

**Internal Quality Assurance Cell (IQAC)
Govt. Victoria College, Palakkad**

Policies and Plans (2015- 2020)



Internal Quality Assurance Cell (IQAC)

Policies and Plans

Contents

- 1. Mission and Vision Statements**
- 2. Curriculum Implementation Policy**
- 3. Green Campus Policy**
- 4. Divyangana friendly policy**
- 5. Research Policy**
- 6. Extension and Institutional Social Responsibility Policy**
- 7. Innovation and Student Start up Policy**
- 8. Gender Policy**
- 9. Infrastructure Enhancement Policy**

1. Mission and Vision Statements

Vision

The college has a vision to provide quality education to the youth from all sections of society, especially the deprived and disadvantaged and to mould them into responsible citizens capable of contributing to the Nation's progress. 'Providing Enlightening Education for a Broader and Brighter Tomorrow' is the goal towards which it is marching.

Mission

The college has taken up the mission:

- To achieve overall development with a focus on knowledge, skills and the right social attitudes and service-mindedness.
- To equip the youth to lead the nation in its march towards self- sufficiency and progress in all areas of human endeavor.
- To develop capable, well - educated and skilled citizens able to compete in a sustainable, diversified and knowledge-intensive international economy, and thus to meet the development goals of our country.
- To instill a sense of pride and a feeling of belonging in the mind of every individual.
- Ensure that women and the deprived come to the forefront in all walks of human activity.

Towards achieving the vision, the institution shall continuously:

- Design, develop and implement schemes for promoting innovation
- Strengthen its policies for ensuring inclusiveness to ensure equity and access to education for all
- Focus teaching and research in diverse areas with a view to promote quality of life, economic vitality, environmental sustainability
- Adopt, promote and disseminate eco-friendly practices
- Ensure infrastructure, equipped with latest technologies
- Promote transparency, social accountability and democratic practices in its functioning
- Bestow its attention on cutting edge sciences, technologies and humanities

- Strengthen its social relevance by tuning teaching and research to suit local and global social needs
- Initiate pedagogic reforms in tune with technology and times
- Develop human potential for the creation of intellectually talented leaders, who are locally oriented and globally competent
- Define and refine working definitions of quality, excellence and access based on universal principles
- Encourage all stakeholders of the institution to constantly evolve a code of conduct to achieve the vision
- Forging partnerships and links with those involved in gender justice activities

2. Curriculum Implementation Policy

The merit and rank of any institution of learning is profoundly dependent on the teaching learning process taking place within its classrooms and laboratories. Govt. Victoria College has been marked in history as a centre of academic excellence in South India and the faculty and other staff are bound to preserve its name and fame in the field of imparting the highest levels of knowledge and wisdom to all people coming under its wings. The institution is committed to admitting students from all categories of society in its programmes with an aim of excellence in outcome and social justice in providing equal opportunities to all.

The admission process shall ensure wide catchment of applicants from every category to ensure that the quality of student inputs is maximized. This is an essential requirement for the improvement in quality of academics. The parameter of student applications/seat as well as number of students from other states shall be closely monitored.

- The Academic Calendar for every year shall be planned, documented and circulated in advance so that the various departments shall plan their mode of operation prior to the start of the academic year.
- Each teacher has to prepare the teaching plan for the coming semester and ensure that he/she completes the portions/work allotted in time.

- At about the middle of each semester, the departments have to conduct the first internal assessment and hold class PTA meetings to update parents about student performance.
- The final internal assessment will be conducted by the college by a common internal examination committee in university examination pattern.
- To provide experiential learning opportunities to the students as mentioned in the curriculum, the students must be taken on field trips, industrial visits and study tours to reputed institutions around the country. The aim is to provide them an exposure to the latest developments and opportunities for further learning in their fields and to create an enthusiasm for aiming higher and broader after their learning here.

The class rooms will all be ICT enabled and teachers will use ICT tools to assist lectures, demonstrations and lab sessions. The LMS of the college will promote blended learning ensuring that learning process takes place unhindered by natural calamities and other issues. All measures, necessary to continuously evaluate and ensure excellence in teaching learning processes will be taken by the IQAC including feedback from students, faculty development programmes, orientation and refresher programmes, LMS training sessions, etc.

3. Green Campus Policy

The college envisages priorities aimed at the finest accord with nature. Through education, research and extension services, the institution shall promote the principles and practices for sustainable development, especially the 6R's (Reduce, Reuse, Recycle, Refuse, Rethink and Respect). We seek to address the Global issue through local specific actions and creation of a knowledge society thereby striving for environmental education and conservation. The active clubs of the college like Nature club, Bhoomithra Sena , Birds club and tourism club along with our NSS units shall make further efforts in enriching the campus with greenery and making it a clean and plastic free zone.

