POLICIES

ST. ALOYSIUS COLLEGE (AUTONOMOUS)
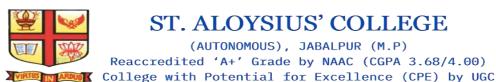
ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Index

Student Grievance Redressal Policy

Introduction

- **Background and Rationale**

  Recognizing the importance of student welfare and aiming to foster a harmonious academic environment, St. Aloysius College has instituted the Student Grievance Redressal Policy. This policy is designed to address and resolve student grievances in a fair and timely manner, ensuring the well-being and rights of every student are upheld.

- **Purpose of the Policy**

  The primary purpose of this policy is to provide a structured mechanism for students to voice their concerns and grievances, ensuring they are heard and addressed appropriately.

Objectives

- **Ensuring Fair Treatment**

  The policy aims to promote cordial student-student and student-teacher relationships, ensuring every student is treated fairly and with respect.

- **Promotion of Open Dialogue**

  By creating a safe platform for students to express their concerns, the policy encourages open dialogue and communication between students and the college administration.

- **Timely Resolution of Concerns**

  Emphasizing the importance of timely redressal, the policy ensures that grievances are addressed promptly and effectively.

Scope

- **Applicability**

  This policy applies to all students of St. Aloysius College, covering a wide range of grievances.

- **Types of Grievances Covered**

  The Grievance Redressal Committee addresses grievances related to academic, administrative, cultural, sports, examination, sexual harassment, ragging, library, and other miscellaneous concerns.

Policy Statements

- **Commitment to Impartiality**

  The college is dedicated to addressing grievances with an impartial and unbiased approach, ensuring justice and fairness.

- **Confidentiality Assurance**

  All grievances raised will be treated with utmost confidentiality, safeguarding the identity and dignity of the complainant.

Grievance Reporting Mechanism

- **Procedure for Filing a Grievance**

  Students can submit their grievances in writing through a suggestion box placed strategically within the college premises. Alternatively, grievances can be filed personally or via email. The suggestion box will be opened periodically, and grievances will be registered, scrutinized, and addressed in scheduled meetings.

- **Time Frame for Reporting**

  Grievances should be reported as soon as they arise to ensure timely redressal.

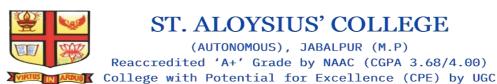## Grievance Review and Resolution

- **Initial Assessment**

  Upon receipt, each grievance will be initially assessed by the Grievance Redressal Committee to determine its nature and severity.

- **Investigation Process**

  A thorough investigation will be conducted, ensuring a fair and transparent process.

- **Resolution and Feedback**

After the investigation, appropriate actions will be taken, and feedback will be provided to the complainant.

Roles and Responsibilities

- **Student's Role**

  Students are encouraged to voice their concerns without fear and to cooperate during the investigation process.

- **Role of the Grievance Redressal Committee**

  The committee is responsible for receiving, assessing, investigating, and resolving grievances. It also ensures that the college environment remains free from any form of harassment or discrimination.

- **Role of Faculty and Staff**

  Faculty and staff members are expected to foster a positive environment and assist in the grievance redressal process when required.

Appeal Process

- **Grounds for Appeal**

  If a student is dissatisfied with the resolution, they can appeal based on valid grounds.

- **Appeal Procedure**

  The appeal should be submitted in writing, stating the reasons for the appeal, and will be reviewed by a higher authority.

Monitoring and Review

- **Periodic Assessment**

  The effectiveness of the grievance redressal process will be periodically assessed to ensure its efficiency.

- **Feedback Mechanism**

Feedback from students will be actively sought to continuously improve the grievance redressal process.

Preventive Measures

- **Awareness and Training Sessions**

  Regular sessions will be conducted to raise awareness about the policy and train students and staff on related issues.

- **Open Forums and Discussions**

  Open forums will be organized to discuss and address common concerns, promoting a transparent and inclusive environment.

Conclusion

- **Reaffirmation of Commitment**

  St. Aloysius College reaffirms its commitment to ensuring the well-being and rights of every student, emphasizing the importance of a harmonious academic environment.

- **Continuous Improvement and Adaptation**

  The college is dedicated to continuously improving the grievance redressal process, adapting to the changing needs of the student community.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Gender Sensitization Policy

Introduction

- **Background and Rationale:**

  In the evolving societal landscape, integrating women into the mainstream is imperative for holistic societal development. St. Aloysius' College (Autonomous), Jabalpur, recognizing this pivotal role of women, established the Women Cell in 1997. This initiative was a testament to the college's commitment to women empowerment and gender equality.

- **Importance of Gender Sensitization:**

  Gender sensitization is not just about acknowledging gender disparities but actively working towards creating an environment where every gender feels valued, respected, and equal. It is about ensuring that the rights of women and girls are protected and promoted.

Objectives

- **Promoting Gender Equality:**

  The college is committed to fostering gender equality in every facet of its operations, from academics to administration. The establishment of the Equal Opportunity Centre is a testament to this commitment.

- **Addressing Gender-based Discrimination:**

  Discrimination or harassment based on gender is strictly prohibited. The Anti-Sexual Harassment Cell ensures a safe and dignified environment for all, especially women staff and girl students.

Scope

Applicability:

This policy is applicable to all members of the college, irrespective of their role or position.

- **Coverage of the Policy:**

  The policy encompasses various aspects of gender equality, from academic participation to safety and awareness initiatives.

Policy Statements

- **Gender-neutral Environment:**

  The college promotes a gender-neutral environment, ensuring equal opportunities and rights for all, irrespective of gender.

- **Anti-discrimination Measures:**

  Any act of harassment or exploitation is strictly disallowed, ensuring a favorable atmosphere for all.

Awareness and Training

- **Gender Sensitization Workshops:**

  Workshops are organized to raise awareness about gender issues and promote an inclusive mindset.

- **Training Programs for Staff and Students:**

  Training sessions are conducted to equip the college community with the knowledge and skills to foster a gender-sensitive environment.

Reporting Mechanism

- **Procedures for Reporting Incidents:**

  A clear and transparent procedure is in place for reporting any incidents of gender-based discrimination or harassment.

- **Confidentiality and Protection:**

  The college ensures the confidentiality of the complainant and provides necessary protection against any retaliation.

Preventive Measures

- **Safe Campus Initiatives:**

  The college has established various cells and committees to ensure the safety and well-being of its female members.

- **Gender-neutral Facilities:**

  Infrastructure and facilities are designed to be accessible and comfortable for all genders.

Implementation and Monitoring

- **Role of Gender Sensitization Committee:**

  The committee oversees the implementation of the policy, ensuring its effectiveness and relevance.

- **Periodic Review and Feedback:**

  Regular reviews are conducted to assess the impact of the policy and gather feedback for continuous improvement.

Conclusion

- **Reaffirmation of Commitment:**

  St. Aloysius College (Autonomous) reaffirms its commitment to gender equality and the empowerment of women.

- **Vision for an Inclusive Campus Future:**

  The college envisions a future where it stands as a beacon of what can be achieved when a community unites with a shared vision of a gender-inclusive and sustainable future. Through this policy and its initiatives, the college aims to contribute significantly to the socio-economic development of society and the nation at large.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Policies for Green Campus Initiatives

Introduction

- **Background and Importance:**

  SAC College understands the pressing need for environmental conservation in today's rapidly changing world. Recognizing the significant impact that institutions can have on the environment, SAC emphasizes the importance of adopting sustainable practices to ensure a greener future.

- **Vision for a Sustainable Campus:**

  Our vision is to transform SAC College into a beacon of sustainability, where every aspect of campus life, from infrastructure to daily operations, reflects our commitment to environmental stewardship.

Purpose

- **Objective of the Policy:**
- ➢ This policy aims to provide a structured approach to integrating eco-friendly practices into the college's operations, ensuring that SAC remains at the forefront of environmental sustainability in the educational sector.

- **Role in Promoting Eco-friendly Practices:**
- ➢ Through this policy, SAC College seeks to instill a sense of environmental responsibility among its students, faculty, and staff, ensuring that eco-friendly practices become a norm rather than an exception.

Scope

- **Applicability and Coverage:**

  This policy applies to all members of the SAC community, including students, faculty, staff, and visitors. It covers all areas of the college's operations, from infrastructure development to daily activities.

- **Key Environmental Aspects Addressed:**

The policy addresses various environmental aspects, including landscaping, transportation, waste management, and energy conservation, ensuring a holistic approach to sustainability.

Policy Statements

- **Eco-friendly Landscaping:**
- ➤ **Green Coverage and Biodiversity:** The campus promotes the cultivation of diverse flora, ensuring that 30% of its area is covered with greenery, including medicinal and seasonal plants.
- ➤ **Vertical Garden Initiative:** As part of our commitment to innovative green solutions, the college has established a vertical garden, maximizing green space without expanding its footprint.

- **Tree Conservation and Plantation:**
- ➤ **Campus-wide Plantation Drives**: Regular plantation drives are organized, encouraging the SAC community to actively participate in increasing the campus's green cover.
- ➤ **Conservation of Native Species:** Efforts are made to conserve and promote native plant species, ensuring biodiversity and ecological balance.

- **Promotion of Sustainable Transportation:**
- ➤ **"AAO CYCLE CHALAYEIN" Initiative:** To reduce carbon emissions, the college encourages the use of bicycles, promoting a healthier and more sustainable mode of transportation.
- ➤ **Non-fuel Vehicle Usage:** The college advocates for the use of non-fuel vehicles, further reducing its carbon footprint.
- **Green Spaces and Maintenance:**
- ➤ **Role of the Botany Department:** The Botany department plays a pivotal role in maintaining the campus's green spaces, ensuring they remain vibrant and healthy.

➢ **Maintenance of Open Green Areas:** Dedicated teams ensure that open green areas are well-maintained, providing serene spaces for relaxation and reflection.

- **Vehicle Emission Control:**

  ➢ **Pollution Control Measures:** All vehicles entering the campus must adhere to pollution control standards, ensuring cleaner air for all.

  ➢ **Vehicle Entry Regulations:** Regulations are in place to monitor and control the number and type of vehicles entering the campus, further reducing environmental impact.

- **Waste Management and Reduction:**

  ➢ **Anti-plastic Measures:** The college has implemented strict anti-plastic measures, significantly reducing plastic waste.

  ➢ **Clean Air Initiatives:** Smoking is prohibited on campus, ensuring cleaner and healthier air for the SAC community.

Conclusion

- **Reiteration of Commitment:**

  SAC College remains steadfast in its commitment to environmental sustainability, continuously seeking ways to further its green initiatives.

- **Vision for the Future:**

  We foresee a future in which SAC College emerges as a prime exemplar of the remarkable outcomes possible when a community unites under a collective aspiration for a more eco-friendly and sustainable tomorrow.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Policy on Provisions for Differently-abled Students

Preamble:

Recognizing the profound significance of empathy and care in the educational environment, the college is committed to ensuring an inclusive and barrier-free environment. This policy aims to address the specific needs of differently-abled students, ensuring their safety, convenience, and usability.

1. Infrastructure and Accessibility:

- Lifts and Ramps: Installation of lifts in the campus, ensuring accessibility to all floors for differently-abled students. Additionally, ramps will be constructed at key entry and exit points.
- Mobility Aids: Provision of ample space for individuals using mobility aids such as wheelchairs, crutches, and walkers. Consideration is given to the dimensions and reach range of wheelchairs.
- Safe Movement: Removal of protruding objects and ensuring sufficient walking space for safe mobility.
- Restroom Facilities: Disabled-friendly restrooms with washbasins positioned conveniently for differently-abled individuals.
- Handrails: Installation of vertical/horizontal handrails with a clearance of 50mm from walls in restrooms.
- Signages: Directional signages indicating accessible facilities, incorporating universally recognized accessibility symbols.
- Lighting: Adequate lighting in classrooms and all areas of accessibility.

