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HENRY BAKER COLLEGE MELUKAVU

Policies, Procedures & Conduct

FROM DARKNESS INTO MARVELLOUS LIGHT

Henry Baker College, Melukavu Is a Christian, Minority, Co-Educational, Government-aided Arts and Science College Established In 1981, affiliated to Mahatma Gandhi University, Kottayam, Kerala.

POLICIES, PROCEDURES & CONDUCT

HENRY BAKER COLLEGE, MELUKAVU

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ACADEMIC POLICIES, PROCEDURES AND CONDUCT

1. GRIEVANCE REDRESSAL CELLS OF HBC

STUDENTS' GRIEVANCE REDRESSAL CELL:

In compliance with UGC (Grievance Redressal) Regulations, 2018, any student who wants to resolve a grievance (other than grades of internal assessment) may complain to the teacher in charge/mentor (class warden) and the teacher shall take decision within 2 days of receipt of grievance. If the student is not satisfied about the decision taken by the teacher/mentor, he/she may complain to the College Grievance Redressal Committee (CGRC) and the CGRC shall take decision within 3 days. If the student still has not been satisfied about the decision of the CGRC, an appeal against the decision of the CGRC may be given to the Head of the Institution (the Principal). The Principal shall take the decision within 2 days of receipt of grievance. A student can submit the grievance directly to the authorities concerned or put the written grievance in the Grievance Redressal Boxes (GRBs) placed inside the campus. GRBs will be open for collection every Saturday.

A student who has grievance relating to grades of internal assessment may submit the subject matter in writing before faculty in charge of the Departmental Grievance Redressal Committee (DGRC) comprising of the teacher who has provided the course (whose grade is the subject matter of allegation) and a senior teacher of the same department as member and the Head of the Department as Chairman. Students can download and fill in the prescribed form from the HBC's website.

HBC's Grievance Redressal System is a three tier structure viz. redressal through CGRC, HBC's Head of the Institution as Appellate Authority and the affiliating university: Mahatma Gandhi University, Kottayam as the Apex Authority in settling all kinds of grievances. Students can download and fill in the prescribed form from the HBC's website.

COLLEGE GRIEVANCE REDRESSAL COMMITTEE (CGRC)

There shall be a CGRC consisting of Faculty advisor, two senior teachers and two staff council members (one of whom shall be an elected member) and the Principal as Chairman.

GRIEVANCES - TEACHING STAFF:

A teacher having grievances may submit the same in writing before the Head of the Department (HoD) concerned and the HoD shall take decision within 5 working days. A teacher who is not satisfied about the decision of the HoD may submit the grievance in writing before the CGRC and the CGRC shall take the decision within 5 working days. If the faculty is still not satisfied with the decision of the CGRC, an appeal against the decision of the CGRC may be given to the Head of the Institution (the Principal). The Principal shall take the decision within 7 days of receipt of grievance.

GRIEVANCES - NON-TEACHING STAFF:

A non-teaching staff having grievance may submit the same in writing before the Head of the Institution (principal) and the principal shall take decision within 7 days of receipt of grievance.

2. DRESS CODE

DRESS CODE FOR STAFF

It is mandatory for all staff members in an official work environment to wear the ID card of HBC of the staff concerned and are expected to report for work in appropriate attire and maintain a hairstyle that gives an appearance of neatness and decorum. Inappropriate clothing and the wearing of a mask/veil or any apparel which prevents the

ready identification of the staff member is prohibited. In addition, any unkempt hairstyle should be avoided. Dress code prescribed for students are also applicable to staff (teaching/non-teaching)

DRESS CODE FOR STUDENTS

It is mandatory for students to wear HBC's ID card and prescribed uniform issued from the college except on Wednesdays. To maintain the good image of the College, students must be properly attired in a manner befitting the status of college students while being inside the campus. Students are not allowed to wear – Attire: T-shirts (sleeveless or otherwise), dhoti/mundu (other than white colour), kachayum–mundum, singlets, shorts, attire printed with offensive or obscene wordings, revealing attire or mini-skirts. Footwear: slippers and sandals without heel straps. All students must be readily identifiable at all times with their faces uncovered. No student is allowed to wear anything that prevents ready identification such as full-face motorcycle helmet, mask or veil. In addition to the above, students have to adhere to the guidelines issued by the college from time to time on the appropriate attire and footwear (including prescribed uniform on specific days). The college will take disciplinary action against students who do not comply with these guidelines.

3. LEAVE RULES AND LEAVE POLICY OF HBC STAFF

(This is also included in HR Policy of HBC)

GENERAL

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.

- Leaves of any kind can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or Email is to be given to the Head of the Department / Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the Office of the Principal
- **Sanctioning Authority:** Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charge for administrative convenience. Manager of the college is the competent authority to sanction the leave of the Principal.
- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic Year will be considered in the performance appraisal at the end of the year.
- Earned Leave shall be recorded in the service book of faculty concerned in due time. All other leave entitlements shall be as per the orders of M G University, Directorate of Collegiate Education and Higher Education Department, Government of Kerala

CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen days' of casual leave in a calendar year.
- Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- Casual leave cannot be combined with any other type of leave.
- Casual leave for half a day may also be granted for forenoon or afternoon.

HALF-PAY LEAVE (HPL)

- Half Pay leave is admissible as per Kerala Service Rules
- HPL admissible to permanent employees in respect of each completed year of service is 20 days.
- HPL may be availed of on private affairs or on medical certificate.
- Leave salary on half pay leave is generally half of pay and corresponding dearness allowance.
- Leave salary of Non-Gazetted Officer whose pay does not exceed Rs. 35700/, shall be half pay and dearness allowance of full pay salary, subject to a minimum of sixty-five percent of the pay and dearness allowance while on duty. The excess over the actual leave salary in such cases shall be termed as special leave allowance.
- Hill Tract Allowance, House Rent Allowance and City Compensatory Allowance admissible from time to time will be payable during periods of all leave with allowances, if the total period of such leave at a time does not exceed 180 days or if the actual duration of the leave exceeds 180 days for the first 180 days of such leave.

SPECIAL LEAVES

- All faculty members are eligible for leave upto such number of days as is demanded by the Mahatma Gandhi University, Kottayam for performing university examination duties as Additional Examiner/Chief Examiner/Chairman.
- All faculty members are eligible for leave upto such number of days as is demanded by Govt. of Kerala with respect to State Election duties and other duties as envisaged by Union/State Govt. from time to time.
- All faculty members are eligible for leave up to 8 days in a calendar year for participation and / or presentation of paper in National / International seminars / Conferences / Symposium / Workshops.

- All regular, permanent staff members of the college, who have put in not less than one year of service in the college and who marry while in service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

COMPENSATORY CASUAL LEAVE (CCL)

All the staff members on contract basis (including contract/guest teachers) who work on public holidays are eligible for one day's compensatory leave for each day of the work. This leave must be used within 3 months of the date of work. Fractional CCL will not be granted. Remunerative work is excluded from the provision. However, CCL shall be granted only at the discretion of the Head of the Institution.

STUDY LEAVE

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on a case to case basis.

MATERNITY LEAVE

- The expression "female officer" used hereunder includes both female teaching and non-teaching staff.
- Maternity Leave will be as per Rule 100 of Kerala Service Rules
- The manager of HBC will grant to a female officer, maternity leave on full pay for a period of 180 days from the date of its commencement
- Maternity leave is also admissible to temporary female officers
- Maternity leave shall be admissible to provisional female recruits continuing in service in a single department beyond one year provided they would continue in service but for proceeding on such leave.
- No medical certificate shall be necessary for grant of any leave for a period not exceeding sixty days in continuation of maternity leave.

- Leave under Rule 100 above may also be granted to female officers in cases of **miscarriage including abortion** subject to the condition that the leave does not exceed six weeks and application for the leave is supported by a certificate from the medical attendant.
- Leave under rule 100 may also be granted to female officers in cases of **hysterectomy** subject to the condition that the leave does not exceed 45 days and application for the leave is supported by a certificate from the medical attendant.
- Maternity period reckoned as duty for all purpose including probation

PATERNITY LEAVE

- Paternity Leave will be as per Rule 102 B of Kerala Service Rules
- Granted to male staff of HBC for 10 days each for two children, at the time of delivery of his wife.
- Paternity leave will be granted for a period of 10 days during the confinement of his wife for child birth i.e. up to 10 days before or up to 3 months from the date of delivery of the child, subject to the production of a certificate from the medical practitioner stating the exact date of delivery.
- During that period of 10 days, he shall be paid leave salary as admissible. (Earned leave salary and allowances).
- It will be allowed to be combined with other kinds of leave, except LWA (Leave Without Allowance)
- This leave shall not be debited against the leave account, but details of the leave should be entered in the Service Book of the employee and also in the Register of Special Leave
- If paternity leave is not availed of within the time limit, it shall be treated as lapsed.
- Combination of this leave with casual leave is not admissible, as Casual leave is not recognized as a leave proper.
- Paternity leave period reckoned as duty for all purpose including probation

EARNED LEAVE

- Earned Leave entitlements to HBC's regular staff members shall be as per Rule 78 of Kerala Service Rules
- Earned leave admissible to HBC's permanent employee is one-eleventh of the period spent on duty
- Maximum earned leave accumulated at a time does not exceed 300 days.
- Maximum Earned leave granted at a time is 180 days
- Leave salary admissible is full salary admissible had he been on duty during the period of leave.
- Hill Tract Allowance, House Rent Allowance and City Compensatory Allowance admissible from time to time will be payable during periods of all leave with allowances, if the total period of such leave at a time does not exceed 180 days or if the actual duration of the leave exceeds 180 days for the first 180 days of such leave

4. ADVANCE BY THE MANAGEMENT

A cash advance given by the principal to a staff for attaining the objectives of the college must be used for that purpose alone and may not be used to fund personal expenses of any nature. If a staff uses the fund for any other purpose other than the purpose for which fund has been allotted, then the staff concerned shall be liable for misconduct and disciplinary action shall be taken by the management against that person. For cash advances amounting to Rs. 5,000 or more, a separate Cash Advance Request Form shall be submitted

5. MAINTENANCE POLICY AND PROCEDURE

MAINTENANCE POLICY OF HBC

The policy for maintaining and utilizing physical, academic and support facilities

College has a number of policies, procedures and practices to govern its operation. The policies are meant for day-to-day operation of the college. The policies of college act as a guidance to members in academic fields.

The maintenance and cleaning of the classrooms and furniture are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract with outside experts/technicians.

The college has an adequate number of computers with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts as per the agreement entered into between the HBC and the technicians. The college does not have a permanent technician.

CCTV camera is installed in the campus and it is maintained periodically by **M/s P J Digital Systems, Muttom**

The college website is maintained regularly by **M/s enDezine Technologies, Muvattupuzha** and office automation services are provided by **M/s. MeshiLogic Software Consultants, Calicut.**

The students are charged for the laboratory expenses at the time of admission as suggested by the statutory body and in addition to that non-salary grants are allocated for the maintenance of the laboratories and the classrooms which are a part of the

teaching – learning process. Our garden is maintained by the Security personnel of the college and the lady Housekeeper.

The maintenance of generators is regularly done by HBC office staff in association with **M/s. Moni Engineering Works, Kodumbidi**. Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budgeted allotment of college from the management.

Library maintenance is done by management by providing a provision in the budget. Library software is maintained by **M/s. Focus Infotech (a unit of Focus Innovations Pvt. Ltd), Edappally, Kochi**. Disinfecting and keeping the library clean is done frequently by library staff.

The sports department of the college is meritorious. The **running track** is used by students, staff and local community and maintenance of that facility is done with the help of the management.

The management understands the external and internal stakeholders of the college and unite them in campus premises periodically

The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities.

Laboratory:

The college has got a laboratory for physics and chemistry. Equipments are purchased based on tender notice as per UGC norms. The instruments are properly maintained and periodically they are serviced by the technicians based on an existing contract and in case

of any defect in the equipments, they are immediately replaced with the permission of the principal.

Computer labs:

The institution facilitates two computer labs which consist of 52 desktops. The systems are usually maintained with the help of the hardware technicians who frequently visit the campus from outside agencies. However, the College has Annual Maintenance Contracts for repairs and maintenance of computer hardware and power backup systems with **M/s. P J Digital Systems, Muttom.**

Library:

The college owns a **well-equipped** library which has got a reading hall that provides a tranquil ambience. It facilitates an **internet facility with high bandwidth, reading cabins**, and separate systems for reading and borrowing books. An MOU has been entered into **M/s. Focus Infotech (a unit of Focus Innovations Pvt. Ltd), Edappally, Kochi**, which annually maintains the infrastructure in the library. Further, an Annual Maintenance Contract is signed with **M/s. Mary Max Fire Services, Kottayam (licensee)** who periodically visits the college including the library and fills/maintains the gas extinguisher.

Classrooms:

The institution has 100% smart classrooms. All the facilities are properly maintained, in case of repair or damage of the classroom furniture, local carpenters and electricians carry out the maintenance.

Sports Complex:

The department of physical education functions in a separate room. The management has appointed a physical education faculty to look after the sports activities of our students. The college has a large ground to provide facilities for Cricket, Kabbadi, Volleyball, Kho-Kho and other sports activities.

The college Bursar appointed by the management oversees maintenance of Buildings, Classrooms, laboratories and the entire campus. In addition, the Principal constitutes a committee having a convener and two other members (teaching or non-teaching staff) and they take stock of the maintenance of campus infrastructure and report it to the Bursar.

E-Waste Management Services

An agreement has been entered into between Henry Baker College, Melukavu and **M/s. MicroHard Systems, Muvattupuzha**, registered with Kerala State Pollution Control Board for the management and dismantling/ disposal of all our e-waste in order to protect HBC campus, and to conserve our natural and human resources.

PROCEDURE FOLLOWED IN THE MAINTENANCE OF HBC INFRASTRUCTURE

Responsible Officers: The Management represented by the Manager, Principal, Bursar and the IQAC Coordinator form a Committee who are also members of the "**Campus Building & Maintenance Committee (CBMC)**". The following is the criteria followed by our college:

1. Departments in need of repair and maintenance work of equipment/infrastructure have to inform the College office giving the details of the maintenance required.
2. Technicians/Work contractors visit the site and complete the maintenance as required within the prescribed period.

3. The Job Completion Report is submitted to the Bursar.
4. Bill is generated and processed through the authorities concerned and forwarded through Principal for the final payment.
5. All monthly maintenance bills are brought to the notice of the College Manager.

6. POLICY OF DEPARTMENT OF SPORTS

Prescribed Standards for Faculty

The faculty in charge of sports & games has to inculcate in a student a variety of sports specific skills. He has to identify the personal skills and weaknesses of students. If a student is deficient in a skill, a strategy has to be built up so as to overcome a deficient skill. He has to apply changes to create sports skill practice. He has to identify traits of a well-rounded sports person and explain how winning and losing are growing experiences. The faculty has to explore various forms of sportspersonship, define teamwork and its use in a game, and finally define competition and how they feel about being challenged.

Prescribed Standards for Students

Every student has to value teammates and coaches, value the rules of the game, appreciate the enjoyment that sports brings, identify why love to play, define traits of respect and compassion toward competition, practice a skill after practice, attempt mental imagery of a skill, and demonstrate an alternative way to perform an activity. Moreover, a student has to identify healthy living concepts that are improved through sports and identify qualities that an elite team possesses.

Student-Athlete Code of Conduct

The Department of Sports of HBC views the use of alcohol, drugs, tobacco and illicit substances as incompatible with the goals and principles of our program. In addition, performance enhancing drugs, alcohol and other recreational drug use can impact the

health and well-being of student-athletes and adversely impact academic and athletic performance. The use of alcohol, tobacco and illicit substances are prohibited while participating in any team or department function. Furthermore, the use of tobacco, underage alcohol consumption and illegal use of controlled substances are prohibited. A student-athlete who violates the Student-Athlete Code of Conduct, team policy, college policy, may be reprimanded or suspended from practices and/or competition and may forfeit the privilege of participation in intercollegiate athletics for Henry Baker College.

Award of Grace Marks

With regard to awarding of grace marks to medal winning sports students, the policy formulated by the M G University, Directorate of Collegiate Education, and Department of Higher Education, Govt. of Kerala in this regard from time to time will be strictly adhered to.

7. UTILIZATION AND MAINTENANCE OF LABORATORIES

GENERAL GUIDELINES

1. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. All inappropriate behavior is prohibited.
2. Students must follow all verbal and written instructions carefully.
3. Students should not touch any equipment or chemicals unless specifically instructed to do so.
4. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Students must wash hands thoroughly after participating in any laboratory activities.
5. Students must perform only those experiments authorized by the teacher.

HANDLING CHEMICALS AND EQUIPMENT

6. Students must properly dispose of all chemical waste as directed.
7. Students must never enter the science storage rooms or preparation areas unless accompanied by a teacher and accompanied by a college employee.
8. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back.
9. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the teacher in charge immediately, no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm.
10. Students must never remove chemicals, equipment or supplies from the laboratory area.
11. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.

EATING SUBSTANCES

12. Students must never reach over an exposed flame or hot plate, or leave a flame or hot plate unattended.
13. Students must never point a test tube or reaction vessel of any type toward another person.