In each and every aspect -academic, research, extension or administrative - the institution shall revolve on the Green Axis. The IQAC shall issue client specific Green Schedules of Dos and Don'ts for each stakeholder. Use of plastic and other polluting substances would be discouraged and that of Green products would be highly encouraged. A culture of segregation and recycle would be encouraged.

The college with the help of the canteen run by Kudumbasree shall make all efforts to popularize ethnic foods and beverages and discourage junk food. An outlet selling ethnic drinks including sarbath, buttermilk, fresh juice, lime juice etc would be functioning in the campus in association with Kudumbashree. To combat the menace of bottled water, water purifiers would be placed in all buildings or floors based on student density and accessibility.

E-governance drive shall be initiated to reduce the use of paper. At the same time, awareness would be created about carbon emission associated with emails, search engines and social networking facilities. Uniform dust bins with Green Messages shall be placed in every nook and corner. All new buildings shall be constructed as Green buildings, which minimize artificial lighting and air-conditioning.

4. Divyangan Friendly Policy

The college has a Divyangan friendly policy but the infrastructure to enable the same has not been implemented yet. This IQAC takes up the construction of ramps to enable hassle free entry and exit facilities to the Divyangan students to all departments.

The Pain and Palliative Care Club in the college in addition to its external activities shall mentor the Divyangan students in the various departments forming a closed circle where the problems and concerns of the Divyangan students are discussed and attended to.

The scribe bank and NSS unit of the college can also be of assistance to the Divyangan students in their learning process and other activities. The teaching and non-teaching staff should behave with care and special consideration to the Divyangan students enabling their overall development and graduation process simple and tension free.

5. Research Policy

The college already has three research departments (physics, botany and zoology) and is in the process of acquiring research centres recognized in many more departments with talented faculty actively involved in the process of knowledge creation. As part of the curriculum requirement, students in the final year of the post graduate program are doing research projects and internships with faculty guiding them in the respective topics and developing in them a thirst and interest for further and deep learning.

We are committed to promote a research culture among Faculty and students, as basic long-term research provides the foundation for future development of the country. The research policy of the college aims to develop and promote scientific temper and research aptitude in all learners; to realize the vision and mission of the college and to

identify research areas of academic, practical and socially relevant significance thus contributing to national development. It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations of the affiliating University and U. G. C. as well as to the established standards and norms relating to safe and ethical conduct of research.

Our research policy implemented with the help of research committee provides a broad framework to the research activities with the following objectives:

- To provide a proper coordination of all research activities of the college and align these to the vision and missions of the college and national development goals
- To identify and inform researchers about appropriate research opportunities announced by different academic, research, industry or government organizations.
- To create an awareness about patents and Intellectual Property Rights and motivate them to apply for patents
- To take initiative for granting study leave, sabbatical leave, duty leave, seed money, reduction in workload, etc. to deserving faculty members for advanced research
- To encourage and facilitate the publication of the research works in reputed academic International / National journals and also to facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.
- To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research, all researchers must follow the following Code of ethics.

Code of Ethics for Research: All students pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them.

Since the college is affiliated to the University of Calicut, the college follows the regulations of the University and U. G. C. regarding plagiarism and malpractice in research. A Ph. D thesis submitted from the Institution is screened by Calicut University, for plagiarism before it is accepted. Regarding paper publications, each student can avail the facility in the university to check for plagiarism. Whenever a paper is to be published in peer reviewed journals, the journal will normally have a committee to check the originality in the content.

6. Extension and Institutional Social Responsibility Policy

Education without social responsibility is meaningless. Teaching, Research and Extension are the classical responsibilities of educational institutions around the world. While the first two are clearly defined and continuously debated and improved, the third dimension remains relatively unstructured. Extension activity is any activity aimed at communicating the teaching & research knowledge of the University to the outside world.

The teaching and research Departments are to be connected to the world outside the campus. The National Service Scheme Units provide excellent societal engagements. It is found that the extension activities by Teaching & Research Departments are largely unplanned. This policy document addresses this area to give a direction to the Teaching & Research Departments of Govt. Victoria College.

The extension activities of the Teaching & research Departments of the college shall be in three stages. Each stage will have specific target groups and suitable means and tools to implement them. The first two stages are automatically taken care of in the teaching & research activities. Stage 3 requires concerted effort and planning to get it realized.

