GEMS POLICY DOCUMENTS

GEMS

Arts And Science College

An ISO 9001 : 2015 Certified Institution

(A Unit of Global Education and Management Studies Co-operative Ltd., No.M.782)

(Affiliated to University of Calicut and UGC Recognized Under Section 2 (f) of UGC Act 1956)

Ramapuram, Kadungapuram P.O, Malappuram Dt, Kerala pin-679 321,

Ph: 04933-256123, 255700 | www.gemsasc.ac.in, email: gemsasc@gmail.com

DISABILITY-FRIENDLY BARRIER-FREE ENVIRONMENT POLICY

Introduction

Gems Arts and Science College, Ramapuram, is committed to creating an inclusive and accessible environment for all members of the college community, including those with disabilities. This policy outlines our dedication to providing a barrier-free campus that accommodates the needs of individuals with disabilities.

Objectives

The primary objectives of this policy are:

Accessibility: Ensure that all facilities, services, and programs offered by the college are accessible to individuals with disabilities.

Compliance with Legal Standards: Adhere to local and international regulations and guidelines for accessibility and disability accommodation.

Specific Measures

1. Infrastructure and Facilities

Accessible Entrances: Ensure that all entrances to buildings are wheelchair-accessible and equipped with ramps or lifts.

Accessible Parking: Designate parking spaces close to entrances for individuals with disabilities.

Elevators and Lifts: Install and maintain elevators or lifts in multi-story buildings for accessibility between floors.

2. Restrooms

Accessible Restrooms: Provide accessible restrooms equipped with appropriate fixtures and grab bars.

3. Classroom and Learning Spaces

Adaptive Equipment: Ensure that classrooms are equipped with adaptive technology and tools to support students with disabilities.

Flexible Seating: Provide adjustable seating arrangements to accommodate different mobility needs.

4. Information and Communication

Accessible Materials: Ensure that all printed and online materials are available in accessible formats, such as Braille, large print, and digital formats compatible with screen readers.

Signage: Install clear, visible, and tactile signage to guide individuals with disabilities around the campus.

5. Communication Assistance

Sign Language Interpreters: Provide sign language interpreters for individuals who are deaf or hard of hearing, as needed.

Assistive Listening Devices: Offer assistive listening devices in auditoriums and lecture halls.

6. Emergency Evacuation

Evacuation Plans: Develop and communicate clear evacuation plans tailored to the needs of individuals with disabilities.

7. Training and Sensitization

Disability Sensitization: Conduct training programs for faculty, staff, and students to raise awareness and enhance understanding of disability-related issues.
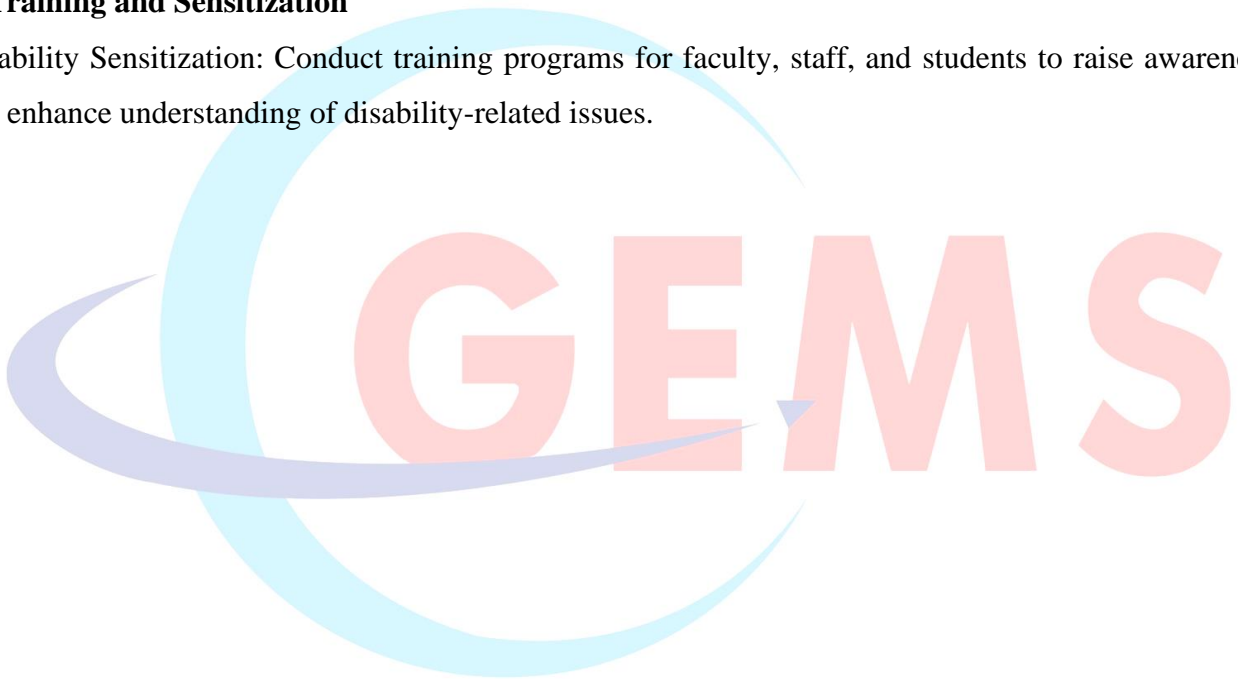
DIVYANGJAN INCLUSION POLICY

The Divyangjan Inclusion Policy of GEMS Arts and Science College aims to ensure that all students, faculty, staff, and visitors with disabilities have equal access to education, facilities, and opportunities within our college community.

Equal Opportunity and Non-Discrimination:

GEMS Arts and Science College is dedicated to providing equal educational opportunities for all, irrespective of their disabilities. Discrimination against individuals with disabilities, including in admissions, teaching, evaluation, and services, is strictly prohibited.

