



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 6 Governance, Leadership and Management

6.2 Strategy Development and Deployment

Metric No. 6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Policy Document

Submitted to



National Assessment and Accreditation Council



THE COCHIN COLLEGE

KOCHI - 682 002

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Website: www.thecochincollege.edu.in

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Policies of the Institution

1 Scholarships and Freeships

The Cochin College is dedicated to providing an inclusive and supportive educational environment where students from minority communities and socially and financially disadvantaged backgrounds can thrive. Recognizing the significant financial challenges many of its students face, the college has established a comprehensive Scholarship and Freeship Policy aimed at alleviating these barriers.

Objectives

- **Support Financially Weaker Students:** The primary objective of The Cochin College's scholarship policy is to provide financial assistance to students from economically disadvantaged backgrounds. The institution understands that financial constraints can be a major hindrance to pursuing higher education, and thus, it strives to offer financial support in the form of scholarships and freeships.
- **Promote Educational Access for Minorities:** With a large proportion of its student population coming from minority communities, The Cochin College is committed to ensuring that these students have the same opportunities as their peers. The scholarship and freeship initiatives are aimed at promoting equal access to education and empowering these communities through learning.
- **Encourage Academic Excellence:** The college recognizes and rewards academic excellence through merit-based scholarships. These scholarships are designed to motivate students to maintain high academic standards, thereby fostering a culture of academic achievement and personal growth within the institution.
- **Ensure Inclusivity:** The scholarship program also seeks to create a diverse and inclusive learning environment by supporting students from various socioeconomic and cultural backgrounds. This aligns with The Cochin College's broader mission to nurture a community that values diversity and inclusivity.

To ensure that scholarships and freeships reach deserving students, The Cochin College has put in place a structured and transparent process.

Scholarship Committee:

The college has a dedicated Scholarship Committee that oversees the implementation and management of scholarships and freeships. This committee is responsible for identifying eligible students, reviewing applications, and ensuring that the financial aid is distributed fairly and equitably. The committee works closely with various departments to inform and guide students through the application process.

Nodal Officer:

The institution has appointed a Nodal Officer to specifically manage the scholarship and freeship initiatives. The Nodal Officer acts as a point of contact for students and parents, providing them with detailed information on available scholarships and assisting them in submitting applications. This role ensures that the process remains streamlined and that students can access the assistance they need in a timely manner.

Outreach and Awareness:

The Cochin College actively disseminates information about various government and institutional scholarships through multiple channels such as notice boards, circulars, and student counseling sessions. By ensuring that all students, especially those from minority and disadvantaged backgrounds, are aware of the opportunities available, the college maximizes student participation in these programs.





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Regular Monitoring:

The Scholarship Committee regularly monitors the progress of scholarship disbursement, ensuring that students receive funds in a timely manner. They also coordinate with external agencies like government scholarship bodies to ensure compliance with eligibility criteria and procedures.

Government Scholarships

Kerala State Higher Education Council Scholarship (HECS)

First Year Degree students of Science, Humanities, Social Sciences and Business Studies can apply for this scholarship. Applications should be submitted directly in the weblink: [click here](#)

The minimum qualification for ST students is all pass. For SC students 55 to 60 percent as per the concerned subjects. For Physically Challenged students 45 percent. For BPL/ OBC categories 55 to 65 percent and for General category 60 to 75 percent. The scholarship amount is Rs 12000 for first year, Rs 18000 for the second year and Rs 24000 for the third year. If the student goes for PG, the amount is Rs 40000 for the first year and Rs 60000 for the second year. For details refer the website: [click here](#)

State Merit Scholarship (SMS)

First Year UG and PG students who have scored 50 percent or above for the qualifying examination can apply for this scholarship. Family annual income should not exceed Rs 1 Lakh. The amount for graduate students is Rs 1250 per annum and for post graduate students is Rs 1500 per annum. For details refer the website [click here](#)

Merit Scholarship to the Children of School Teachers (MSCT)

First year UG students who are children of primary and secondary school teachers can avail this scholarship of an amount of Rs 50 per month. For details refer the website [click here](#)

Hindi Scholarship (HS)

First year UG and PG students who have taken Hindi as a sub subject in UG and main subject in PG are eligible to apply. The scholarship amount is Rs 500 per month for UG students and Rs 1000 per month for PG students. For details refer the website: [click here](#)

Muslim Nadar Girls Scholarship (MNS):

First year UG girl students belonging to BPL family and backward community are eligible to apply for this scholarship which amounts to Rs 125 per annum. For details refer the website [click here](#)

Sanskrit Scholarship (SSE):

First year UG and PG students who are studying Sanskrit as main or sub subject can apply for this scholarship amounting to Rs 200 per month for UG and PG students. For details refer the website [click here](#)

Blind/PH Scholarship (BPHFC):

Blind/ PH/Deaf students of UG and PG courses can apply for this scholarship. Financial support to blind students with family income below Rs 2.5 lakhs by way of meeting fee charges. Hostel charges for all PH students who are hostellers and whose family annual income is below Rs. 4.5 lakhs and Boarding charges for all PH students who are day scholars and whose family annual income is below Rs. 4.5 lakhs For details refer the website [click here](#)





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ASPIRE scholarship for PG programmes:

Meritorious students of PG courses are given Rs 8000 per month for pursuing short term internships/ projects undertaken within the state and Rs 10000 per month for undertaking projects outside the state. The scholarship will be provided for a period of one month. For details refer the website [click here](#)

C.H. Muhammedkoya Scholarship (CHMS)

Girl students of UG and PG courses belonging to Muslim, Latin and Converted Christian community of Kerala are eligible to apply. They should have scored 50 percent or above for the qualifying examination and the annual family income of parents should not exceed Rs 8 lakhs. The scholarship amount is Rs 5000 pa for UG students and Rs 6000 per annum for PG students. For details refer the website: [click here](#)