Stage1: Propagating research results of the Departments to peer groups. The target group is peer researchers outside the College, Other University Departments, R&D organizations and industries or business houses or learned societies/academies in the related area. The tools are: Participation in conferences, Organization of conferences, journals, Research Bulletins and newsletters, web site deployment etc.

Stage 2: Propagating standard knowledge in the subject to the academic community outside the Dept. The target groups are teachers and students (including prospective) in affiliated colleges, schools and other institutions, in the concerned/allied areas. The tools are Seminars, Open houses, Exhibitions, Open access e-Content, publication of text books.

Stage 3: Propagating useful knowledge to the society at large, to the common woman. Target group: School Students, Local Self-Government, Residents Associations, NGOs, organizations and general public. The tools are: Articles in mass media, talks in Radio and TV, Posts in social media, Leaflets, Posters, Exhibitions, Camps, School Visits, Open houses, popular writings in local language.

The college understands its responsibility to spread knowledge in the society, it also recognizes the need and value of knowledge flow from the society to the college. The

Departments shall therefore exploit the societal engagement opportunities to tap societal knowledge, both traditional and current, to enrich its own research and teaching. Also, societal engagements serve to identify problems faced by the society which can be used in planning their research activities.

Each teaching and research Dept of college shall make conscious efforts to organize activities at each of the stages mentioned above as the department finds suitable. The Departments shall evaluate the effects and constantly attempt to improve the same. The Departments shall consider collaborative ventures at School level to pool resources. The Departments shall ensure involvement of all students and research scholars in extension activities to encourage societal outlook among them.

Institutional Social Responsibility: Towards fulfilling institutional social responsibility of the college, the following approaches shall be strengthened:

(a)Charitable activities: The various clubs including the staff club shall collect funds for charitable activities during situations like floods, epidemics, etc. in addition to the funds directly transferred to the Chief Minister's funds formed in such cases. Such funds can be utilized for supporting economically challenged students and also in cases of trauma and emergencies.

(b)Observation of important days: All Departments of the College shall observe the following days with effective programmes (1) World Environment Day (June 5) (2) World Blood Donation Day (14 June) (3) World Population Day (July 11) (4) Independence Day (August 15) (5) World Literacy Day (September 9) (6) NSS Day (24 September) (7) National Blood Donation Day (1 October) (8) National Integration Day (19 November), (9) World Aids Day (1 December) (10) Anti-Narcotic Day (26 June) and Republic Day (26 January)

(c) Gender Sensitization Programmes: Several awareness programmes shall be organized for the benefit of the girl students. Programmes like guidance and counseling, and training and welfare programmes for women shall also be arranged both in the institutional level as well as community level. Awareness talks related to dignity of girl child, women empowerment, women and law, violence and atrocities against women, entrepreneurial skill development for women, personality leadership and capacity building programmes, seminars on cybercrime, law and ethics, women response to social change and progress, mental and reproductive health, building self-esteem, etc. shall be organized.

(d) National Service Scheme: The College has a unique track record in the National Service Scheme activities. The activities of the NSS shall be further extended both at college level and at the community level.

(e) Counseling and Career Guidance: There is career guidance and counseling centre functioning in the college and it shall be strengthened continuously.

7. Innovation & Student Startup Policy

Innovation is producing “effective products, processes, services, technologies or ideas that are readily available to markets, governments and society”. Science, Technology & Innovation Policy of Govt. of India (2013) says: Scientific research utilizes money to generate knowledge and by providing solutions, innovation converts knowledge into wealth and/or value. Innovation thus implies S&T- based solutions that are successfully deployed in the economy or the society.

Today many Engineering Colleges across the State are vigorously promoting incubation of industries in the campus. Being a multi-faculty institution, focusing on teaching and research, the college needs to have a different approach towards innovation and start-ups compared to engineering colleges and specialized Universities. Through its Entrepreneur Development Club we aim to expose our students to opportunities in the modern world of start-ups, to help them to use imagination and creativity to develop new industries and business.

The research activities in the various departments create new knowledge which includes invention of new technologies, materials, processes and ideas. The new knowledge is reported in thesis and/or journals. Govt. Victoria College recognizes that efforts are required to create culture of translating them into use, which can potentially create wealth by adding value, solving problems, and creating jobs. This requires subtle efforts and effective plans to identify, encourage and support innovation from ideation to implementation.

The college shall take extra care to handle innovative idea generation. Fear for bad ideas and failure, can stifle innovation. Adopting a traditional fault-finding critical attitude can also switch off less-confident innovative thinkers. Teachers shall be trained in this regard. Our students under mentoring by interested faculty shall take part in YIP by the government of Kerala.

Training a selected team of faculty members in Entrepreneurship Development Institute of India shall be considered. Research guides and students shall be trained and encouraged to generate 'useful' knowledge instead of generating unplanned academic new knowledge.