Accessibility and Infrastructure:

We are committed to ensuring that our campus and facilities are accessible to individuals with different types of disabilities. Adequate infrastructure modifications will be made to accommodate physical, sensory, and cognitive needs.

Academic Accommodations:

Students with disabilities will be provided with reasonable academic accommodations to facilitate their learning process. Faculty members will collaborate with the disability support office to implement appropriate accommodations.

Inclusive Curriculum:

The curriculum will be designed to cater to diverse learning needs, ensuring that content is accessible to all students, including those with disabilities. Digital materials and online platforms will be designed to be accessible for individuals with various disabilities.

Support Services:

GEMS Arts and Science College will establish a dedicated disability support office to provide guidance, support, and resources for students with disabilities. Counseling and mentoring services will be available to address the academic, emotional, and psychological needs of students.

Training and Sensitization:

Faculty, staff, and students will receive training on disability awareness, communication strategies, and providing appropriate support. Sensitization workshops will help create a more inclusive and understanding college environment.

Assistive Technologies:

The college will invest in and provide access to assistive technologies that aid individuals with disabilities in their learning and communication.

Communication Accessibility:

All official communications, including documents and announcements, will be provided in accessible formats upon request. Sign language interpretation and captioning services will be available for events and lectures.

Grievance Redressal:

An efficient grievance redressal mechanism will be established to address any concerns or issues related to the implementation of the policy.

Periodic Review and Improvement:

The Divyangjan Inclusion Policy will undergo regular reviews to assess its effectiveness and make necessary improvements based on feedback and emerging best practices.

E GOVERNANACE POLICY

At Gems Arts and Science College, Ramapuram, we are committed to delivering a seamless and transparent educational experience to our students, faculty, and staff.

Vision

Our vision for e-governance at Gems College is to leverage the power of technology to enhance the efficiency, accessibility, and accountability of our administrative, financial, academic, and student support services. We aspire to create a dynamic and digitally connected learning environment that fosters innovation, collaboration, and excellence.

Objectives

1. To Increase efficiency by streamlining administrative, financial, academic, and support operations to decrease redundancy, reduce manual effort, and optimise resource allocation.
2. To improve operational efficiency and cost-effectiveness.
3. To Facilitate easy access to information and decision-making processes for stakeholders.
4. To Safeguard sensitive data from unauthorized access, ensuring data integrity, and complying with data protection regulations. E-governance prioritizes data security and privacy.
5. To introduce automation of routine processes and workflows in order to eliminate manual effort and mistakes. This results in faster and more accurate work completion.
6. To Create user-friendly interfaces and digital platforms for students, faculty, staff, and administrators to interact with the institution. This improves the overall experience and engagement.
7. Replacing paper-based records with secure, digital storage and retrieval systems. This ensures the preservation and easy retrieval of institutional data.
8. Using data analytics and feedback mechanisms to identify areas for improvement in academic programs, support services, and administrative processes.
9. Enhancing the student experience by providing easy access to academic resources, support services, and personalized communication.
10. Staying up-to-date with evolving technologies and best practices to remain competitive and relevant in the digital age.

Application fields

Digital Infrastructure:

GEMS Arts and Science College, Ramapuram, is committed to establishing a robust digital infrastructure to support e-governance initiatives. This includes providing high-speed internet access, reliable hardware and software systems, and adequate digital resources to facilitate seamless administrative processes.

Online Admission and Registration:

The College aims to streamline the admission and registration processes by offering online platforms. This enables prospective students to submit applications electronically, check their admission status, pay fees online, and complete other necessary procedures conveniently.

Attendance:

E-governance in student attendance leverages digital technology to automate, streamline, and enhance attendance tracking. It offers real-time data updates, early intervention for at-risk students, and data-driven insights while reducing administrative workload and improving overall transparency and accuracy.

Online Learning Management System:

GEMS College recognizes the importance of e-learning platforms and will implement a reliable Learning Management System (LMS) to facilitate online education. This system will provide students with access to course materials, lecture recordings, interactive discussions, and assignment submissions, enhancing the overall learning experience.

Digital Library Resources:

The college is dedicated to establishing a comprehensive digital library that offers a wide range of online resources, including e-books, research journals, and educational databases. Students and faculty members will have access to these resources, promoting research and academic excellence.

Staff leave:

Employees may apply for leave online, and institution can approve or deny requests electronically, with the help of e-governance in staff leave management. It centralises leave records, automates calculations, and assures policy compliance, improving efficiency, transparency, and accountability in worker leave administration.

ENERGY CONSERVATION POLICY

The Energy Conservation Policy of GEMS Arts and Science College underscores our dedication to reducing energy consumption, promoting sustainable practices, and minimizing our environmental impact. This policy reflects our commitment to responsible stewardship of resources and aligns with our broader mission of contributing to a greener and more sustainable future.

Energy Efficiency Commitment:

GEMS Arts and Science College is committed to optimizing energy efficiency in all aspects of our operations, including buildings, facilities, equipment, and transportation.

Resource Management:

We will actively monitor and manage energy consumption through regular audits, assessments, and data analysis to identify areas for improvement.

Energy-Responsible Infrastructure:

When designing, constructing, or renovating campus facilities, energy-efficient principles and technologies will be incorporated to minimize energy demands.

Lighting and Appliance Efficiency:

Efficient lighting systems, appliances, and equipment will be adopted to reduce energy usage while maintaining optimal functionality.

Renewable Energy Integration:

GEMS Arts and Science College will explore opportunities to integrate renewable energy sources, such as solar panels and wind turbines, to supplement conventional energy sources.

Behavioral Change and Awareness:

We will conduct awareness campaigns and educational programs to encourage students, faculty, and staff to adopt energy-efficient practices in their daily activities.