2. Assistance and Support:

- Human Assistance: Provision of human assistance for the movement of wheelchairs around the campus.
- Educational Support: Recording of classes for the benefit of vision-impaired students to aid their learning and understanding. Special tutoring sessions can be arranged if required.
- Counseling Services: Dedicated counseling services to address the emotional and psychological needs of differently-abled students.

3. Safety and Welfare:

- Safety Protocols: Ensuring the removal of any potential hazards to facilitate safe movement. Regular safety drills tailored for differently-abled students.
- Feedback Mechanism: Establishment of a feedback mechanism for differently-abled students to report any challenges or suggestions related to accessibility.
- Emergency Services: Special emergency protocols and services in place, ensuring quick response for differently-abled students.

4. Training and Awareness:

- Staff Training: Regular training sessions for staff and faculty to sensitize them about the needs of differently-abled students.
- Peer Sensitization: Workshops and seminars for students to promote inclusivity and understanding.

6. Continuous Review and Improvement:

- Policy Review: Periodic review of the policy to ensure its effectiveness and relevance.
- Feedback Collection: Regular collection of feedback from differently-abled students to understand their evolving needs and challenges.

This comprehensive policy reflects the college's commitment to fostering an inclusive educational environment. All stakeholders are encouraged to uphold and promote these principles.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Institutional Scholarship Policy

Introduction

- **Background and Rationale**

  Recognizing the diverse needs and talents of our student community, St. Aloysius College is committed to providing financial support to deserving students. Scholarships play a pivotal role in ensuring that every deserving student has access to quality education regardless of their financial circumstances.

- **Purpose of the Scholarship Policy**

  This policy aims to outline the criteria, application process, and disbursement of various scholarships offered by St. Aloysius College.

Objectives

- **Promotion of Academic Excellence**

  Rewarding students who demonstrate outstanding academic achievements.

- **Supporting Economically Disadvantaged Students**

  Ensuring that financial constraints do not hinder the educational aspirations of deserving students.

- **Encouraging Diverse Talents and Skills**

  Recognizing and supporting students who excel in cultural, sports, and other co-curricular activities.

Eligibility Criteria

- **Academic Achievements**

  Specific scholarships are available for academic toppers across all streams.

- **Financial Need**

  Scholarships are available for students from the general category who require financial assistance.

  "One of the main criteria for providing a free ship is that the annual family income of the student should not exceed one lakh rupees."

- **Special Talents and Skills**

  Scholarships for students excelling in cultural and sports activities at various levels.

- **Community Service and Leadership**

  Special consideration for students who have demonstrated leadership or have significantly contributed to community service.

Scope

- **Applicability**

  All students enrolled in St. Aloysius College are eligible to apply for the scholarships as per the criteria.

- **Types of Scholarships Offered***
  - Rev. Fr. Richardus Van Engelen O' Praem Scholarship
  - Rev. Fr. Joseph Perumpuzha Scholarship
  - Rev. Dr. Davis George Scholarship
  - Bishop Cecil Desa Scholarship
  - Rev. Fr. J. V. Ambookan Scholarship

Policy Statements

- **Commitment to Equal Opportunity**

  Every student, regardless of their background, has an equal opportunity to apply for and receive scholarships.

- **Transparency in Selection**

  The selection process for scholarships will be transparent, and criteria will be clearly defined.

Scholarship Application Process

- **Procedure for Applying**

  Students must apply using the prescribed form available in the college office.

- **Required Documentation**

Relevant certificates or proofs validating the claims made in the application.

- **Deadlines and Timelines**

  The college will announce specific deadlines for each scholarship application cycle.

Selection and Award Process

- **Review of Applications**

  Applications will be reviewed by the Scholarship Committee based on the criteria set for each scholarship.

- **Interviews and Assessments**

  Where necessary, students may be called for interviews or further assessments.

- **Notification of Awardees**

  Selected students will be notified and the list will be published.

Roles and Responsibilities

- **Student's Role**

  To provide accurate information and necessary documentation during the application process.

- **Role of the Scholarship Committee**

  To review applications, conduct interviews, and select deserving candidates.

- **Role of Faculty and Staff**

  To guide and support students during the application process.

Scholarship Benefits:

- **Full Tuition Waiver:**

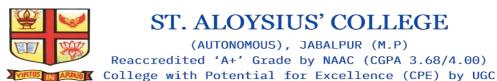 Recipients will be granted a complete exemption from tuition fees for the academic year.

- **Partial Tuition Waiver:**

  Depending on the availability of funds, certain students may be eligible for a partial waiver of their tuition or examination fees.

- **Additional Benefits:**

  In exceptional circumstances, recipients may also be entitled to allowances for books, materials, and other educational expenses.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Disbursement and Renewal

- **Funds Disbursement Procedure**

  Scholarships will be disbursed as fee waivers or direct financial aid, as applicable.

- **Renewal Criteria and Process**

  Some scholarships may be renewable based on continued eligibility and performance.

Monitoring and Review

- **Periodic Assessment of Scholarship Impact**

  The college will periodically assess the impact of scholarships on student performance and well-being.

- **Feedback Mechanism from Awardees**

  Feedback will be collected from scholarship recipients to continuously improve the process.

Code of Conduct and Ethics

- **Maintaining Integrity in the Process**

  Any form of dishonesty during the application process will lead to disqualification.

- **Confidentiality of Applicant Information**

  All personal and financial information provided during the application will be kept confidential.

*Details of the Scholarships

1. **Rev. Fr. Richardus Van Engelen O' Praem (SAF) Scholarship**

- For students in the general category who are not receiving any government scholarships, the following criteria will be considered:

  › The family's financial background.
  › Letters of recommendation from teachers and other relevant stakeholders.
  › Students from single-parent households.
  › The death of the family's primary earner.

› Job loss or financial hardship due to exceptional circumstances such as a pandemic or natural disaster.

- To avail this scholarship the student shall apply in a prescribed form available in the college office.

2. **Rev. Fr. Joseph Perumpuzha Scholarship**

- For students who excel in cultural activities.
- Fee will be waivered percentage wise as follows:

i.	International Level Activity:	100%
ii.	National Level Activity:	50%
iii.	University/State Level Activity:	25%.

3. **Rev. Dr. Davis George Scholarship**

- For students who excel at International/National/All India Inter university level sports activities.
- Fee will be waivered percentage wise as follows:

i.	International Player/Member of Indian Team (Any Sport):	100%.
ii.	Medalist in National/All India Inter University (Junior/Senior):	60%.
iii.	National Level Players (Junior/Senior):	50%
iv.	University Level Players:	25%

4. **Bishop Cecil Desa Scholarship**

- For toppers of all streams of academics.

5. **Rev. Fr. J. V. Ambookan Scholarship**:

- For NCC students who represent the institution at International/national level. Fee will be waivered percentage wise as follows:
- International youth Exchange Programme): 60%
- National (Republic Day): 35%

Conclusion

- **Reaffirmation of Commitment to Student Support**

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

St. Aloysius College reaffirms its commitment to supporting its students and ensuring that financial constraints do not hinder educational aspirations.

- **Continuous Improvement and Adaptation**

  The college will continuously review and adapt the scholarship policy to cater to the evolving needs of its student community.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Student Accident Insurance Policy

- **Background and Rationale**

  Recognizing the paramount importance of student safety and well-being, St. Aloysius College has initiated the Student Accident Insurance Scheme to provide financial support in the unfortunate event of accidents involving its students.

- **Purpose of the Insurance Policy**

  This policy outlines the intent, coverage, and procedures related to the accident insurance for students, ensuring they are safeguarded against unforeseen mishaps during their academic journey.

Objectives

- **Ensuring Student Safety**

  To provide financial support in case of unforeseen accidents, ensuring students and their families are not burdened with unexpected expenses.

- **Promoting a Secure Learning Environment**

  Reinforcing the institution's unwavering commitment to the welfare and safety of its student community.

Eligibility Criteria

- **Enrollment Status**

  The insurance scheme is applicable for first-year students, covering full-time, part-time, and exchange students.

- **Age Limit**

  Specific age restrictions, if any, will be detailed in the insurance document provided upon enrollment.

Scope

- **Applicability**

  This policy defines the coverage parameters for students enrolled in the college.

- **Types of Accidents Covered**

The policy covers various accident types, with specific inclusions and exclusions detailed in the subsequent sections.

Policy Statements

- **Commitment to Student Welfare**

    St. Aloysius College pledges to safeguard its students, ensuring their well-being is always prioritized.

- **Transparency in Claims Process**

    The college is committed to ensuring a clear, straight forward, and transparent claims procedure for the benefit of its students.

Insurance Benefits

- **Medical Expenses**

    Coverage includes hospitalization, surgery, and other medical costs arising from accidents.

- **Disability Benefits**

    Compensation details:

    - Loss of two limbs or both eyes: 100% (Rs. 1.00 Lac)
    - Loss of one limb or one eye: 50% (Rs. 50,000/-)
    - Permanent total disablement from injuries other than those named above: 100% (Rs. 1.00 Lac)

- **Accidental Death Benefit**

    In the unfortunate event of death due to an accident, the compensation is 100% (Rs. 1.00 Lac).

Claim Process

- **Procedure for Filing a Claim**

    Any accident must be reported to the Principal within 24 hours for claim processing.

- **Required Documentation**

    For Accidental Death:

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Post-mortem report
- FIR report
- Punchnama

For Disablement:

- FIR report
- Doctor's certificate indicating the percentage of disablement
- Punchnama

- **Deadlines and Timelines**

  All accidents must be reported within a 24-hour window to ensure timely processing and settlement of claims.

Roles and Responsibilities

- **Student's Role**

  Reporting the accident promptly, providing all necessary documentation, and cooperating fully during the claim process.

- **Role of the Insurance Committee**

  The committee is responsible for reviewing claims, liaising with the insurance provider, and ensuring timely settlement.

- **Role of Faculty and Staff**

  Assisting students in the claim process, providing necessary support, and ensuring all procedures are followed correctly.

Exclusions and Limitations

- **Non-covered Incidents**

  Specific accidents or situations not covered by the policy will be detailed in the insurance document provided upon enrollment.

Coverage Limits

- The maximum compensation for various scenarios is detailed under the "Insurance Benefits" section.

Monitoring and Review

- **Periodic Assessment of Policy Impact**

    The college will regularly evaluate the effectiveness and relevance of the policy, ensuring it continues to meet the needs of its students.

- **Feedback Mechanism**

    Feedback from students and stakeholders will be actively sought to continuously improve and adapt the policy.

Conclusion

- **Reaffirmation of Commitment to Student Safety**

    St. Aloysius College emphasizes its unwavering dedication to the safety and well-being of its students, ensuring they can pursue their academic goals in a secure environment.

- **Continuous Policy Enhancement**

    The college is committed to regularly updating and enhancing the policy based on feedback, changing needs, and evolving circumstances.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Finance Support Policy

St. Aloysius College aims to encourage advanced research and innovation among its faculty members. This is achieved through the establishment of a state-of-the-art research environment, budget allocation, and financial support for its esteemed faculty members.

This policy is applicable to all faculty members currently employed at St. Aloysius College, Jabalpur.

To enrich faculty members' domain expertise, the following avenues are provided:

1. Financial assistance granted to faculty and staff to become members of professional organizations. This initiative is aimed at fostering the development of their domain knowledge and research skills.