ADMINISTRATION

1. Stock register of various assets used inside the lab including laboratory assets is to be maintained and updated regularly by the Department concerned.
2. Stock verification/inspection has to be carried out by the Department Heads at the end of every Academic Year.

3. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
4. Any deviation/discrepancy in any of the above procedures should be brought to the attention of the Principal immediately.

8. LIBRARY CODE OF CONDUCT AND POLICY

Appropriate Conduct in the Library

In order to provide a positive and productive learning environment, the following guidelines are maintained.

Student Use of the Library - Guidelines

Use of the Library is a privilege extended to HBC students to support learning and promote academic success. Through the Library, the college provides students with access to computers, books, periodicals, study space, and other academic help, comfortable seating, and formal and informal learning spaces. Students are expected to follow college rules defined in the College Calendar, and honor the code in order to maintain their good standing and continue to receive library privileges.

General Expectations

1. Every student must procure a Library Card within one week of taking admission.
2. The student must scan the Identity Card and sign in the register upon arrival in the Library.
3. Students are not permitted to share their Library Card with any other student
4. This library card can be used for issuing three books for UG students and 4 books for P G students.
5. Every student can access online journals and magazines through computer terminals available in the Library

6. Students can access the books available on the college intranet server from any Computer Terminal in the college campus.
7. All HBC students are free to use the central reading rooms available in the campus, which are open from 8.30 a.m. to 5.30 p.m.
8. Students should keep absolute silence in the library and must behave in a civil manner that does not interfere with other people using the facility. Excessive displays of affection, wrestling, and similar physical contact activities are considered a disturbance.
9. Students are encouraged to use the facility for individual and group work, but students who participate in groups that become disruptive through excessive noise or other disruptive behaviors will be held accountable, individually and collectively, for the group's actions.
10. Cell phones are not permitted in the library.
11. Students are expected to leave the furniture, equipment, and facilities in good condition for the next person's use.
12. Food and drink are not permitted in the Library.
13. Students are expected to follow directions or instructions of library and college staff.
14. Students borrowing materials (books, or media) are responsible for returning them on time and in the same condition as when borrowed.
15. Students may not remove materials designated for "Library Use Only" from the facility.
16. Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and college accounts.
17. Students are expected to obey copyright laws and applicable software licenses.

Students who violate these guidelines may lose their library privileges. Students who take library material without permission or do not return borrowed material can be charged with a crime.

Visitors to the Library

As a community college, HBC welcomes visitors to the Library. Generally, visitors are expected to follow the same rules and general expectations as students regarding courteous behavior, college rules, and interactions with college staff. Failure to comply with these expectations will result in the visitor being asked to leave the Library.

Visitors may use library books and periodicals in the Library, but they may not borrow them or remove them from the facility.

Children in the Library

Minors must be accompanied by an adult at all times unless enrolled in a college course or other college supervised activity.

Cooperation with College Officials

All students, staff, faculty, and visitors in the Library are expected to cooperate with library and college employees at all times.

9. CODE OF CONDUCT AND STANDARD USE OF COMPUTER LABORATORY

- Every student has to present their HBC ID each time they enter a computer lab. If a student does not have the ID, or does not present it when entering the computer lab or when prompted by computer lab staff, the student may be asked to leave the computer lab, even if they are using a computer.
- No smoking, drinking or eating is allowed in any computer lab. All open and unopened food, beverages and tobacco products are prohibited from entering the computer lab.

- A student must be considerate of other users. Privacy and concentration are important in computer labs. If a student needs to talk to somebody, please do so in a way that does not disturb other users.
- Lab assistants are not allowed to interpret class assignments or help with their homework. Lab assistants are there to assist in using the technology so that a student may complete his/her work.
- The computer labs are an academic resource. As such, a student has to respect the needs of others by not monopolizing the computers for non-academic use.
- Lab staff is not responsible for any belongings left in the computer labs. Students have to make sure that belongings are with them when they leave.
- The computers in the labs have been set up in such a way as to be used by multiple people having differing needs. Do not change or interfere with the configuration of the computers.
- Software downloaded from the Internet is not to be installed on any lab computer for any purpose.
- Documents should be saved to your network drive, to a flash drive or to a cloud storage account.
- Users are not allowed to print large quantities of flyers, banners or other distribution materials. If print jobs of this nature are required, one copy may be printed in the computer lab and copies will need to be processed through an alternative printing facility.
- Attempting to damage or destroy information on the computers will not be tolerated.
- Students are expected to leave their computer workstation in the same condition as they found it. This includes putting chairs back in place and logging out when they leave.
- Students are responsible for reading and abiding by all signs posted in the computer labs.

Violations

The following disciplinary actions may be taken against violators:

- Temporary suspension of computing privileges and violation documented in student's/employee's record.
- Permanent removal of computing privileges and violation documented in student's/employee's record.
- Academic suspension which includes the termination of a student for a specified period of time as stated in the College Calendar.
- Academic expulsion which includes the termination from college for an indefinite period of time as stated in the College Calendar.

Management of Computer Lab

- All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable
- Library time tables are made to identify vacant time slots to ensure optimum utilization.
- Office Superintendent and Technical Staff maintain all computers and peripherals.
- All outdated and old computers are disposed of through the e-waste management cell.
- All new requirements of computers are processed through the office of HBC

**10. STUDENTS' ADMISSION RESERVATION POLICY OF HBC ADHERING TO
M G UNIVERSITY'S CENTRALIZED ALLOTMENT PROCESS (CAP)
(SC/ST/OEC/OBC/MINORITY/GEOGRAPHICAL AREAS/PERSONS WITH
DISABILITY ETC.)**

IMPORTANT POINTS

1. Candidates should register for admissions to UG courses for every academic year online on or before the last date stipulated in the admission schedule of M G University.
2. Online registration can be made by accessing website cap.mgu.ac.in
3. While registering, category (SC/ST or Others) once selected cannot be altered in any further stage of the process.
4. Payment can be made through the Online Payment Gateway.
5. The Candidates should not send any document to the M G University. Verification of documents will be done by the HBC at the time of admission.
6. Once the initial registration is made, the candidate shall note down the application number.
7. Passwords should never be shared with anyone else.
8. Ensure that you are logged out of the portal once you leave the computer.
9. Candidates claiming various reservations/bonus marks should produce relevant certificates during the verification process.
10. No memo will be sent by post from the office of M G University in any case.
11. Verify your personal as well as academic details carefully before final submission.
12. Fake registration by any person / institution will be viewed seriously and will be liable for punitive action from University.
13. All candidates who secure allotment should report for admission at HBC after remitting the required fee due to the University. Those who fail to do this will be

treated as 'Not Joined' and further claim for admission by these applicants will not be entertained.

14. Candidates who wish to retain their higher options need not submit any document or remit any fee while reporting at the college till the fourth allotment. However such candidates should produce all the necessary documents for verification.
15. Applicants who report for admission at HBC with the downloaded memo shall make sure that the relevant portion attached thereto is properly attested by the college authorities (to be kept by the candidates).
16. Candidates will receive SMS at each stage of the allotment from the University.
17. A candidate shall inevitably report for admission in the college allotted to him/her in the first instance and if desirous of availing higher options in the college of his/her choice shall not cancel higher options. A candidate who so desires to await his/her chance for admission in a college of his/her choice need not admit himself/herself to any college allotted as per his/her higher options during the course of each allotment and need to finalize his/her choice of college and seek permanent admission only in the fourth.
18. Students shall not remit any fee other than that prescribed by the University.
19. In addition to the general allotment SC/ST candidates will be offered special online allotments.

CLASSIFICATION/CATEGORIZATION OF SEATS

Seats available in Aided and Self Financing programmes in Aided Colleges are mainly classified as Merit seats, Community seats (applicable only in aided colleges) and Management seats.

Details of seats that come under the ambit of Centralised Allotment Process (CAP)

For HBC (Aided College) - Open quota seats, seats earmarked for SC/ST candidates.

For HBC (Unaided programmes conducted in Aided Colleges) - 50% of the total seats including seats reserved for SC/ST/SEBC

The remaining seats under community quota (Aided Colleges only)/management quota (Aided and Unaided Programmes conducted in Aided Colleges)/sports and cultural quota seats and seats reserved for persons with disabilities (PD) (all affiliated Colleges) shall be filled by the educational agency concerned.

RESERVATION OF SEATS

Types of Reservation: Out of the total merit seats available in HBC for various ug programmes, seats will be reserved for different categories under the following main items.

1. Reservation for International Students
2. Reservation for nominees
3. Reservation for Persons with Disabilities
4. Special Reservation and
5. Mandatory Reservation

1. Reservation for International Students

10% additional seats shall be created in affiliated Arts and Science colleges over and above the sanctioned strength and added to the total merit seats exclusively for the purpose of accommodating international students. These seats shall not be filled up with other candidates. The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned.

2. Reservation for Nominees:

An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep. This seat shall not be filled up by other candidates. The Head

of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions (U.O. No. Ac.AI/3/2761/06 dated 20.7.2006). The students who seek admission in this category should first apply online and submit the print out of the online application to HBC.

3. Reservation for Persons with Disabilities (PD):

3% of the seats are reserved for candidates with disabilities for all programmes. 1% (one percent of the seats in UG Programmes) of seats shall be reserved for each of the three sections of Persons with Disabilities category (Blind, Deaf and Orthopaedically Challenged) with provision for interchange of seats, if candidates are not available in a particular category in a year. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability.

'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under PD category should upload with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

The unfilled seats under the PD category shall be converted to grant reservation for Children with Special Needs (CWSN). The eligibility prescribed for the Physically Challenged Candidates will be applicable to the Children with special needs as well. The students who seek admission in this category should apply online.

Reservation of Seats for Malayalee students from Andaman & Nicobar Islands:

An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad

dated 23.11.2016). The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions. The students who seek admission in this category should first apply online and submit the print out of the online application to the colleges concerned.

4. Special Reservation:

The seats reserved under Sports Quota and Cultural Quota come under this category. The students who seek admission in this category should apply online.

Sports quota:

Two seats in each programme (Interchangeable) shall be reserved for candidates with outstanding records in sports & games. However, not more than 20% of seats reserved for the general quota seats, shall not be filled for sports quota when applying interchangeability for a particular programme. The applicant for admission to the reservation quota should have represented at least the Educational District Sports Zone.

Age Limit:

Upper age limit for applying through sports quota is 25 years. The applicant shall produce the relevant certificate to prove District representation. The following guidelines shall be followed in determining merit in sports for admission to the UG programmes. Marks shall be awarded to the First (Winner or the Winning Team), Second (Runner up or Runner up team), Third (third place) and participation as detailed in Table 4-1.

A) The minimum eligibility for admission of a candidate to Undergraduate programme (sports quota) will be winning a minimum of Third Position in the State –School Sub District Competitions (Inter School) in addition to his/her satisfying the academic eligibility.

B) For securing admission to UG programmes under Sports Quota, including readmission, the performance of the candidate at 11th and 12th standards alone will be considered.

Sl. No.	Tournaments	Points for respective position			
		First	Second	Third	Participation
1	Senior/Junior International Competitions	125	120	115	100
2	Senior/Junior International Competitions	95	90	85	80
3	School Nationals(including CISCE,CBSE,HSE,VHSE)	75	70	65	60
4	Zone and Cluster levels (including ISCE, CBSE, HSE, VHSE)	55	50	45	40
5	Inter collegiate/ Senior/Junior State Championship (Inter District)	35	30	25	20
6	State School Sub-District – Competitions (Inter School)	15	10	5	0

TABLE 4-1

Cultural Quota:

One seat for each degree programme (Interchangeable) shall be reserved for students who excel in the Youth festival recognized by the Director of Public Instruction (DPI). However, not more than 10% of seats reserved for the general quota seats, shall not be filled for cultural quota when applying interchangeability for a particular programme. The students who seek admission in this category should apply online.

The selection shall be made from among the applicants for the cultural quota on merit as detailed in Table 4-2.

Level	Points of Participation		
	A	B	C
Kerala School Kalolsavam	20	10	5
Revenue District level Youth Festival	10	5	-

TABLE 4-2

- A person can score points only in one category
- The highest score will be counted
- Where bracketed, scores in other categories will be counted
- The above candidates can also apply under the Centralized Allotment Process, if they wish to be considered for allotment through CAP.

Seats reserved for PD/Special reservations are filled from the rank list prepared by the University.

If vacancies arise due to discontinuation of candidates under Sports/Cultural/ PD quotas, the next eligible candidate in the Rank List shall be admitted. In case there is no next eligible candidate, the vacant seat shall be merged with the general merit quota.

5. Mandatory Reservation:

HBC (Aided Affiliated College): The seats for each programme will be distributed as per the existing pattern given in Table 5-1.

Sl. No	Seat Reservation	Seat Distribution in community colleges (in Percentage)	
		Forward Community	Backward Community
1	Open Quota	50	40
2	Scheduled Caste	15	15
3	Scheduled Tribe	05	05
4	Community Quota	10	20
5	Management Quota	20	20

Table 5-1

The seats under community quota shall be reserved for students of the community to which the college belongs and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice.

(For admission to Serial No. 1 to 3 students should apply through CAP)

Order from the Department of Higher Education, Govt. of Kerala:

The Principals should admit the eligible candidates under sports, cultural and PD quotas from the rank-list published by the University. In the case of PD candidates admitted under PD category, an equal number of seats shall be deducted from General Category in the case of aided/unaided colleges and in the case of Govt. Colleges necessary deductions shall be made as per G.O.(Ms) No.107/08/H.Edn dated 30.8.2008

Self-Financing Affiliated Colleges/Self Financing programmes in Aided Colleges:

In Unaided Colleges and Self Financing programmes conducted in Aided Colleges, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and filled as detailed in Table 5-2.

Distribution of 50% Seats ear marked under Merit category	Percentage of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

Table 5-2

(For admission to seats coming under merit category, students should apply through CAP.) The open quota seats in Aided/Unaided colleges will be filled purely on merit basis irrespective of the category/community to which the candidate belongs.)

11. CODE OF CONDUCT FOR INTERNET/NETWORK USE

- The HBC's network and related equipment, services and staffing resources are to be used to facilitate the exchange of information consistent with the academic, educational, business and research purposes of the College. Users of the HBC's networks, related equipment, services and related staffing are expected to conduct themselves in a manner that does not interfere with or harass individual or institutional activities.
- Ethical standards that apply to the use of computer resources are derived directly from the standards of common sense, decency and courtesy that applies to the use of any shared resource.
- The following standards apply to the use of the HBC's network, equipment, Internet connectivity, services, staff and related resources:
 - Offensive, rude, obscene or harassing material is strictly forbidden.
 - The aforementioned resources are not to be used for political or commercial purposes.
 - Inappropriately broadcasting messages to groups or individuals is not allowed.
 - Any communication which violates applicable laws and regulations is not allowed on the college's network or internet connections.
- Users and non-users must not encourage, collaborate or tolerate the violation of this Code by any other person. It is the policy of HBC that anyone with knowledge of violations or suspected violations must report this information to the Disciplinary Action Committee of HBC.

12. DUTIES & RESPONSIBILITIES OF HBC TEACHING STAFF

HBC's faculty members have to:

- Design and develop curricula for students taking up innovative approaches.
- Deliver a range of programs of teaching for students.
- Ensure teaching within the quality assurance framework of the college.
- Perform student admissions and assessments.
- Set, mark and assess examinations and works.
- Develop, implement and coordinate college research strategy.
- Supervise student projects and ensure field trips if necessary.
- Develop the ability of students to engage in critical discourses and rational thinking.
- Promote and develop team spirit and team coherence.
- Ensure teaching design and methods are in compliance with the educational standards and regulations of the department.
- Have to perform any other duties assigned by M G University, Govt. of Kerala and India

13. DUTIES & RESPONSIBILITIES OF HBC STUDENTS

HBC's students have to:

- Demonstrate academic integrity and honesty.
- Attend and participate in classes, labs, and seminars, prepared and on time.
- Complete the assigned work in a timely manner with attention to quality of work.
- Avoid making excuses for their behaviour.
- Communicate in a careful and respectful manner with professors, peers, and other members of the college community.

- Are engaged learners who dedicate sufficient time outside of class to college work.
- Act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- Utilize college resources and seek help when needed.
- Respect diverse ideas and opinions.
- Identify, develop, and implement a plan to achieve their educational goals.
- Shall not use cell phones inside the classroom
- Shall have to participate in all programs conducted by the college community or respective departments.

14. DUTIES & RESPONSIBILITIES OF HBC ADMINISTRATION

The HBC Administration shall:

- Develop innovative strategies and logistics in academic administration functions.
- Develop academic programs and activities for students.
- Respond to and resolve student academic issues, programs and concerns.
- Coordinate with teachers in developing academic curriculum for students.
- Responsibility for conduct of examinations.
- Monitor students' academic progress and performances.
- Supervise and improvise the learning management systems and processes.
- Develop and implement key academic performance metrics.
- Ensure stimulating classroom learning experiences for students.