Transportation Sustainability:

The college will encourage the use of public transportation, carpooling, cycling, and walking to reduce greenhouse gas emissions from commuting.

Energy Consumption Monitoring:

Real-time energy monitoring systems will be implemented to track energy usage and identify anomalies, enabling prompt corrective actions.

Waste Reduction and Recycling:

Efforts to reduce waste generation and promote recycling will contribute to overall energy conservation by minimizing resource extraction and production.

Energy-Efficient ICT Practices:

Information and communication technology (ICT) systems will be optimized for energy efficiency, including data centers, computer labs, and office equipment.

Training and Education:

Workshops, seminars, and training sessions on energy conservation will be conducted for students, faculty, and staff to raise awareness and instill sustainable habits.

Compliance and Reporting:

The college will adhere to all relevant energy conservation regulations and standards and will report progress and achievements regularly.

Continuous Improvement:

GEMS Arts and Science College will continuously evaluate and refine energy-saving strategies based on technological advancements and best practices.

Stakeholder Engagement:

We will engage students, faculty, staff, and the local community in energy conservation initiatives, fostering a collective commitment to sustainability.

Leadership and Innovation:

The college aims to be a leader in energy conservation by adopting innovative solutions and setting an example for other educational institutions.

POLICY DOCUMENT FOR GENDER EQUALITY

This policy document outlines the steadfast commitment of GEMS Arts and Science College to promote and uphold gender equality within its campus. Our college recognizes that gender equality is a fundamental human right and a vital component of a just and progressive society. This policy serves as a guiding framework to create an inclusive and supportive environment for all members of the college community, regardless of their gender identity.

1. Vision and Guiding Principles:

- GEMS Arts and Science College envisions a campus where all genders have equal access to opportunities, resources, and experiences, fostering an environment of respect, inclusivity, and fairness.
- We are dedicated to eliminating all forms of gender-based discrimination, harassment, and bias, fostering an atmosphere of mutual respect and collaboration.

2. Non-Discrimination:

- The college unequivocally condemns all forms of gender-based discrimination, harassment, and violence, both physical and psychological, within the college premises, events, and online spaces.
- All college policies, practices, and curricular activities shall be designed to be inclusive and devoid of gender bias.

3. Equal Representation and Participation:

- GEMS Arts and Science College is committed to achieving equitable representation of all genders in student leadership, faculty, administrative roles, and decision-making bodies.
- Special initiatives and mentorship programs shall be implemented to empower and encourage underrepresented genders to actively engage in leadership and decision-making.

4. Gender-Responsive Curriculum and Education:

- The college will work to integrate gender perspectives and diversity into the curriculum across disciplines, thereby challenging stereotypes and biases.

- Special courses and workshops on gender equality, gender studies, and women's empowerment will be introduced.

5. Prevention of Gender-Based Violence:
- The college shall institute comprehensive measures to prevent and address gender-based violence, including sexual harassment and assault.
- Reporting mechanisms, support services for survivors, and educational campaigns shall be established to ensure safety and accountability.

6. Gender-Neutral Facilities and Accommodations:
GEMS Arts and Science College will ensure that all facilities, including restrooms, accommodations, and sports amenities, are gender-neutral and accessible to all members of the college community.

7. Equal Opportunities and Career Advancement:
- The college is dedicated to providing equal opportunities for career growth, scholarships, internships, and research endeavors, irrespective of gender.
- Mentorship programs will be developed to guide students in pursuing their aspirations and goals.

8. Work-Life Balance and Well-being:
GEMS Arts and Science College shall support a balanced work-life equation for all individuals, offering flexible work arrangements and provisions for managing caregiving responsibilities.

9. Inclusive Language and Communication:
The college commits to utilizing inclusive language in all official communications, documentation, and events, recognizing and respecting diverse gender identities.

10. Training and Sensitization:
Regular workshops, seminars, and training sessions will be conducted to raise awareness and sensitize students, faculty, and staff about gender equality, diversity, and inclusion.

11. Grievance Redressal Mechanism:
A transparent and effective grievance redressal mechanism will be established to address complaints related to gender discrimination, harassment, or bias promptly and impartially.

12. Monitoring, Reporting, and Accountability:

GEMS Arts and Science College will regularly monitor and report on the progress of gender equality initiatives, challenges faced, and actions taken, ensuring transparency and accountability.

13. Collaboration and Partnerships:

The college will actively collaborate with external organizations, NGOs, and government agencies working on gender equality to share best practices, resources, and knowledge.

14. Periodic Review and Adaptation:

This policy will undergo periodic reviews and adaptations to ensure its relevance in line with evolving needs, emerging trends, and feedback from the college community.

Through this policy, GEMS Arts and Science College demonstrates its unwavering dedication to fostering an environment that values, respects, and upholds the rights of all genders. By implementing this policy, we aim to create a college campus where individuals can flourish and contribute to their fullest potential, regardless of their gender identity.

GENDER POLICY

Vision:

GEMS Arts and Science College envisions a future where gender equity is not merely a concept but an integral part of our institutional fabric. Our vision is to cultivate an academic environment that transcends traditional gender norms, encouraging a dynamic and broadminded community where individuals of all genders thrive, contribute, and excel.

Mission

Our mission at GEMS Arts and Science College is to establish and sustain a culture of genuine gender equity. We are committed to promoting equal opportunities, eradicating discrimination, and empowering individuals across the gender spectrum to flourish in their academic journey.

Objectives

Equal Opportunities:

Ensure all students, regardless of gender, have equal access to academic resources, opportunities, and support. This objective emphasizes creating an environment where merit is the sole determinant of success. We commit to identifying and eliminating barriers that may hinder any student's academic journey.