8. Gender Policy

Govt. Victoria College, Palakkad, one of the premier institutions of higher education in India, hereby adopts a comprehensive gender policy, which acts as a broad guideline towards ensuring gender justice to all, including the LGBTI community. It aims to provide an inclusive teaching-learning environment in which the fundamental rights of all the members of the faculty, staff and students are protected and they are assured a life with dignity and self-respect, irrespective of caste, creed and gender.

- Gender neutrality shall be achieved in the administrative procedures of the College and documentation, starting from application forms.
- The Committee for looking into sexual harassment at workplace shall be strengthened in keeping with "The Sexual Harassment at the Workplace (Prevention, Prohibition and Redressal) Act", 2013.
- Representation of women shall be ensured in all the committees of the College.

To conduct gender sensitization programmes: The process of sensitization involves instilling in the members of the faculty, students and non-teaching staff the idea of gender equality both at home and at the workplace. It includes the following:

- Sensitizing faculty members to contain the malice of gender marked remarks and advances towards students, teaching and non-teaching staff.
- Encouraging research topics at the M.A. and Ph. D levels with significant gender quotient.
- Arranging lectures, workshops, seminars, film projections, play acting and so on with the maximum involvement of students.
- Sensitizing administrative, library, security and other staff.

9. Infrastructure Enhancement Policy

With the establishment of new courses in the college, we are experiencing an acute shortage for class rooms, staff rooms and laboratory rooms. The problem has been

enhanced by demolition of the block in which the History and Economics departments were functioning due to damages caused by earthquake.

The accommodation problem has to be urgently addressed. The accommodation and building committees will be constituted for the purpose. The issue will be brought to the notice of the government urging immediate release of funds to address the issue.

For the purpose of this policy, the following types of infrastructure shall be considered:

1. Buildings for Departments
2. Amenities for Students
3. Teaching and Instrumentation Infrastructure
4. Miscellaneous

Though Infra-structure development has not been planned, many steps essential for such planning have been put in place. Topographical survey (Contour mapping) of the Campus has been conducted in 2015. A Master Plan has been prepared for creating infrastructure under activities of KIIFB. Many new structures are under construction.

The college now needs to look forward to 50 years into the future in terms of creating, enhancing and maintaining its infrastructure. The sweeping changes that are taking place in the higher education sector and also its own policies and charters on various aspects need to be integrated into the approach for infrastructure creation & maintenance. Department buildings and offices are to be developed with at least 50 years vision, taking into consideration the aspirations of the younger generation and also to the satisfaction levels of future generations to come, with a view to provide world-class academic ambience.

- The buildings shall not be merely utility spaces, but present proud landmarks in the campus and the architectural aspect shall be given priority.
- The old buildings/structures in dilapidated conditions are to be separated in two categories. (i) One to be demolished and newly constructed. (ii) One to be preserved as Heritage Building by making proper structural repairs and allied works.
- All buildings are to be planned in a vertical manner considering the present land value.
- All buildings are to be properly planned as 'Green Buildings' which are minimal in carbon foot print.
- Proper Annual maintenance to be provided for all buildings above 10 years.
- Only LED lighting will be used in lighting system in new buildings and also for replacements.

2. Amenities for Students

- Better quality toilets (including those for physically disabled and transgenders)
- Convention centre, with a minimum 1000 seating capacity, which can be multifunctional, including mini conference halls, guest rooms, green rooms and audio video facilities.
- Sporting facilities: A few courts for shuttle and basketball, yoga, gymnasium etc. besides utilizing the facilities in the College play ground
- Medical facilities with alternate medical system for treating stress
- Cooperative store and Xerox facilities for students
- Reserved parking space for faculty, students and visitors.
- Provisions for differently-abled students to reach all departments, library and administrative blocks.

3. Technical and Instrumentation Infrastructure

The sophisticated instrumentation facility provided centrally with quality operating environment. The Science & Technology Hub is envisioned to facilitate not only our students but all students and researchers from different academic institutions

4. Others

- Meet the futuristic demands of water (through efficient rainwater harvesting systems)
- Management of wastes (integration of zero waste concept, installation of biogas plants, decentralized waste management systems).
- Energy (solar panel installations, LED lighting, etc.)
- More open-air auditoriums and green private spaces for reading and discussions.
- Proper drains and rain water harvesting shall be provided for construction of buildings in future
- To repair and maintain sewer lines of all buildings
- Proper recreation facility shall be provided for students and staff.
- Infrastructure for student societies and students clubs.

IQAC Co-Ordinator

Principal