- Keep abreast of advanced developments in academic issues, methodologies and technologies, and Regulatory & Statutory requirements as mandated by the University
- Maintain the highest standards in academic administration activities and functions.
- Ensure visibility and accessibility of the complaint handling process to all complainants.
- Ensure Objectivity in the complaint handling process
- Provide Prompt & Responsive Complaint Resolution to the students.
- Ensure confidentiality of Complainants' information unless required for addressing the complaint
- Ensure clear accountability for resolution and reporting of complaints
- Guidance and counselling of students.
- Maintenance of permanent records of students and staff.
- Overseeing in teaching programmes.
- Preparation of College reports, progress reports, etc.
- Supervision of library services.

15. DUTIES & RESPONSIBILITIES OF HBC MANAGEMENT

- General Administration of HBC
- Overall supervision of teaching programmes.
- Supervision of students' welfare, health and security services.
- Supervision and guidance of teaching staff including organization of in-service education of staff.
- Recruitment of staff and admission of students.
- Supervision of living conditions of students in the hostel.
- Review and revision of policies, rules, regulations & philosophy of the College.
- Performing public relations duties for the College.

- Procurement of College equipments, stationery & supplies
- Preparation of budgetary proposals.
- Overseeing College's committee work.
- Planning for the development of HBC.

16. CONSTITUTION, OBJECTIVES & POLICIES OF THE OLD STUDENTS' ASSOCIATION, HBC, MELUKAVU

It is hereby declared that Old Students' Association, Henry Baker College, Melukavu (hereinafter referred to as "Association" or "OSA-HBC") shall function under and according to the provisions of Travancore Cochin Literary Scientific and Charitable Societies Act, 1995.

I. NAME OF THE ASSOCIATION

The name of the Association shall be "Old Students' Association, Henry Baker College, Melukavu"

II. DEFINITION

Unless otherwise expressly stated or construed by context the following terms shall have the following meanings for the purpose of this bylaw and constitution of Association mentioned in all matters concerning the Association.

1. The Society or Organization of the Association shall mean "Old Students' Association, Henry Baker College, Melukavu"
2. "General Body" means the General Body of the members of "OSA-HBC"
3. "Executive Committee" means a Committee consists of one President, one Chairman, three Vice Presidents, one General Secretary, one Joint Secretary, one Treasurer and sixteen other members elected by the General Body.
4. "Byelaw" means the body of rules and regulations contained in the document.
5. "Constitution" means the Constitution of the "OSA-HBC"
6. "Institution" means the Henry Baker College, Melukavu
7. "Parent Organization" means "OSA-HBC"

III. OFFICE OF THE ASSOCIATION

The Office of the Association shall function in the campus of the Henry Baker College, Melukavu

IV. AREA OF OPERATION OF THE ASSOCIATION

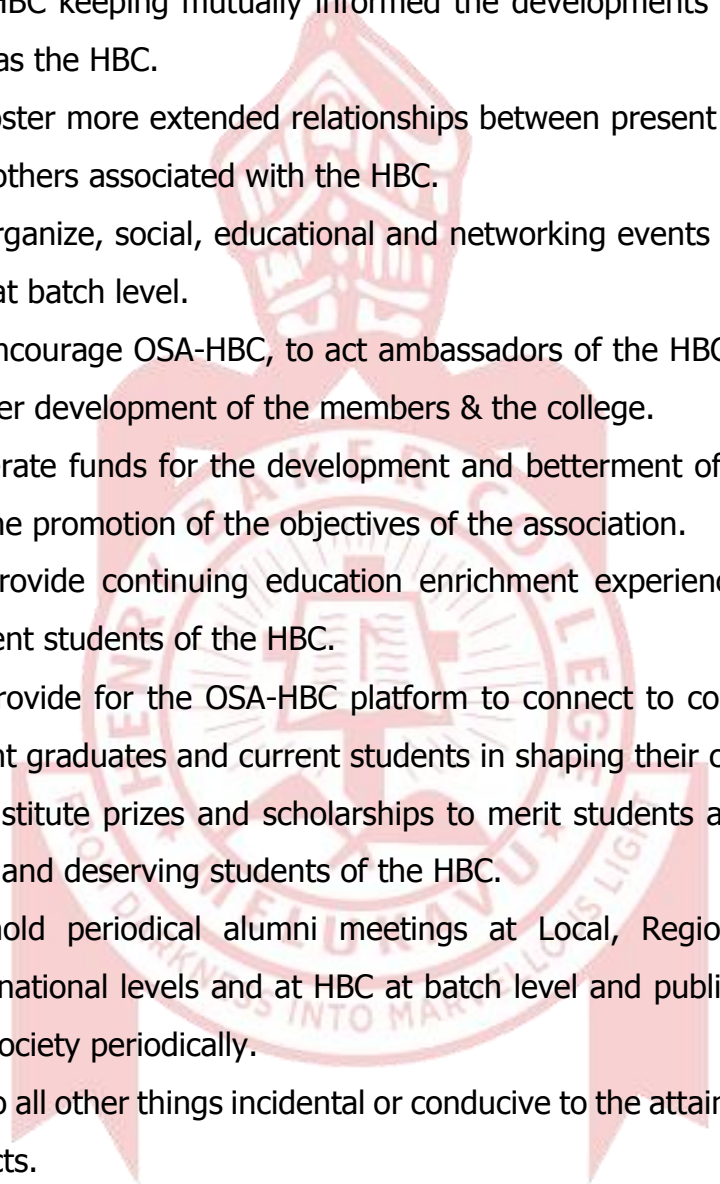
1. The area of operation of the Association shall be within the campus of Henry Baker College, Melukavu, Melukavumattom-686 652

2. The Alumni Chapters can be formed within and outside India subject to the approval and concurrence from the parent organization. All activities of Chapters should be conducted to uphold the dignity of the parent Chapter.

V. OBJECTIVES & POLICIES

The objectives and policies of the Association shall be:

- a) To maintain the contacts of the alumni with the alma-mater
- b) To foster the relationship between the past and present students of the institution.
- c) To keep the old students informed of the growth and development of the institution.
- d) To give an opportunity to the old students of the institution to take part in responsible tasks of building up and maintaining the traditions of the institution.
- e) To serve as a forum striving to get a proper blending of the theoretical and practical aspects of arts/science/commerce.
- f) To institute prizes, scholarships, book banks etc. for the students of the College.

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- g) To help the students passing out of the College in securing employment consistent with their qualifications.
 - h) To communicate on a regular basis with the members of the OSAHBC and the HBC keeping mutually informed the developments of the OSAHBC as well as the HBC.
 - i) To foster more extended relationships between present students and staff and others associated with the HBC.
 - j) To organize, social, educational and networking events locally at the HBC, and at batch level.
 - k) To encourage OSA-HBC, to act ambassadors of the HBC, and assist in the further development of the members & the college.
 - l) Generate funds for the development and betterment of the HBC and also for the promotion of the objectives of the association.
 - m) To provide continuing education enrichment experience for alumni and present students of the HBC.
 - n) To provide for the OSA-HBC platform to connect to college and to assist recent graduates and current students in shaping their career.
 - o) To institute prizes and scholarships to merit students and financial aid to poor and deserving students of the HBC.
 - p) To hold periodical alumni meetings at Local, Regional, National and International levels and at HBC at batch level and publish the activities of the society periodically.
 - q) To do all other things incidental or conducive to the attainment of the above objects.
 - r) To maintain books of Accounts/bills/vouchers/Receipts and get the Annual Audit done.
 - s)

VI. RULES AND REGULATIONS

1. MEMBERSHIP

All the past students of the College shall be eligible to become members of the Association.

2. There shall be five classes of members:

a) PATRONS

The Founder of the Institution, the Chairman and Members of the Governing Body and the Principal of the College shall be Patrons of the Association. The General Body may invite other outstanding personalities to be Patrons of the Association.

b) LIFE MEMBERS

All those former students of the College, who pay an entrance subscription not less than Rs.1000/-, shall be Life Members. Life Members need not pay any annual subscription.

The outgoing students of the Association may be eligible to become Life Member by paying Rs.750/- in one installment.

c) ORDINARY MEMBERS

All former students who pay an amount of Rs.250/- as entrance fee and Rs.250/- as Annual Subscription shall be ordinary members.

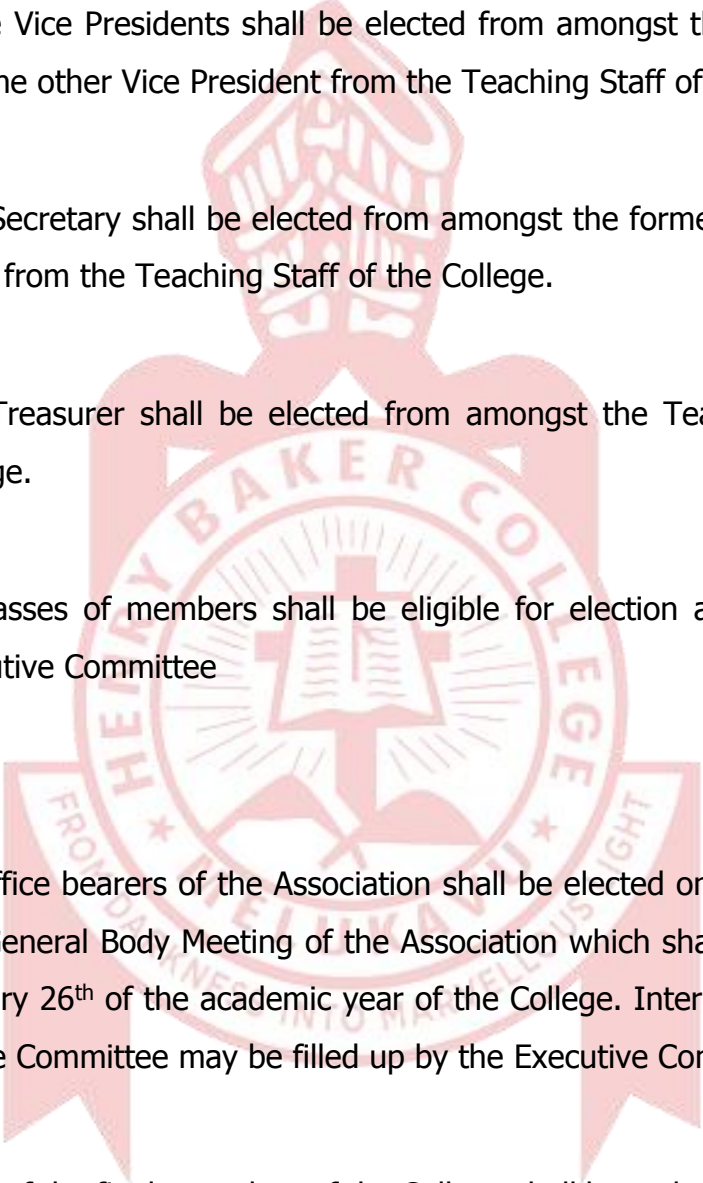
d) HONORARY MEMBERS

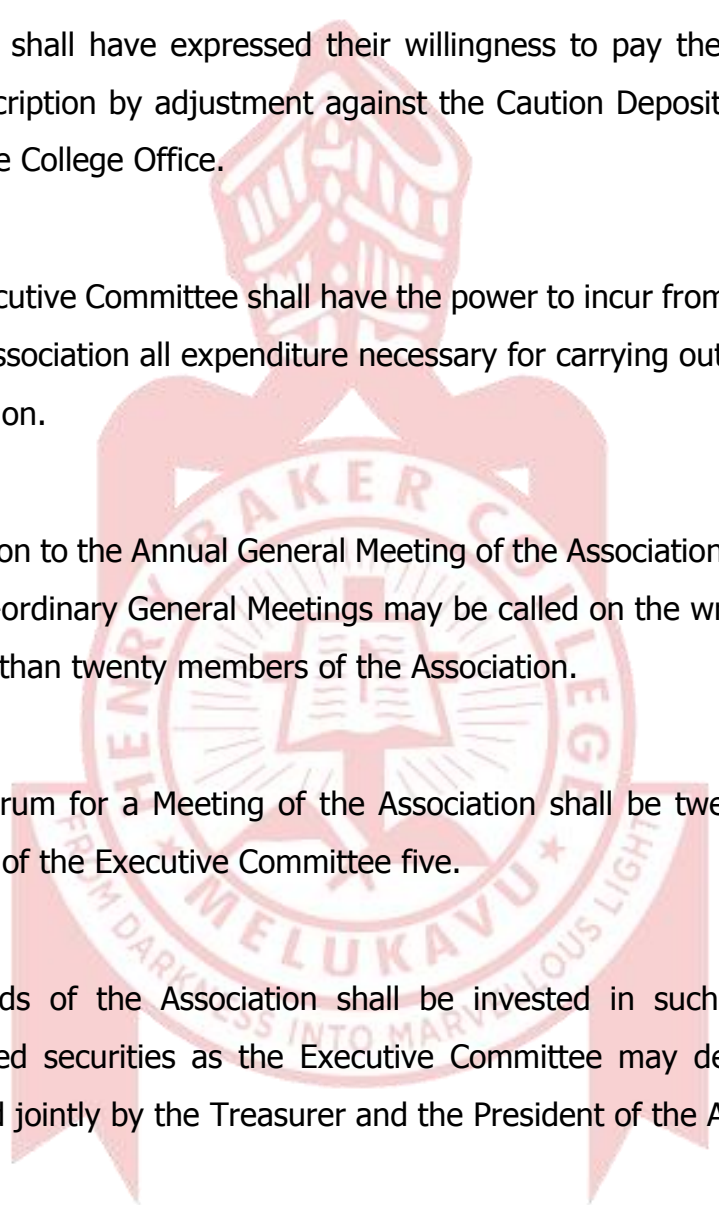
All members of the Teaching Staff of the College shall be Honorary Members of the Association.

e) ASSOCIATE MEMBERS

All former members of the teaching staff of the College shall be eligible to become Associate Life Members or Associate Members of the Association on payment of the fees prescribed for the corresponding class of members for former students.

3. Patrons, Honorary Members, and Associate Members shall enjoy all the privileges of the Association except that of voting in the Annual General Body Meeting.
4. During any year the Association shall consist of all the Patrons, Life Members, Ordinary Members, Honorary Members, Associate Life Members and Associate Members.
5. The affairs of the Association shall be managed by the Executive Committee consisting of one President, one Chairman, four Vice Presidents, two Secretaries, one Treasurer and sixteen other members. The Executive Committee shall have the power to constitute Sub Committees to further activities of the Association.

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6. a) The Principal shall be the Ex-Officio President of the Association.
 - b) The Chairman shall be elected from amongst the former students.
 - c) Three Vice Presidents shall be elected from amongst the former students and the other Vice President from the Teaching Staff of the College.
 - d) One Secretary shall be elected from amongst the former students and the other from the Teaching Staff of the College.
 - e) The Treasurer shall be elected from amongst the Teaching Staff of the College.
 - f) All classes of members shall be eligible for election as members of the Executive Committee
7. All the office bearers of the Association shall be elected once in a year of the Annual General Body Meeting of the Association which shall be held normally on January 26th of the academic year of the College. Interim vacancies in the Executive Committee may be filled up by the Executive Committee.
 8. Students of the final year class of the College shall have the right to participate and vote in the Annual General Body Meeting and stand as candidates for election to offices of the next year, provided they get themselves enrolled as members of the Association at least one week before the meeting by satisfying one of the following conditions:

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- a) They shall have paid the entrance fee and the annual subscription for the next year. or
- b) They shall have expressed their willingness to pay the entrance fee and subscription by adjustment against the Caution Deposit remitted by them to the College Office.
9. The Executive Committee shall have the power to incur from the general funds of the Association all expenditure necessary for carrying out the objects of the Association.
10. In addition to the Annual General Meeting of the Association prescribed in Rule 7, Extra-ordinary General Meetings may be called on the written requisition of not less than twenty members of the Association.
11. The quorum for a Meeting of the Association shall be twenty five and for a Meeting of the Executive Committee five.
12. The funds of the Association shall be invested in such Bank or in such authorized securities as the Executive Committee may decide and shall be operated jointly by the Treasurer and the President of the Association.
13. There shall be an Annual Audit of the accounts of the Association by an External Auditor (not being a Chartered Accountant) appointed by the Executive Committee. No member of the Executive Committee shall be appointed as an Auditor.

14. The Executive Committee shall have the power to frame bye-laws which are not inconsistent with these rules. All bye-laws by the Executive Committee shall be placed before the General Body for approval at the next Annual General Meeting.

15. The official year of the Association shall be April 1st of one year to the 31st March of the succeeding year, and the Annual subscription is payable in advance.

16. All the Annual General Meeting prescribed in Rule 7, the Secretary shall present a report on the working of the Association during the year and the Treasurer shall present the financial and audited reports of the previous year.

17. LEGAL PROVISION

1. The provisions of Travancore Cochin Literary Scientific and Charitable Societies Act 1995 are applicable in whole to the activities of the Association.
2. The Association will sue and be sued in its name acting under seal and such proceedings shall be conducted by the person authorized by the Executive Committee.
3. Courts in Kottayam alone have jurisdiction to entertain a suit against Association.