Anti-Discrimination Measures:

Implement and rigorously enforce policies that prohibit any form of gender-based discrimination, harassment, or bias within the college community. This objective aims to foster a culture of respect and tolerance, where everyone feels valued and heard. We prioritise creating an atmosphere that celebrates diversity and embraces the uniqueness of each individual.

Empowerment Programs:

Develop and implement empowerment programs, workshops, and mentorship initiatives that equip students of all genders with the skills and confidence needed to succeed academically and professionally. By fostering self-esteem and leadership qualities, we aim to prepare our students to navigate challenges

and seize opportunities. Our commitment to empowerment extends to creating an environment that encourages every student to reach their full potential.

Inclusive Curriculum:

Review and revise academic curricula to ensure they reflect diverse perspectives, contributions, and experiences of all genders across various disciplines. This objective aims to create a curriculum that is representative and relevant to the diverse student body. We recognise the importance of offering an education that is inclusive and reflective of the world's richness.

Leadership Opportunities:

Promote gender equity in leadership roles by actively encouraging and supporting the participation of all genders in student government, clubs, and other leadership positions. This objective recognises the importance of diverse leadership in shaping an inclusive college community. We strive to create an environment where leadership opportunities are accessible to all, irrespective of gender.

Awareness Campaigns:

Conduct regular awareness campaigns and educational programs that address stereotypes, biases, and misconceptions related to gender, fostering a more inclusive and respectful college community. By promoting awareness, we seek to challenge ingrained beliefs and create an environment of understanding and acceptance. We aim to be proactive in shaping a culture that values diversity and rejects harmful stereotypes.

Safe Environment:

 Create a safe and supportive environment where individuals feel comfortable expressing their gender identity. Implement robust reporting mechanisms to address any incidents of harassment or discrimination promptly. This objective ensures that the college is a safe space where everyone can learn and grow without fear of prejudice. Our commitment to a safe environment is fundamental to the well-being and success of every member of our community.

Continuous Evaluation:

Regularly assess the effectiveness of gender equity initiatives, seeking feedback from the college community, and making adjustments as needed to ensure ongoing progress. This objective emphasises

the college's commitment to continuous improvement, ensuring that our efforts are impactful and relevant. We understand the importance of adaptability in creating a culture of sustained gender equity.

Institutional Commitment to Women's Development:

In addition to our broader gender equity objectives, we acknowledge the unique challenges and opportunities faced by women. Therefore, GEMS Arts and Science College is committed to establishing a dedicated Women Development Cell.

Career Guidance and Skill Development:

Provide specialised career guidance and skill development programs tailored to the needs and aspirations of female students. This program aims to equip female students with the skills and confidence needed to pursue diverse career paths, ensuring they are well-prepared for success in their chosen fields.

Mentorship Programs:

Implement mentorship programs connecting female students with successful alumni or professionals to offer guidance and support. This initiative aims to create a network of support and inspiration for female students as they navigate their academic and professional journeys. We believe in the power of mentorship to empower and inspire.

Health and Well-being Initiatives:

Offer programs promoting physical and mental well-being, addressing issues unique to women's health and self-care. This initiative recognizes the importance of holistic well-being in fostering academic and personal success. We prioritize the health and well-being of our female students as integral to their overall development.

Networking Events:

Organize networking events and forums to facilitate connections among female students, alumni, and professionals in various fields. This program aims to create valuable networking opportunities for female students, expanding their horizons and connecting them with role models. Networking is a crucial aspect of professional growth and development.

Awareness on Legal Rights:

Conduct workshops and seminars to raise awareness about legal rights, gender equality laws, and mechanisms for reporting and addressing gender-based issues. This initiative ensures that female

students are informed and empowered to assert their rights within and beyond the college environment. We believe that knowledge of legal rights is essential for fostering a sense of empowerment and agency.

GEMS Arts and Science College is dedicated to creating an educational environment where gender equity is not just a principle but a lived reality. Through our vision, mission, and comprehensive set of objectives, we aim to foster a culture of inclusivity, empowerment, and continuous improvement.

GREEN CAMPUS POLICY

Introduction

Gems Arts and Science College, Ramapuram, affiliated to Calicut University, is committed to creating a sustainable and environmentally responsible campus. This Green Campus Policy outlines our dedication to promoting eco-friendly practices and minimizing our environmental impact.

Objectives

Promote Sustainability: Implement measures to reduce the environmental footprint of the campus and promote sustainable practices.

Conservation of Natural Resources: Conserve energy, water, and other natural resources through efficient utilization and responsible management.

Encourage Environmental Awareness: Educate and engage the college community in understanding and addressing environmental issues.

Specific Measures

1. Energy Efficiency

Renewable Energy: Explore and invest in renewable energy sources, such as solar and wind power, to supplement energy needs.

Energy Audits: Conduct regular energy audits to identify opportunities for improving energy efficiency.

2. Water Conservation

Rainwater Harvesting: Implement rainwater harvesting systems to capture and utilize rainwater for landscaping and other non-potable uses.

Efficient Irrigation: Utilize drip irrigation systems and drought-tolerant plants to minimize water usage in landscaping.

3. Waste Reduction and Recycling

Waste Segregation: Promote waste segregation at source and establish recycling programs for paper, plastic, glass, and metal.

Composting: Encourage the composting of organic waste for use in campus landscaping and gardening projects, undertaking bioremediation methods to tackle waste materials.

4. Green Building Design

Sustainable Materials: Prioritize the use of eco-friendly and sustainable materials in construction and renovation projects.

Natural Ventilation and Lighting: Incorporate design elements to maximize natural light and ventilation, reducing the need for artificial lighting and climate control.

5. Biodiversity and Green Spaces

Native Plantings: Prioritize the use of native and drought-resistant plants in landscaping to support local biodiversity.

Green Roofs and Vertical Gardens: Explore opportunities to incorporate greenery into building design.