Prof. Joseph Mundassery Scholarship (PJMS)

Meritorious students of Muslim, Christian, Sikkh, Buddhist, Parsis and Jains community who are studying for BA/BSc/B.Com in Arts/science colleges are eligible to apply for this. A cash award of Rs15000 is given to outgoing students who scores 80 percent and above in the UG final year examination and 75 percent above in the PG final year examination. For details refer the website: [click here](#)

SNEHAPOORVAM scholarship of Kerala Social Security Mission

Scholarship given to students whose parents have passed away and are living with their relatives, friends or with the help and support of the community. The amount of the scholarship is Rs 10000 per annum for 3 years for UG students and same amount for PG students for 2 years. For details refer the website: [click here](#)

The scholarship aims to motivate bright students to pursue higher studies in basic and natural sciences. It also gives Pratibha scholars opportunities to attend Science orientation programmes in reputed research laboratories and also to interact with pioneers in the field of science. The scholarship is given to meritorious students of BSc Botany, Biotechnology, Chemistry, Mathematics, Physics and Zoology who have scored a minimum of 90 percent marks or equivalent grade for all subjects put together and a minimum of 90 percent for all science subjects put together. For SC/ST category the marks are fixed at 80 percent or above. The students can avail the scholarship for all years of UG and can also continue the same for PG. For details refer the website [click here](#)

INSPIRE Scholarship (DST, Govt. of India)

Scholarship for Higher Education (SHE) is a component scheme under Innovation in Science Pursuit for Inspired Research (INSPIRE), which is a flagship programme of the Department of Science and Technology (DST), under the Ministry of Science and Technology, Government of India. It aims to engage young talents for the study of Science and Technology and pursue research as a career and to augment youth to undertake higher education in Science intensive courses by providing scholarships to deserving students. Under this scheme SHE, 12,000 scholarships (From SHE-2017 onwards), each valued at Rs. 80,000/- are announced annually for students pursuing Bachelors and Masters level courses in Basic and Natural Sciences. Meritorious Students with aggregate marks within top one per cent of their Class XII examination of any State or Central Board in India are eligible. In addition, the student must be pursuing courses in Natural and Basic Sciences at the BSc, BS, and Int.MSc/MS level. Also those students who have secured ranks in the JEE of IIT, AIPMT (within top 10000 ranks), and are presently pursuing Natural and Basic Science courses in India at the BSc, BS, Int. MSc/MS level.

For details refer the website [click here](#)

PG Merit Scholarship For University Rank Holders

Scholarship given to UG rank holders in order to pursue their PG. The university should issue rank certificates to the toppers of the university in B.A., B.Sc., and B.Com. For details refer the website [click here](#)





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PG Indira Gandhi Scholarship for Single Girl Child

Any single girl child, being the only child of her parents, is eligible to apply for the PG scholarship scheme during the first year of her admission to PG. The age of the girl student should not exceed 30 years at the time of admission. The scholarship amount is Rs. 2,000/- per month for a period of two years only (10 months in the year) i.e. full duration of a PG course. For details refer the website [click here](#)

Post Metric Scholarship (PMS)

Scholarship given to students belonging to economically weaker sections of minority community (Muslims and Christians). The student must have secured 50 per cent or equivalent grade in the previous final examination and the annual income of the parents/guardian from all sources should not exceed Rs. 2 lakhs. The scholarship amount is Rs. 3000 per annum for UG and PG students and maintenance allowance of Rs. 570/- per month for Hostellers and Rs. 300/- per month for Day Scholars. For details refer the website [click here](#)

Central Sector Scholarship (CSS)

For availing this scholarship the applicant should have passed the Senior School Certificate Examination conducted by CBSE by securing a total aggregate mark of 418/500 in Science, 396/500 in Commerce and 332/500 in other subjects (for all categories: SC/ST/OBC/UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. The Scholarship Amount is Rs 1000/- per month for UG and Rs 2000 per month for PG students. For details refer the website [click here](#)

Post Metric Scholarships for Students with Disabilities (PMSD)

The Scholarship provides financial assistance to the parents of students with disabilities for studying in post-matric level. The financial assistance includes scholarship, book grant, escort/reader allowance, etc. Selection of the beneficiaries under these two scholarship schemes is on the basis of merit. For details refer the website [click here](#)

'E-Grantz' SCHOLARSHIPS

E-grantz is web based solutions for the timely disbursement of educational assistance to all eligible students of UG, PG and PhD level. For details refer the website, [click here](#)

The different categories of educational grants/concessions under this scheme are given below: 1. Educational concession to the students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities including Kudumbies and Converts. 2. Educational concession to Socially and Educationally Backward Communities under KPCR. 3. Educational Concession to the Forward Communities under KPCR

Apart from the mentioned scholarships, students may also receive financial benefits from local authorities and institutions. Institutions issue course certificates to help students claim such benefits.

Certificate Examination conducted by CBSE by securing a total aggregate mark of 418/500 in Science, 396/500 in Commerce and 332/500 in other subjects (for all categories: SC/ST/OBC/UR). Annual income of the parents/guardian from all sources should not exceed Rs. 4.50 lakhs. The Scholarship Amount is Rs 1000/- per month for UG and Rs 2000 per month for PG students. For details refer the website [click here](#)

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Student Aid Scholarship from Govt. of Kerala (SAF)

This given to the economically backward students of the institution. The selection is done by the institution on merit cum means ground.