18. FORMATION OF ALUMNI CHAPTERS OUTSIDE INDIA.

Alumni Chapters outside India may be formed based on the aims, objectives and regulations of the HBC Alumni Association i.e. the parent body and such Chapters also shall initiate themselves to get necessary authentication by Indian Embassy / Consulate.

19. GUIDELINES TO THE CHAPTERS WORKING IN INDIA AND ABROAD

New Membership – Alumni Chapters in India and abroad should function only with the approval of the parent Association. 10% of the membership fee, whether it is for Life Membership / Ordinary Membership / Associate Membership, should be remitted to the parent Association annually.

**PUBLIC INFORMATION REGARDING
OLD STUDENTS' ASSOCIATION, HBC, MELUKAVU
FOR THE ACADEMIC YEAR 2019-2020**

Executive Committee Members	Name	Email ID	Mobile No.
President	Dr. Gireesh Kumar G S	gireeshkartha@gmail.com	9605470018
Vice-President	Prof. Justin Jose	justinjose.jose@gmail.com	9446786859

Secretary	Sri. George Mejo	daluksam@gmail.com	9495480550
Treasurer	Sri. Jomon K Joseph	jomonkochuveetil@gmail.com	9446131289
OSA-HBC-Member-1	Dr. Santo Jose	drsantojose@gmail.com	9446494672
OSA-HBC-Member-2	Prof. Jenipher Carlos Hosanna	hosannagardens@gmail.com	9495875531
OSA-HBC-Member-3	Sri. Thomas Kuruvila	kunjumelukavu@gmail.com	9495480254
OSA-HBC-Member-4	Mr. Ison George	issongeorge7@gmail.com	9447762409
OSA-HBC-Member-5	Ms. Anumol Sam	anumolhbc@gmail.com	9446257842
OSA-HBC-Member-6	Ms. Nimmy Rajan	nimmyrajkmfriends@gmail.com	8281347193
OSA-HBC-Member-7	Mr. Gijo Baby	gijo1777@gmail.com	9745044177

17. HBC STUDENTS' UNION: CONSTITUTION & POLICIES

Educational institutions established either by minority or majority communities have got the fundamental rights guaranteed under Article 19(1)(g), 29(1),(2) and 30 of Constitution of India, as the case may be, and have the right to maintain discipline and orderly administration. Political activism has been strictly banned by HBC Management in the campus and students are forbidden to organize or attend meetings other than the official ones within the campus. However, as per the orders of the M G University, Kottayam and Department of Higher Education, Government of Kerala, the college has a Student's Union (under Clause 7 of the Byelaws of the Mahatma Gandhi University Union).

OBJECTIVES OF HBC STUDENTS' UNION

- a. To train the students of the college in the duties, responsibilities and rights of citizenship.
- b. To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students
- c. To encourage sports, arts and other cultural, educational and recreational activities that are incidental and conducive to the objectives and
- d. To work for the general welfare of the student community. The term of the union is generally one year from the date from which the union assumes office or till the date of elections to the union in the subsequent year.

CODE OF CONDUCT FOR HBC STUDENTS' UNION

- a. All students in the college shall cooperate with the College Authorities to ensure maintenance of discipline in the College and should have civilized behaviour.
- b. All strikes, demonstrations, agitations, dharnas, hartals and the like are banned in the College campus. Students who violate the above rule are liable to be dismissed from the College summarily.
- c. Students are prohibited from taking part in any meeting in the College campus unless such meetings are convened and organized by the College Authorities.
- d. Political activities are completely banned in the College campus. Students indulging in and involving themselves in any kind of political activity in the College campus are liable to be summarily dismissed from the College.
- e. No. student shall bring into the College campus any banner, flag, board, notice, pamphlet or other such material for purposes of any political activity.
- f. No. student shall indulge in any activity, which may cause disruption to classes or disturbance in the college campus. If any student violates the above regulation, he is liable to be dismissed from the College summarily.

- g. No student shall disfigure the walls, doors, windows, furniture etc. with graffiti, bills, engravings etc. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour.

CONSTITUTION OF HBC STUDENTS' UNION

Executive Committee: The HBC Students' Union shall have an Executive Committee consisting of:

1. The Chairman.
2. The Vice-Chairman.
3. The General Secretary.
4. The Councillor(s) to the University Union.
5. The Editor of the College Magazine.
6. The Arts Club Secretary.
7. The Secretary for Sports.
8. One member representing the students of each year of the Degree and Postgraduate Courses, elected by the students of the respective years from among themselves.
9. Two members elected by the Lady students of the College from among themselves, as far as mixed colleges are concerned.
10. One member representing the students belonging to the Scheduled Castes or Scheduled Tribes to be nominated by the Executive Committee in case none of the elected members of the committee belong to S.C./S.T.
11. The Honorary Treasurer and Staff Adviser (Ex-Officio)

The Chairman: The Chairman shall be elected by and from among the students of the College. The Chairman shall preside over all meetings and other functions of the Union and regulate and control the meetings. In the absence of the Chairman, the Vice-Chairman shall preside at the meeting. If both the Chairman and Vice-Chairman are

absent, the members present shall elect one from among themselves as the Chairman for the meeting.

The Vice-Chairman: The Vice-Chairman shall be elected by and from among the students of the College. In mixed Colleges the Vice-Chairman shall be a lady student. The Vice-Chairman shall perform the duties of the Chairman in his absence or as per the request of the Chairman.

General Secretary: The General Secretary shall be elected directly by and from among the students of the College. He shall issue notices for meetings and functions of the Union and keep the minutes and he shall generally be in charge of the conduct of all Union activities. The General Secretary shall take steps to carry out the decisions of the Executive Committee and shall be the custodian of all records relating to the Union.

The University Union Councillor(s): The Councillor(s) to the University Union shall be elected directly by and from among the students of the College. The number of Councillors from each college will be restricted to one where the strength of the students is less than 500 and to two where it is 500 or more. The Councillor(s) elected by the students will represent the students of the College in the University Union.

The Editor: The Editor of the College Magazine shall be elected directly by and from among the students of the College. No student of the final year class of a particular course shall be eligible for election as the Editor of the College Magazine. The Editor shall be responsible for the publication of the College Magazine. There shall be an Editorial Board to help the Editor in the discharge of his duties. The Editorial Board shall consist of:

1. The Principal.
2. The Editor (Convener)
3. The Chairman of the College Union.
4. The General Secretary of the College Union.
5. Three student members to be nominated by the Executive Committee, and

6. Two Staff members to be nominated by the Principal.

The Arts Club Secretary: The Arts Club Secretary shall be elected directly by and from among the students of the College. It shall be his duty to organize activities for promoting the artistic talents of the students of the College.

The Secretary for Sports: The Secretary for Sports shall be nominated by the Executive Committee from among the Students of the College. He shall organize activities in the field of sports and games, with the help and co-operation of the General Athletic Committee constituted by the Principal.

Secretaries of Associations: Each Association shall have a secretary elected by the members of the Association from among themselves who shall organize its activities. In a Degree College each subject may have a Subject Association where membership shall be restricted to students studying that subject as the Main subject at the Degree or Postgraduate level. The Head of the Department concerned shall be the **President of the Association.**



PUBLIC INFORMATION REGARDING

HBC STUDENTS' UNION FOR THE ACADEMIC YEAR 2019-2020

Executive Committee Members	Name & Class	Email ID	Mobile No.
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Chairman/Chairperson	Arjun Sethuram (III BA English)	arjunsethuram1@gmail.com	8592032834 9847896429
Vice-Chairperson	Sona Sojan (III BA History)	sonasojan7176@gmail.com	7306809020
General Secretary	Jeswin Joy (II B.Sc Physics)	joyjeswin35@gmail.com	9544001056
University Councillor – 1	Union Muhammed Aby K P (III BA History)	muhammedabyabin@gmail.com	9074289542
University Councillor – 2	Union Arshad P A (I B.Com. Computer Application)	arshidarif145@gmail.com	9605119147
Magazine Editor	Anand Joshy, (II B.Voc.)	joshypanasseril@gmail.com	8921497896 7356652635
Arts Club Secretary	Anukrishnan B (II B.Com. Computer Application)	akbkrishna220616@gmail.com	8075658433
Secretary for Sports	Rahul K C (III BA English)	rahulkc2558@gmail.com	9061621208
I Year (UG) Students' Rep.	NIL	NIL	NIL

II Year (UG) Students' Rep.	NIL	NIL	NIL
III Year (UG) Students' Rep.	Abdul Basith P B, (III B.Sc. Physics)	abdulbasith@gmail.com	NIL
I Year (PG) Students' Rep.	Honey Thomas (I M.Com)	thomashoney772@gmail.com	7034019337
II Year (PG) Students' Rep.	Abhijith Aji (II M.Com)	abhijithaji610@gmail.com	9061621208
Lady Rep. 1	Ritcy Kuriachan (II B.Com. Co- operation)	ritcyk@gmail.com	8078028643
Lady Rep. 2	Nithyamol Mathews (II B.Sc. Physics)	nithyamolmathew1@gmail.com	9562566628
SC/ST Nominee	Ritcy Kuriachan (II B.Com. Co- operation)	ritcyk@gmail.com	8078028643
Treasurer (Ex-officio)	Sri. Jomon K Joseph	jomonkochuveetil@gmail.com	9446131289
Staff Advisor (Ex-officio)	Dr. Santo Jose	drsantojose@gmail.com	9446494672

18. HUMAN RESOURCE POLICY OF HBC

(Not applicable to students)

INSTITUTIONAL BOTTOM LINES OF HBC

Vision

To be a centre of higher education imparting qualitatively high, socially relevant and holistic education to all without discriminating against anyone on the ground of caste, religion or gender.

Mission

To liberate young men and women from the darkness of ignorance to the dawn of knowledge and wisdom through value based education.

Motto

“From Darkness into Marvellous Light”

Quality Policy

We aspire to continuously improve our performance through systematic monitoring and upgradation of all aspects of the Teaching-Learning process through HBC’s policy formulation, Strategic plan for every three years, IT support, Technology applications, Content development, Documentation, Organizational culture, Leadership, effective use of human resources and through the promotion of technology enhanced learning like, NPTEL, SWAYAM, edX, Coursera, etc.

CORE VALUES AND GUIDING PRINCIPLES

Excellence

Strive for excellence in all our academic pursuits and committed to innovation in teaching, research and extension. Our focus is on continuous self-development to embrace excellence in all our endeavours.

Ethics

Committed to the supreme standards of honesty, fairness, respect and scholarly ethics and value the dignity of all sections of people. We expect all of our conduct to be based on mutual respect, civility and integrity.

Diversity

We clinch all aspects of diversity and value its need to ensure a vibrant learning environment. Also committed to provide a college community that is supportive, safe, and welcoming by ensuring intercultural and international diversity in all respects.

Inclusiveness

Inclusive education can be seen to be underpinned by the values of equality, participation, developing and sustaining communities and respect for diversity. We include all sections – SC, STs, OBCs, OECs, Minorities, transgender, disabled, etc. without any reservations.

Growth

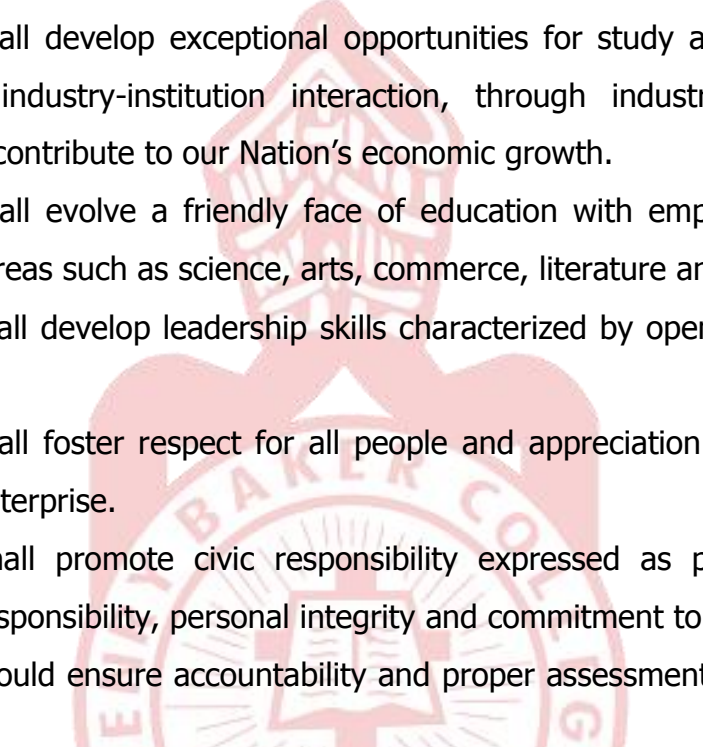
We at HBC, aim at growth with change. Overall growth and development of the institution, horizontally and vertically, in a sustained manner is our avowed objective. We initiate actions to ensure holistic growth of the entire academic fraternity.

Social Concern

We are a part and parcel of society and hence have a legitimate responsibility to respond to societal needs and aspirations. Our teachers and students should be proactive to society as education without social thinking is a futile exercise.

GUIDING PRINCIPLES FOR TEACHERS

- It is the responsibility and ultimate objective of teachers to ensure excellence in teaching, research and service to meet the needs of all our stakeholders such as students, employers, staff, community, and the citizens of India.

- 
- Teachers shall equip students with sound knowledge and skill.
 - Teachers shall offer educational programs with a plethora of innovative concepts, for creating a host of talented students.
 - Teachers should encourage an open student-oriented culture with an understanding of students, their needs, goals and aspirations.
 - Teachers shall develop exceptional opportunities for study and research and a system of industry-institution interaction, through industry-liaison cells for students to contribute to our Nation's economic growth.
 - Teachers shall evolve a friendly face of education with emphasis laid on their respective areas such as science, arts, commerce, literature and research.
 - Teachers shall develop leadership skills characterized by openness, fairness and firmness.
 - Teachers shall foster respect for all people and appreciation of diversity in our academic enterprise.
 - Teachers shall promote civic responsibility expressed as public involvement, individual responsibility, personal integrity and commitment to service.
 - Teachers should ensure accountability and proper assessment at all levels in the institute.

INSTITUTIONAL AND ACADEMIC OBJECTIVES:

Institutional Objective

- Towards realizing our vision of holistic education, the college visualizes a pattern of education founded on Christian values and secular principles and has formulated the following objectives:
- To motivate young men and women of all caste and religion to avail of the best higher education opportunity leading to research, social welfare and nation building.

- To provide an additional opportunity to the Christian Minority students and marginalized communities to find a space for education and to infuse in them an urge for knowledge and social commitment.
- To cultivate a sense of discipline, human values and moral uprightness in our younger generation.
- To make the young ones conscious of socio-economic realities and respond meaningfully and effectively to effect a lasting impact on our social fabric.
- To enable students to play an integral part in nation building by protecting our nature and promoting sustainable development.
- To provide students an opportunity to learn in a multicultural context respecting all cultures.

Academic Objectives

- To become a high quality premiere institution among Arts & Science colleges.
- To pursue knowledge for the sake of own, staff members and students' development.
- Ignite in both staff members and students a lifelong love of learning
- Celebrate and learn from our diversity
- To develop the students to make outstanding contributions in the institution and the university.
- To outstanding performance in academic excellence in institution and university.
- To make the students confident and competent to be successful in their career
- To expose students to lifelong learning skills
- To make students communicate coherently, rationally and convincingly
- To be accredited by NAAC and achieve a good status among peer institutions
- To provide conducive learning environment in an intellectual atmosphere to all stakeholders
- To ensure student participation in co-curricular and extracurricular activities

- To achieve better employability and placement potential among eligible students
- To provide quality professional education
- To formulate and design programmes to provide quality education
- To develop social, ethical and environmental consciousness among community
- To take up R & D and consultancy in association with other colleges, UGC, MHRD and the industries.

HUMAN RESOURCE POLICY

Introduction

The Governing Body of HBC formulates policy statements periodically and communicates the same to the staff members through the Head of the Institution. The Human Resource Policy is for internal use and the information is authenticated at the time of its publication and till a revised Human Resource Policy is circulated.

The Terminology:

The term 'Human Resource Policy' wherever mentioned hereunder means and includes Human Resource Policy of Henry Baker College, Melukavu (hereinafter HBC). The term 'Institution/College/Organization' wherever mentioned hereunder means and includes HBC. The term 'staff member', wherever mentioned in the Human Resource Policy means and includes teaching, non-teaching, technical (computer lab & laboratory), administration and ministerial staff (Governing Body under the Chairmanship of Bishop, East Kerala Diocese).

The Human Resource Policy (HRP)

For sustainable and viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating a conducive working environment, where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. The institution encourages its employees to think, express and share their views in facilitating decision and operations through collective contribution which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

HRP focuses on:

- Capacity building of staff through Orientations, Refreshers, FDPs, Workshops, Seminars, Industry Interactions and Professional Associations
- Opportunity for career development
- Sharing personal and professional problems
- Team Building and Team Spirit in organization of institutional R & D programmes
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion
- Commitment to support the overall development of its human resources

Privacy

The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation (for staff on contract), R & D consultancy, course material, lab, Human Resource Policy, training and workshop materials developed, personnel data and any other financial compensation matters of staff on contract. Employees who disclose secrets or confidential information will be subject to disciplinary action which may lead even to dismissal and prosecution.