6. Transportation and Mobility

Promote Sustainable Transportation: Encourage the use of public transportation, carpooling, biking, and walking among the college community.

Electric Vehicle Charging Stations: Install charging stations for electric vehicles on campus.

7. Environmental Education and Awareness

Curriculum Integration: Integrate environmental sustainability principles into the curriculum across disciplines.

8. Awareness Campaigns

 Conduct regular campaigns and workshops to educate the college community about environmental issues and sustainable practices.

GRIEVANCE REDRESSAL POLICY

This policy outlines the procedures for addressing and resolving grievances raised by all the stakeholders of GEMS Arts and Science College affiliated to University of Calicut in Kerala, based on the guidelines and regulations of the University Grants Commission (UGC).

Policy Statement

It is the policy of GEMS Arts and Science College affiliated to University of Calicut in Kerala to provide an effective and efficient mechanism for addressing and resolving grievances raised by all the stakeholders, in compliance with the regulations and guidelines of the UGC.

Objectives

- The primary objective is to create a fair and just environment within the college where individuals can raise their concerns and seek resolutions without fear of reprisal or bias.
- The policy aims to provide a formal mechanism for the resolution of disputes, conflicts, and grievances that may arise among students, faculty, and staff.
- The policy ensures that the rights and interests of all stakeholders are protected and upheld. This includes safeguarding against discrimination, harassment, academic issues, and administrative problems.
- An effective grievance redressal policy is to facilitate communication between the concerned parties, fostering a culture of open dialogue and problem-solving.

The Procedure

1. **Identification and Reporting of Grievance:**
   - Any individual with a grievance should formally report it to the Principal or to the appropriate authority. This could be a student, faculty member, or staff member, depending on the nature of the grievance, either in person or through the online provision of the college website.
   - Grievances can be related to academics, infrastructure, discrimination, harassment, or any other issue affecting college life.

2. **Informal Resolution:**

Initially, we GEMS college encourage individuals to attempt an informal resolution by discussing their grievance with the relevant person or department. This step is meant to resolve issues at the lowest level possible.

3. **Formal Complaint Submission:**

   If the grievance remains unresolved through informal means, the individual should submit a formal written complaint to the designated grievance redressal committee or authority. The complaint should include details of the grievance, relevant evidence, and contact information.

4. **Grievance Redressal Committee:**

   Grievance Redressal Committee, which is responsible for handling and resolving grievances. This committee is composed of faculty members, administrators, and student representatives.

5. **Investigation:**

   The committee will conduct a thorough investigation into the grievance. This may involve interviewing relevant parties, reviewing documents, and gathering evidence.

6. **Hearing:**

   A formal hearing may be conducted where the complainant and the respondent have an opportunity to present their sides of the issue. Witnesses and evidence may also be presented.

7. **Decision and Resolution:**

   After the investigation and hearing, the committee will reach a decision and provide a resolution. This could include actions such as mediation, disciplinary actions, academic adjustments, or policy changes, depending on the nature of the grievance.

8. **Communication of Decision:**

   The committee communicates its decision in writing to both the complainant and the respondent. This communication should include the reasons for the decision.

9. **Appeal Process:**

If either party is dissatisfied with the decision, they may have the option to appeal to a higher authority within the college within 15 days.

10. Follow-Up:

After the resolution, the college should monitor and ensure that the agreed-upon actions are implemented and the grievance is fully resolved.

11. Record Keeping:

All records related to the grievance, including the complaint, investigation, and resolution, should be properly documented and maintained by the college.

This policy document outlines the procedures for addressing and resolving grievances raised by students, faculty, staff, and other stakeholders GEMS Arts and Science College basedon the guidelines and regulations of the UGC. The College is committed to providing an effective and efficient mechanism for addressing and resolving grievances, in compliance withregulations and guidelines, and to promoting a culture of trust, accountability. Students are informed of the various provisions and committees that function in the college for grievance redressal; during their induction program, details are published in college website and through the college calendar distributed to individual students.

The Committees for Grievance Redressal

1.   Grievance Redressal Cell - GRC
2.   Internal Complaints Committee - ICC
3.   Anti-Ragging Committee -ARC
4.   SC/ ST Cell
5.   Anti-Sexual Harassment Cell
6.   OBC/Minority Cell

The members of the committee are decided by the college staff council in accordance with the periodic directives of UGC, Kerala Government and the Central Government.

Grievance Redressal Cell (GRC):

The College has a Grievance Redressal Cell (GRC) in accordance with the UGC regulations 2018 consisting of a Chairperson and members appointed by the Principal. The GRC shall be responsible for receiving, reviewing, andresolving academic and nonacademic grievances raised by individual students, faculty,staff, and other stakeholders.

Key Functions

Receiving Grievances: The cell receives complaints or grievances submitted by students, faculty, or staff members. These grievances can relate to various aspects of college life, such as academic matters, administrative issues, discrimination, harassment, or any other concerns.

Confidentiality: The cell maintains strict confidentiality regarding the identity of the complainant and the details of the grievance. This is important to encourage individuals to come forward with their concerns without fear of reprisals.

Investigation: The cell investigates the grievances thoroughly by gathering relevant information and evidence. This may involve conducting interviews, reviewing documents, or seeking input from relevant parties.

Resolution: Once the investigation is complete, the cell works to resolve the grievance through appropriate means. This could involve mediation, intervention, or providing recommendations to relevant authorities for action.

Communication: The cell communicates with the complainant and keeps them informed about the progress and status of their grievance. Timely updates and feedback are crucial to maintain transparency and trust.

Documentation: All grievances, investigations, and resolutions are typically documented for record-keeping purposes. This documentation can also be used to identify recurring issues and improve institutional processes.

Recommendations: In cases where the grievance involves systemic issues, the cell may make recommendations for policy changes or improvements to prevent similar grievances in the future.