Institutional Scholarships:

- Scholarships by Former Faculty Members: The former faculty members of The Cochin College have instituted several endowments for students, with 37 scholarships awarded to top scorers in various courses and programs. These scholarships are distributed every year on College Day.
- Alumni scholarships The Cochin College Alumni Association has instituted scholarships to top performing students in each final year degree programme. Every year 20 students are given awards. These scholarships are distributed at Alumni General Body every year.
- EmpowerEd: Department Financial Support Program The Cochin College is committed to ensuring that every student has the opportunity to succeed, regardless of their financial background. In alignment with this vision, the college has instituted a Financial Support program funded by contributions from department faculty, alumni, and parents. This policy outlines the guidelines and procedures for the scholarship program, which provides partial or full financial assistance to students for purchasing records, textbooks, paying exam fees, and participating in field visits/tours.

Objectives

The objective of the program is to offer financial support to deserving students to help cover academic-related expenses, thereby alleviating the financial burden and promoting academic success.

Eligibility Criteria

The applicant must be a full-time student of The Cochin College. The applicant must have a minimum attendance of 75%. The applicant must demonstrate financial need as identified by the class tutor.

Identification of Beneficiaries

Class Tutors' Role: The class tutors will identify students who are in need of financial assistance, either based on their observations or upon requests made by students. **Confidentiality:** The process of identifying needy students will be handled with utmost confidentiality to protect the privacy and dignity of the students. **Recommendation:** The class tutor will submit a recommendation to the Department Head detailing the student's need and the extent of financial support required





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Types of Financial Assistance

The Financial Support will cover the following expenses, either partially or fully: Records and Notebooks: To assist with the cost of mandatory academic records and notebooks. Textbooks: To aid in purchasing prescribed textbooks for courses. Exam Fees: To provide support in paying university/college examination fees. Field Visits/Tours: To help with the expenses related to compulsory academic field visits or tours, including travel and accommodation 6. Disbursement of Assistance Financial Support will be disbursed directly to the concerned department or service provider (e.g., bookstore, examination office, travel agency) based on the actual costs incurred by the student. A cap may be set for each category of assistance, and students will be reimbursed up to this cap if necessary





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2 Internal Examination

A Committee is constituted with the sole purpose of conducting internal examinations for all Undergraduate students in a centralized mode. The Committee aims to:

- Conduct internal examinations as per University norms and syllabus in a centralized manner.
- Make students aware of the question paper pattern in terms of University examinations.
- Inculcate a disciplined approach among students when they appear for University examinations.
- Encourage students to have a serious attitude towards their academics.

The Internal Examination Committee is responsible for:

- Conducting internal examinations twice each semester in a centralized mode.
- Each department provides the committee with a hard copy and a digital version of the question paper for printing purposes.
- The Committee organizes seating arrangements, allocates invigilation duties to faculty, and handles answer scripts distribution and collection.
- Preparing question papers and necessary blank answer scripts to be distributed class-wise.





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3 Research Committee

Purpose and Objectives

- Purpose The Cochin College aims to create and support a research culture for developing and promoting scientific temper and research aptitude among its teachers, staff, and students. The Research Policy of the Institution provides standard norms for conducting research in an effective and safe manner. The policy aims to contribute to capacity building by encouraging the scientific temper and research aptitude of the faculty and students and by implementing advanced research methodologies. This Research Policy is implemented in all the departments and serves as the guidelines for the functioning of the Research Council of the college.
- Objective The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers at The Cochin College. The policy shall serve as an overall framework within which research activities may be carried out. The objectives are:
 1. Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, industry, or government organizations.
 2. Encouraging and facilitating the publication of research work/projects in reputed academic journals.
 3. Nurturing an environment for undertaking socially useful research with potential for commercialization.
 4. Promoting the development of a research culture among students of the UG and PG programs. The committee coordinates the research projects of students by preparing guidelines for UG and PG research projects.
 5. Encouraging faculty to apply for recognition as research guides.
 6. Showcasing the research carried out by students and faculty through its registered peer-reviewed UGC CARE recognized journal, Xplore, with separate editions for Sciences and Humanities.
 7. Strictly prohibiting plagiarism at all levels and facilitating the monitoring and mitigation of malpractices through online tools.

In order to promote a research culture in the college, the Research Committee, along with some faculty members, organizes academic events including workshops, seminars, and invited lectures by eminent researchers. All departments regularly conduct academic seminars and conferences in collaboration with UGC and other funding agencies. The conference provides a platform for researchers to discuss the progress of their work and receive suggestions from the panel of experts.

• Committee Leadership and Governance

The Research Committee is headed by the Principal, and faculty members with doctoral degrees, to promote and monitor research activities and advocate high standards of responsibility for ethical conduct. The committee consists of nine faculty members: three from Arts/Humanities and four from Sciences, one of whom will be the convenor. The Research Committee meets regularly to discuss research policies, funding allocations, project proposals, progress reports, and other research-related issues. The frequency of meetings depends on the level of research activities.

- Decision-Making Process The decision-making process of the Research Committee is transparent and inclusive. Research proposals and projects are evaluated based on their quality, relevance, feasibility, and potential impact.
- Amendments to the Policy Document The policy document can be reviewed and amended periodically after discussions and agreement among the committee members.





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4 Internal Complaints Committee (ICC)

The Cochin College adheres to the UGC Notification dated 2nd May, 2016, on Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions, Regulations 2015.

Definition of Sexual Harassment [Section 2(k)]

An unwanted conduct with sexual undertones if it occurs or is persistent and which demeans, humiliates, or creates a hostile and intimidating environment, or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature;
- Demand or request for sexual favours;
- Making sexually coloured remarks;
- Physical contact and advances; or
- Showing pornography.

Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:

- Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- Implied or explicit threat of detrimental treatment in the conduct of work;
- Implied or explicit threat about the present or future status of the person concerned;
- Creating an intimidating, offensive, or hostile learning environment;
- Humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the person concerned.