2. Financial support provided to faculty members to enable them to engage in specialized training, keeping them updated in their fields and enhancing their proficiency in emerging technologies.

3. The institution acknowledges and rewards faculty members who receive national/international fellowships, research awards, and extension accolades by providing them with financial incentives.

4. Financial assistance is available to facilitate participation in online and offline Faculty Development Programs (FDPs), refresher courses, workshops, conferences, and seminars at both national and international levels.

Guidelines for Availing Financial Assistance

- Faculty members wishing to participate in national/international conferences or seminars with paper presentations must submit a formal request using the prescribed format.

- Faculty members are responsible for making necessary alternative arrangements for their classes and academic duties during their absence.

- Faculty members are required to submit bills, vouchers, and attendance records for professional development programs to the accounts section for reimbursement.

- Faculty members are permitted to attend externally sponsored professional development programs by applying for on-duty leave.

- After completing professional development programs, faculty members are encouraged to share their newfound knowledge with their department members, promoting a culture of continuous learning and growth.

In pursuit of the commitment to research excellence, faculty members are empowered through financial assistance for various research-related endeavors:

1. Seed funding is allocated to facilitate the initiation of research work, publication of books and articles in indexed journals, thereby fostering knowledge dissemination.

2. Financial support is extended to faculty members for the registration of patents, enhancing innovation and intellectual property development.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Anti-Sexual Harassment Redressal Cell Policy

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the Anti-Sexual Harassment Redressal Cell functions as the Internal Complaints Committee (ICC) to deal with the complaints relating to sexual harassment at workplace.
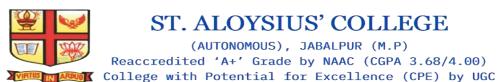
Policy Statement

St Aloysius' College is committed to providing a safe environment for its students and employees free from discrimination on any ground and from harassment on the campus / at work including sexual harassment. St Aloysius' College will operate a zero-tolerance policy for any form of sexual harassment on the campus and in the workplace. All incidents will be treated seriously and all allegations of sexual harassment will be promptly investigated. Any student/person found to have sexually harassed another will face disciplinary action, up to and including dismissal from the course /employment. All complaints of sexual harassment will be treated with respect and in confidence. No one will be victimised for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations /
creates an environment, which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve conduct or behaviour /incidents and actions constituting harassment which may be physical, verbal or non-verbal.

Physical conduct

- Unwelcome physical or inappropriate touching
- Physical violence / sexual assault
- The use of threats or rewards to solicit sexual favours

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Verbal conduct

- Comments on appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances / insults
- Repeated and unwanted social invitations for dates or physical intimacy
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone / email etc)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment , regardless of their sex and of the sex of the harasser. St Aloysius' College recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the student/ person against whom the conduct is directed. Anyone, including students / employees of St Aloysius' College, stakeholders or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place on the premises or outside, including at social events, educational trips, training sessions or conferences sponsored by St Aloysius ' College.

Complaints procedure

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. When a designated person receives a complaint of sexual harassment, he/ she will:

- Immediately record the date, time and facts of the incident(s)
- Ascertain the views of the victim as regards the outcome
- Ensure that the victim understands the procedures for dealing with the complaint
- Discuss and agree on the course of action : either informal or formal complaint , on the understanding that choosing to resolve the matter informally does not prevent the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keep a confidential record of all discussions
- Respect the choice of the victim
- Ensure that the victim knows that they can lodge the complaint outside of the institution through the relevant legal framework

Throughout the complaint procedure, a victim is entitled to be helped by a counsellor / member of the Anti- Sexual Harassment Redressal Cell of St Aloysius ' College because the institution understands the need to support victims in making such complaints.

Informal complaint mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint
- Ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

which is acceptable to the complainant, or refer the matter to a designated mediator within the institution to resolve the matter

- Maintain confidentiality/ ensure that a confidential record is kept

- Follow up after the outcome of the complaint mechanism to ensure that the behavior has stopped

- Ensure that the above is done speedily and within the stipulated number of days of the complaint being made

Formal complaint mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism will be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the head of the institution to instigate a formal investigation. The head of the institution may deal with the matter himself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy

The person (s) carrying out the investigation will:

- Interview the victim and the alleged harasser separately

- Interview other relevant third parties separately

- Decide whether or not the incident(s) of sexual harassment took place

- Produce a report detailing the investigations, findings and recommendations

- If the harassment took place, decide the appropriate remedy for the victim is, in consultation with the victim

- Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome

- If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the institution /

workplace

- Keep a record of all actions taken
- Ensure that the all records concerning the matter are kept confidential
- Ensure that the process is done within the stipulated days of the complaint being made

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Adverse performance evaluation
- Suspension
- Dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial.

Implementation of this policy

St Aloysius' College will ensure that this policy is widely disseminated to students/ employees and relevant stakeholders. All new students /employees will be apprised on the content of this policy as part of their induction into the institution.

Monitoring and evaluation

St Aloysius' College recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

The committee members, responsible for dealing with sexual harassment cases will

report on the compliance with this policy, including the number of incidents, how they were dealt with and any recommendations made. This will be done on a yearly basis. The institution will evaluate the effectiveness of this policy on the basis of the report and make changes if required.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Policy Document for Anti Ragging

Objectives:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, St. Aloysius College (Autonomous), Jabalpur brings forth these Policy Statements.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

a. 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;

b. 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;

c. 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;

d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. 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;

h. Any act or abuse by spoken words, emails, posts, 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;

i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures for prevention of ragging:

St. Aloysius College has deemed to be mandatory to take the following measures for prevention of ragging:

The application form for admission/enrolment includes a printed affidavit. The affidavit is filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

a. The application form also contains a printed affidavit, which is signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

b. Detailed information is provided on Ragging on the College Website

c. Anti -Ragging guidelines are printed in detail in the College Diary - provided to every Student. The college diary mentioned above also contains a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.

d. Each batch of fresher's is divided into small groups and each such group is assigned to a (mentor) member of staff. Such staff member interacts individually with each member of the group regularly to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.

e. In case of fresher's admitted to a Hostel, it is the responsibility of the teacher in-

charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. The college ensures that seniors' access to fresher's accommodation is strictly monitored by wardens, Security Guards and Staff.

f. A detailed input session on Anti-Ragging is given by the College Principal to the Fresher's during the Orientation Program in the beginning of every Academic Session

g. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, Anti-Ragging notices/posters are prominently displayed on Notice Boards of as well as at vulnerable places.

h. The Institution has a very extensive system of surveillance (CCTV) cameras in place to monitor/record possible cases of mischief

i. Mobile Phones and other communication devices are permitted in residential areas including hostels to provide access to the students particularly fresher's, to reach out for help from teachers, parents and Institution authorities.

Monitoring mechanism in the institution:

Anti-ragging Committee: The institution constitutes a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students. It is the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging in the institution.

a. **Anti-Ragging Squad:** The institution also constitutes a body known as the Anti-Ragging Squad nominated by the Head of the Institution with such representation as may be considered

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad has representation of various members of the campus community and shall have no outside representation.

It is the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places. It is also the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations is submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required. Teachers will take extensive rounds of the college corridors and grounds - keeping a watchful eye - to prevent incidences of Ragging. A very extensive system of surveillance CCTV cameras is to be in place to monitor/ record possible cases of mischief.

Action to be taken by the Principal or the Head of the Institution:

The Head of the Institution along with other administrative authorities takes adequate measures for prevention of ragging. The Head of the institution is obliged to act immediately in response to the information received on incidents of Ragging.

Actions to be taken against students for indulging and abetting ragging:

a. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

b. Every single incident of ragging a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities.

c. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

d. Depending upon the nature and gravity of the offence as established the possible

Punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

i. Cancellation of admission

ii. Suspension from attending classes

iii. Withholding/withdrawing scholarship/fellowship and other benefits. Debarring from appearing in any test/examination/ other evaluation process

iv. Withholding results

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/expulsion from the hostel

vii. Rustication from the institution for period ranging from 1 to 4 semesters

viii. Expulsion from the institution and consequent debarring from admission to any other institution.

ix. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Appeals:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Head of the Institution

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

IQAC Policy

The preamble and objectives of St. Aloysius College's IQAC Policy reflect a commitment to a holistic educational approach, grounded in spiritual values and continuous self-improvement. This policy, which is applicable to all members of the college community, focuses on:

1. Ensuring a high-quality academic environment for comprehensive student development.
2. Implementing relevant, student-centered curricula and learning processes.
3. Establishing systematic, transparent assessment and evaluation procedures.
4. Cultivating a culture of advanced research and innovation across disciplines.
5. Involving students and faculty in community development initiatives.
6. Enhancing infrastructure to meet future needs.
7. Integrating technology for effective governance.
8. Promoting environmentally friendly practices in all institutional activities.
9. Adhering to international standards in higher education for quality improvement.

IQAC Composition

1. Head of the Institution & Chairperson
2. Senior Administrative Officers
3. Teachers
4. Member from the St. Aloysius College Society
5. Nominees from local Society, Students and Alumni
6. Nominees from Employers /Industrialists/Stakeholders

Functions

The IQAC at St. Aloysius College is pivotal in ensuring quality across the institution, functioning primarily as a central hub for quality management. Its roles include:

1. Implementing a comprehensive Quality Assurance System across all academic and administrative sectors to embed a culture of quality throughout the institution.

2. Establishing precise benchmarks to guide and evaluate various academic and administrative functions.

3. Cultivating an education environment centered on student needs, complemented by regular curriculum enhancements.

4. Ensuring continuous quality control through thorough documentation and regular academic audits.

5. Identifying and standardizing best practices for organizational excellence.

6. Promoting quality enhancement through conducting Audits..

7. Extending support to other educational institutions in their journey towards quality improvement.

Planning Process

Four distinct levels:

1. Institutional Level Planning: The IQAC develops an Institutional Perspective Plan (IPP) focusing on long-term sustainable growth, covering aspects like curriculum development, faculty and student development, research, collaborations, extension services, infrastructure, and resource utilization. This plan is approved by the Governing Council. Additionally, annual budgets are prepared for various institutional needs and submitted for final approval to the Finance Committee.

2. Department Level Planning: Each department, guided by the IQAC, prepares an Annual Strategic Plan (ASP) which includes a review of the previous year's goals and setting new objectives. This plan covers curriculum advisement, introduction of new courses, and modifications to existing ones, focusing on skill development and industry requirements. Action plans for community engagement are also developed.

3. Clubs and Societies Planning: Each club and society sets specific goals in line with the institution's mission, organizes events and workshops relevant to its focus. Collaboration

with other clubs, departments, or external organizations is considered for broader impact. Resource management, including budgeting, is crucial for the execution of planned activities. They ensure that their operations comply with the college's guidelines, and establish evaluation metrics to assess the effectiveness of their activities.

4. Faculty Level Planning: Faculty members are responsible for creating teaching plans at the beginning of each academic year. These plans integrate blended learning, ICT tools, student-centric pedagogies, and skill development activities, ensuring a comprehensive and effective teaching approach.

Performance Metrics are methodically structured to ensure and enhance the quality of institutional practices.

1. Curriculum Planning and Development: Systematic revision of curriculum, integration of innovative courses, and periodic field visits. Ensures course content aligns with vital skills like entrepreneurship, bolstered by feedback from diverse stakeholders.
2. Teaching-Learning and Evaluation: Prioritizes increasing program appeal, diverse admissions, assessment of learner capabilities, optimal student-teacher ratios, adoption of student-focused pedagogies, and streamlined examination processes.
3. Research and Innovation: Develops a dynamic research environment, optimizes funding for research activities, recognizes research mentors, and encourages collaborative efforts in research and innovation.
4. Infrastructure: Focuses on providing well-equipped facilities, ICT-enabled learning environments, comprehensive library systems, inclusive resources for diverse learners, and e-content development.
5. Student Support: Offers scholarships, diverse skill training, competitive exam support, and ensures a zero-tolerance approach to critical issues while facilitating placement opportunities.