Accessibility: The grievance redressal cell should be easily accessible to all members of the college community, and clear procedures for filing complaints should be available.

Appeals: There may be provisions for individuals to appeal the decisions made by the grievance redressal cell if they are dissatisfied with the outcome.

Training and Awareness: The cell may also conduct awareness programs and training sessions to educate the college community about their rights, the grievance redressal process, and the importance of addressing concerns promptly.

Tenure: The tenure of the GRC members shall be for a period of 1 year, and they shall be eligible for re-nomination.

GRC shall consist of the following members:

Chairperson: The Chairperson of the GRC shall be Principal or a senior faculty member nominated by the Principal of the College.

Convener: The Convener of the GRC shall be a faculty member nominated by the Chairperson.

Members: The GRC shall consist of 2 to 3 members, including faculty members, non-teaching staff, and student representatives, nominated by the Chairperson and Convener in consultation with the Staff Council of the College.

Internal Complaints Committee (ICC):

An Internal Complaints Committee (ICC), also known as an Internal Complaints Redressal Committee (ICRC) or Sexual Harassment Committee, is a statutory body or organization established within workplaces in many countries, particularly in India, to address and resolve complaints related to sexual harassment at the workplace. The concept of ICC is primarily rooted in legal frameworks like the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 in India. It is a mandatory committee in all organizations to address the issues of sexual harassment.

ICC may conduct inquiry based on the legal provisions of the relevant law and may keep records following all legal procedures and may also issue reasoned order and may also take disciplinary action of lying under oath or providing misleading information intentionally.

The Chairman of the ICC may destroy the records of the procedure after the conclusion of the procedure and the time for the appeal has lapsed.

Key features and responsibilities of an Internal Complaints Committee

1. Members: 50% of the members should be women.

1. The chairperson / Presiding officer: shall be a woman employed at senior level in the workplace.

2. Two faculty members

3. One non-teaching employee

4. One member from NGO / familiar with issues of sexual harassment

5. Two democratically elected student representatives in case the complaint involves students.

2. Receiving Complaints: The ICC is responsible for receiving and addressing complaints of sexual harassment from employees. They should ensure that the complainant's identity is kept confidential, and the complaint is handled sensitively.

3. Investigation: The committee is tasked with conducting a fair and impartial investigation into the allegations made in the complaint. This may involve interviewing the complainant, the accused, and any witnesses, as well as reviewing relevant documents.

4. Recommendations: Based on their investigation, the ICC makes recommendations for appropriate action to the employer or management. This could include disciplinary action against the accused, counseling, or other measures to prevent further harassment.

5. Report Submission: The ICC is required to submit an annual report to the employer and, in some cases, to the appropriate government authorities. This report summarizes the number of complaints received, actions taken, and measures implemented to prevent sexual harassment.

6. Awareness and Training: The committee may also be responsible for conducting awareness programs and training sessions for employees to prevent sexual harassment and create a safe working environment.

7. Confidentiality: It is essential for the ICC to maintain the confidentiality of all parties involved in the complaint, including the complainant, the accused, and witnesses.

8. Non-Retaliation: The ICC should ensure that complainants and witnesses are protected from any form of retaliation for reporting incidents of sexual harassment.

9. Compliance: ICCs are established to ensure compliance with the legal requirements related to preventing and addressing sexual harassment at the workplace.

Anti-Ragging Committee (ARC):

An Anti-Ragging Committee is a committee established in educational institutions, primarily in colleges and universities, to prevent and address incidents of ragging. Ragging refers to a form of bullying or hazing, where senior students subject new or junior students to various forms of harassment, humiliation, or abuse, often as a means of asserting their authority or power.

The Anti-Ragging Committee is responsible for creating a safe and welcoming environment for all students and ensuring that incidents of ragging are reported, investigated, and appropriately dealt with

Anti-ragging committee constituted according to the UGC Regulations on "curbing the menace of Ragging in Higher Educational Institutions, 2009", Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to

prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory for all universities/ institutions.

The Anti-Ragging Committee (ARC) ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus.

Anti-Ragging Squad and monitoring cell: work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments.

Students and Parents Undertaking Affidavit; In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year.

College has displayed the email address and contact number of the Nodal Officer of the Anti-Ragging Committee in the website, college calendar, and through notice boards in various campus areas.

Members

The Principal in consultation with the College council and in accordance with the periodic directives from UGC and national and State governments constitutes the anti-ragging committee, squad, monitoring cell. This is subject to review every year. Seniority & experience of the faculty members in the committee in handling the complaints and Gender parity is ensured

1. The Anti-Ragging Committee shall be headed by the Principal
2. Two representatives of faculty members: students Dean and another faculty member
3. Representative of Parents (nominated by PTA)
4. Two Students belonging to the fresher's category as well as seniors
5. Non-teaching staff.
6. Area newspaper reporter
7. The President of local Panchayat.

8. Member from an NGO, with experience in dealing with ragging related issues.

Key responsibilities and functions of an Anti-Ragging Committee:

1. Prevention: The committee is tasked with creating awareness among students about the harmful consequences of ragging and promoting a culture of respect and tolerance within the institution.

2. Complaint Registration: The committee should have mechanisms in place for students to report incidents of ragging confidentially. These mechanisms may include anonymous complaint boxes, dedicated helplines, or online reporting portals.

3. Investigation: When a complaint is received, the committee conducts a thorough investigation to verify the allegations and identify the perpetrators. This may involve interviewing witnesses, collecting evidence, and reviewing any available CCTV footage.

4. Action: If the committee finds evidence of ragging, it takes appropriate action against the perpetrators. This may include disciplinary measures such as suspension or expulsion, depending on the severity of the incident and institutional policies.

5. Counselling and Support: In addition to punitive measures, the committee may also provide counselling and support to both the victims and the perpetrators to address the underlying issues that contribute to ragging.