Responsibilities of the Internal Complaints Committee (ICC) [Section 5]

The Internal Complaints Committee shall:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- Provide mechanisms for dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches;
- Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave, relaxation of attendance, or transfer to another department or supervisor;
- Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.





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Process of Making a Complaint [Section 7]

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident, and in case of a series of incidents, within three months from the date of the last incident. The ICC may extend this time limit by another three months if justified.

Friends, relatives, colleagues, co-students, psychologists, or other associates of the victim may file the complaint on behalf of the aggrieved person if they are unable to do so due to physical or mental incapacity or death.

Process of Conducting an Inquiry [Section 8]

- Upon receipt of the complaint, the ICC shall send a copy of the complaint to the respondent within seven days.
- The respondent shall file their reply to the complaint within ten days, along with a list of documents and witnesses.
- The inquiry must be completed within ninety days from the receipt of the complaint. The inquiry report with recommendations must be submitted within ten days of completion to the Executive Authority of the HEI.
- The Executive Authority must act on the recommendations within thirty days unless an appeal is filed.
- Either party may appeal the ICC's findings within thirty days of the recommendation.
- If the Executive Authority does not act on the ICC's recommendations, it must provide written reasons to the ICC and both parties. If it decides to act, a show-cause notice must be served on the party against whom action is proposed, answerable within ten days.
- The aggrieved party may seek conciliation to settle the matter, excluding monetary settlements.
- The identities of the aggrieved party, witnesses, and the offender shall be kept confidential.

Interim Redressal [Section 9]

The HEI may:

- Transfer the complainant or respondent to another section to minimize contact;
- Grant leave to the aggrieved person with full benefits for up to three months;
- Restrain the respondent from evaluating or reporting on the complainant;
- Warn offenders to keep a distance and, if necessary, restrain their campus entry;
- Take strict measures to protect the complainant from retaliation and victimization.





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Punishment and Compensation [Section 10]

- Offenders found guilty shall be punished per the HEI's service rules.
- If the offender is a student, the HEI may:
 - Withhold privileges like access to facilities, scholarships, or identity cards; -Suspend or restrict campus entry; -Expel or deny readmission; -Award reformatory punishments like mandatory counseling or community service.

The aggrieved person is entitled to compensation, determined based on:

- Mental trauma, pain, and suffering;
- Loss of career opportunity;
- Medical expenses;
- The income and status of the perpetrator and victim;
- Feasibility of lump-sum or installment payments.

Action Against Frivolous Complaints [Section 11]

To prevent misuse, if the ICC concludes that a complaint is false or malicious, the complainant will be punished according to HEI regulations. Malicious intent shall not be assumed without a proper inquiry.





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5 Anti-narcotics

This policy document outlines the guidelines and regulations for Anti Narcotic Cell at The Cochin College. It serves as a reference for club members, officers, and advisors to ensure the smooth functioning and compliance of the club with the policies and procedures of the college.

Purpose and Objectives

The Anti Narcotic Cell was established in this institution in the year 2017. It is a specialized committee that works towards creating awareness and combating drug abuse and illicit drug trafficking in campus and among the students. Its main purpose is to promote a drug-free environment, protect students from the adverse effects of drug use, and give necessary aid to those who are struggling with drug-related issues. The cell function with the support of teachers, students, parents and the entire college community.

The objectives of the anti-narcotic cell include:

- To ensure a drug free campus
- To engage the students in anti- narcotic activities
- Support the national anti-drug campaign
- To enable the students to be goal oriented and capable of protecting oneself and others from drugs

Awareness and Prevention: The cell aims to educate students about the negative aspect of drug abuse and the potential consequences it can have on their physical and mental health, academic performance, and future prospects. It conducts workshops, seminars, competitions and awareness campaigns to spread information about drug abuse and its harmful effects.

- **Reporting and Intervention:** The anti-narcotic cell encourages the college community to report any suspicious drug-related activities on the campus.
- It collaborates with law enforcement agencies such as the Excise department to take appropriate action against drug trafficking and related criminal activities.

Rehabilitation and Referral:

If a student is found to be struggling with drug abuse or addiction, the cell may refer them to professional rehabilitation centres or support groups.

- **Policy and Regulation:** The cell may work with college authorities and administrators to develop and implement drug prevention policies, such as random drug testing, and ensure that disciplinary actions are taken against those who violate these policies. The overall aim of the anti-narcotic cell is
- To ensure a drug free campus
- To engage the students in anti- narcotic activities
- Support the national anti-drug campaign
- To enable the students to be goal oriented and capable of protecting oneself and others from drugs





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Activities

Club Leadership and Governance: The Anti-narcotic Cell consists of a Convenor and members. The Convenor is selected from senior faculty members. Members are selected from the teaching faculty .

Amendments to the Policy Document The Policy document is reviewed and amended periodically after the suggestions and discussions between the club members.





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6 Anti-Ragging

In conformity with Supreme Court judgements and directions, UGC guidelines and State Government Instructions, The Cochin College, Kochi is following 'Zero-Tolerance policy' towards ragging. Any student of The Cochin College, Kochi accused and found guilty of ragging, will be severely dealt with, in accordance with the Provisions of the Law. Ragging has ruined countless innocent lives and careers. It is now defined as an act that violates or is perceived to violate an individual student's dignity. Ragging is totally banned in the campus and anyone found guilty of ragging and/or helping ragging is liable to be punished as it is criminal offence. The Cochin College, Kochi ensures strict compliance on the prevention of Ragging in the form.