The Management, Governing Body and Manager:

Envisioned by the missionary legacy, HBC was established in 1981 with a view to excel education in arts, science and commerce in commemoration of the missionary **Henry Baker Jr.** It is a Christian minority institution managed by the CSI East Kerala Diocese, as a registered society – “HBC Educational Society.” The college is named after Rev. Henry Baker Jr., the CMS missionary, known popularly as “the Apostle of Hills”. The college has been included u/s 2(f) and 12(B) of the UGC Act, 1956 and is affiliated to Mahatma Gandhi University, Kottayam. Since its inception in 1981, the college has been catering to the higher education needs of a vast majority of Tribals, Dalits and Other Backward sections of the society in this hilly region of Melukavu, a village in the eastern hill station in Kerala. The college offers postgraduate courses (in Commerce and History) and undergraduate courses (in Commerce, Physics, English and History). The college also offers self finance courses in B.Com of M G University and B.Voc course of UGC. Being in a Tribal area, the college is managed by Tribal Community and has a policy of Tribal Inclusion. Hence, the enrolment of SC/ST & OBC students is consistently above 70% and more than 90% of students get educational scholarships from various government agencies.

Managing Council

The Henry Baker College Managing Council consists of thirteen members. The Council meets a minimum of four times a year and takes all important decisions concerning the governance of the college. The present Managing Council members are:

Most Rt. Rev. V. S. Francis – Bishop of East Kerala Diocese; Manager of Henry Baker College, Melukavu (Chairman)

Rev. P C Mathewkutty – Treasurer, CSI East Kerala Diocese

Rev. Biju Joseph – Clergy Secretary, College Bursar, CSI East Kerala Diocese

Dr. Josemon George – Lay Secretary, CSI East Kerala Diocese

Adv. Mathew Joseph – Registrar, CSI East Kerala Diocese

Rev. T J Benoy – Member, CSI East Kerala Diocese

Sri A V Samuel – Member, CSI East Kerala Diocese

Dr. Gireesh Kumar G S – Principal, Henry Baker College, Melukavu

THE GOVERNING BODY – POWERS AND FUNCTIONS

- The Governing body of HBC is constituted as per M G University, Kottayam and UGC guidelines. Its powers and functions are as follows:
- Create and fill various positions as per the requirements of the head of the institution, following the prescribed qualification, experience and pay scales of the affiliating university.
- Approval of budget proposals for infrastructure and academic development.
- Approval of action plans of the institution regarding introduction of new courses and increase of intake in existing courses.
- Originate, prepare, provide and revise the functioning of various committees in administering the institution.
- Approve short and long term plans of the institution in improving the quality of Teaching Learning Process (TLP).
- Ratification of appointments made by the institution through selection boards appointed from time to time.
- Review, monitor and take necessary actions in execution of plans and schemes.
- Provide, help and issue necessary guidelines to the head of the Institute for administration.

Manager of HBC

Most Rt. Rev. V.S. Francis, the fourth Bishop of the East Kerala Diocese of the Church of South India (CSI), is the Ex-Officio Manager of HBC, Melukavu. Rev. Francis held many of the important responsibilities of the Diocese at the leadership level. He was the General Secretary of the Diocesan Sunday School, Bishop's Chaplain and Secretary, District Chairman, Synod Executive Committee member, Synod Finance Board member, and the Director of the Diocesan Mission board. His active leadership to the Mission Board as the Director with a vision helped the diocese to have the greatest number of inland mission fields. Currently, he is the Ex-Officio Manager of HBC.

The Manager – Powers and Functions

- The Manager always has a close working relationship with the members of Governing Council of HBC
- The Manager of HBC is generally responsible for the administration of college programs and activities and the organization as a whole.
- In conjunction with the Governing Council, the Manager has to make policy recommendations on all matters that affect the college, including additions or changes in personnel and personnel policies.
- The Manager of HBC is the authorized person with regard to campus buildings and facilities, including taking responsibility for directing the development and use of campus buildings and site utilization.
- The Governing Council gives the Manager broadly based guidelines for running the college, but the Manager has the authority to make most decisions according to his discretion.
- The Manager is also responsible for working with the Governing Council to produce and file any necessary regulatory or compliance reports, as required by local, state and national authorities.
- The Manager offers expertise in higher education within the community by making recommendations for the establishment of citizens of the society.

- The Manager of the HBC is the appointing authority of HBC's staff in filling vacancies if any caused by death, resignation, retirement, etc. in compliance with the rules, regulations and guidelines issued by Department of Higher Education, Govt. of Kerala.
- An employee of HBC may be placed under suspension/dismissal by the manager pending enquiry into framed charges of misconduct by giving the employee a fair chance to represent his/her case. The manager of HBC is empowered to suspend/dismiss any employee if it is in the interest of the college and report his/her action to the DCE, and the University as the case may be.

RESOURCE MOBILIZATION POLICY

HBC's Resource Mobilization Policy serves to identify the sources of financial resources available for various programs, for the efficient utilization and management of funds, and to widen our resource base for the attainment of our long term and short term goals adhering to our strategic plan. This document identifies procedures for the efficient collection and utilization of funds.

- The College Staff Council shall monitor the optimal utilization of the funds for the smooth functioning of the Institution.
- The Diocesan Treasurer who is also the College Treasurer ex officio, in consultation with the Diocesan Executive Council shall be responsible for the management of funds contributed by HBC Management thereby ensuring transparency in the process.
- The income and expenditure of the college shall be in accordance with the Annual Budget prepared and approved by Staff Council.

- The Internal and External auditors shall be appointed by the manager of the college in consultation with the Diocesan Executive Council who does the verification of Receipts and Payment accounts.
- The management of all funds would be as per the recommendations of College Staff Council, Campus Planning and Building Committee (CPBC) and UGC Committee Coordinator (if applicable)
- Funds are provided to meet the infrastructure development of the institution while starting new programmes or centres
- The college management shall provide financial support to seminars/workshops/expert talks/Association activities/Faculty Development programmes, infrastructural development, construction and improvement of building, purchase of equipment, computers, furniture, office automation and library infrastructure, ICT enabled classrooms, etc.
- Adequate funds have been provided for Sports and Cultural activities of our students
- The college shall provide Scholarships and other complimentary to deserving students
- Provident fund (PF) and Employee State Insurance (ESI) benefits shall be provided to HBC staff appointed by the Management

Financial Resources of our institution shall be:

- UGC Plan Development Grants for buildings, sophisticated instruments, purchase of books and journals, and for UG and PG education and research.
- **PTA funds:** Utilized for buying stationery, and training students for cultural activities and sports. A share is given to all departments for conducting various curricular, co-curricular and extracurricular activities of the college, expenses in connection with excellence day celebrations, Students' medical aid, Free meals, Students' Uniform and for cultural events.

- Fees from the Self-financing course shall be used for the direct and overhead cost of the course.
- Endowments and Scholarships to students
- Grants from individuals, philanthropist
- Tuition fee and Hostel Fee collected from students
- College Development Fund (Development Grants from Management)
- Alumni Contributions
- Govt. Grants for NSS/WWS/ASAP, etc.
- University funding for College Union, College Magazine and for conducting exams
- KSCSTE fund given to colleges to carry out science and technology projects
- Financial assistance from MPs/MLAs
- Contribution from teachers used for common special needs of staff and students
- Fine collected from staff and students

Optimum utilization of space and resources to generate funds

- Renting out the College buildings, Students' halls, etc. for conducting various competitive exams like PSC Exams, Bank Exams, community functions and sports activities like cricket/football matches, etc.
- College Auditorium rented for community functions on weekends and holidays.
- College ground rented out to private agencies after college hours

Funds generated through college activities:

- Proceeds from organic farming
- Proceeds from sale of LED bulbs
- Charity auction
- Tuition fee and Management grant is used for the infrastructure and academic activities. Government funds are optimally used for the purpose for which it has

been sanctioned. Income generated from hostel fee is used for the intended purpose. Transparency and accountability are ensured by conducting an annual audit of the financial transactions recorded in books of accounts and documents. Financial support provided by the government agencies are audited by the respective Government Departments.

Financial Audit of all Funds: HBC's five levels of audit of accounts are:

Audit by External Chartered Accountant: The accounts are audited by a privately practicing Chartered Account after the closure of every financial year. The audit report issued by the auditor with utilization certificate and all the accounts which have been ratified are submitted before the Staff Council of the college and Diocesan Executive Council.

Audit by Directorate of Collegiate Education: The Directorate of Collegiate Education, Trivandrum through the Audit Team of Deputy Directorate of Collegiate Education, Kottayam conducts periodical audit of books and accounts of the Institution every year. After hearing the clarifications and corrections, the final accounts are settled.

Audit by Accountant General, Kerala: The Accountants General, Kerala also conducts their periodic audit of the Institution. Their suggestions and directions are also incorporated for the utilization of the funds.

Audit of HBC Co-operative Society by DCA: The Auditor of Directorate of Co-operative Audit (DCA), comes under Assistant Registrar (Co-operation), Pala conducts Audit of "The Melukavu HBC Co-operative Society Ltd. No. K 916" after the closure of every financial year. The latest audited financial statements are that of the period 2019-2020.

Internal Audit: Internal Auditor has the responsibility to examine the effectiveness of all levels of management in their stewardship of College resources in compliance with established plans, policies, and procedures, and sound management approaches. The Internal Auditor is appointed by the manager of the college in consultation with the

Diocesan Executive Council. With commitment to integrity and accountability, internal auditing provides value to the Head of the Institution, College Staff Council, and Governing Body of the college and the Diocesan Executive Council as an objective source of independent advice.

Audit of Grants and funds sanctioned by the HBC Management

All the amounts received (and utilized) from the management are audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the Principal of the college.

The annual internal audit of HBC accounts is done by the Auditor appointed by the Manager, East Kerala Diocese, in consultation with Diocesan Executive Council.

Audit Review Meeting and Settling Audit Objections

At the closure of every audit listed above, there would be an Audit Review Meeting to discuss the operational aspects of audit elements. Audit Review Meeting is an interaction between the HBC Staff and the Audit Team discussing the audit elements and the pros and cons of the accounts audited and the changes to be incorporated in the subsequent periods. After this meeting steps will be taken for settling audit objections if any.

HUMAN RESOURCE MANAGEMENT

Working Days and Working Hours

The working hours teachers are from 9.30 am to 4.30 pm from Monday to Friday. The staff of HBC (teaching & non-teaching) has to affix their signatures in the attendance register kept in the HBC Office on or before 9.30 in the morning and on or after 4.30 in the evening. The classes will begin at 10 am and wind up at 4 pm with a lunch break of 1 hour duration from 1 pm to 2 pm. This lunch break is applicable to all the students and staff of HBC. The working hours of HBC office is 6 days a week from Monday to Saturday from 10 pm to 5 pm and the working hours of the office staff may vary marginally

depending on exigencies. For some positions in the HBC Office, the job demands extra time, and the employees must be loyal enough to discharge their duties and responsibilities. The working hours of teachers who are in charge of IQAC, NSS, WWS, Co-operative Society, etc. may also vary because of exigencies.

Public holidays:

The institution will remain closed on second Saturdays, Sundays and Public holidays adopted by HBC's affiliating University which is normally as per the list of holidays declared by Govt. of Kerala.

Job Responsibility:

The responsibilities of various faculty positions are designed in line with HBC and UGC guidelines and in line with the Vision, Mission, Motto and Quality Policy of the institution.

Academic:

- Classroom teaching with modern aids
- Lab instruction and demonstration
- Development of laboratory, curriculum and resource material by using modern techniques
- Student evaluation and assessment
- Participation in curricular and co-curricular activities
- Student guidance, counseling, personality and overall Character development.
- Prepare, provide, generate and disseminate knowledge in the interest of students
- Career development through Qualified Institutional Placement (QIP), Professional Association, knowledge and skills

R & D and Consultancy:

- R & D Activities through projects and research guidance
- Potential Search for opportunities to provide consultancy services
- Promotion of institute-industry interaction

Administration:

- Planning, designing and development of new programmes and promotional activities
- Mobilising resources for the institution
- Administration both at departmental and institutional levels
- Development, administration and management of institutional facilities
- Monitoring and evaluation of academic and research activities
- Participation in policy planning for development of higher education
- Design, develop, update and maintain MIS implementation
- Maintain accountability
- Conduct performance appraisal

Extension:

- Guiding the students in overall character development
- Extension services by interacting with Society/Community through NSS and WWS
- Providing technical support in areas of social relevance
- Providing non-formal education for the benefit of the community
- Promotion of entrepreneurship and job creation
- Dissemination of knowledge

Salary and Disbursement

Salary and allowances of a permanent faculty would be as per the guidelines of UGC; Department of Higher Education, and Govt. of Kerala and as per the provisions of Kerala Service Rules. However, the salary of a guest faculty or a teacher working on contract basis in the Department of Tourism Studies would be as per the guidelines of UGC and the affiliating university. Salary of guest teachers working in self finance/unaided section would be as decided by college management and the affiliating university. Salary of all other guest teachers working in aided section would be as per the directions of DCE, Govt. of Kerala. Salary and allowances of office staff will be as provided by Govt. of Kerala and as per the provisions of Kerala Service Rules.

Teaching and Learning Process

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester/year. The following are some of the contents of learning modules irrespective of the subjects.

- Course files
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Midterm Tests and Distribution of scripts
- Delivery sheets and Tutorial Sheets
- PPTs and OHPs
- Lesson and Course Material
- Web Downloads
- Case studies
- Self Learning Materials
- E-Learning Material through Digital Library
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialization
- State of the art technology through journals, articles and magazines

FEEDBACK EVALUATION:

The institute encourages both open and close participation and involvement of all the employees, students and parents, academicians, industrialists, professional experts, alumni, employers of alumni and stakeholders in finding innovative ideas in the process of achieving its purpose, vision, mission, objectives, goals and quality policy. Any employee or student can voluntarily give his/her suggestions orally or in writing in a closed envelope without mentioning his identity and put the same in the suggestion box available in the administrative office. However, the institution has a provision to collect suggestions and feedback twice in a semester from students and once in a year from all the staff members. All these suggestions and feedback will be examined to consolidate and submit a report to the head of the institution which in turn will be submitted to the Chairman for implementing some of the constructive feedback and suggestions in the interest

of institutional development. The student feedback will be collected by IQAC or HBC and staff member feedback will be collected by HODs concerned.

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a structured format.

The computer online evaluation pertains to:

- Teaching process dimensions viz. punctuality and regularity of the teachers, teacher's control and conduct of the class, understandability of lectures, discussion of class tests, tutorials & assignments and syllabus coverage.
- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College environment, Cleanliness/sanitation, Library facilities, Canteen, Water supply, Games/Sports, Transport, HOD's attitude towards problem resolution, Principal's response to grievance, Support of management in general.
- Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, issuing professional excellence certificates and honour publicly.

SERVICE CONDITIONS:

The service conditions of staff would be as per the Govt. of Kerala Rules and Guidelines. The service conditions of teachers in the Department of Tourism Studies would be as per the UGC Guidelines and those teachers working in Self Finance section will be as per the terms of agreement entered into between the teacher and the management.

Cadres of Staff

The staff comprises the following categories:

A. Teaching Staff

No.	Designation
1	Principal
2	HODs
3	Associate Professors
4	Assistant Professors

B. Supporting Staff (Technical – Computer Lab & Laboratory)

No.	Designation
1	Computer Assistant
2	Laboratory Assistants

C. Supporting Staff (Non-Technical)

No.	Designation
1	Librarian
2	Head Accountant
3	Clarks
4	Library Assistants
5	Office Attendants

Qualifications and Experience

The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the UGC, Mahatma Gandhi University, Kottayam, and Department of Higher Education, Govt. of Kerala.

Pay, Allowances, Increments

Scales of pay, allowances and other financial benefits for various categories of staff shall be the scales suggested by HBC Management / UGC / M G University, Kottayam / State Government.

Annual increments shall be as per the norms of Govt. of Kerala Guidelines.

Suspension and Dismissal from Service

The management shall have the ultimate authority to suspend a staff for a certain period on disciplinary grounds on sufficient and valid reasons. It shall be done only after giving the aggrieved party an opportunity of being heard. If there is concrete evidence and cemented proof based on an enquiry against the misconduct of a staff, then the staff shall be dismissed from service only after giving the staff concerned an opportunity of being heard.

RECRUITMENT AND SELECTION

- The recruitment and selection of faculty members is need-based and as per the orders of UGC/M G University, Kottayam/Kerala Government in this regard relating to filling of posts created through retirement, death, resignation, etc.
- The rules prescribed for selection of employees from time to time by UGC/University/Government of Kerala shall be followed
- Staff selection committee shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by the Governing Body.
- The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis.
- Vacancies of various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

- Appointment of Assistant professors shall be as per the Rules and Regulations of M G University, Kottayam, Govt. of Kerala and the UGC.
- If there is no qualified candidate in the college for the post of Principal through promotion, then the vacancy shall be filled up by direct recruitment through open advertisement, as directed by the Governing Body by fulfilling the norms prescribed by Department of Higher Education and DCE, Govt. of Kerala.

