



SVCR GOVERNMENT DEGREE COLLEGE

(Accredited with 'B+' Grade by NAAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

PALAMANER

POLICY DOCUMENTS 2025-26

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1. POLICY ON EDUCATION AND CURRICULUM

The education and curriculum policy of the institution consists of designing, promoting, and offering various programmes related to the effective execution of the syllabi provided by the university. It is also conducting certificate/ diploma courses to professionally equip the students along with the regular courses. Following are our policies with regard to education and curriculum delivery.

1. The curriculum is designed to make the students fast learners and responsible citizens of the nation empowering them with the knowledge, understandings, capabilities, and values so that they can join in the venture of various developmental programmes organized for the integral development of the state. It includes various educational resources to select appropriate teaching and learning resources.
2. Measures are taken to ensure that classrooms are safe and classroom activities are conducted safely.
3. The curriculum is designed to include the innovative techniques relevant and useful to the higher education sector.
4. Special attention is given to evaluate the ongoing certificate courses and Add-on courses offered as part of the skill development policy to address the changing requirements of the job market.
5. Regular feedback which ensures the parental support is taken for a consistent track
6. Compulsory Follow the academic calendar of the college is insisted upon.
7. The proposals of the academic calendar are revised, evaluated and modified each year with help of the heads of the department, class tutors, and mentors.

2. INTERNAL EVALUATION

The Institution has an exclusive policy for internal assessment and evaluation which is committed to track, measure, and assure the quality. Apart from the University exams, the college adopts several types of assessment methods to ensure consistency of quality quotient.

1. The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
2. Assessment is to be robust and substantial to provide a fair gauge of student ability and achievement to support progress.
3. The assessment method must efficiently produce valid, consistent and reliable results.
4. The College conducts two steps of internal examination and a model examination prior to the university examinations.
5. Valued answer sheets are promptly returned to students and effective intervention is ensured by a face-to-face interaction with the concerned teachers and students.
6. Supplementary tests/ Class Tests/ Assignments are periodically conducted to ensure performance.
7. Seminars and assignments are given to the students to ensure their active participation in the learning procedure.
8. Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills are also to be evaluated with creative methods.
9. Measures are to be taken to allow action planning against the assessment criteria/learning outcomes.
10. The entire system of internal assessment is often reviewed to make it easily interpreted and understood by students and assessors.

3. RESEARCH

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conductance and publication of the research work.

The research policy of the college also aims to foster and support a research environment among all stakeholders, including teachers, staff, students and alumni, with the goal of enriching and enhancing faculty members' professional competence, developing and promoting scientific temper and research aptitudes in all learners in tune with the vision and mission of the college.

- Promoting a research environment among the stakeholders of the institution.
- Plan, organise, and coordinate all research efforts.
- Promote multidisciplinary research.
- Enhancement of knowledge about patents and intellectual property.
- The institution should strive to equip more departments with research facility.
- Regular research programmes like seminars, conferences, workshops etc. should be conducted.

Constitution of the Research Committee: The Research Committee of the college will have the following composition:

Principal – Chairperson

Head, Department Research Committee

Research Guides

IQAC

4. MENTORING

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral.

1. The mentors have to act on behalf of the college to support learners who are enrolled on a course of study.
2. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
3. The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
4. They should have regular meetings with their mentee and keep records
5. They should make the young learners work for them and take advantage of the young person in anyway.
6. The department heads, and the mentors will meet as a group once every month to discuss development ideas and to look at up-coming events and possible pressure points which their mentees might be facing.
7. Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentors.

5. EXTENSION ACTIVITIES

The College has a centralized approach towards the extension activities which serve to sensitize the students to social issues and needs and also imbibe a sense of social responsibility for the holistic development of their personality.

1. All the extension activities organized by the College through NSS, NCC, YRC and other clubs, Cells and Departments are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.
2. All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non-government organizations in the areas of consultancy and need-based training programmes.
3. The College focuses on educationally enriching activities to school children and community development activities.
4. The various outreach and extension activities provide hands on experience in specific areas to the students of the college.
5. It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.
6. We co-operate also with Govt. agencies and local bodies for communal enhancement.
7. Extension programmes directly interface the College with the corporate sector, the medical industry, social welfare organizations, government agencies, and private educational institutions.

6. CONSULTANCY AND COLLABORATION

1. The College encourages the faculty in research, consultancy, extension and supporting student start-ups apart from teaching.
2. The College extends all support to faculty members for taking up research projects and to file for patents.
3. The College follows the policy of extending the expertise available in the College for the benefit of society. The College offers consultancy services to industry, Government and Non-Government Organizations.
4. The College also encourages faculty to visit different Universities and establish collaborations and linkages.
5. For getting national and international exposure to faculty members and also to enrich their quality, the College encourages mobility of faculty between institutions for research, teaching and learning.
6. For preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully, the College takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

7. POLICY ON INDUSTRIAL VISIT/STUDY TOUR

The College has adopted the following procedures to guide faculty and students in organizing industrial visit/study tour programs to enhance the experiential learning of students.

