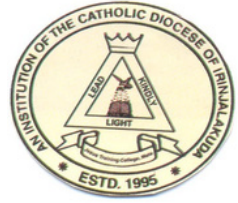
ALUMNAE POLICY

Last Revised Date: 13 May, 2024

Alumni are integral in the academic and non-academic endeavors of the institution as they enhance the eminence and prestige of the alma mater. The college envisages positive engagement of alumni in its exemplary functioning as alumni stand as a testimony to indicate the institutional dynamism. The institution has devised quality policies to integrate the alumni engagement and to ensure its assimilation into the regular operating system.

Under the policy, the institution shall:

- Constitute an Alumni association to nurture long-term progress in the college- students relationship
 - Propose and initiate alumni networks that can nurture long-term relationship between the college and its students
 - Establish positive alumni relationships to leverage mutually beneficial engagement between the alumni and the college
 - Ensure alumni participation in academic and non-academic endeavors of the college
 - Endorse live testimonies of alumni of repute to inspire the students to scheme and pursue glorious ambitions
 - Promote donations from Alumni Association directed towards a specific activity or to support a range of activities in the college
-



Jesus Training College, Mala

Thrissur, Kerala.

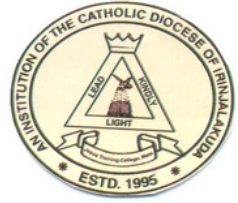
SOCIAL MEDIA POLICY

Last Revised Date: 13 May, 2024

The College is committed to making the best use of all available technology and innovation. This includes using all reasonable and cost-effective means to improve communication and interaction with the individuals and communities we serve. The college encourages Students and faculty to embrace social media sites as easy-access venues for streamlining and enriching engagement and communication. To avoid major mistakes which could result in reputational, legal, and ethical issues, and misuse/abuse of well-functioning social media, the institution has formed certain guidelines and policies related to Social Media use.

The policy endorses that the institution shall:

- Constitute a cell to monitor Social media and to update College website
 - Ensure announcements of upcoming events and publishing of daily activities through college website
 - Provide guidelines and orientation to students and staff regarding the use of social media platforms and college website
 - Furnish guidelines and instructions to staff and students regarding the mode of uploading contents in college website and in social media like YouTube, Facebook, Twitter and Instagram
 - Promote maximal engagement of staff and students in social media to improve and heighten the perception of the college
 - Encourage optimum use of social media to bolster student activities and to reinforce student support services
 - Publish students' achievements and accomplishments of the college via social media and college website to ensure far reaching acknowledgement of the college among public
-



Jesus Training College, Mala

Thrissur, Kerala.

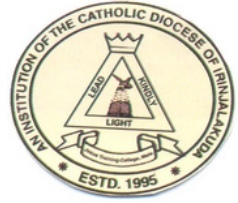
ENERGY CONSERVATION POLICY

Last Revised Date: 13 May, 2024

The Energy Policy of Jesus Training College, Mala, aims to implement and practice comprehensive measures on campus to ensure the reduction of energy consumption to a practical minimum. As part of our environmental strategy, this organization is committed to responsible energy management and will implement energy efficiency practices throughout all our facilities and equipment, wherever it is cost-effective to do so.

The policy endorses that the institution shall:

- Improve energy performance and reduce the carbon footprint of the college by replacing filament bulbs with LED bulbs, Fans with BLDC fans, Integrating Solar System
 - Monitor power usage to avoid unnecessary expenditure.
 - Enhance cost-effectiveness through reduced power consumption.
 - Protect the environment through training practices.
 - Regulate energy consumption by reviewing and improving practices.
 - Install and maintain Solar plants, bio-gas plants and other energy efficient equipments to minimise the energy consumption in the college
 - Exercise control over purchasing by acquiring Energy Star-rated appliances and office equipment.
-



Jesus Training College, Mala

Thrissur, Kerala.

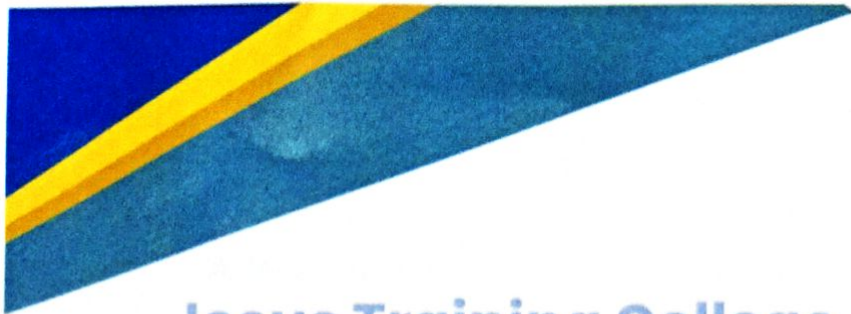
INSTITUTION INNOVATION POLICY

Last Revised Date: 13 May, 2024

Recognizing the importance of the potential role of the academic community in the area of innovation, Jesus Training College, Mala, aims at systematically fostering the culture of Innovation among staff and students. With the motive of evolving as an institution competent of producing high quality technical human resource, the college steers the staff and students to be capable of doing research and innovation in educational scenario. To fix a framework for the Innovation Endeavors, the college has designed a quality policy.

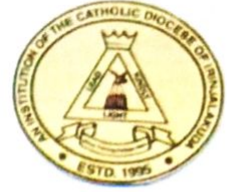
The policy states that the institution shall:

- Establish an Institution Innovation Club with the purpose of evolving an educational system oriented towards innovations for students and faculty members
 - Innovation club is set up to inspire and encourage students to bring about novel ideas which can be translated into new products and services.
 - Promote and foster the Club to design its own policy, guidelines and strategies to ensure its progress in the correct momentum
 - Engage a large number of students and staff in various innovations related activities like preparation of Teaching learning Aids, E-content Preparation, Simulated learning materials, self learning materials etc. so that innovation ecosystem gets established and stabilized in the college
 - It instilling confidence in students to turn ideas into reality
 - Encourage to organize periodic workshop, seminars, webinars including interactions with professionals and Experienced Resource Persons
 - Promote visits of students and staff to various schools, Higher Education institutions, Strat Ups Related to Education etc. to update the knowledge pool, to share their success stories and to participates in competitions and challenges
-



Jesus Training College, Mala


Thrissur, Kerala.



This Policy Document has been ratified by the Governing Body for implementation

Date *13-05-2024*.
Seal




Chairman
Governing body
MANAGER
Jesus Training College, Mala