Appointing Authority

All the appointments are made by the Management (East Kerala Diocese) by adhering to the Rules and Regulations of Department of Higher Education and DCE, Govt. Kerala.

Probation

- All appointments in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- The services of any candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

RESIGNATION, RELIEF, TERMINATION:

Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

No.	Category	Notice Period
1	Principal	At least 45 days' prior notice
2	Teaching Staff	At least 30 days' prior notice
3	Non-teaching Staff	At least 15 days' prior notice

In case applications are submitted through the institution seeking outside employment/ pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the college.

The institution reserves the right to terminate/dismiss the services of an employee, with proper notice and assigning reason(s) in writing in such cases as misconduct, etc.

Motivational Incentives:

Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks, number of top ranks at the university level secured by HBC students in their respective subjects. These awards are in the form of awards, appreciation letters, etc.

FACULTY AND STAFF DEVELOPMENT PROGRAMME AND SERVICE INITIATIVES:

As institutional development is a byproduct of developed faculty and student groups, the institution extends its efforts in this direction and offers incentives to faculty, some of which are listed below:

No.	Nature of Conference	Category	Amount Rs.	No. of days of OD
1	Publication of papers in National Level Conference	Faculty	Rs. 1,000/- 100% Registration Fee and OD	Maximum of two times in a year for two days
2	Publication of Papers in International Conference	Faculty	Rs. 1,000/- 100% Registration Fee, 50% TA, Publication Charges and OD	
3	Publication of Papers in National Journals	Faculty	Rs. 1,000/- 100% Registration Fee and OD	
4	Publication of Papers in International Journals	Faculty	Rs. 2,000/- 100% Registration Fee, 50% TA, and Publication Charges	

5	Participation in FDP/TDPs/Workshops conducted by Premiere Universities/NPTEL/IIMs in offline mode (4 and 8 Weeks only in summer vacation)	Faculty	Registration Fee	Maximum of 8 weeks, once in three years of service
6	Participation in FDP/TDPs/Workshops conducted by Premiere Universities/NPTEL/IIMs in online mode (No restriction in doing courses)	Faculty	Registration Fee	A faculty can join any number of courses in online mode. Duty Leave will be allowed on the day of the exam.
7	Textbook Authorship	Faculty	Maximum of Rs. 10,000/-	Not Applicable
8	Advances, Transport Allowance, Medical Insurance and PF	All Staff members are eligible	As per the directions of Department of Higher Education and DCE, Govt. of Kerala	Need Based
9	Result Oriented Financial Incentives	All Eligible Faculty Members	Rs. 2000/- Cash Award / Certificate of Appreciation	Only for Theory Subjects

LEAVE RULES AND LEAVE POLICY:

GENERAL

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves of any kind can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or Email is to be given to the Head of the Department / Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the Office of the Principal
- **Sanctioning Authority:** Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charge for administrative convenience. Manager of the college is the competent authority to sanction the leave of the Principal.
- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic Year will be considered in the performance appraisal at the end of the year.

CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen days' of casual leave in a calendar year.
- Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- Casual leave cannot be combined with any other type of leave.
- Casual leave for half a day may also be granted for forenoon or afternoon.

HALF-PAY LEAVE (HPL)

- Half Pay leave is admissible as per Kerala Service Rules
- HPL admissible to permanent employees in respect of each completed year of service is 20 days.
- HPL may be availed of on private affairs or on medical certificate.
- Leave salary on half pay leave is generally half of pay and corresponding dearness allowance.
- Leave salary of Non-Gazetted Officer whose pay does not exceed Rs. 35700/, shall be half pay and dearness allowance of full pay salary, subject to a minimum of sixty-five percent of the pay and dearness allowance while on duty. The excess over the actual leave salary in such cases shall be termed as special leave allowance.
- Hill Tract Allowance, House Rent Allowance and City Compensatory Allowance admissible from time to time will be payable during periods of all leave with allowances, if the total period of such leave at a time does not exceed 180 days or if the actual duration of the leave exceeds 180 days for the first 180 days of such leave.

SPECIAL LEAVES

- All faculty members are eligible for leave upto such number of days as is demanded by the Mahatma Gandhi University, Kottayam for performing university examination duties as Additional Examiner/Chief Examiner/Chairman.
- All faculty members are eligible for leave upto such number of days as is demanded by Govt. of Kerala with respect to State Election duties and other duties as envisaged by Union/State Govt. from time to time.
- All faculty members are eligible for leave up to 8 days in a calendar year for participation and / or presentation of paper in National / International seminars / Conferences / Symposium / Workshops.

- All regular, permanent staff members of the college, who have put in not less than one year of service in the college and who marry while in service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

COMPENSATORY CASUAL LEAVE (CCL)

All the staff members on contract basis (including contract/guest teachers) who work on public holidays are eligible for one day's compensatory leave for each day of the work. This leave must be used within 3 months of the date of work. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

STUDY LEAVE

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on a case to case basis.

MATERNITY LEAVE

Maternity Leave

- The expression "female officer" used hereunder includes both female teaching and non-teaching staff.
- Maternity Leave will be as per Rule 100 of Kerala Service Rules
- The manager of HBC will grant to a female officer, maternity leave on full pay for a period of 180 days from the date of its commencement
- Maternity leave is also admissible to temporary female officers
- Maternity leave shall be admissible to provisional female recruits continuing in service in a single department beyond one year provided they would continue in service but for proceeding on such leave.
- No medical certificate shall be necessary for grant of any leave for a period not exceeding sixty days in continuation of maternity leave.

- Leave under Rule 100 above may also be granted to female officers in cases of **miscarriage including abortion** subject to the condition that the leave does not exceed six weeks and application for the leave is supported by a certificate from the medical attendant.
- Leave under rule 100 may also be granted to female officers in cases of **hysterectomy** subject to the condition that the leave does not exceed 45 days and application for the leave is supported by a certificate from the medical attendant.
- Maternity period reckoned as duty for all purpose including probation

Paternity Leave

- Paternity Leave will be as per Rule 102 B of Kerala Service Rules
- Granted to male staff of HBC for 10 days each for two children, at the time of delivery of his wife.
- Paternity leave will be granted for a period of 10 days during the confinement of his wife for child birth i.e. up to 10 days before or up to 3 months from the date of delivery of the child, subject to the production of a certificate from the medical practitioner stating the exact date of delivery.
- During that period of 10 days, he shall be paid leave salary as admissible. (Earned leave salary and allowances).
- It will be allowed to be combined with other kinds of leave, except LWA (Leave Without Allowance)
- This leave shall not be debited against the leave account, but details of the leave should be entered in the Service Book of the employee and also in the Register of Special Leave
- If paternity leave is not availed of within the time limit, it shall be treated as lapsed.
- Combination of this leave with casual leave is not admissible, as Casual leave is not recognized as a leave proper.
- Paternity leave period reckoned as duty for all purpose including probation

Earned Leave

- Earned Leave entitlements to HBC's regular staff members shall be as per Rule 78 of Kerala Service Rules
- Earned leave admissible to HBC's permanent employee is one-eleventh of the period spent on duty
- Maximum earned leave accumulated at a time does not exceed 300 days.
- Maximum Earned leave granted at a time is 180 days
- Leave salary admissible is full salary admissible had he been on duty during the period of leave.
- Hill Tract Allowance, House Rent Allowance and City Compensatory Allowance admissible from time to time will be payable during periods of all leave with allowances, if the total period of such leave at a time does not exceed 180 days or if the actual duration of the leave exceeds 180 days for the first 180 days of such leave

CODE OF CONDUCT AND DISCIPLINE

All faculties of HBC in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

Dos

- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practical; punctually and effectively
- Correct the assignments and lab records systematically
- Be meticulous in submitting the question papers and marks of the internal tests
- Conduct guest/expert lectures with academic/industry professionals
- Valuation of internal and external examinations
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours

- Downloading e-materials from digital library, authorized online journals and legitimate sites
- Preparing soft/hard copy of course files, delivery sheets and web materials
- Monitoring and Counseling of students' academic performance and Mentoring
- Be honest, impartial in dealings and courteous with others
- Abide by the rules and regulations of the institution
- Promote decency, decorum, dignity and discipline among staff and students.
- Institute devices and mechanisms to improve academic standards
- Acquire and develop professional/interpersonal competence to enhance skills of students
- Building teamwork, team efficiency and reinforcement of skills/knowledge in students
- Administrative compliance
- Anchoring/Co-anchoring in Seminars / Conferences / Conventions and authoring/co-authoring in Journals / Magazines
- Publication and attending FDPs / Workshops / Conferences / Symposiums / Conventions
- Chairing Sessions and Delivering Keynote Address in any FDP / Workshop / Seminar / Conference
- Professional, rational and intellectual behavior like an academician.

Don'ts

- Gross negligence of duties and responsibilities
- Propagation of religious, communal, anti-social, terrorist activities in the campus
- Discriminate by caste, creed, religion, language, domicile, social and cultural background
- Encouraging any form of 'malpractice/unfair practices' in connection with exams
- Leaving the campus without proper prior permission of the Head of the Institution.
- Absconding from the institution

- Undertake private assignments whether remunerative or not (however, assignments offered by affiliated university and its bodies are excluded)
- Enter into any monetary transactions with any stakeholder of the institution
- Cause damage to institution or stakeholders' property in any form
- Encourage or involve in immoral practices with stakeholders
- Organize, attend, involve in any duty outside the college without proper approval from the Head of the Institution.
- Passing comments on religious, regional, personal, racial and cultural sentiments
- Taking Membership of a political party or taking part in politics
- Any act which is detrimental to the interest of the institution

Disciplinary action:

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

Complaints of misconduct by a staff member are investigated by a disciplinary committee or ad hoc committee constituted for the purpose by the Principal.

An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The manager of HBC is empowered to suspend any employee if it is in the interest of the college and report his action to the DCE, and the University as the case may be.

As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employee of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties:

1. Censure
2. Withholding increments/promotion

3. Recovery from his personal property (through a Court of Law) whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
4. Suspension from service
5. Removal/Termination/Dismissal from service

Grievance Cell:

Grievance cells are constituted at department level by the HOD concerned and at institution level by the Principal to look into the grievance of the staff members and redress them.

Administrative Procedures:

Personnel Records:

The basic information of staff in a department will be collected and maintained by the Head of the institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with covering letter along with two photographs applying for position in the institution, call letter if any; appointment letter; all original certificates along with photocopies in proof of age, qualification, and experience; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution, etc.

Custody and Maintenance of Attendance Registers:

Attendance record is maintained in a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e., first time on or before 9.30 am on arrival and Second time on or after 4.30 pm on departure). The custody of attendance register will be with the Head of the Institution; any deviations call for permission from the head of the institution.

Punctuality

The institution is very serious in enforcing punctuality through its Heads of the Departments who can scrutinize the attendance registers. Surprise checks are also made by the Head of the Institution. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, (because of some unavoidable and exceptional situations) which will be granted at the discretion of the Head of the Institution.

GENDER AUDIT & POLICY

In Gender Audit we assess and check the institutionalization of gender equality into our campus including our policies, programmes, projects and/or provision of services, structures, proceedings and budgets.

Purpose of Gender Audit

The basic objective of HBC's Gender Audit should be to set its own educational activities in order, to change the aspects of the campus culture and to find out whether there is any discrimination against HBC's women staff and women beneficiaries.

The Gender Audit has the following **objectives**:

- To find out the areas where gender imbalance exists and the factors behind it
- To establish good gender balance in decision-making processes in all areas of the college activities.
- To Suggest measures for bridging the gender gap
- To Foster gender equality in all aspects of college community
- To seek measures for the prevention of sexual harassment on the college premise by inculcating and building the HBC community/stakeholders the best

campus culture based on the measure(s) of our prospective Gender Policy Framework which is also an outcome of this Gender Audit

As a method for gender mainstreaming, gender audit will help us to identify and understand gender patterns within our composition, structures, processes, campus culture and management of human resources, and in the design and delivery of policies and services. It also helps us to assess the impact of academic performance and its management on gender equality on the campus. It establishes a baseline against which progress could be measured over time, identifying critical gender gaps and challenges, and making recommendations of how they can be addressed through improvements and innovations.

Our gender audit should consist of two dimensions.

1. **An internal audit.** This dimension refers to how much HBC fosters gender equality internally on the campus, managerial structure and internal work, and whether these contribute to gender equality in our institution.
2. **An external audit.** This dimension aims to assess to what extent our institution mainstreams gender in our policies, programmes, projects and services in terms of content, delivery and evaluation.

HBC's Procedure of Conducting Gender Audit

1. Institutional Readiness for Gender Audit

We must seek the commitment of the HBC Management within the framework of gender equality principles, technical capacity and competences on gender equality and gender mainstreaming.

2. Creation of Gender Audit Team and Definition of Gender Audit Strategy

The team shall consist of two lady staff of Women's Cell and Two other male staff. The team shall be responsible for drawing up a gender audit strategy; clarifying the gender

equality objectives of internal and external policies and strategies as the starting point for the audit and in determining at which level the gender audit will be carried out.

3. Definition of Conceptual and Methodological Framework of the Gender Audit to be implemented

It is recommended to adopt a participatory approach to ensure that all the relevant gender-specific concerns are involved and are taken into consideration and to gain their support for the implementation of the audit in accordance with HBC's academic plans and policies. The conceptual framework shall incorporate gender specific issues. The institution shall also ensure that the auditors' beliefs or attitudes are not gender-biased and that gender-sensitive language is used throughout the audit.

4. Carrying out the Audit

This is the implementation phase of the audit. It shall consist of:

- a. Desk review and analysis of HBC's key documents
- b. Consultations through interviews focus group discussions, self-assessments, surveys or other channels of consultation. It will complement the information collected through desk review.
- c. Tabulation and analysis of the collected data
- d. Sharing and discussing the main findings with the two women staff and two men staff who participated in the audit and the HBC Management before the final report is presented.
- e. Drafting of Gender Equality Plan and Creation of Gender Committee for the ensuing academic years based on the audit report.
- f. Drawing on the findings gathered in the audit, a gender action plan shall be drafted with the aim to improve gender mainstreaming and gender equality in the institution. It would be the responsibility of the HBC's Gender Committee consisting members of HBC's 'Equal Opportunity Cell' to draft a Gender Policy of the institution based on the Gender Audit Report of previous year(s).

Key questions that should be covered in Gender Audit

1. How does the HBC Community perceive this gender audit? Is there any internal resistance?
2. Do the HBC students, staff and the Management have an awareness and knowledge to make gender a priority?
3. Do the students and staff of HBC have adequate understanding to address gender equalities in programmes and activities?
4. Do students and staff feel supported to design programmes that promote gender equality and appropriate programmes that target women?
5. Do the HBC's campus culture, policies, procedures and processes favour or hinder gender mainstreaming? Is there any accountability system within the institution for gender mainstreaming?
6. Is there any kind of inequalities between women and men due to their different gender needs inside the campus and whether they have been identified and taken into account?
7. To what extent is gender included in the objectives of policies, programmes, projects or services provided by the institution?
8. Are HBC's policies, programmes, projects or services designed to target women and men equally and in accordance with their gender needs?
9. What are the accountability mechanisms available on the campus to achieve gender equality results? Do students and staff feel they are accountable for reporting results on gender-related objectives?
10. To what extent are gender challenges addressed in the implementation, monitoring and evaluation of initiatives?

HBC's Gender Policy

- No opportunities, privileges, or rewards to a person (or a group) shall be denied because of gender
- There shall be equal opportunity for women and men. There shall not be any kind of discrimination based on gender
- The institution shall abide by the Article 19 of the Universal Declaration of Human Rights, adopted in 1948, which states that: Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.
- HBC's Grievance Redressal Cell shall not have any kind of discrimination based on the gender of HBC community
- All measures will be taken to guarantee women equal access to and full participation in HBC's decision making bodies at every level, including the academic, executive, management, university affiliated bodies, as also, Committees, Boards, Trusts etc.

TRANSGENDER POLICY

HBC shall provide admission to transgender students as per university norms and shall provide such students access to suitable facilities such as bathrooms, students' hall/restroom, etc. that match their chosen gender identity. HBC shall also provide transgender students equal access to educational programmes and activities even in circumstances in which other students, parents, or community members raise objections or concerns. The institution shall protect the rights of transgender students and no discrimination by any means shall be entertained.

19. HBC STUDENTS' CODE OF CONDUCT

CORE GUIDELINES

THE STUDENTS SHOULD:

1. Be proactive in promoting and working towards making college a positive, supportive, safe and welcoming place for all students and teachers.
2. Be respectful and courteous to fellow-students' parents, guardians and teaching and non-teaching staff. Students should follow Indian culture in their courteous behavior to others and practice the moral science studied in schools.
3. Be knowledgeable about discipline, policies, regulations, and rules.
4. Follow college rules and contribute to a positive college climate by behaving appropriately even when not specifically asked to do so.
5. Make every reasonable effort to participate actively in the activities of the college.
6. Recognize how their conduct affects other students and college as a whole and make every effort to restore relationships affected by their conduct.
7. Share ideas and strategies for improving college climate and college discipline practices.