1. The industrial visit/study tour must be conducted in accordance with government rules and policies.
2. The purposes and specific educational objectives of the industrial visit/study tours should be carefully developed.
3. The industrial visit/study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
4. The industrial visit/study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.
5. All the arrangements of the industrial visit/study tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.

8. PHYSICAL FACILITIES - SHARING AND MAINTENANCE

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching-learning environment

1. The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilisation of the resources for the nation building effort.
2. Common facilities like Ground, Auditorium, and Multipurpose Indoor Stadium etc. are provided to the public and to the neighbouring institutions on prior request.
3. The facilities are being used by staff, students and the public (members) for maintaining their physical fitness.
4. The college provides venue for conducting examinations such as recruitment drives, BSRB, and PSC examinations.
5. The Advanced and Expensive Equipment's are maintained by Annual Maintenance.
6. The college is pleased to share its infrastructure facility for the betterment of the society.

9. POLICY FOR PERSONS WITH DISABILITIES

For inclusion of PWDs in HEI's and to provide the facilities to Persons with Disabilities under UGC Scheme, it was decided to frame a Policy for Persons with Disabilities. A Committee is formed for drafting a policy for PWDs.

Introduction

Rights of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. SVCR Govt. Degree College is against all kinds of discrimination on any grounds including disability. The aim of the college is to promote an inclusive learning, teaching and working environment in which disabled students and staff are not disadvantaged or treated adversely. The college aims to create each of its programs, services and activities practicable and accessible to all persons with disabilities. All the stakeholders of college share the obligation for assisting people with disabilities to secure the benefits of campus programs, services, and activities.

Objectives

- To create inclusive culture, to avoid discrimination, exploitation and exclusion of Disabled Students and Staff from all spheres of work and education.
- To ensure the implementation of all legislation for persons with disabilities.
- To ensure full participation of persons with Disabilities and to provide them equal
- opportunities for development.

A. Scribe for Examination

The college will provide or allow the students with disabilities to take the help of scribe in the examination. As per the direction of Government, the following guidelines are to be followed:

1. The blind students may choose the scribe
2. A physically disabled/blind/hearing impaired candidate and the scribes shall be allowed an extra time of 20 minutes per hour in the examinations.

10. ALUMNI ACTIVITIES

Alumni of the college include all students who left the college after the completion of the courses of graduation and post-graduation. The overall objective of the Association is to maintain a lively relation between the alumni and the alma mater.

The Alumni Association is governed by the stipulations of its own constitution.

1. The Alumni Association has an important role in advancing the institution along with its vision, mission and core values.
2. The Association maintains mutually beneficial relationships between the parties, the alumni and alma mater. Each alumnus represents the institution in his or her respective vistas of life.
3. The Association should embark its own initiatives in the fields of academic activities, job-orientations, training programmes and various other human resource developments in the campus.
4. The alumni also participate in various academic and non-academic advisory bodies of the college. Their participation helps to bring their professional experience to these bodies and is found to be very beneficial.
5. The college maintains the contact information of its alumni on a centralised database with confidentiality. Any information from this database will not be provided to any third-party organizations.
6. The Alumni Association plans various initiatives and programs to coordinate the activities of alumni.
7. The college should conduct Alumni meeting once a year and various batches of alumni can conduct their private gatherings in the campus with prior permission from the principal.

11. HUMAN VALUES AND PROFESSIONAL ETHICS

For providing a quality education to all students in the classroom, teachers treat their students with love, care, affection and commitment and inculcate good values among them without favoritism and discrimination.

1. The teachers are role models to the student by showing concern for students and motivating them.
2. The teachers are fair in assigning marks/grades to the students for internal and external assessments.
3. Teachers respect the right and dignity of the students in expressing his/her opinion.
4. Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
5. The College provides all students equal opportunities for accessing all the facilities available in the campus.
6. Classrooms and examination rooms for the differently abled are arranged at convenient places.
7. The College entitled to provide the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University. Ramps are provided for easy access to all the buildings of the campus.
8. Special toilet is set apart for the disabled.

12. ANTI-RAGGING

In consonance with the UGC regulations of 2009 regarding ragging, the college maintains the policy of keeping the campus ragging free.

1. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.
2. The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
3. The principal of the college directly supervises the Anti- ragging Cell.
4. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.
5. Counselling facility is provided once a week in the college, and if necessary, any time professional counsellors are made available in the campus.
6. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the principal.
7. Regular updating of the instructions from the Central, State, UGC, and court orders are maintained well.
8. Special sessions are arranged for the newcomers in the first weeks of the academic year.
9. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions

13. GRIEVANCE REDRESSAL

The College is keen on implementing various measures for the proper handling of the grievance redressal. The Grievance Cell should be constituted and maintained at the level of departments and closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
2. In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged.
3. Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
4. Complaints related to various offices of the college including the principal can be informed directly to the CCE.
5. The concerned authorities namely Principal, Vice-principal, IQAC Coordinator and respective heads of the department are obliged to make their presence in the open forums conducted for all the departments.
6. Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.