6. Governance: Involves systematic governance practices, e-governance across various sectors, adherence to financial protocols, and compliance with quality assurance standards.

7. Service Learning and Community Engagement: Engages students in community activities, outreach programs, and encourages participation in governmental initiatives.

8. Staff Quality and Empowerment: Emphasizes strategic recruitment, retention strategies, faculty development, and scholarly publications.

9. Green Institution Initiatives: Implements sustainable practices like alternative energy utilization, waste management, water conservation, and participates in environmental recognition programs.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Green Policy

"GREEN LIVING - CLEAN AND HEALTHY LIVING"

St. Aloysius College envisages a clean and green university campus where ecological friendly practices and education together encourage sustainable and eco-friendly systems in the campus and beyond the campus. The green campus promotes environmental ethics among students and staff. The Institute also promotes clean and green campus through adopting, practicing and promoting environmentally friendly practices instilling environmental ethics.

PREAMBLE: The most important aspect in life is environment and the wellness of the environment is directly related to the wellness and health in human beings and every other species. The environment is so important because we get all the natural resources from mother Earth, the environment is also a source of natural beauty and it is our responsibility to protect and conserve its resources. The deterioration of the environment often referred to as environmental degradation threatens the earth's natural resources. But unfortunately, the various elements of environment such as, air, water, land, etc., are polluted and contaminated. Urbanization, industrialization and overcrowded living have primarily been responsible for this menace. Pollution is also caused by vehicles, supersonic jets, smoke-producing factories, radio-active elements, etc. The careless dumping of solid wastes by households, factories, markets, commercial centers, etc., in the open places, streets and in the rivers have further aggravated the problem.

We need a clean environment so we can live healthy lives and leave future generations a healthy Earth. But today on the name of technology and development human beings are creating a lot of damage to the environment. The only way we are going to achieve a clean environment is if everyone works together to take care of our planet. It is important to create awareness about the fragility of our environment and the importance of its protection. Promoting environmental awareness is an easy way to create a brighter future. The young generation of today should be educated to respect, protect and preserve the nature.

It is easy to take small steps to create a clean environment. If everyone makes a few small changes, it will have a big impact on our environment. We all need to be focused on creating a clean environment.

Keeping in view the global and national interest about environmental issues, St. Aloysius" College (Auto.), Jabalpur has formulated and defined its Green Policy.

ENVIRONMENTAL MISSION

St. Aloysius" College (Auto.) focus on the monitoring, management and maintenance of the campus to create awareness not only within the Aloysian family but also in the contiguous locality for safe environment.

Scope

The green policy and code outlined below must be followed by all parties involved with St. Aloysius College, including management, employees and students. The institutional green committee's membership shall be as follows:-

- Principal (Chairperson)
- Vice Principal
- Senior Faculty Nominee
- Faculty Member Nominees
- External Member Nominee
- Student Coordinators
- The aforementioned shall be the members of the committee.

Responsibilities of the Committee

- Identifying alternative energy sources and energy-saving measures
- Implementing efficient waste management strategies to reduce pollution
- Identifying and implementing water conservation strategies

- Undertaking and monitoring green initiatives on campus
- Reviewing and implementing the recommendations resulting from the Green and Energy Audit

Vision

- To create awareness amongst students and all stake holders about various environment related harms and to sustain natural resources

Mission

- To create environmental consciousness among the society and actively involved in the activities to protect nature
- To assist the students by educating them to understand each individual's to take an initiative to save environment
- To facilitate students, take small steps in conserving the environment and bring consciousness among them.

Objectives

- To protect and conserve ecological systems and resources within the campus.
- To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Excursions, Study Tours, Guest Lectures etc.
- To make the campus plastic free.
- To conduct Green audits from time to time.
- To sensitize the students and the staff to use environment-friendly products and services.

The policy recommends that the following alternative energy sources need to be utilized in order to maintain environmental sustainability. Main focus areas for Green Policy are:

1. *Clean campus Initiatives*

2. *Clean Air Initiatives*

3. *Infrastructure*

a) Solar System for the campus

b) Installation of Energy efficient equipment

c) Water Conservation through Rain Water Harvesting System

4. *Waste Management Processes*

a) Liquid waste management

b) Solid waste management

c) E-waste management

5. *Environment Awareness Activities*

6. *Green Audit*

7. *Energy Audit*

Clean campus Initiatives

To actively coordinate cleanliness activities in the college and beyond the campus. The broad vision is as follows:

- Generating mass awareness on cleanliness and hygiene amongst students and staff members. The idea is to motivate them to contribute in a proactive manner.
- Activities will be a key component of all the community work being done by volunteers of the college.

- Staff Members and students will be encouraged to participate in the cleanliness drive in the college campus.
- Remove all kinds of waste material like broken furniture, unusable equipment etc
- Commit to manage waste and maintain clean campus especially during college events

Clean Air Initiatives

- To encourage students and staff to use public transportation.
- To encourage student societies to hold tree planting events.
- To discourage the use of private vehicles and the entry of automobiles inside the campus is restricted.
- To encourage plantation within and around college vicinity.

3. Infrastructure

a) Solar System for the campus

To reduce the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy for purposes like lighting the campus.

b) Energy efficient equipment

- Using LED Lighting as an energy-efficient institution in classrooms, labs, auditoriums, halls
- Utilizing Energy-Efficient Equipment with a star rating—refrigerators, air conditioners, microwaves, deep freezers, etc to be purchased as per institutional best practices

c) Water Conservation through Rain Water Harvesting System

The institution must make an effort to recycle used water and save water.

A well thought-out, structured technique must be used to preserve water in all of its forms in order to achieve this goal. For the collection of rainwater, the following standards will be put into place:

i.   A sizable portion of the campus's water demand must be satisfied by rainwater.

ii.   The annual rainwater should be gathered as much as possible.

iii.   A well-designed scientific system for gathering, filtering, and storing harvested water must be devised and put into action.

iv.   Specialized rainwater storage tanks must be built, maintained, and used as a backup source of water

4. Waste Management Processes

With its aim to provide holistic education that also has a positive impact on the environment, the college will adopt practices that will mitigate to have a minimal impact on the environment and to reduce and manage the waste generated by the college campus. The following procedures should be undertaken in protecting the environment.

a) Liquid waste management

- Maintain leak proof water fixtures.
- Awareness to minimize the use of water
- Continued employment of a caretaker to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- To recycle liquid waste, the institution must have a sewage treatment facility.
- Proper disposal of lab chemicals should be opted.

b) Solid waste management

The generation, and manage solid waste through the following methods:

- Engage with the 3Rs of environment friendliness (Reduce, Reuse and Recycle).
- Collect paper waste produced on campus and collaborate with scrap dealers for recycling.

- Take initiatives to spread awareness amongst students about food wastage and ways of minimizing it, minimizing the use of packaged food, reusing and recycling non-biodegradable products, organizing workshops for students on solid waste management.

- The sources of plastic waste generation must be located, gathered, and transferred to accredited plastic recycling facilities.

- Construction trash must be disposed of properly.

- Vermicomposting will be used to treat the garden waste, and the finished product will be used as bio fertilizers.

- Lab culture and biomedical waste used in laboratory should be autoclaved, burned, or disinfected.

- Sanitary napkins, sharp objects etc must all be burned separately in incinerators

c) E-waste management

- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.

- Encouraging department and society level activities pertaining to e waste management.

- More disposal of the institutional e-waste with collaboration with e-waste recycling companies to get electronic waste recycled.

5. Environment Awareness Activities

- To encourages the departments and societies like Nature Club, NSS, NCC and others to organize events, rallies, plantation, competitions, seminar, workshop and training programs for environment protection and conservation.

- To create awareness among faculty students and public about various environment related problems and conservation of Nature and natural resources in the surrounding area.

6. Green Audit

- To regularly conduct a Green Audit of college campus to assess strengths and weaknesses for long-term sustainability.
- To suggest imperative measures to improve biodiversity within the college campus. To inculcate values of sustainable development practices through green audit mechanism.
- to prepare a baseline report on biodiversity and other resources, measures to mitigate resource wastage and improve resource quality and sustainable practices in the college premises.
- To protect and nurture the Flora and Fauna on the campus
- To maintain green campus.
- To ban plastic usage.

7. Energy Audit

- An Energy Audit to be conducted as and when required to further reduce its carbon footprint.
- To conduct awareness programs on Energy Conservation.
- Replace non-renewable energy as much as possible with renewable energy sources.
- To conduct regular energy audit.
- To implement measures for energy conservation & realization of savings.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Resource Mobilization Policy

PREAMBLE

At the heart of our institution's ethos is a commitment to student-centric policies, emphasizing quality education that is accessible to everyone. The foundational principle guiding the management of our College is to furnish the best resources to both students and faculty. These resources are vital for upholding our educational standards and advancing the College's vision and mission.

This document outlines our Resource Mobilization Policy, which specifies how resources will be allocated for a wide range of academic activities, alongside necessary administrative, logistical, and developmental functions. Managing an institution with over 155 staff members and more than 5,500 students requires a substantial allocation of resources. It is crucial that these resources are utilized responsibly and efficiently to support the continued growth and service excellence that SAC has achieved in the field of education.

The Resource Mobilization Policy, aims to ensure that the appropriate resources—be they financial, material, or human—are available to the relevant parties. This policy is designed to achieve specific goals in a timely and cost-effective manner and will serve as a guiding framework for all resource mobilization activities within the College.

PURPOSE

The purpose of this Resource Mobilization Policy is to establish a clear guidance framework, complete with specific rules and regulations, that governs the activities related to resource mobilization within our institution. This policy is designed to provide comprehensive directives to the management, ensuring that all resource mobilization efforts are conducted in a structured, consistent, and transparent manner to support the institution's ongoing needs and objectives.

OBJECTIVES

The resources of the college is carefully aligned with its developmental goals. They are allocated across various categories to support the institution's growth and operational needs effectively:

- Ensure appropriate compensation for staff in line with regulatory standards and manage routine financial commitments.
- Support the continuous maintenance and development of infrastructure.
- Promote academic and community initiatives, including workshops, social events, and enabling student involvement in various activities.
- Invest in advancing research capabilities and enhancing technological resources to foster innovation.
- Utilize physical spaces effectively for educational advancements and collaborative programs.
- Support essential human resource functions to facilitate the effective management and execution of major events and activities.

RESOURCE MOBILIZATION PLAN

A resource mobilization plan is developed and submitted to the Governing Body, encompassing the following key areas of

Cash inflow:

- Tuition fees and Examination fees from students
- Funds and grants from various government agencies and non-govt. agencies.
- Alumni

1. **Mobilization of Financial Resources:**

- Staff Compensation and Operations: Salaries for teaching and non-teaching staff in accordance with UGC regulations, regular bill payments, and employee benefits including Provident Fund (EPF) and State Insurance (ESI).

- Infrastructure and Program Development: Maintenance and upgrades of existing infrastructure, and funding for infrastructures of new programs.

- Academic and Community Engagement: Financial support for academic and social events such as seminars, workshops, faculty development programs, and community outreach initiatives. Additionally, sponsorships to support student participation in state, national, and international sports, academic, and cultural activities, including scholarships for deserving students.

- Technological Advancements and Research: Enhancement of digital resources and increased funding for research initiatives to foster innovation and keep the institution technologically advanced.