6. Reporting: The committee is required to submit regular reports to the institution's administration, regulatory authorities, and law enforcement agencies, as necessary. These reports should detail the number of complaints received, actions taken, and any preventive measures implemented.

7. Awareness Programs: The committee organizes awareness programs, workshops, and seminars to educate students, faculty, and staff about the harmful effects of ragging and the importance of preventing it.

8. Liaison with Authorities: In some cases, the committee may need to collaborate with local law enforcement authorities to address severe cases of ragging that involve criminal activities.

Legal measures:

The college strictly follows all the legal and criminal proceedings with regard to ragging complaints. The squad may conduct on the spot enquiry, observing a fair and transparent procedure and take follow up actions.

Procedure:

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal shall immediately determine if a case under the penal laws is made out and if so, either on own or through a member of the Anti-Ragging

Committee shall file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

SC/ ST Cell:

It is formed as per the guidelines of committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. The cell has the responsibilities of maintaining social equity, equality, justice and inclusiveness in campus. The committee also monitors the compliance to reservation policy and ensures smooth functioning of processes during staff selection, student admissions, obtaining scholarships and fee structure during their course of study. The committee has the responsibility of monitoring and maintaining records of SC ST students in campus, the funds and facilities provided for them. The committee also has the responsibility to conduct enquiry and provide recommendations to the Principal in case of any violations of rights or discrimination is reported or observed within the campus.

Members:

1. Chairman: The Principal of the college
2. Secretary: senior faculty member of the college belonging to backward community
3. Two faculty members with experience in handling the issues related to backward castes.
4. President of the local Panchayat
5. Non-teaching staff member belonging to backward community.

Procedure:

In case of any lapse/ violations to the SC ST Act or complaints of discrimination is brought to the attention of the Principal, He/ She may take immediate measures to rectify the same. In case the remedy cannot be done immediately, the Principal may seek recommendations from the committee and resolve the matter in an urgent manner. The committee may recommend legally prescribed punitive or criminal proceedings on which the Principal may take final decision in consultation with the College Staff council. The Principal or the committee shall have the responsibility of communicating the actions taken to the complainant and the college community to ensure that no such situation happen again.

Key Functions

Reservations and Quotas: They implement and oversee reservations and quotas in educational institutions, government jobs, and other areas as mandated by the Indian Constitution. A certain percentage of seats and jobs are reserved for SC and ST candidates to promote their representation and participation in various sectors.

Scholarships and Financial Aid: SC/ST Cells often administer scholarship programs and financial aid schemes to support students from these communities in pursuing their education. These scholarships may cover tuition fees, books, and living expenses.

Counseling and Guidance: They provide counseling and guidance to SC/ST students to help them overcome academic and personal challenges. This support can include academic mentoring, career counseling, and addressing discrimination or bias issues.

Awareness and Sensitization: The cell conducts awareness programs and sensitization workshops to educate the broader community about the issues faced by SC/ST individuals and to promote social inclusion and equality.

Complaint Redressal: SC/ST Cells often serve as grievance redressal mechanisms. Individuals from these communities can report discrimination, harassment, or other issues, and the cell takes appropriate action to address these complaints.

Promotion of Entrepreneurship: Some SC/ST Cells also promote entrepreneurship and self-employment opportunities among members of these communities. They may offer training, access to credit, and other resources to support business ventures.

Data Collection and Reporting: These cells collect data on the participation and progress of SC/ST individuals in various sectors to monitor the effectiveness of policies and programs designed to uplift these communities.

Anti- Harassment Cell:

The UGC (Prevention, Prohibition, and Redress of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation, 2015 is a federal law that prohibits sexual harassment of women employees and students in higher education institutions. Regulation 2 (l) presents a gender-neutral vision of the term 'student'. The provision clarifies that 'student' signifies an individual enrolled in a particular program in a higher educational institution thereby avoiding sensitizing a specific gender. Thecell ensures equity, equality and fair treatment of students and staff regardless of region, class,caste, sexual orientation, minority identification, and being differently-abled. The cell has the responsibility of sensitising the college community against sexual harassment, ensure fairnessof treatment and equality of all members within campus, conduct inquiry and recommend punitive/ corrective action to the Principal in case of any harassment.

Members:

50% of the members shall be women or other gender minority.

1. Dean of Students Affairs
2. One senior faculty of the college.
3. Two faculty members with experience in dealing with issues of gender-based discrimination
4. Member of non-teaching staff.
5. The Staff Council may nominate a student (identified with discriminated community)to be included in cases involving harassment of student.

Procedure:

1. If any complaint is received or observation of harassment, the Principal may take immediateaction or corrective steps in consultation with the College Staff Council. If not, the committee may be directed to look into the matter and suggest recommendations within stipulated time. The Decisions will be communicated to the complainant and college community and also rightto appeal against the decision and get modifications is maintained.

2. The cell may conduct periodic surveys, sensitization campaigns to ensure an environment ofequality within campus.

Key aspects of Anti- Harassment Cell

1. **Policy Implementation**: These policies are the outline what constitutes harassment, how incidents should be reported, and the consequences for offenders.
2. **Education and Awareness**: Anti-harassment cells often conduct training sessions and awareness programs to educate employees or members about what constitutes harassment, how to prevent it, and what to do if they experience or witness it.

3. **Reporting and Investigation**: They provide a confidential and secure channel for individuals to report incidents of harassment. They also oversee the investigation process, ensuring that it is impartial and thorough.

4. **Support for Victims**: The cell offers support and guidance to individuals who have experienced harassment, helping them navigate the reporting process and access resources such as counselling or legal assistance if needed.

5. **Preventive Measures**: They work on preventive measures, including creating a culture of respect and tolerance within the organization, and proactively addressing potential issues before they escalate.