Purpose and objectives

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts: Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

The Anti-Ragging Cell was established to prevent any instances of ragging on campus and to ensure that students are aware of the serious consequences associated with such activities. The cell is dedicated to maintaining a safe, friendly, and supportive environment for all students. The objectives of the Anti-Ragging Cell include:

- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student. .
- To bring out an awareness among the students about the consequences of ragging.
- To keep a constant eye and vigilance over ragging so as to prevents its occurrence.
- To address any ragging issues immediately and taken action as advised by the committee.
- Anti-Ragging Cell executive meeting will held at thrice in a year.





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Club Leadership and Governance

Club Officers

The Anti-Ragging Cell consists of a Convenor and several members. The convenor is typically a senior faculty member who works with other staff to ensure compliance with anti-ragging laws.

Advisor

The convenor and members are selected from the teaching faculty.

Meetings

Meetings are conducted periodically to discuss the progress of the cell's activities and any incidents reported. Emergency meetings are held if a ragging incident occurs on campus.

Decision-Making Process

Decisions within the Anti-Ragging Cell are made in a transparent and inclusive manner, based on consensus among members. Actions are taken after careful consideration of the facts in any reported cases. According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely; Warning, writing apology letter Suspension from attending classes and academic privileges. Withholding/ withdrawing scholarship/ fellowship and other benefits. Debarring from appearing in any test/ examination or other evaluation process. Withholding results. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. Suspension/expulsion from the hostel. Cancellation of admission. Rustication from the institution for period ranging from one to four semesters. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Powers and Functions: Anti Ragging Cell To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;

To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging; To consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment recommended for the offenders; Oversee the procedure of obtaining undertaking from the students in accordance with the provisions; Conduct workshops against ragging menace and orient the students; To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls; To offer services of counselling and create awareness to the students; To take all necessary measures for prevention of Ragging inside the Campus.

Amendments to the Policy Document

The policy document is reviewed and amended periodically after suggestions and discussions between club members.





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7 Bhoomithra Sena

Addressing environmental issues is a multidisciplinary task and for its effective accomplishment, strong action on awareness building is essential. If taken up at the grassroots level, it helps in changing the attitude of society. To attain this objective, it is appropriate to harness the enormous manpower available with students, as they form the most important community with influence both in their families and society at large.

For strengthening the environmental commitment of students at the college level in the State, the Directorate of Environment & Climate Change (DoECC) launched the **Bhoo Mithra Sena** programme. Through this programme, Bhoo Mithra Sena Clubs (BMCs) are established in all districts through colleges of the State, now extended to Higher Secondary Schools as well.

Objectives

- To encourage students to appreciate the environment and the environmental issues of their locality.
- To provide environmental education opportunities for students and involve them in addressing local environmental issues.
- To utilize the enormous manpower available with students as conduits for societal awareness.
- To encourage students to practice and advocate sustainable lifestyles.
- To improve the overall environmental quality of the institution.

Coverage

Bhoo Mithra Sena Clubs (BMCs) will be supported in all government and aided colleges/Higher Secondary Schools in the State.

Methodology

- The scheme is operated through Bhoo Mithra Sena Clubs (BMCs) formed in participating Colleges/Higher Secondary Schools.
- Each BMC should have at least 50 student members interested in environmental issues, contributing a token sum of Rs. 10/- per year for the BMC. There is no upper limit to the number of students.
- Each BMC will be supervised by a Faculty-in-Charge (FIC), selected from the teachers by the Principal based on their interest in environmental issues.
- The DoECC will coordinate the scheme's implementation in the State.

Financial Assistance

1. Each participating institution with a BMC would be provided an initial assistance of Rs. 25,000/-.
2. 10% of the total annual expenditure on the scheme in the State shall be earmarked for administrative expenses.
3. Awards will be instituted for Best BMCs selected from different zones (South, Central, North) based on performance.

Fund-Flow Mechanism

Grants and funds for the BMCs will be released by DoECC to the Head of the institution, after executing a biparty agreement with DoECC. The amount should be managed through a dedicated bank account in a nationalized bank.





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Activities

Suggested activities for BMCs:

- Organize seminars, debates, lectures, and popular talks on environmental issues.
- Field visits to local environmentally important sites such as wildlife parks, coastal areas, etc.
- Organize awareness camps on waste minimization and sustainable lifestyles.
- Observance of environmentally significant days like World Environment Day, World Water Day, etc.
- Conduct cleanliness drives, tree plantation, and maintain waste management units.
- Monitor the water quality of water bodies in and around the campus.
- Prepare local environmental resource materials.

Role of Implementers

Role of DoECC

- Coordinate participating institutions and organize state-level activities.
- Organize training programs for FICs and student members.
- Provide publicity for the program and organize evaluation and monitoring of the scheme.

Role of FIC in BMC

- Encourage students to join the club and engage in environmental activities.
- Bring together BMC members regularly for activities.
- Document activities and submit reports to DoECC with photographs.
- Submit the Utilization Certificate (KFC Form 44) and Expenditure Statement by December 31.





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8 Digital Solutions Committee

The Digital Solutions Committee (DSC) at The Cochin College is a dedicated group responsible for the management and implementation of IT infrastructure and technology projects across the college campus. The committee is entrusted with introducing, maintaining, and enhancing technological solutions that streamline various academic and administrative processes. The primary goal of the DSC is to foster a technologically advanced learning environment and optimize the college's digital resources.

Purpose and Objectives

The purpose of the Digital Solutions Committee is to spearhead technological advancements and facilitate the seamless integration of digital tools to enhance the overall learning experience and administrative efficiency at The Cochin College. The key objectives of the Digital Solutions Committee for the academic year 2021-2022 are as follows:

1. Implement and maintain the projects listed below, catering to the specific needs of the college's faculty, staff, and students.
2. Ensure all IT infrastructure and systems are up-to-date, secure, and reliable for smooth academic and administrative operations.
3. Organize training programs and workshops to equip faculty and students with the necessary skills to effectively use digital resources and tools.
4. Collaborate with various departments to understand their technological requirements and provide relevant solutions.
5. Continuously explore innovative technologies and propose feasible ideas for further improvements in the college's IT ecosystem.