- Sustainability and Emergency Preparedness: Integration of environmental sustainability practices into campus operations and development of emergency funds to ensure continuity during crises.

- Long-term Sustainability: Creation of endowments to secure a sustainable financial future.

2. The Resource Mobilization Policy also outlines guidelines for the outsourcing of **Physical resources** of the institution:

- The auditorium is provided for hosting competitions and programs of the affiliated university.

- College facilities are also utilized for conducting examinations such as those for Madhya Pradesh PSC, UPSC, NEET, other government exams, and university exams.

- Students, research scholars, and faculty from other institutions, as well as external entities seeking research consultancy services, can access the laboratory equipment for a nominal fee.

3. The Resource Mobilization Policy also includes several aspects that facilitate the effective use of **Human resources** to support and enhance various external engagements:

- We provide invigilators for Examination duty and escorts for sports and cultural events at the Affiliated University, playing a key role in their management and successful execution.

- Our staff and faculty members contribute to academic governance by serving on Boards of Studies at other institutions and universities, sharing their expertise and aiding in curriculum development.

- Additionally, our experts offer consultancy services in various settings, applying their specialized knowledge to benefit a broader audience.

- Faculty and staff also participate as members of various academic and non-academic bodies, influencing educational policies, standards, and practices, thereby extending our institution's impact and commitment to educational excellence.

MONITORING AND AUDITING MECHANISM

The institution implements transparent and well-structured protocols to ensure the effective and efficient management of monetary funds sourced from various origins. This monitoring and auditing framework uphold financial integrity and compliance:

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Principal and Finance Committee Management: The Principal, supported by the finance committee, actively manages all monetary transactions, providing primary scrutiny and control.

Four-Tier Financial Audit Framework:

- Internal Audit: Conducted by society members, including the treasurer and secretary, this audit focuses on internal checks and compliance.

- Chartered Accountant Audit: L. D' Souza & Co., Chartered Accountants from Nagpur, perform a detailed secondary audit, confirming adherence to accounting standards and financial regulations.

- External Audit by CAG: The Comptroller and Auditor General in Gwalior performs an external audit, offering a third layer of financial examination.

- Annual Review by Regional Education Director: The Additional Director of Higher Education for the Jabalpur Region carries out an annual review, providing the final tier of financial lapse.

Resource Management Protocols: In addition to monetary assets, the management and regulation of physical and human resources are conducted by the Principal and the Administrator, aligning all resource usage with the institution's strategic objectives and regulatory requirements.

This systematic approach strengthens the institution's capability to manage funds with diligence while ensuring strict adherence to educational and financial standards.

TRANSPARENCY IN RESOURCE UTILIZATION

- Accountability for Resource Usage: Responsible management of resources is essential. Individuals in charge of resources are required to keep detailed records of their use, supported by documents and proofs, to be submitted to the designated office when requested.

- Financial Management: Separate bank accounts should be set up to manage financial resources derived from fee collections, alumni donations, government research grants, and scholarships. Faculty and students involved in resource mobilization must refrain from accepting funds in cash. Instead, funds should be received via cheque or online transfer into

the designated accounts. All financial transactions must be authorized with joint signatures from the College Society Chairman and the Principal.

- Government Fund Usage: Government funds are to be used strictly for their intended purposes. Detailed reports, accompanied by Certificates/Statements of Utilization, are to be submitted for review to the relevant office.

- Audit and Reporting: Funds allocation and audited financial statements are to be presented during the governing body meetings for review and approval.

- Human Resource Management: The Administrator and department heads are tasked with ensuring the effective utilization of human resources. Any compliance issues should be swiftly addressed at the institutional level and escalated to the Principal.

CONCLUSION

The Resource Mobilization Policy at our institution emphasizes providing accessible, high-quality education and effectively allocating resources to support various academic and administrative functions. It sets clear guidelines for managing financial, material, and human resources in a transparent and structured manner. The policy focuses on ensuring fair compensation for staff, improving infrastructure, and supporting educational programs. It includes a detailed plan for gathering funds from various sources and strict auditing processes to maintain financial integrity. This approach helps sustain the institution's financial health and supports its educational goals.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Staff Welfare Policy

Preamble:

At St. Aloysius College, Jabalpur, we recognize our employees as our most valuable resource, integral to realizing our vision and mission. We are committed to creating a supportive and enriching workplace that promotes the well-being of each staff member, empowering them to achieve their highest potential. The welfare of our staff is a collective effort that demands active participation and contribution from every team member.

This policy outlines the range of benefits available to staff and delineates their responsibilities. Our governance is anchored in robust principles of corporate governance and integrity, which ensure our operations are transparent, efficient, and effective. This commitment helps maintain public trust and aligns our operations with the college's strategic goals.

Staff members are key to our success and require consistent institutional support to perform their roles effectively. This support includes providing ample opportunities for professional development and fostering a positive workplace environment. By recognizing and addressing the individual needs of our staff, we acknowledge that valued and supported employees are more engaged and productive.

Looking forward, St. Aloysius College is dedicated to developing a vibrant and productive workforce poised to elevate our institutional standards and attract top-tier talent. The welfare of our staff is not only a present priority but will continue to be a key focus in our future endeavors.

Goals

- Promote Well-being and Support Work-Life Balance

- Enhance Professional Growth and Build a Competitive Edge

- Increase Job Satisfaction and Boost Morale

- Foster a Positive and Equitable Work Environment

- Attract and Retain Talent

- Ensure Welfare and Holistic Development

- Improve Work Quality and Efficiency

- Ensure Continuity of Service

OBJECTIVES

- To comprehensively address all staff welfare needs with effective support mechanisms and benefits.

- To make the college a desirable place to work, attracting and retaining top talent through excellent working conditions and competitive benefits.

- To make the administration of staff welfare issues more efficient and responsive.

- To provide ample development opportunities, enabling staff to excel in academic and administrative roles.

- To enhance staff morale and motivation, fostering higher productivity and greater institutional contribution.

- To continuously refine staff welfare programs to meet evolving needs and align with institutional goals.

Policy

This policy is designed to promote the welfare and well-being of all employees at our college. It aims to create a supportive and inclusive environment that enhances personal and professional growth, ensuring that every staff member feels valued and motivated.

Welfare Measures –Categories

1. Statutory Welfare Measures

- Employee Provident Fund

The Institute provides an EPF scheme to all staff, adhering to the Employees Provident Funds and Miscellaneous Act, 1952. Monthly contributions are deducted from salaries and matched by the Institute, then deposited into PF accounts.

- Payment of Gratuity

Gratuity benefits are available according to the guidelines specified in the "Aloysius Employees Gratuity Scheme," which complies with the Payment of Gratuity Act, Madhya Pradesh, 1972.

2. Leave Facilities:

1. Casual Leave:

    - New staff members receive 10 days of casual leave during their probationary period, starting from the date of appointment until the academic year's end.
    - After confirmation, staff members are entitled to 13 days of casual leave annually.

2. Earned Leave:

    Aided non-teaching staff are entitled to 20 days of earned leave per academic year.

3. Maternity Leave:

    Confirmed female staff are eligible for 2 months of paid maternity leave, available twice during their tenure, specifically for the first and second child.

4. Official Duty Leave (ODL):

Teachers attending meetings, conferences, seminars, or other non-remunerative official university or college business can take leave, provided they have prior approval.

5. Extended Leave without Pay:

   In exceptional cases, staff may take up to 4 months of unpaid leave (on Lien).

6. Leave for Research:

   - Confirmed staff may take one day off to facilitate their research or coursework for a set period.
   - The institute allows adjustments in the timetable to keep teaching hours unchanged.

7. Vacation Leave:

   Regular teaching staff are eligible for vacation leave in accordance with university and institution norms.

8. Special Permission for Exams:

   Staff may request special permission from management to attend academic or competitive examinations during working hours or on a working day.

9. Permitted Movements:

   In urgent cases, the Principal, faculty, or staff may leave the campus for personal reasons for up to one hour after obtaining permission from the competent authority and making an entry in the face detection device.

3. **Professional Development Support scheme**

   Financial Support / Reimbursement of Staff External Participation Registration Fees:

   - Financial support will be extended for teachers / staff participation in University / State *I* National level Seminars / Conferences / Symposia's / Workshops / Training Programmes in their respective domain of concern.
   - The reimbursement of the participation fees is subject to producing the Receipt of the Registration Fees paid and a copy of participation / Attendance certificate.
   - Seed Money for Research (Minor Research Projects sponsored by the Management)

In-house Professional Development and Administrative Training initiatives:

- Free Capacity building trainings and orientation programmes for Teaching and Non - Teaching staff at different levels.
- Workshop on facilitating ICT tool usage for effective teaching-learning and Learning Management System (LMS)
- Workshop on Office Automation System and Tools

4. **Salary Payments and increments**

   Prompt and timely payment of Salaries:

   Employee salaries are promptly and timely paid by directly crediting to their respective bank accounts at the beginning of every month

   Increments:

   - Annual Increment: Employees will receive an annual increment based on the existing pay scale after completing 12 months of service, excluding the probationary period. This increment is contingent upon satisfactory performance and conduct as evaluated in their appraisal or confidential report.
   - Incentive Increments: Teaching staff who achieve qualifications such as NET/SLET or are awarded a Ph.D. degree will be eligible for incentive increments, recognizing their enhanced qualifications and contributions to academic excellence.

5. **Financial Assistance under Loans / Advance payments / medical emergency**

   - Fee Concession for Staffs children
   - Salary advance / Interest free Loans
   - Financial assistance for Medical Issues *I* Treatment of needy staff

6. **Awards and Recognition**

   - Recognition of faculty members for their Best paper and Best project presentation.

- Honor faculty members celebrating 25 years of dedication and contributions to the institution
- Newly awarded PhD holders felicitated
- Faculty members felicitated for qualifying in UGC/CSIR-NET & SET examinations

7. Infrastructure Facilities

- Pure Drinking RO water
- Separate Boys male and female Gymnasium
- Playing courts in campus
- Free Wi-Fi
- Ramp & Elevator facility
- G-Suite, E-mail IDs with Institutional domain name
- Parking space allocated and reserved for the staff two-wheeler / four-wheeler inside the campus guarded by Security Man.
- Use of Computer Laboratories for special purposes.
- Canteen and Reprographic facilities available on the campus.
- Library and Reading Room facilities to facilitate personal *I* acquire higher education/ research work.
- Individual Department Staff Room.
- Staff Restroom.
- Installation of CCTVs at strategic locations to ensure safety on the campus.

8. Miscellaneous

- Uniform for Security, Class IV Staff
- Celebrating Days of Importance: Teachers' Day
- Fellowship Lunch for Staff during occasions
- One day Retreat for Teaching and Non-teaching staff

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Fellowship Tours.
- Sports for staff during College Sports Day
- Medical Check-ups.
- Complying with "Zero Tolerance Policy" in the institution.
- Farewell on retirement.
- Participation in sweet and sour events of the social life of staff members.
- Extend support to staff members afflicted with dire circumstances or financial crisis.

Conclusion

At St. Aloysius College, Jabalpur, our Staff Welfare Policy is designed to support and enhance the well-being and development of our employees, recognizing them as integral to achieving our institutional goals. By addressing both professional and personal needs, the policy aims to promote job satisfaction, attract top talent, and foster a committed workforce dedicated to educational excellence.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Environmental Policy

Maintaining Environment

Through

7 R Stategy

The "7 Rs" are:

Rethink

Refuse

Reduce

Reuse

Repair

Recycle

1. Introduction

Purpose: This policy is designed to guide the institution in its efforts to minimize its environmental impact. It aims to integrate sustainable practices into all aspects of the institution's operations and culture.

