



**ST. GREGORIOS COLLEGE  
KOTTARAKARA**

# **POLICY DOCUMENTS**

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- ~~If the scholar has to avail leaves for any other purpose, written reasons must be provided to the center.~~
- ~~The institution has a zero tolerance policy toward plagiarism. Research supervisors are tasked with instructing their wards on the need for integrity in research. The consequences of plagiarism must be strongly impressed upon the scholars by the supervisors. Scholars are required to update their supervisors on the progress of their research every six months.~~
- ~~Innovative, preferably interdisciplinary research with socially beneficial outcomes shall be encouraged.~~
- ~~Prior to thesis submission, scholars should have to their credit a minimum of two publications in UGC care list approved journals. (Scholars should strive, if possible, to have an international publication during this time.)~~
- ~~At the time of completion of research work, a copy of the thesis must be handed over to the research centre.~~
- ~~The mental and emotional health of the scholars is of utmost importance. Any occurrence which disturbs the mental well-being of scholars and impedes the fruitful progression of their Research shall be reported to the Research and Ethics committee. Such occurrences can include (but not be limited to) harassment. The committee shall then take the appropriate action: either by providing speedy redressal to the scholar's grievance or by redirecting him/her to the anti-sexual harassment cell or the counseling cell, as the situation warrants.~~

### **MAINTENANCE POLICY**

The Managing agency of the college is represented by the Manager and Administrator who are jointly responsible for the development and maintenance of campus infrastructure. Customarily, the assent of the Managing council is obtained before implementing proposals involving huge financial commitment. With respect to maintenance and optimum utilization of physical, academic and support facilities a system combining conventional practices and systematic procedures are in place.

- The demands related to maintenance and proper utilization of facilities has to be submitted to the Principal in writing by the heads of departments or on behalf of IQAC. The Principal makes an assessment of the requirements based on feedback. Procedurally, most matters have to be discussed and finalized in the College council meetings before forwarding the proposals to the management. In the discharge of financial powers, the Administrator is ably assisted by the designated college officials and supporting staff. Mechanical appliances and laboratory equipment are usually serviced and maintained by the Lab assistants under the supervision of teachers. The services of skilled professors are also availed for the maintenance of computers, electronic appliances and laboratory equipment in their respective departments.

- The maintenance of physical infrastructure including college buildings, class-rooms and laboratories are systematically executed by the management, mostly on annual basis. Routine maintenance of all sophisticated equipments and machinery in the campus are enabled and overseen by service providers and contracting agencies. Urgent requests for servicing and repair or demand for chemicals, stationery etc., are directly dealt by the Principal. The necessary amounts are expended out of PD account, PTA funds and funds provided by the management.
- Wherever necessary, plumbers, electricians, gardeners, security staff, cleaning staff etc., are appointed on contract basis and paid out of management funds. A full-time mechanic is also available for assisting in the servicing and maintenance of electrical and electronic equipment in the science labs. Cleanliness and hygiene is maintained in the campus, classrooms, staffrooms, college office and laboratories by committed last grade employees and hired workers.
- Closed circuit cameras are installed in several parts of the campus and linked to a server in the Principal's office. A private agency is contracted for replacement and repair of its hardware components. The college website is maintained with the support of a reputed service provider. The main Computer lab is operated with the help of a contract staff.
- The utilization and maintenance of the library is overseen by the Library Advisory committee and the Librarian. Annual stock verification is conducted by the committees constituted by the Principal. The allocation of physical facilities including classrooms, staff rooms, seminar halls and common amenities is made systematically so as to ensure its optimum utilization.
- The college NCC and NSS units are allowed spacious rooms and stores and are responsible for the upkeep of facilities. The sports infrastructure such as the gym and basketball court is utilized on a regular basis by students which are overseen by the Physical Education instructor.