Projects

The Digital Solutions Committee will undertake the following projects during the academic year 2021-2022:

- **DutyBase:** A system developed for the Exam Committee to assign examination duties to teachers, built using Google Sheets with AppScript.
- **Internal Assessment Form Templates:** Google Sheets templates for sharing and consolidating internal assessment marks.
- **Maintenance Reporting System:** A Google Forms-based platform to report maintenance activities for efficient record-keeping.
- **G-Suite and Edspace Data Collection:** Streamlining data collection of admitted students and creating institutional email accounts and Edspace LMS accounts.
- **Cubicle:** Python-based software for allotting students to examination halls and randomizing seating positions.
- **Edspace LMS:** A customized Moodle-based platform for hybrid courses and academic activities.
- **QP Archive:** An online repository of previous year question papers for students, in collaboration with the college library.
- **Paperless AQAR Framework:** A Google Cloud-based system for data collection and consolidation for the Annual Quality Assurance Report (AQAR).
- **Duty Certificate Archive:** An archive to store faculty duty certificates for easy reference and verification.
- **Website Data Collection:** Collecting data from stakeholders to keep the college website updated.
- **Programme Intimation Forms:** Keeping records of activities and programs conducted by various committees and departments.





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Finances

The projects undertaken by the Digital Solutions Committee will be funded by the Parent Teachers Association (PTA) of The Cochin College.

Events and Activities

The Digital Solutions Committee will organize the "Techquip series," which includes hands-on training programs for both teachers and students on using various e-resources and tools effectively.





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9 Mentoring Cell

This policy document outlines the guidelines and regulations for the Mentoring Cell at The Cochin College. It serves as a reference for club members, officers, and advisors to ensure the smooth functioning and compliance of the club with the college's policies and procedures.

Purpose and Objective

The purpose of the Mentoring Cell is to provide guidance, support, and mentorship to students, fostering their academic, personal, and professional development. It aims to create a nurturing environment where students can thrive and succeed through personalized assistance and valuable resources. The Mentoring Cell's mission is to nurture strong mentor-student relationships that encourage academic success, personal growth, and career development. The cell strives to establish a mentorship culture within the college community, providing support and motivation for students to pursue their goals. The Mentoring Cell envisions a supportive environment with personalized guidance, empowering students to reach their full potential academically and personally. It aligns with the overall goals and values of the college by supporting student success, holistic development, and ethical conduct.

The specific objectives of the Mentoring Cell are:

- Provide subject-specific guidance and assistance to help students excel in their studies.
- Offer mentorship to enhance students' self-confidence, communication skills, and overall personal growth.
- Assist students in exploring career options, setting career goals, and preparing for the job market.
- Provide a safe and supportive space for students to discuss their concerns and receive emotional support.
- Help students set realistic and achievable academic and personal goals.
- Provide strategies for effective time management and study habits.
- Encourage students to develop leadership skills and take on leadership roles.
- Offer resources and techniques for managing stress and maintaining well-being.
- Focus on the overall well-being of students, encompassing their academic, personal, and professional growth.

Activities, Events, and Initiatives

- **Individual Mentoring Sessions:** Regular one-on-one sessions between mentors and students to discuss academic progress, challenges, and goals.
- **Career Guidance Sessions:** Providing career guidance on different career paths, job opportunities, and further education options.
- **Peer Mentoring:** Encouraging senior students to mentor junior students, fostering a supportive and collaborative learning environment.

Membership

The Mentoring Cell's membership primarily consists of faculty members, but the benefits of mentorship are open to all students within the college. Students can avail themselves of the mentorship program regardless of their academic level, field of study, or background. The Mentoring Cell operates under the support and approval of the college administration, ensuring alignment with the college's mission and vision.





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Club Leadership and Governance

Club Officers

The Mentoring Cell consists of the Convenor and faculty members.

Advisor

The Convenor is selected from senior faculty members, and other members are selected from the teaching faculty. Class teachers also serve as mentors, ensuring a close connection between students and the academic community.

Meetings

At the start of the academic year, a meeting is held to outline the action plan and set objectives for the club's activities throughout the year. The frequency of meetings may vary based on the club's activities. Decisions are made through a consensus-building process after collective discussions facilitated by the Convenor.

Additional Activities

- Class teachers shall forward the list of students (Mentees) to the coordinator, who will assign them to mentors.
- Each mentor will have a maximum of 20 mentees, and groups will remain consistent throughout the course duration.
- Regular meetings should be conducted to address academic, financial, and psychological issues.
- Mentors will keep records of all sessions and regularly review student progress.
- Poor performers will be identified, and mentors may involve parents, department heads, or the principal if necessary.
- Digital platforms can be used for effective communication.
- Certified counseling should be arranged if needed.
- The final decision regarding mentor-mentee analysis and recommendations will be made by the college principal.

Amendments to the Policy Document

The policy document is reviewed and amended periodically after suggestions and discussions among club members.





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10 Women's Guidance

This policy document outlines the guidelines and regulations for the Women's Guidance Cell at The Cochin College. It serves as a reference for club members, officers, and advisors to ensure the smooth functioning and compliance of the club with the policies and procedures of the college.

Purpose and Objectives

The Women's Guidance Cell, *Maithri*, was established in 1994 as an initiative of the University Women's Association and a team of dedicated teachers to equip and empower women. The cell aims to enhance the self-esteem of young women and empower them to make pertinent decisions. Additionally, it provides career guidance, conducts health awareness classes, and organizes sessions on community living.