Scope and Applicability: The policy applies to all departments, staff, and students within the institution. It covers all aspects of the institution's operations, including resource management, waste disposal, and building practices.

2. Policy Statement

Commitment to Environmental Sustainability: *The institution commits to continuous improvement in environmental management and sustainability, aiming to reduce its carbon footprint and promote sustainable practices.*

Goals and Objectives: *Establish clear, measurable goals such as reducing energy consumption by 20% within five years, achieving a specified recycling rate, and integrating sustainability into the curriculum.*

3. Governance and Organization

Environmental Committee Roles and Responsibilities: The committee is responsible for developing, implementing, and monitoring environmental strategies. It includes members from various departments to ensure a holistic approach.

Coordination with External Environmental Bodies: Collaborate with governmental and non-governmental organizations to stay updated on environmental regulations and best practices, and participate in broader sustainability initiatives.

4. Resource Management

Energy Conservation Measures: Implement energy-saving initiatives such as LED lighting, energy-efficient appliances, hay roof tops, well ventilated rooms, solar energy and smart building systems to monitor and manage energy use.

Water Usage and Conservation: Strategies to reduce water use include reuse of waste water from washbasin, using pervious paving tiles to facilitate water absorption into the ground, preventing runoff and aiding in water retention and conservation, rainwater harvesting systems, and waste water from water coolers channelized to ground.

5. Waste Management

- Reduction and Recycling Initiatives: Our waste management strategy incorporates the 7 Rs—Rethink, Refuse, Reduce, Reuse, Repair, Recycle, and Rot—aimed at minimizing waste generation and maximizing resource recovery. By promoting reduction at the source and implementing robust recycling programs, we educate the community on effective waste segregation and encourage sustainable practices across all operations.
- Hazardous Waste Handling and Disposal: Proper procedures for handling, storing, and disposing of hazardous waste materials to ensure compliance with environmental regulations and safety standards.

6. Campus Operations

- Parking is restricted to staff members to reduce congestion and enhance safety.
- Annual water and air quality tests ensure compliance with environmental health standards.
- Landscaping uses native plants to lower water use and maintenance, and organic practices to protect ecosystems.
- Promotion of electric vehicles to support sustainable transportation.

7. Education and Research

- Integrating Sustainability in Curriculum: Incorporate sustainability topics across disciplines to educate students about environmental issues and solutions.

- Support for Environmental Research: Provide resources and funding to support faculty and student research in environmental science and related fields.

8. Community Engagement and Outreach

- Collaborate with environmental organizations to support community initiatives and enhance the institution's impact on global sustainability.

- Encourage student and staff participation in community service projects focused on environmental improvement.

9. Procurement

- Adopt procurement policies that prioritize products and services that have a reduced environmental impact throughout their lifecycle.

- Require suppliers and contractors to adhere to environmental standards in line with the institution's sustainability goals.

10. Environmental Audit

Audit to be conducted annually, the report should detail achievements, challenges, and future plans.

11. Implementation Strategies

- Short-term and Long-term Plans: Develop both short-term actions and long-term goals to ensure gradual and sustained implementation of environmental policies.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Roles and Responsibilities for Implementation: Clearly define roles and responsibilities at all levels to ensure effective implementation and accountability.

12. Resources and Support

- Funding for Environmental Initiatives: Allocate budget for sustainability projects and initiatives to ensure adequate resources are available.

- Educational Resources for Staff and Students: Provide training and resources to educate staff and students about sustainability practices and encourage active participation.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Equal Opportunity Policy

Preamble

St. Aloysius College is dedicated to creating an inclusive environment that respects the dignity of every individual. Our Equal Opportunity Policy is a commitment to fairness and equality in all aspects of our operations—from admissions and employment to academics and community engagement. This policy supports our mission by ensuring that everyone has equal access to opportunities and resources, and helps prevent any form of discrimination.

We recognize the importance of diversity in achieving academic excellence and preparing all members of our community for a global society. St. Aloysius College adheres to all relevant laws regarding non-discrimination and equal opportunity and is committed to continually reviewing and improving our practices to uphold these principles.

1. Introduction

Purpose

The purpose of the Equal Opportunity Policy is to affirm the institution's commitment to promoting and maintaining a work environment where all individuals are treated with respect and dignity, are able to contribute fully, and have equal opportunities. The policy outlines the principles and practices designed to prevent discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected characteristics. It aims to ensure that all employment decisions are based on merit, qualifications, and abilities, supporting the institution's commitment to fairness and equality.

Scope and Application

This policy applies to all employees and students of the institution. It outlines the behaviors expected from everyone under the institution's purview.

Objectives

- Encourage a diverse workforce that reflects the community's demographics.
- Eliminate discrimination based on race, gender, age, disability, or other protected characteristics.
- Ensure all employment actions, from hiring to promotions, are based on merit and fairness.
- Cultivate a workplace environment where all employees feel respected, valued, and able to fully contribute to the organization's success.
- Provide training to enhance understanding and implementation of equal opportunity principles.
- Adhere to all relevant laws and regulations regarding equal employment opportunities.
- Establish effective procedures for addressing discrimination complaints.
- Regularly assess policy effectiveness and make necessary adjustments.

2. Implementation of Policy

For the implementation of the Equal opportunity policy, our institutions work in different concerns which are as follows

- Gender Equity
- Eliminating language barriers
- Divyangjan Students
- Economical backward

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Gender Equity

To implement the Gender Equity, the institution established a **Women's cell** and works with the motto "The first daughter of love of God is charity to mankind." All the Faculty and student members work for the cause of Women's empowerment.

Objectives of the "Women Cell"

- To make students aware of Gender Equity.
- To help students change their mindset and attitudes towards life in terms of women
- To encourage greater participation and to develop responsible and value-oriented leadership in Female students.
- To build a society with social and economic gender equality as envisaged in the Indian Constitution through social service.
- To reach out to Women in rural areas and make them aware of their social and legal rights and to equip them to stand against gender violence and gender discrimination
- To create awareness, instill values, and develop the personality and leadership qualities in the members.

Methods of disseminating information adopted by Women Cell

- Performing skits and road plays to create awareness in society.
- Organizing group discussions, speeches, debates, essay writing, extempore, posters, etc on gender issues to sensitize students.
- Arranging lectures of highly qualified and successful women.
- Providing basic amenities for hygiene (soaps, hand towels, etc), education (copies, pen, pencil, etc), old clothes, bread, milk powder etc to the needy.

Roles and Responsibility

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Receive and address complaints related to gender-based discrimination, harassment, or any form of injustice against women within the organization.

- Conduct awareness programs, workshops, and seminars on gender issues.

- Provide support services and guidance to individuals facing gender-related challenges, including counselling and assistance in navigating grievance procedures.

- Work towards creating an inclusive environment that respects diversity, encourages participation and provides equal opportunities for women.

- Organize events, campaigns, and activities that celebrate women's achievements, highlight gender issues, and foster a sense of community among women.

- Conduct training sessions to sensitize employees or students about gender sensitization.

- Collaborate with external organizations, NGOs, or government bodies working on women's issues for resources, support, and advocacy.

- Facilitate capacity-building initiatives for women, providing opportunities for skill development, mentorship, and career advancement.

Eliminating Language Barrier

To eliminate linguistic obstacles, St. Aloysius' College Jabalpur initiated specialized language classes for students without a Hindi or English background. These tailored classes are provided for students originating from the northeastern and southern regions. French classes are also conducted to introduce a multilingual environment in institution.

Objectives of these classes

- Develop proficiency in Hindi or English to facilitate effective communication.

- Foster a sense of belonging and integration by familiarizing students with the language and culture prevalent in the region.

- Provide language support to ensure students can understand and engage with academic material effectively.

- Equip students with language skills essential for their future careers and professional endeavours.

- Promote inclusivity by enabling students to participate confidently in social interactions within and beyond the campus.

- Address language gaps to create a conducive learning environment for students with diverse linguistic backgrounds.

- Instill confidence in students by providing them with the tools and skills necessary to navigate linguistic challenges effectively.

- Equip students with the language proficiency required to excel academically, ensuring they can fully engage with their studies.

Provisions for Students with Disabilities (Divyangjans) Students

The college has all the possible provisions to create a barrier-free environment in consonance with the needs of diverse disability groups of students. Utmost care and importance is given to their needs regarding safety, convenience, and usability.

- A lift is installed in the campus with adequate space and dimensions making all the floors accessible to Divyangjan.

- Ample space is allocated for persons using mobility devices e.g. wheelchairs, crutches, and walkers, as well as those walking with the assistance of other persons.

- Utmost importance is given to the dimensions of wheelchairs being used along with the range of reach (Forward and side; with or without (obstruction) of a person in a wheelchair.

- Disabled friendly washroom is provided for the use of the handicapped with a washbasin near the entrance for the handicapped.

- The college also provides Human Assistance for the movement of wheelchairs around the campus.
- Classes are recorded and then given to the visually impaired students for their learning and understanding.
- Utmost care is taken for the removal of all protruding objects and sufficient walking space for safe walking acts.
- Screen Reader software installed in computer Lab and Digital Library
- Audio notes recorded by the Faculty members
- Braille keyboards available in Computer lab and Digital library

Economic Support

Incorporates financial assistance measures designed to support equitable access to education:

- Helping eligible students secure financial aid through various government scholarship programs.
- St. Aloysius Fund: Distributing financial support from the St. Aloysius Fund to assist students facing financial hardships.
- Fee Reductions: Implementing a fee reduction program to aid economically disadvantaged students in affording their education.

Conclusion

St. Aloysius College is committed to fostering an inclusive environment that values diversity and ensures equal opportunities for all community members. The Equal Opportunity Policy applies to all faculty, staff, and students, and covers aspects such as admissions, employment, and academic activities.

The policy aims to eliminate discrimination based on protected characteristics and ensure all decisions are merit-based. It promotes diversity, supports a respectful campus culture, and provides necessary training on equal opportunity principles.

Key components include initiatives for gender equity, language support for non-native speakers, accessibility for students with disabilities (Divyangjan), and financial assistance through scholarships and fee reductions for economically disadvantaged students.

Overall, the policy is designed to create a diverse, inclusive, and equitable community, preparing everyone to contribute positively to a global society.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Energy Policy

Preamble

In the pursuit of sustainable development and recognizing the critical importance of efficient energy management for ecological and economic health, this comprehensive energy policy is established. It integrates innovative technologies and sustainable practices to enhance energy efficiency, promote the use of renewable resources, and ensure responsible energy consumption within institutional frameworks. The objectives align with national goals to reduce carbon emissions and promote environmental sustainability.

Policy Objectives

- **Promotion of Solar Energy:** Facilitate the deployment of solar energy solutions, including solar panels and solar-powered street lighting, to reduce reliance on non-renewable energy sources.

- **Effective Grid Integration:** Implement wheeling policies to allow energy generated from solar panels at institutional locations to be fed back into the electrical grid, promoting efficient energy distribution.

- **Sensor-based Energy Conservation:** Adopt sensor technology for real-time monitoring and management of energy usage across institutional buildings to minimize waste and optimize energy consumption.

- **Use of Energy-Efficient Technologies:** Encourage the adoption of LED lighting and power-efficient equipment to reduce energy consumption and environmental impact in institutional environments.

- **Natural Design and Resource Utilization**: Advocate for building designs that maximize natural light and ventilation, reducing the need for artificial lighting and air conditioning, thereby conserving energy.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- **Sustainability in Building Practices:** Support innovative cooling practices such as the Hay Rooftop Initiative, which also aligns with sustainable practices by recycling the used materials.

Strategic Actions

- **Deployment of Solar-Powered Street Lighting**: Install solar-powered street lights throughout institutional premises to enhance security while reducing energy costs and environmental impact.