GENERAL RULES AND REGULATIONS:

1. Students should treat college staff with respect at all times and be courteous to fellow students.
2. Students will refrain from damaging any form of college property. The college reserves the right to be compensated by the student for any such damages.
3. Students will refrain from littering and keep the college premises clean.
4. Unacceptable behaviour including but not limited to irregular attendance, academic dishonesty, and neglect of homework, disruptive behaviour, loitering and disrespectful behaviour towards staff or fellow students will result in serious disciplinary action.

5. Any form of bullying or ragging will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
6. Any misbehaviour or violation of college discipline will be dealt by the disciplinary committee and corrective action will be taken. In extreme cases parents will be called in to discuss the student's behaviour and may lead to suspension or expulsion from the college.
7. The medium of teaching is English and it is advisable to communicate in English.
8. Students should wear their Identification Cards issued from the college.
9. Students are prohibited from using mobile phones on the college campus. Mobile phones must not be used inside the classroom also. Students have to keep it in the almirah of their respective departments before the class commences.
10. Students are strictly prohibited from loitering on the veranda and corridors during working hours
11. Tobacco of any kind and pan are strictly prohibited in the campus.
12. Keeping and using alcohol or drugs of any kind inside and outside campus shall be an offence and offenders shall be seriously dealt with.
13. Students are expected to maintain their classrooms clean.
14. Political activities are strictly prohibited in the college campus.
15. Students shall not organize or attend meetings other than official ones in the campus.
16. Students resorting to strike shall not enter college verandas or classrooms.
17. Students are forbidden to attend or organize any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate any notice or petition or paste it anywhere in the college premises without the permission of the Principal.
18. Cinematic dance and fashion parades are prohibited on the campus.
19. Ragging of any kind is prohibited on the campus.
20. Students shall remain in the library/waiting room during free hours and utilize the time constructively.

21. Those who are absent from test papers / Terminal Examinations shall be liable to disciplinary action.

OTHER GUIDELINES:

1. Punctuality is essential at all times. Students who contravene this rule without valid reason will be treated as per rules of the college.
2. If earrings must be worn then they must be small hoops or studs. Nose rings, tattoos, mehendi of any kind are not permitted.
3. Students are advised to behave in an orderly manner in the college and in public places.
4. Use of foul language, scribbling and scratching on college furniture and College walls and any misbehaviour in college campus and public places will be strictly dealt with.
5. Students are instructed not to play in the classroom or use cricket bats and hockey sticks, except on the playground. The cost of repairs caused by damage to college property will be charged to the students concerned.
6. Any pupil who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractice in connection with examination or has committed an act of serious indiscipline and/or misbehaviour or who, in the opinion of the Class Warden and Head of the Department, has an unwholesome influence on his fellow students, may be expelled permanently or removed from the college for a specified period by the Principal.
7. The rule of good behaviour applies outside as well as inside the College.
8. Social functions involving students must not be organized without the Principal's approval.
9. This applies to picnics, excursions, tours of any kind and other outings also. Anybody who organizes or takes part in these unauthorized activities will be liable for disciplinary action.

20. ATTENDANCE AND LEAVE OF ABSENCE OF HBC STUDENTS

- Attendance will be taken at the beginning of each period.
- Students shall not be allowed to leave the class without the permission of the teacher.
- Late-comers shall enter the class only with the permission of the teacher.
- Students are not permitted to absent themselves from classes without leave. Leave applications endorsed by the parent shall be submitted to the Principal duly recommended by the group tutor/the Head of the Department.
- Absence during a period shall be treated as absence from a session either forenoon or afternoon and absence for two periods from two sessions as absence for the whole day.
- Leave on health grounds shall be supported by a medical certificate and it shall be submitted to the class warden within 5 days of joining the class.
- Absence of a student without leave for more than 15 consecutive working days will entail removal of his/her name from the rolls.
- Those who are absent from test-papers/Terminal Examinations shall be liable to disciplinary actions.
- Statements of monthly/term attendance will be published and intimated to parent / guardian.
- Complaints, if any on the part of the student may be submitted to the Principal in writing or through submitting the same through the college website.

APPLICATION FOR LEAVE

- A student requiring leave for only an hour or a portion of an hour shall apply for it to the teacher concerned, before the period begins.
- A student who requires leave for a whole session or more must apply for it in writing to the Principal through the class tutor.
- Application for leave of absence, (in the model given) should reach the class tutor before 10.00 a.m. of the day for which leave is applied for.

APPLICATION FOR LEAVE FORMAT

1. *Name and local address of the applicant :*
2. *Class/Subject/Batch :*
3. *Class number :*
4. *Period and date of absence for which leave is required :*
5. *Reason for absence :*
6. *Whether there is any examination, test paper or assignment on the day :*
7. *Counter signature of the guardian :*
8. *Tutor's recommendation :*
9. *Principal's order :*

21. POLICY DOCUMENT ON CODE OF ETHICS

Henry Baker College, being a haven for forging scrupulous citizens with integrity and commitment to society, follows a carefully drafted Code of Ethics. Accordingly, the college follows the following policy in imparting value-based education and moulding young minds into responsible citizens. Since we believe more in practice rather than preaching, it is the teachers who follow the policy of ethics, first and foremost:

- The faculty should treat all students on a par, without discrimination and favouritism
- The faculty should treat the students with sufficient care and affection and cater to their academic needs to the fullest extent
- The teachers should always have a positive attitude, motivate the students and should have a genuine concern for them
- In evaluating the students for internal assessment, the teachers should be fair enough and consider the merit of the assignments and answer scripts alone as the criterion
- The teachers should respect the rights and dignity of the students as individuals
- No student should be discriminated in any instant on the basis of gender, religion, caste or class
- The teachers should identify the potentialities and aptitudes of the students and guide them to a better future
- The faculty should take it their mission to impart the essential human values to the student community
- The students should respect the teachers and follow their guidance in academic matters
- The students should comply with the rules and regulations of the institution and behave in an amiable and responsible manner
- The students should not discriminate any student or faculty on the basis of gender, religion, caste or class
- The students should inculcate an attitude of tolerance to anything that they do not find agreeable to their beliefs and tastes
- In the classrooms and examination halls the students should follow a policy of perfect integrity
- In a multicultural scenario like the campus differences are to be sorted out amicably and it should be born in mind that the identity, aspirations and beliefs of all individuals are as important as one's own

22. POLICY DOCUMENT ON DISABLED FRIENDLY, BARRIER FREE ENVIRONMENT

Henry Baker College considers it an honour to serve the differently abled members of the community. We have formulated a specific policy to keep the campus disabled friendly, and to take every possible measure to provide a barrier free environment to the Divyangjan:

- All the stakeholders of the college should consider the opportunity to serve the differently abled students as a privilege
- The class to which a differently abled student is admitted should be shifted to a room to which she can have the easiest and shortest access
- The students belonging to the Divyangjan need not approach the office for any administrative purpose.
- The administrative staff should meet the differently abled student in the classroom or at a spot most convenient for her to carry out her needs
- It is the duty of all the staff and students to offer help to differently abled students without waiting to be requested to
- No stakeholder should ever discriminate a student belonging to the Divyangjan
- A barrier free environment should be provided so that the differently abled students can move about without obstacles anywhere in the campus
- A table closer to the entrance of library is specially set apart for the differently abled students
- A subject-wise list of books should be provided to the differently abled students so that they don't have to search for the books they need in the racks
- The library staff should provide the students with the books the differently abled students request through email

- In the college canteen a table is set apart for the differently abled students
- The vehicle of a differently abled student can come into the campus to the nearest point where her classroom is situated
- Special parking area is provided for the vehicles of the differently abled students
- Audio lessons should be provided to the differently abled students
- Scribes should be allowed to the differently abled students on request
- At the time of admission, a Helpdesk should be set apart for the differently abled students seeking admission
- A special window is provided in the college website for the differently abled students to submit their grievances and suggestions
- Ramps should be set up in appropriate places so the differently abled students should have an easy access to the classrooms, library, seminar halls and canteen
- Special toilets should be provided for the differently abled students

23. POLICY DOCUMENT ON E-GOVERNANCE

HBC shall apply the application of information and communication technology for its effective governance and the information will be communicated to its stakeholders in a transparent manner.

HBC shall introduce and incorporate technology into its educational achievements.

In this context Electronic governance or e-governance is understood as usage of Information and Communication Technology (ICT) by HBC to provide and facilitate educational services, exchange of information, communication transactions and integration of various standalone educational systems and services. Through e-governance, the institution shall make available to students and stakeholders its services

in a convenient, efficient and transparent manner. The e-governance of the institution shall be in the form of:

1. HBC to other Educational Institutions & Entities;
2. HBC to its students & stakeholders and
3. Government/general public to HBC

Objectives of E-governance

- To support and simplify governance for HBC and its stakeholders and implementation of e-governance in various functioning of the institution
- To make HBC administration more transparent, efficient and accountable in its functioning while addressing the needs and expectations of students and other stakeholders through efficient educational services and effective interaction between the stakeholders and thereby achieving paperless administration of the institution.
- To ensure speedy administration of educational services and easy access to information and facilitating online internal and external communication between various entities of the institution
- To reduce difficulties for rendering educational services and to provide immediate information and to provide digital communication by e-education or ICT enabled education.
- Making the institution visible globally

Policy:

1. In order to provide a simple, efficient and transparent system of governance within the institution, it is decided to adopt and implement e-governance in at most activities.
2. The institution has already implemented its e-governance practices in library administration, HBC Office (Accounts & Administration sections), etc. However, we have resolved to implement e-governance at present in many more areas and with this objective, we have drafted this policy framework.

E-governance in following areas:

For convenience, our policy document is bifurcated into different operative divisions and these divisions are just illustrative and HBC reserves the right to implement e-governance even in the areas not listed hereunder:

1. **Website:** We understand that our website makes us global presence. The website of the college should adapt to the dynamic changes in the education system around the world. The website should act as a daily mirror of the institution updating all the relevant information. In order to achieve this objective, there should be regular/periodic interaction between the service provider/web designer and the HBC staff and adequate training should be given to HBC staff for the regular and continuous updating of the website. The college website is maintained regularly by M/s enDezine Technologies, Muvattupuzha.
2. **Administration:** To provide hassle free, convenient and cheap process, the administration of the HBC should be through ICT enabled system. Facilities should be provided for online leave submission of Students and Staff, generation of e-copy of Salary Certificates, internal communication between the employees, generation of students' Transfer Certificates, Bona fide Certificates, etc. all in online mode. The office automation services of the college are at present provided by M/s. MeshiLogic Software Consultants, Calicut and the students' online attendance system

is maintained by M/s. Total Campus Solutions, Kinfra Techno-Industrial Park, Kochi, Kerala.

3. **Student Admission:** It has been resolved to process all admissions online mode and all payments through online payment gateways. It is the responsibility of the College Staff Council to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.
4. **Examination:** Steps should be taken for conducting all internal and/or model examinations in online mode on holidays. Results of internal examinations shall be sent to parents online. Utmost secrecy and confidentiality needs to be maintained while handling examination related activities. The Internal Exam Coordinator needs to supervise the entire process of examination under the guidance of the Principal of the college.
5. **Library:** The College owns a well-equipped library, which has a reading hall having internet facility with high bandwidth. An MOU has been entered into M/s. Focus Infotech (a unit of Focus Innovations Pvt. Ltd), Edappally, Kochi, which annually maintains the infrastructure in the library. However, HBC shall have to replace the barcode technology used at present with RFID (Radio Frequency Identification) technology in the ensuing years for checking items in and out of the library, collection inventory and for accurate shelving. It will further accelerate the process of returning CD, DVDs and books to library shelves faster. INFLIBNET shall also have to be renewed to access the research journals (INFLIBNET is Information and Library Network, a central computer communication network for linking libraries and information centres in universities, colleges, R & D institutions, etc.). We need to subscribe to more and more e-learning resources for the benefit of the teachers and students by taking into account the recommendations of the Library Advisory Committee.
6. **Accounts:** The College has to use Tally or any other accounting software for easily maintaining the accounts. Accordingly, requirements should be assessed by the HBC Staff Council by discussing with the staff and based on that new software may be purchased. Appropriate security measures should be taken for maintaining

the confidentiality of the online transactions, adequate training should be given to staff in this regard and updation of software must be done on a timely basis.

7. **Alumni:** In order to strengthen alumni interaction, there should be a separate section for alumni in the website of the institution and it should have facilities like alumni registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other relevant aspects applicable to alumni. For this purpose the Secretary of the HBC Old Students' Association shall take steps for providing facilities in the college website and a separate Alumni Coordinator at the college level shall be appointed to take care of the entire activity.

24. POLICY AND PROCEDURES FOR SCHOLARSHIPS, FREESHIPS & AWARDS

In this policy document the word "scholarship" is used in two different meanings: (1) academic study and (2) grant or payment made to students' education

Scholarship at the time of UG & PG admission will be awarded to meritorious students as per university norms. However, the HBC Management will have absolute discretion in waiving any form of fee of students including funds collected by PTA by considering the poor financial background of students' households..

As the core value of the institution is excellence in higher education and building better citizens for the nation, and as one of the best practices of the institution, a candidate who secured university level first, second and third rank in a course/program will be given 100% exemption from payment of various fees at the time of admission for a new course/program including exemption from contributing to college PTA funds.

A student who secured $\geq 90\%$ marks (Elite + Gold) in any NPTEL course, the fee paid for such NPTEL external proctored exam will be refunded by the management. This reimbursement benefit will also be extended to NPTEL Stars (Domain Scholars, Superstars, Evangelists, Motivated Learners, Enthusiasts, Discipline Stars and Believers).

However, reimbursement of exam fee based on performance of students is not allowed for any other program or course provided by another MOOC provider other than NPTEL. In order to obtain these reimbursement benefits, the student concerned has to apply to the SPOC of the HBC within one month of declaration of the results.

The policies and procedures for scholarships, freeships and awards are reviewed periodically and are subject to change.

Scholarships & Grants

- Our Students can apply for the following Scholarships through the College:
 1. Post matric Scholarship
 2. Central Sector Scholarship
 3. Suvarna Jubilee Scholarship,
 4. State Merit Scholarship,
 5. Hindi Scholarship
 6. All DCE Scholarships
 7. Snehapoorvam Scholarship
 8. C H Muhammed koya Scholarship,
 9. Prof. Joseph Mundassery Scholarship
 10. Higher Education Scholarships and
 11. E grantz
- All higher education scholarships of the Central and State Government will be displayed in the Notice Board of the college and the information shall also be sent via students' email.
- List of eligible students will be prepared by the HBC office staff under the aegis of Nodal Officer for Scholarships and the students will be assisted to submit all the required and relevant documents online by satisfying all the relevant criteria.
- Once the Application for scholarship is accepted by the Government, the eligible scholarship amount is credited by Government in their Bank Accounts periodically as per norms.

List of Documents required for applying for Scholarships are:

- a) CAP Allotment Letter
- b) Parent's Income Certificate (in original)
- c) Community/Caste Certificate
- d) Non- Creamy Layer Certificate (not required for SC/ST category)
- e) Bank Saving Account number (State Bank of India), Passbook Photocopy.
- f) Aadhar Card
- g) Examination Mark sheet of the previous year(s) viz. Copy of SSLC and Plus Two Certificates & Mark lists
- h) PG Degree Mark list (if applicable)
- i) BPL Certificate from LSG (to be obtained from Municipal/Panchayat Secretary)
- j) Hostel Inmate Certificate (to be obtained from College for those students who stay in HBC Ladies' Hostel)

Honoring accomplished students

We recognize our high-achieving students with an unforgettable memento of their success. We also recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. Accordingly, we seek every opportunity to recognize our students' accomplishments, and the HBC Community is proud to offer a variety of awards that provide such recognition. We honour the following students who excelled in various fields/disciplines:

- HBC's best student of the year
- Best student article in various categories/disciplines/topics, etc.
- Outstanding academic achievement and demonstrated commitment to the spirit of excellence (University level rank holders, SET/NET/JRF holders, etc including the class toppers)
- Standard and acceptable score secured by HBC students (during the course of study or after the completion of the courses) in various English Proficiency tests

such as International English Language testing System (IELTS), Test of English as a Foreign Language (TOEFL), Cambridge Certificate of Advanced English (CAE), Cambridge Certificate of Proficiency in English (CPE), and Business English Certificate (BEC) or any other English proficiency test which is recognized by the HoD of Department of English;

- A pass in German course levels A1 to C2 of Goethe Institut (any one or more of these levels) during the course of study or after the completion of the courses or any other German course which is recognized by the faculty of German;
- Standard and acceptable score secured by HBC students during the course of study or after the completion of their courses in any one or more of the management aptitude tests like CAT (Common Admission Test), CMAT (Common Management Admission Test), XAT (Xavier Aptitude Test), SNAP (Symbiosis National Aptitude), NMAT (NMIMS Management Aptitude Test), and MAT (Management Aptitude Test) or any other management aptitude test which is recognized by the HoD of Department of Commerce.
- Standard and acceptable score secured by HBC students during the course of study in various PSC/UPSC exams (including Civil Service Preliminary) and any other exams of Central and State Government including eligibility tests for admission in various professional courses.
- HBC students' remarkable social services and contributions during the course of study or after the completion of the courses

Awards, Endowments & Prizes

Awards and prizes are instituted for meritorious students, based on their achievements in sports and games and extracurricular co-curricular activities and their performance in cultural/festival events and also based on their performance in student oriented government/non-governmental projects and activities. Moreover, endowments and cash prizes are also instituted for excellence in the academic field. The following specific endowments / scholarships have been instituted by HBC Family/stakeholders for honouring and promoting excellence of our students:

- 1) Arby Varghese Memorial Scholarship
- 2) Millenium Batch B.Com Topper Scholarship
- 3) Proficiency Prize for the top scorer in III BA English
- 4) Proficiency Prize for the top scorer in III BSc Physics
- 5) Best Commerce Student
- 6) Best Woman Commerce Student
- 7) Best Library Using Commerce Student
- 8) Best Research Project (B. Com)
- 9) Topper: B.Com
- 10) Topper B.Com
- 11) Topper: English Papers (B. Com)
- 12) Topper: Law Papers (B. Com)
- 13) Topper: Open Course (B. Com)
- 14) Topper: I & II Semesters (M. Com)
- 15) Topper: V & VI Semesters (B. Com)
- 16) Topper: III & IV Semesters (B. Com)
- 17) Topper: B. Com - Self- Financing

25. SUSTAINABLE (GREEN) CAMPUS POLICIES

HBC Community recognizes that our actions impact the environment around us. Our students, staff and faculty are involved in developing the policies and plans that govern the college. Here, we would like to present how we put human, ecological and sustainability principles into practice on campus.