The specific objectives of the Women's Guidance Cell are:

- To create social awareness about the problems faced by women.
- To develop self-confidence in women.
- To guide women about welfare laws.
- To assert the importance of spiritual, economic, social, racial, and gender equality.
- To highlight the importance of health and hygiene.
- To develop a multidisciplinary approach for overall personality development.
- To organize seminars and workshops related to women's development.
- To impart life skills.
- To encourage socializing skills through interaction with society, parents, teachers, and peer groups.

Club Leadership and Governance

Club Officers

The Women's Guidance Cell consists of a Convenor, a representative of IQAC, and other members.

Advisor

The Convenor is selected from senior faculty members, while other members are selected from the teaching faculty.

Meetings

A meeting is conducted at the beginning of the academic year to chalk out the action plan for the year. Another meeting is held before the inauguration of yearly activities to discuss and prepare the program schedule.

Finances and Budgeting

Proposals for activities are submitted to the Principal, and funds are released from the P/D Account at the end of the year. Requests are forwarded to the Principal, and after the completion of the program, expenditure statements and vouchers are presented. Funds are released at Rs 5/- per girl student.





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Events and Activities

The Women's Guidance Cell organizes various activities on campus to raise social awareness about issues faced by women. The cell conducts programs to teach new skills, broaden the intellectual horizon of girl students, and create general awareness through seminars and workshops. Training programs on self-employment schemes are also organized to encourage women to become self-reliant. The cell aims to empower young women emotionally, physically, and mentally to face life's challenges. Other important activities include career guidance, health awareness classes, and classes on community living.

Collaborations

The cell collaborates with the Minority Cell, Legal Literacy Club, and the NSS unit of the college to conduct events such as pre-marital counseling, human rights sessions, and awareness campaigns on the use of menstrual cups.





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11 Divyangjan

The Cochin College is committed to creating an inclusive and supportive environment for all students, faculty, and staff, including those with disabilities (Divyangjan). This policy outlines the college's commitment to providing equal opportunities and ensuring accessibility for Divyangjan individuals, in line with the Rights of Persons with Disabilities Act, 2016.

Objectives

The objectives of the Divyangjan Policy are:

- To ensure equal access to educational, physical, and technological resources for Divyangjan students and staff.
- To promote an inclusive culture that respects and values diversity.
- To provide necessary support services and accommodations to Divyangjan individuals to enable their full participation in academic and extracurricular activities.
- To raise awareness and sensitize the college community about the needs and rights of Divyangjan individuals.

Scope

This policy applies to all students, faculty, staff, and visitors of The Cochin College.

Physical Accessibility

- The college will ensure that all buildings and facilities are accessible to Divyangjan individuals, including ramps, elevators, accessible restrooms, and designated parking spaces.
- Classrooms, laboratories, and other facilities will be equipped with necessary assistive devices, such as adjustable furniture, Braille signage, and audio-visual aids.
- Regular audits will be conducted to assess and improve the physical accessibility of the campus.

Awareness and Sensitization

- Regular workshops, seminars, and training sessions will be conducted to raise awareness about the rights and needs of Divyangjan individuals among students, faculty, and staff.
- The college will celebrate important days related to disability rights, such as the International Day of Persons with Disabilities, to foster a culture of inclusion and empathy.

Grievance Redressal

A grievance redressal mechanism will address any concerns or complaints related to accessibility or discrimination faced by Divyangjan individuals.

Policy Review

- This policy will be reviewed periodically to ensure its alignment with current laws, regulations, and best practices.
- The college will update the policy as needed to reflect changes in the needs of Divyangjan individuals and advancements in accessibility technologies.





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12 Attendance committee

This policy document outlines the guidelines and regulations for the attendance committee of The Cochin College. It serves as a reference for committee members, officers, and advisors to ensure the smooth functioning and compliance of the committee with the college's policies and procedures.

Purpose and Objectives

The attendance committee of The Cochin College is responsible for tracking and monitoring the attendance of students in various classes and courses. The committee ensures that students meet the minimum attendance requirements set by the college and university. The major objectives of the attendance committee include:

1. Monitoring Attendance.
2. Enforcing attendance policies, which include reviewing attendance records, identifying patterns of absenteeism, and taking appropriate action according to the college's guidelines.
3. Addressing attendance issues and helping students who are struggling with attendance to improve their attendance records.
4. Analyzing data and reporting attendance trends to college administrators, faculty, and other relevant parties.
5. Developing strategies and initiatives to promote regular attendance among students, such as awareness campaigns and recognition programs.
6. Collaborating with stakeholders, including faculty members and student representatives, to develop effective attendance policies.
7. Addressing exceptional circumstances, such as medical emergencies or unforeseen situations that affect student attendance.

Activities

The Attendance Committee of The Cochin College is actively involved in attendance monitoring through the Linways application. Consolidated attendance data is published monthly, and reports are made available to students. The committee maintains a centralized attendance database and regularly conducts meetings to examine attendance trends and identify areas of concern. Policies and procedures are reviewed and updated as needed, considering factors such as minimum attendance requirements and processes for documenting absences. The committee also provides support to students facing attendance-related challenges and reviews exceptional circumstances, such as medical emergencies or unexpected events.

Club Leadership and Governance

Club Officers

The Attendance Committee consists of a Convenor, a representative of IQAC, and other members from the teaching faculty.

Advisor

The Convenor is selected from senior faculty members, while members are chosen from teaching faculty.

Meetings

The committee meets once per semester to analyze attendance records and recommend suggestions. Other meetings are scheduled as needed, usually offline. Suggestions from members are recorded in meeting minutes and submitted to the college council for approval.





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Decision-Making Process

Decisions are made through a structured, collaborative process involving input from committee members and other stakeholders. Data is reviewed to identify trends and evaluate the effectiveness of current policies. Feedback is gathered from faculty, students, and administrators to ensure diverse perspectives are considered. Decisions are communicated to relevant stakeholders, and the committee monitors their implementation and effectiveness, adjusting as needed.