- **Installation of Solar Panels with Grid Wheeling:** Equip institutional buildings with solar panels. Establish agreements for wheeling the energy produced to the local grid, contributing to the grid's stability.

- **Integration of Smart Sensors:** Installation of smart sensors to manage energy efficiently in all institutional facilities, ensuring that energy consumption is closely monitored and optimally controlled.

- **Mandating Energy-Efficient Equipment:** The use of LED bulbs and power-efficient devices in all institutional settings through updated procurement policies and operational guidelines.

- **Promoting Natural and Resource-Efficient Building Practices:** Implement design standards that emphasize energy conservation through natural lighting and ventilation, and promote the use of the Hay Rooftop Initiative for sustainable cooling solutions.

- **Annual Energy Audit**: Conduct annual energy audits to assess the efficiency and effectiveness of energy use within the institution. These audits will help identify potential areas for improvement, ensure compliance with energy conservation standards, and optimize resource use.

- **Educate and Promote Sustainable Practices:** Launch educational campaigns to raise awareness about the benefits of energy conservation, the importance of sustainable transport, and the advantages of using energy-efficient appliances.

Conclusion

This energy policy establishes a clear and actionable framework intended to guide the transformation of our institutional energy practices towards greater sustainability and efficiency. By adopting these measures, we commit to a future where our energy needs are met in harmony with environmental stewardship, ensuring a sustainable legacy for the generations to come.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Hazardous Waste Management Policy

Preamble

At St. Aloysius College, we prioritize the health and safety of our community and the integrity of our environment. This policy outlines our commitment to managing hazardous waste responsibly, ensuring proper handling, storage, and disposal to prevent harm to health and minimize environmental impact. We adhere strictly to regulatory requirements and best practices in laboratory safety and environmental stewardship. Furthermore, the use of hazardous, radioactive, and explosive materials in practical exercises is strictly prohibited to ensure the utmost safety.

Hazardous Waste Categories

- Ignitable: Wastes that can easily catch fire, such as ethanol and acetone.
- Corrosive: Substances that can corrode metals or damage skin, like hydrochloric acid.
- Reactive: Materials that might explode or emit toxic gases when mixed with water, such as sodium metal.
- Toxic: Substances that can harm or poison living beings, including certain heavy metals and pesticides.

Usage Restrictions

- Complete Ban on Certain Materials: The use of hazardous, radioactive, and explosive materials in any practical classroom or laboratory activities is entirely prohibited to maintain safety standards.

Standard Operating Procedures for Waste Management

- Minimize Waste Generation: Encourage strategies that reduce waste by using minimal necessary quantities and choosing less hazardous alternatives.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Container Requirements: Use appropriate containers for storing hazardous waste, keep them closed, and ensure they are properly labeled.
- Designated Storage Areas: Store hazardous waste in specific areas known as Satellite Accumulation Areas, equipped with secondary containment to handle potential spills.
- Safety Installations: Ensure laboratories are equipped with necessary safety features such as fume hoods, fire extinguishers, and eyewash stations.

Waste Collection and Disposal

- Collection Guidelines: Collect hazardous waste in suitable containers, labeled with detailed information about the contents and associated risks.
- Disposal Procedures: Follow strict disposal protocols for hazardous waste to comply with environmental safety standards. Containers used for hazardous waste must either be disposed of or decontaminated according to safety guidelines.

Training and Compliance

- Training Programs: Provide thorough training for all personnel involved in handling hazardous materials, focusing on safety procedures, emergency response, and effective waste management.
- Regular Monitoring and Audits: Conduct regular checks to ensure compliance with the policy and regulatory standards, making necessary adjustments to improve safety and compliance.

Conclusion

The Hazardous Waste Management Policy at St. Aloysius College underscores our commitment to creating a safe educational environment and actively contributing to environmental preservation. By enforcing controls on the use of dangerous materials and implementing rigorous waste management protocols, we protect our community while supporting our commitment to environmental responsibility.

78 | POLICIES

PRINCIPAL
St. Aloyslus College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Waste Management Policy

Preamble

At St. Aloysius College, Jabalpur, we recognize the importance of sustainable and integrated waste management in minimizing our environmental footprint. This is crucial not only for maintaining a healthy campus for our staff, students, and visitors but also in fulfilling our responsibility towards global environmental stewardship. Our comprehensive Waste Management Policy is part of our broader sustainability framework, aiming to minimize the generation of both hazardous and non-hazardous waste, enhance recycling efforts, and repurpose waste into environmentally friendly products wherever possible.

Policy Committee

The Waste Management Policy at St. Aloysius College is overseen by the Solid Waste Management Committee, which includes:

Chairman: The Principal

Members:

- One senior professor
- Four faculty members

This committee is responsible for ensuring the effective implementation of the policy, monitoring waste management practices, and providing guidance on continuous improvement.

Policy Objectives

- Compliance with Waste Management Laws: Ensure all waste management practices comply with national waste management rules.
- Minimize Waste Generation: Reduce waste at the source by encouraging the 7Rs— **Rethink, Refuse, Reduce, Reuse, Repair, Recycle, Rot**.
- Effective Waste Segregation: Implement rigorous waste segregation to facilitate recycling and reduce landfill usage.

- Role Definition and Coordination: Clearly define roles and responsibilities for managing waste effectively across campus.

- Promote Environmental Awareness: Increase awareness about waste minimization, reuse, and recycling through education.

- Expand Recycling Opportunities: Invest in infrastructure to enhance recycling on campus and transform waste into value-added products.

- Safe Waste Handling: Ensure the safe handling and storage of waste to prevent environmental contamination.

- Training and Education: Provide necessary training on waste management to teachers, staff, students, and other stakeholders.

- Holistic Waste Management Approach: Foster a comprehensive approach to waste management on campus.

Waste Management Strategies

A. Solid Waste Management:

- Encourage minimal waste generation among students.

- Use color-coded bins for effective waste segregation into bio-degradable and non-biodegradable waste.

- Process organic waste through vermicomposting, converting it into approximately 100 kg of manure annually for campus use.

- Collaborate with municipal services for recycling non-degradable waste.

B. Liquid Waste Management:

- Channel liquid waste from various campus facilities through environmentally friendly drainage systems.

- Treat effluents from laboratories to remove toxins before disposal.

- Repurpose wastewater from specific areas for gardening and other non-potable purposes.

C. Biomedical Waste Management:

- Sterilize biomedical waste from laboratories before disposal according to biosafety guidelines.
- Employ specific disposal methods like incineration for sanitary waste to ensure environmental safety.

D. E-Waste Management:

- Redistribute still-functional electronic equipment to rural schools.
- Recycle or repurpose dysfunctional electronic devices through authorized channels.

E. Recycling and Upcycling Initiatives:

- Implement the Eco-Smart Sustainability Approach (ESSA) that focuses on principles like Sustain, Save, Share, Salvage, and Synthesize.
- Convert waste materials into new products, such as using recycled paper in educational programs or converting organic waste into compost.

Conclusion

St. Aloysius College is dedicated to maintaining an eco-friendly campus by implementing effective waste management practices. By minimizing waste generation and fostering sustainable practices, we aim to contribute to environmental health and cultivate a culture of environmental awareness across our community. Through these efforts, we hope to inspire and lead by example in the broader context of climate change mitigation and social responsibility.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Code of Ethics

1. Preamble

Upholding the highest academic standards in accordance with the guidelines and standards of higher education in India, St. Aloysius College Autonomous Jabalpur stands as the embodiment of quality education. The institution's members are expected to uphold professional ethics in all of their intra- and inter-institutional endeavours. As a result, the institution's Code of Ethics acts as a set of guidelines for maintaining its ethical standards and values.

2. Scope

The compliance of the Code of ethics adheres to the principle of behaviours and actions of the management, faculty, staff and students at length.

3. Code of Ethics

It is the individual responsibility of every member of St. Aloysius (Autonomous) College to uphold the highest ethical standards required by governmental norms and standards. Each must act with the highest honesty, fairness, and integrity in carrying out their professional responsibilities. The curriculum, teaching and learning, research, extension, governance, and other academic and administrative functions all incorporate ethical values and principles. The college fraternity bears the responsibility for both individual and group accountability. Discipline and/or service suspensions will follow violations of this code.

4. Principles of Ethical Behaviour

Number of key principles are set across the Code of Ethics that the college expects of its members: Following are the various themes of which they rest.

4.1 Personal Integrity:

The institution is committed to demonstrate honesty, accountability, responsibility and transparency in the personal behaviour of all the members of the Aloysian fraternity. The principles of integrity are

- Honesty and truthfulness in personal and interpersonal dealings.

- Maintenance of Respect and dignity in all interpersonal communication.

- Fairness to be taken in all measures of interpersonal conflict.

- Display of impartiality and integrity in all academic and administrative actions.

- Refrainment from all personal benefits and interests at all measures.

- Abiding the norms and the guidelines of the institutions.

- Display of inclusiveness, appreciating non-disparity and multitude.

4.2 Ethics in Research

The college is dedicated to conducting excellent studies by offering a demanding atmosphere and cutting-edge ecosystem. In order to meet the challenges of the future, faculty, scholars, research assistants, project assistants, and students will conduct research and engage in related activities while abiding by the institutional code of ethics and the ethical standards of academic bodies. Each member is expected to maintain integrity and good governance in their research endeavours.

The principles governing research and related activities of the institutions are:

- Conduction of research with integrity upholding the standard of the institution.

- Maintaining a culture of openness, honesty and accountability for all research processes and outcomes.

- Avoidance of plagiarism in all forms.

- Display a high level of rigour while undertaking research.

- Adherence of all legit norms and standards.

- Responsibility for research information disseminated by the researchers.

- Concerns and accountability towards life and environment.

4.3 Professional Ethics at Workplace

The members of the institution shall cooperate effectively and work towards the achievement of the vision, mission and goals of the college. The code of professional ethics at work place governs the academic and administrative environment of the institution. It encompasses of:

- Effective support to the function and responsibilities assigned to the best of one's ability.

- Dignity and respect for others

- Contribute to teaching & research with sincerity

- Avoidance of discrimination, partiality, bullying, harassment& victimization of others.

- Equitable treatment of others regardless of gender, caste, religion, creed, personal convictions.

- Appreciate freedom of expression of other members of the institution.

- Appropriate behaviour in accordance with the code of ethics & ethics and code of conduct.

4.4 Professional Ethics in Third Party Interactions

The members of the Institution shall strive to promote the reputation of their institution in all interactions with the stakeholders. They shall engage in beneficial interactions refraining from all forms of third-party engagement which are detrimental to the institution. The Professional ethical principles governing the members of the institutions are:

- Fairness in admission ensuring equity & access.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Fairness & transparency in academic assessments.

- Commitment for holistic development & career advancement of students

- Transparency & fairness in all civil, maintenance, IT, Administrative, legal & official contracts.

- Transparency & fairness in all academic collaborations

- Foster fruitful alumni collaboration.

5. Misconduct

5.1 Misconduct in Research

Misconduct in research for the purpose of this code refers to, but is not limited to, the planning, attempting or doing of the following:

- Falsification & fabrication of research data & outcomes

- Publication of false research information.

- Misappropriation of research grant.

- Misrepresentation of data & information.

- Failure to follow good research practices in preservation, management & sharing of material or specimen.

- Plagiarism of all forms – including unacknowledged appropriation of others research work, results & resources.

- Failure to follow good laboratory practices.

- Failure to acknowledge the role of core researchers & declaration of conflict of interest.