PLASTIC FREE CAMPUS

The HBC community, by 2020 intends to eliminate all ***non-essential, non-compostable, single-use disposable plastics***. This includes restrictions on:

- Single-use plastic utensils
- Single-use plastic straws
- Single-use plastic food serveware (cups, plates, bowls, trays, sauce dishes, lids, etc.)
- All polystyrene food service products
- Single-use plastic-wrapped condiments (a spice, sauce, or preparation that is added to food), sauces, and seasonings (butter, creamers, sugars, salt, pepper, etc.)
- Plastic shopping bags

HBC GREEN CAMPUS

The HBC student community with the help of staff shall have to cultivate different varieties of vegetable herbs, beans, tomatoes, etc. and all the campus garden activities must focus students to inculcate in them a habit of sustainability, nutritional thought, and ultimately self-sufficiency. For the vegetation and cultivation of this garden, natural manure from the Compost Pit must be used. There must be a waste disposal system by placing tricolor bins in different places on the campus, internal generation of electricity through solar panels, tree plantation drive and a plastic waste disposal system shall be maintained.

In tune with the Green Protocol, Henry Baker College takes an ardent effort to mitigate, sort out and effectively dispose of waste. To make all the stakeholders to strictly adhere to the Green Protocol the college has devised a policy on Green Campus:

- Everyone in the campus should make a conscientious effort to bring

waste generation to the minimum possible level

- The college follows the policy of Reduce, Reuse and Recycle
- Everyone should avoid using disposable material and opt for reusable materials
- Never throw away garbage and keep the premises always waste-free
- Every possible effort should be made to reduce the quantity of waste
- Equipment made of disposable materials should be substituted with eco-friendly and reusable materials like stainless steel glass, cloth bags etc.
- Since our campus is plastic-free, materials made of plastic should be completely avoided
- Biodegradable waste may be converted into organic manure
- Non-degradable materials like plastic should be handed over to our Plastic Crusher Unit for recycling
- Electronic equipment should be repaired and reused to the maximum possible extent
- E-waste should be sorted out and kept away to be handed over to our e-waste disposal partner
- Flex banners should be substituted with banners made of cloth
- Being responsible citizens, all stakeholders of the college should try to keep the local environment pristine and waste-free
- Everyone associated with the college are bound to propagate the policy of minimum waste generation and the strategies adopted for waste

management

- It is the responsibility of all the stakeholders to protect the rich biodiversity of the campus and the locality to which they belong
- Every student should plant at least one tree in the campus before she leaves the college after the completion of her respective programme
- Reduce the usage of paper in academic and administrative processes through e-submission of documents

HBC GREEN PROTOCOL

- In the routine activities of the campus avoid using all kinds of disposable materials and equipment
- Being a threat to the environment, avoid use of plastic altogether
- Reduce the use of paper in academic and administrative processes
- Use washable cups and utensils that can be reused
- Segregate waste into biodegradable and non-biodegradable materials
- Biodegradable material should be turned into compost
- Keep the non-biodegradable materials separately and hand them over periodically for recycling
- Never use 'use-and-throw' items on the campus

- Avoid using flex banners
- As far as possible use eco-friendly materials only
- Use bamboo or metal baskets instead of plastic waste baskets
- For decoration and felicitating invited guest use natural flowers and leaves
- Usage of flowers and leaves should be kept to the minimum
- Waste of any sort should not be burnt inside the campus

26. DISCARDED RESOURCES AND MATERIAL MANAGEMENT POLICY

HBC recognizes human activities have altered Earth's systems and acknowledges that the effect of our resource consumption on the planet is greater than we can sustain. In 2015, the European Environmental Agency pointed out that humans' "use of material resources has increased ten-fold since 1900 and is set to double again by 2030" and is therefore a core issue of the 21st century.

HBC's educational philosophy is human ecology - the interactions between man and nature in different cultures. HBC recognizes its roles and responsibilities as a member of the local community, the state of Kerala, India and the world. Chief among those responsibilities is environmental and social stewardship. The College acknowledges the need to discard resources in order to function, but at the same time, recognizes that those materials should not be wasted, but recovered. The College will also take responsibility to reduce its overall resource consumption.

HBC is committed to sustainability and environmental stewardship, and will implement sound Material Management and Zero Waste practices through resource conservation, reduced resource consumption, environmentally and socially responsible purchasing, and discarded resource diversion practices and opportunities in accordance with a Zero Waste framework and the College's observed needs.

Building a Zero Waste culture necessitates reduced consumption and disposal, sustainable purchasing, analyses of entire material lifecycles, encouragement of extended producer responsibility, material reuse, product repair, and disposal diversion. HBC shall, at a minimum, continue discarded resource and material management efforts such as facilitating *move-in and move-out support* for each academic year and having compost available across campus for maintaining the campus gardens, landscape, Nakshatravanam, (Sacred grove) and for all other green initiatives of college. The HBC Office and Departments will take responsibility in developing its respective commitments to it.

A framework for discarded resource and material management will be created by the Principal and IQAC Coordinator in collaboration with staff, students, and faculty. The framework will guide the efforts of each office and facility, as well as the faculty and student body, toward implementing this policy and meeting its goals. HBC's strategic planning efforts, both the campus plan and institutional plan, must comply with the Discarded Resource and Material Management Policy

The reporting on this policy will be a collaborative effort among students, staff, and faculty, but will be under the ultimate responsibility of the College Principal and IQAC Coordinator. HBC will collect and report on the weight of non-diverted and diverted discarded materials. There should be appropriate categorization of these discarded materials, such as: (1) hazardous materials, (2) building renovation debris, (3) recyclables, (4) donated materials, (5) organic materials, (6) discarded electronics, and (7) universal goods.

The IQAC Coordinator shall report data relating to HBC's discarded resource and material management practices, policy, and data to any Governmental/Non-governmental body as and when demanded.

Responsible Parties

The principal of the College is the ultimate responsible party of implementing and updating this policy with specific areas of responsibility toward staff and governance committees on the campus:

- The Principal is responsible for supervising the policy and reporting compliance to the HBC community, as well as creating the Discarded Resource and Material Management Framework.
- The IQAC Coordinator is responsible for daily operations, discarded resource management at departmental events, and data collection. The Principal is responsible for providing information on Zero Waste procedures to HBC community members. The Principal is also responsible for organizing a yearly Discarded Resources Orientation for students, staff, and faculty which will cover how the Material Management and Zero Waste systems work at HBC. Steps for this should be taken from the academic year 2021-22 onwards.
- Campus Planning and Building Committee (CPBC) is responsible for the planning and implementation of discarded resource infrastructure.
- HBC College Union is responsible for informing and following this policy within student activities.

27. SUSTAINABLE BUILDING POLICY

In order for HBC to create a more holistically sustainable campus, it is imperative that the College adopt a policy for new building spaces that is consistent with its other sustainability commitments and initiatives.

HBC is committed to sustainable design for all new building spaces on its campus. There should be sustainability in energy use, discarded resource management, water use, and the selection of building materials, through outlining minimum standards that must be achieved through the design and operation of all new building spaces.

STANDARDS

1. Energy Use

- Passive solar potential must be evaluated when determining the design and orientation of a new building space.
- All heating systems (if any) installed in a new building space must be powered by carbon-neutral fuels.
- All electricity use within a new building space must be either offset directly with on-site renewable energy or with green purchased power & renewable energy certificates.
- Real-time energy use monitoring systems shall be used in any new building space.
- Appropriate locations for the potential installation of clotheslines (in college hostel) must be identified adjacent to any new residential building space/dormitory.

2. Discarded Resource Recovery and Management

- New building spaces must incorporate a design that encourages zero-waste practices.
- Receptacles for recycling and reuse of materials, including organic material (compost), must be incorporated throughout the new building space.

- Isolated waste receptacles throughout the new building space must be minimized. Whenever possible, each waste receptacle must be accompanied by a full suite of recycling and reuse receptacles.
- Design of the new building space must facilitate the placement of easily accessible, clear, and consistent signage for all locations with discarded resource receptacles.
- All new building spaces (excluding renovations) must include infrastructure to enable easy handling and removal of discarded resources to appropriate processing locations. Renovations whenever possible should improve such existing infrastructure.
- Bedroom facilities within new building spaces in Students' Hostel must incorporate human manure recycling systems such as composting toilets whenever possible.

3. Water Use

- New building spaces shall incorporate design for greywater (the relatively clean waste water from baths, sinks, washing machines, and other kitchen appliances) and non-toxic rainwater collection systems whenever possible.
- Water meters must be installed for all new building spaces to monitor hot and cold water use.
- All water fixtures installed in a new building space must conform to the most current Kerala Water Authority specifications.

4. Building Materials

Recycled, reused, and locally sourced/manufactured (within a 500 mile radius) materials, as well as certified rapidly renewable, sustainably-harvested, non-toxic, and low-emission building materials must be considered before the purchase and use of any new materials in the construction of a new building space.

28. ENERGY FRAMEWORK OF HBC CAMPUS

Given that the use of fossil fuels is changing the climate and that the current rate of energy consumption by individuals, the campuses, and global community is unsustainable, HBC will meet its energy needs by using local and renewable energy sources. Efforts for this will be taken from the academic year 2020-20 onwards. This will enable the college to become a fossil fuel free campus by 2022. This goal will be achieved both by reducing our overall energy consumption and by using fossil fuel free sources of energy.

These experiences, along with the college's interdisciplinary curriculum in human ecology (for instance, a paper viz. "Environmental Science" has been included by M G University in UG students' curriculum), will prepare students to become advocates for the ecological integrity of the climate and planet and give them tools to influence change in their chosen professions and communities.

More easily accomplished will be increasing the amount of solar electricity generated on the campus. Living in a sustainable manner and integrating environmental education into the learning process helps our students understand how their decisions and actions affect the environment and enables them to make informed decisions as managers of the future. Even our buildings are constructed from eco-friendly and locally-sourced material. To add to that, HBC went solar in 2014 in a limited way installing solar light poles on the campus and most of our energy needs during night are being fulfilled by these solar panels.

Targets and Actions

1. Reduce Fossil Fuel Use.

By 2022, the College will conduct a full evaluation of its progress towards the goals set out in this Framework and develop a plan based on policies, and financial considerations to address any remaining fossil usage from on-campus energy consumption.

2. Reduce Total Energy Consumption. Through a combination of energy efficiency and efforts to decrease individual energy consumption, total energy consumed on campus will be reduced.

- a) By 2020, reduce total on-campus energy consumption by 10 percent.
- b) By 2022, reduce total on-campus energy consumption by 20 percent.

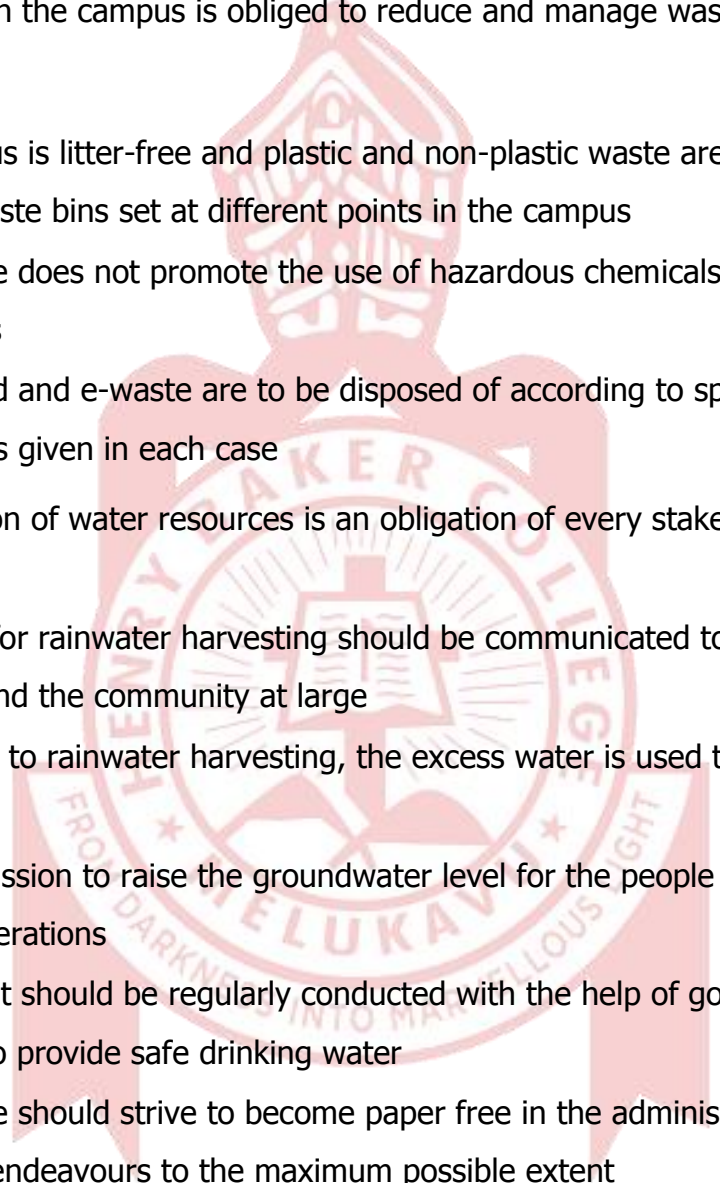
3. Generate Electricity.

- a) By 2021, HBC shall generate on campus at least 40 percent of all the electricity used on campus through Solar Panels.
- b) For all electricity not generated on campus, HBC shall purchase Renewable Energy Certificates (RECs) ensuring that its electricity comes from sources that do not actively emit carbon dioxide.

29. POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USE

Henry Baker College, situated in a vale of greenery, is committed to protect and preserve Environment. Having recognized the fact that every strand in the web of life is indispensable and crucial for the conservation of the ecosystem, the college sticks on to the following policy on Environment and Energy Use:

- The college is committed to keep the environment unspoiled by reducing pollution to the minimum possible extent
- The college envisions sustainable development without harming the environment
- By restricting the entry of vehicles that add to pollution, and fostering green vegetation, the campus atmosphere should be kept carbon neutral

- 
- The logo of Waterbury Baker College is a large, semi-transparent watermark in the center of the page. It features a circular emblem with a book and a lamp, surrounded by the text 'WATERBURY BAKER COLLEGE' and the motto 'FROM DARKNESS INTO MARVELOUS LIGHT'.
- The college is keen on keeping the rich biodiversity of the campus intact
 - The college assures that no developmental activity adversely affects the flora of the campus
 - Everyone in the campus is obliged to reduce and manage waste
 - The campus is litter-free and plastic and non-plastic waste are to be put in the specific waste bins set at different points in the campus
 - The college does not promote the use of hazardous chemicals or toxic substances
 - Solid, liquid and e-waste are to be disposed of according to specific instructions given in each case
 - Preservation of water resources is an obligation of every stakeholder of the college
 - The need for rainwater harvesting should be communicated to the students and the community at large
 - In addition to rainwater harvesting, the excess water is used to recharge the open well
 - It is our mission to raise the groundwater level for the people around and for future generations
 - Water audit should be regularly conducted with the help of government agencies to provide safe drinking water
 - The college should strive to become paper free in the administrative and academic endeavours to the maximum possible extent
 - All the stakeholders are advised to use natural light to the maximum
 - For its energy resource, the college depends on renewable sources, especially solar energy

- The college avails cent percent use of LED bulbs
- The college follows regular energy audits and follows the suggestions thereby provided to reduce energy consumption
- Programmes in which the number of participants is less than 30 may be conducted in the open air without using electronic and electrical equipment
- Avoid using electric lights in classrooms and halls where there is sufficient natural light