Amendments to the Policy Document

Amendments to the policy document are made as per the directions from the university.





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13 Green Initiatives

A green campus is a place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices. The concept of a green campus offers an institution the opportunity to take the lead in redefining its environmental culture and developing sustainable solutions to meet the environmental, social, and economic needs of mankind.

The Green Campus Energy and Environment Policies aim to develop new co-curricular and extracurricular activities that encourage students to take the lead in creating positive change. These initiatives involve a thorough review of all infrastructural and administrative functions, focusing on energy efficiency, sustainability, and environmental impact.

Focus Areas of the Policy

- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives
- Smoking-Free Campus
- Infrastructure
- Solar Power Plant
- Installation of Energy Efficiency Equipment
- Water Conservation through Rainwater Harvesting
- Waste Management Processes (Solid, Liquid, E-Waste)
- Awareness Initiatives
- Student Clubs and Departmental Activities
- Green Audit and Energy Audit
- Plastic-Free Campus

Objectives of the Policy

1. To protect and conserve ecological systems and resources within the campus.
2. To ensure judicious use of environmental resources to meet the needs of current and future generations.
3. To integrate environmental concerns into policies, plans, and programs for social development and outreach.
4. To collaborate with stakeholders and the local community to raise awareness and adopt environmental best practices.
5. To continuously improve contributions to climate protection and adaptation to climate change.
6. To improve the efficient use of all resources, including energy and water, reducing waste, and promoting recycling.
7. To maintain a plastic-free campus.
8. To conduct environmental and energy audits periodically.
9. To minimize paper use through e-governance.





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Policy Initiatives

Clean Campus Initiatives

The Cochin College has pledged to coordinate cleanliness activities within the college and beyond. Activities under the Swachh Bharat Abhiyan will be central to community work, with regular cleanliness drives and workshops on the 3Rs: Reduce, Reuse, and Recycle.

Landscaping Initiatives

The campus landscape serves as a visual representation of the institution's commitment to sustainability. Initiatives include tree plantation drives and encouraging student involvement in maintaining the green cover.

Clean Air Initiatives

The college promotes public transportation and carpooling to reduce air pollution. The entry of private vehicles is restricted, and the campus is designated as smoking-free.

Infrastructural Initiatives

The Cochin College minimizes energy consumption by switching to renewable energy sources, such as solar power, and using energy-efficient appliances like LED lighting.

Water Conservation

Rainwater harvesting is practiced to replenish groundwater levels. Additionally, efforts are made to minimize water wastage and maintain leak-proof systems.

Waste Management - Policy Document

Solid Waste Management

The college adopts the 3Rs (Reduce, Reuse, Recycle) and collaborates with NGOs like Plan@Earth for waste recycling. Initiatives include reducing the use of paper and managing sanitary napkin disposal through incinerators.

Liquid Waste Management

Leak-proof fixtures are maintained, and efforts are made to prevent waste from the college canteen from polluting the municipal drainage system.

E-Waste Management

The college collaborates with e-waste recycling companies and organizes awareness programs on responsible e-waste disposal.

Awareness Initiatives

The college supports awareness campaigns, workshops, seminars, and other events to promote environmental protection and the Green Campus initiative.

Student Clubs and Departmental Activities

The Nature Club, Bhoomitra Sena Club, NSS, and other student organizations are encouraged to organize activities that promote environmental awareness.





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Green Audit and Energy Audit

Regular audits are conducted to assess the college's environmental and energy performance, identifying areas for improvement and promoting sustainable practices.

Plastic-Free Campus

The college has implemented a Green Protocol to minimize plastic waste and has banned single-use plastics on campus. Initiatives include using cloth banners instead of plastic and encouraging recycling of plastic waste.

The Green Campus Energy and Environment Policy of The Cochin College demonstrates a commitment to environmental sustainability through practical initiatives and awareness campaigns. The institution continues to lead by example in reducing its environmental footprint and promoting eco-friendly practices.

14 Science and Quiz Club

This policy document outlines the guidelines and regulations for the Science and Quiz Club at The Cochin College. It serves as a reference for club members, officers, and advisors to ensure the smooth functioning and compliance of the club with the policies and procedures of the college.

Purpose and Objectives

The Science and Quiz Club, which began its activities on 21st June 2013, continues its efforts to impart scientific temperament to the students of the college. The club functions to foster scientific temperament among students, provide quiz training, competitive examination training, and integrate the celebration of national days of importance. The objectives of the Science and Quiz Club are as follows:

- To create scientific temperament among students.
- To guide students to new areas of science.
- To guide students to effectively participate in quizzes and competitive examinations.
- To educate students and the general public about various scientific developments.

Club Leadership and Governance

Club Officers

The Science and Quiz Club consists of a Convener, faculty members, and student representatives.

Advisor

The Convener and members are selected from the faculty, while student representatives are selected from the science graduate and postgraduate departments.

Meetings

Meetings are conducted at the beginning of the academic year to draft the action plan for the year. Additional meetings are held before the conduction of programs.





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Finances

Budgeting

Programs conducted with student participation. The club submits program proposals to agencies like KSCSTE for financial support.

Expenditures

Programs requiring financial assistance are conducted only after receiving approval from funding agencies. Bills and audited statements are submitted to the funding agency with the Principal's approval.

Events and Activities

Event Planning

The Science and Quiz Club continuously organizes various activities on campus to foster scientific temperament and general knowledge among students and the general public. The club organizes seminars, workshops, awareness classes, and quizzes to broaden students' intellectual horizons.

Collaborations

The club collaborates with various departments within the college and government agencies like KSCSTE to effectively organize programs.