5.2 Misconduct in Personal Integrity & Third-Party Interaction

Misconduct in personal integrity & third-party interaction for the purpose of this code refers to, but is not limited to, any of the misconduct in personal integrity and third-party interaction following:

- Compromise the reputation & status of the institution in any form.

- Falsification or suppression of academic research on behalf of the institution.

- Deviation from institutional norms in admission and promotion of students.

- Deviation from institutional norms in hiring & career advancement of staff.

- Damage the reputation of the college.

- Create liability in any form to the institution.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Admission Policy

ADMISSION REQUIREMENTS

St. Aloysius' College (Autonomous) Jabalpur is affiliated to Rani Durgavati University Jabalpur. The University is governed by Government of Madhya Pradesh. The College follows the guidelines provided by Madhya Pradesh Higher, Bhopal (Madhya Pradesh). The guidelines are releases in the website of MP Higher Education Bhopal. Admission Requirements at St. Aloysius College, Jabalpur are as follow:

B.Sc./B.A.

➢ Eligibility: Minimum 50% in Class XII board or an equivalent examination.
➢ Selection Process: Prospective students must attend an interview with the designated

   committee. B.C.A.

➢ Eligibility:
➢ Science stream students need Mathematics with a minimum of 50%.
➢ Commerce stream students require Mathematics with a

   minimum of 55%. B.B.A.

➢ Eligibility: Minimum 60% in the Class XII board or an equivalent examination. The medium of instruction is strictly English.

B.Com.

➢ Eligibility: Minimum 60% in the Class XII board or an equivalent

   examination. Foreign Students:

➢ Admission is in accordance with UGC and affiliated University guidelines. Requirements include:
➢ Valid Student Visa.
➢ Eligibility certificate from the University.
➢ Residency proof certified by the Superintendent of Police.
➢ Recent health certificate from the Chief Medical Officer, Jabalpur confirming the absence of AIDS.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Post Graduation

> Admission is in accordance with UGC and affiliated University guidelines. Minority Institution:

> As St. Aloysius College, Jabalpur is a Christian Religious Minority Institution:
> 50% of the seats are reserved for Christian religious minorities.
> The remaining 50% are available for other applicants.
> Any vacancies in the reserved category may be filled by other candidates based on merit.
> Final Admission Process:
> Complete the online registration form. Post-submission, a username and password will be sent to the registered email and phone number.
> Ensure accurate information as modifications are not permitted post-submission.
> Print the application form in A4 size.
> Printouts can be accessed anytime on the college website using the provided login credentials.
> For the counseling session, bring the printed form, TWO passport size photographs, and all original documents (plus one set of photocopies) on the specified dates.

Note: Always check the official website for any updates on the admission process.

Application Process

Step 1: Visit the College Website

Begin by navigating to the official college website [https://staloysiuscollege.ac.in/en-in] using your web browser.

Step 2: Start the Application

Once on the homepage, locate and click on the "Apply Online" button or link. This will redirect you to the online application portal.

Step 3: Complete the Application Form

On the application portal, you will find the online application form. Make sure to accurately fill in all the required fields with your personal and academic details. Double-check the information for any errors or omissions.

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Step 4: Document Submission

After completing the form, you will receive an SMS containing a link for document uploads. Click on the link and ensure you upload clear, legible copies of all necessary documents as specified by the college.

Step 5: Verification and Fee Payment

Once your documents have been uploaded, the college will undertake a verification process. After successful verification, you will be prompted (via another SMS or email) to proceed with the payment of application/admission fees. Use the provided payment gateway or instructions to make the payment securely.

Step 6: Collecting Your ID Card

After completing the application process and once your admission is confirmed, you can collect your official college ID card. Visit the college on the specified date or as communicated to you to collect your ID card.

Note: It's recommended to keep a copy or screenshot of all steps completed for your reference. Ensure that you meet all the application deadlines and follow any additional instructions provided by the college during the application process.

Transfer Students

Preamble:

Recognizing the academic intricacies associated with the transfer of students during mid-course, the institution has established a methodical and empirical process to evaluate and assimilate these students. This protocol ensures that transfer students have a foundational knowledge congruent with our academic standards, thus facilitating a seamless transition.

1. Eligibility for Transfer Admission:

Transfer students are those seeking admission into:
The second or third year of an undergraduate program. The second year of a postgraduate Program.

2.The Dean's Examination (Dean Test):

Transfer students must undergo a evaluative procedure known as the Dean's Examination.

Purpose:

To assess if the student satisfies the prerequisites for the desired semester/year admission, it's essential to identify any discrepancies between the curriculum of the student's previous institution and our established academic standards. This ensures that the student is adequately prepared to progress seamlessly within our program.

Procedure:

The Dean's Test, administered by the Controller of Examinations, is tailored according to the subjects the student has previously studied. It is comprehensive, encompassing both foundational and advanced aspects relevant to the academic level the student aspires to join.

3. Semester Determination:

Upon successful completion of the Dean's test, the CoE along with Academic committee, with insights from the Dean's test, will discern the appropriate semester for the student to integrate into.

Criteria for Determination:

Congruence of previously covered content with our institution's curriculum for the corresponding year.

This crafted protocol aims to ensure that transfer students not only amalgamate seamlessly into our academic environment but also exhibit an academic prowess in line with our institution's rigorous standards. The emphasis remains firmly on knowledge congruence and bridging any potential academic gaps to ensure academic excellence.

INTERNATIONAL STUDENTS

Preamble:

St. Aloysius College, acknowledging the diverse backgrounds and unique challenges of international students, offers a good support system. We aim to establish an environment where international students are welcomed, nurtured, and empowered for academic and personal success.

1. International Students' Office (ISO): This dedicated division offers:

➢ Admission Guidance: Streamlined guidance through the application, documentation, and admission process specific to international candidates.
➢ Visa and Permit Guidance: Assistance in obtaining and renewing student visas and other necessary permits.
➢ Orientation Sessions: Introducing the college facilities, policies, and an overview of Indian cultural norms.
➢ Police Verification Assistance: Guiding students through the mandatory police verification process, required for international students residing in India.

2. Academic Support:

➢ Peer Assistance Program: Partnering international students with local peers for academic and cultural support.
➢ Supplementary Tutoring: Targeted academic assistance for subjects or areas of difficulty.
➢ Language Workshops: Enhancing English proficiency and offering foundational courses in local languages.

3. Cultural Integration and Community Engagement:

St. Aloysius College emphasizes the integration of international students through cultural exchange initiatives, which celebrate global traditions. We further their immersion by offering guided local explorations to historically significant sites.

4. Health and Well-being Services:

The well-being of our students is paramount. We ensure immediate access to medical facilities and provide specialized referrals when necessary. Our counseling services address academic and personal challenges.

5. Accommodation and Daily Life Guidance:

Accommodation is facilitated via dedicated international student hostels. Additionally, we offer guidance on essential local living aspects, from public transportation to navigating local marketplaces.

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Seed Money Policy

The Policy for Seed Money of St. Aloysius' College (Auto.) College Jabalpur is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and to facilitate the start of research programs which will potentially develop into creative ventures on their own through external funding.

OBJECTIVES

1. To aid a faculty to initiate a research program that has the potential to sustain by appealing funds from external agencies.

2. To assess and promote novel ideas for generating preliminary results before submitting proposals to funding agencies.

3. To promote inter-disciplinary collaboration.

4. To promote IPR Filing.

5. To promote high impact publications in indexed journals.

ELIGIBILTY

1. Faculty member having Ph.D. degree / pursuing Ph.D. with a record of quality research.

2. Any group consisting of college faculty and collaborators from other institutions who shall provide and undertaking that they will submit a proposal for an externally funded program with the same proposers during or within 6 months of the completion of the seed funded project. External collaborator cannot be a Co-PI in the seed grant. However, where required, letters from such collaborators may be attached in the proposal with commitment (Such as facility use) clearly specified. They should also demonstrate that they do have funding from external agencies for their proposed research.

3. Any group comprising college faculty and Ph.D. scholars, belonging to college with the Principal Investigator (PI) being a college faculty with Ph.D. Only college faculty can be a PI. Participation by students of any category is encouraged but they may be only named as

personnel in the project.

4. At any point of time, a PI can submit only one application. However, he/she can be co-investigator in more than one proposal.

5. The PI at the time of submission of application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.

TERMS AND CONDITIONS

1. The decision of the research committee will be conveyed to the PI for all administrative matters regarding the project.

2. The PI is responsible for the conduct of the research in accordance with the institute research policy.

3. Procurement, utilization and maintenance of equipment(s) will be as per institute policy.

4. The funds have to be utilized within the stipulated period.

5. The grant money has to be utilized in accordance with the approved budget.

6. The PI should submit a progress report every six months for evaluation by the committee mandated to monitor individual projects. In case it is found that proper efforts are not being made further release of funding may cease.

7. The PI will also be required to report progress or outcomes after one year of the termination of seed grant, including grants received and publication/IPR arising out of the seed grant.

8. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.

9. In case PI leaves the institute before the completion of the project, shall refund entire seed money

PRINCIPAL
St. Aloysius College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA

Institutional Policy for Distributing Grants and Funds

Objective:

To establish a clear and transparent process for distributing grants and funds to faculty members for attending conferences, workshops, faculty development programs, seminars, and membership fees.

Eligibility Criteria:

1. Faculty Status:

- Full-time faculty members.
- Part-time and adjunct faculty may be considered based on the availability of funds and the relevance of the event to their academic responsibilities.

Event Relevance:

- The event must be directly related to the faculty member's field of expertise or academic responsibilities.

- Preference will be given to events that offer significant professional development or opportunities for collaboration.

Type of Events Covered:

- National and international conferences.
- Workshops and training programs.
- Faculty development programs.
- Seminars and symposiums.
- Membership fees for academic and professional organizations.

Funding Sources:

1. Government Bodies:
- Grants and funds received from government agencies.
- Special government schemes and programs aimed at faculty development.

Non-Government Bodies:

- Grants from private organizations, foundations, and trusts.
- Institutional funds allocated for faculty development.

Application Process:

1. Submission of Application-
- Faculty members must submit a detailed application at least a month before the event.
- The application should include event details, relevance to the faculty member's work, and a budget estimate.

Documentation Required

- Event invitation or brochure.
- Proof of acceptance (for conferences, if applicable).
- Detailed budget including registration fees, travel, accommodation, and other expenses.

Approval Process:

- Applications will be reviewed by a Faculty Development Committee.
- Priority will be given to applicants who have not received funding in the past year.
- Decisions will be based on the relevance of the event, availability of funds, and the applicant's contribution to the institution.

Funding Limitations:

1. Amount:
- Maximum funding amount per faculty member per year.
- Specific caps on registration fees, travel expenses, and accommodation.

Frequency:

- Limit on the number of events a faculty member can attend using institutional funds per academic year.

Obligations of Recipients:

ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)
Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)
College with Potential for Excellence (CPE) by UGC
DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

1. Post-Event Report-
- Faculty members must submit a report detailing the benefits and outcomes of attending the event.
- Presentation of acquired knowledge in a departmental meeting or seminar.

2. Financial Accountability-

- Submission of original receipts and a detailed expense report.
- Any unspent funds must be returned to the institution.

Evaluation and Review:

1. Annual Review:
- The Faculty Development Committee will conduct an annual review of the policy.
- Adjustments will be made based on feedback, fund availability, and changing needs.

Feedback Mechanism:

- Faculty members are encouraged to provide feedback on the funding process.
- Continuous improvement of the policy based on user experiences and suggestions.

By following this policy, the institution aims to ensure fair and efficient distribution of funds, promoting the professional growth of faculty members and enhancing the academic reputation of the institution.

PRINCIPAL
St. Aloyshus College (Autonomous)
JABALPUR- 482001 (M.P.)
INDIA