6. **Resolution and Accountability**: The committee is responsible for ensuring that incidents of harassment are appropriately addressed, and the individuals responsible are held accountable. This may involve disciplinary actions or other remedies to prevent further harassment.

7. **Monitoring and Evaluation**: Anti-harassment cells often monitor the effectiveness of their prevention efforts and policies, making adjustments as necessary to better combat harassment.

8. **Legal Compliance**: They ensure that the organization complies with local, state, and national laws related to harassment and discrimination, and they may collaborate with legal experts when necessary.

9. **Documentation**: Proper documentation of all reported incidents, investigations, and actions taken is essential for transparency and accountability.

10. **Regular Reporting**: The committee typically reports its activities and findings to higher management or relevant authorities at regular intervals.

OBC/Minority Cell

An OBC (Other Backward Classes) and Minority Cell in a college is a dedicated department or committee that focuses on the welfare and support of students from OBC and minority communities. The purpose of such a cell is to address the specific needs and concerns of these students and promote diversity and inclusion within the educational institution.

Members:

1. Chairman: The Principal of the college
2. Secretary: senior faculty member of the college belonging to backward community
3. Two faculty members with experience in handling the issues related to backwardclasses.
4. Non-teaching staff member belonging to backward class.

Key functions and responsibilities of an OBC/Minority Cell:

Admissions and Scholarships: The cell often assists OBC and minority students in the admission process and helps them access various scholarships and financial aid programs available to them.

Counselling and Guidance: It provides counselling and guidance to OBC and minority students to help them overcome any academic, personal, or social challenges they may face during their college journey.

Advocacy: The cell serves as an advocate for the rights and interests of OBC and minority students within the college administration, ensuring that their concerns are heard and addressed.

Awareness Programs: It organizes awareness programs, seminars, and workshops on issues related to social justice, diversity, and inclusion to promote a more inclusive campus environment.

Networking: The cell may facilitate networking opportunities for OBC and minority students to connect with peers, alumni, and professionals who can offer support and mentorship.

Cultural and Social Events: It may organize cultural and social events that celebrate the diverse cultures and traditions of OBC and minority communities, fostering a sense of belonging.

Documentation and Data Collection: The cell often maintains records and data related to OBC and minority students to monitor their progress, assess their needs, and evaluate the effectiveness of support programs.

Conflict Resolution: It helps resolve any conflicts or grievances that OBC and minority students may encounter within the college environment.

Sensitization: The cell may conduct training sessions for college staff and students to increase awareness and sensitivity towards issues faced by OBC and minority students.

Collaboration: Collaborates with other departments and organizations, such as government bodies, NGOs, and community groups, to enhance support and opportunities for OBC and minority students

HR POLICY

At the start of each academic year, according to the requirements of each department, the head of the department informs the college principal of the vacancy by submitting a request letter, which is then forwarded to the college management by the principal after confirming the vacancy. Then the management takes the necessary steps to appoint a new staff member

FOR TEACHING STAFF

1. **Job Posting and Advertising the Position:** Relevant authority will create a job posting for the Assistant Professor position, outlining the qualifications, responsibilities, and any specific requirements. The job posting will be advertised through various channels, including the college's website, job portals, social media, and news paper.

2. **Application Submission:** Interested candidates will submit their applications through the designated application portal or via email, depending on the college's procedures.

3. **On-Campus Interview:** Candidates who perform well in the initial interview may be invited for an on-campus interview. This usually includes meetings with faculty, department heads, and sometimes administrators. The candidate may also give a teaching demonstration or research presentation. In special cases, the interview may be conducted online, subject to approval from competent authorities.

4. **Teaching Demonstration:** The candidate may be asked to give a sample lecture or teaching demonstration to assess their teaching skills and style.

5. **Appointment Letter:** Once the final candidate is selected, they will receive an official Appointment letter from the college, outlining details of the position, salary, start date, and any other relevant information.

FOR NON-TEACHING STAFF

1. **Identifying Vacancy:** The relevant authority identifies the need for a new non-teaching position based on departmental requirements

2. **Advertising the Position:** The job vacancy is advertised through various channels such as the college's website, job portals, social media, and news paper

3. **Application Collection and Screening:** HR collects applications and screens them to ensure they meet the basic criteria outlined in the job description.

4. **Conducting Interviews:** The shortlisted candidates are invited for interviews. This may include a combination of one-on-one interviews, panel interviews, and/or technical assessments.

5. **Appointment Letter:** Once the final candidate is selected, they will receive an official Appointment letter from the college, outlining details of the position, salary, start date, and any other relevant information.

INFRASTRUCTURE DEVELOPMENT POLICY

GEMS Arts and Science College acknowledges the critical role that infrastructure plays in creating an effective learning environment and supporting academic excellence. This Infrastructure Development Policy outlines the framework for managing and enhancing the college's physical facilities. It recognizes the integral involvement of the GEMS Co-operative Society, Principal, Vice Principal, teachers, and other stakeholders in the decision-making process.

Objectives

1. To provide high-quality, safe, and sustainable infrastructure for teaching, research, and administrative purposes.
2. To ensure that infrastructure development aligns with the college's educational mission and strategic goals.
3. To promote transparency and inclusivity in the decision-making process regarding infrastructure projects.
4. To optimize the utilization of resources, including funding from the GEMS Co-operative Society.

Decision-Making Process

1. **GEMS Co-operative Society's Role:**
   - The GEMS Co-operative Society will play a crucial role in initiating, funding, and overseeing major infrastructure projects.
   - The Society will collaborate with college leadership to identify infrastructure needs, allocate funds, and monitor project progress.

2. **Principal and Vice Principal:**
   - The Principal and Vice Principal will work closely with the GEMS Co-operative Society to assess infrastructure requirements and propose projects that align with the college's strategic plan.

- They will provide expertise and guidance in project planning and execution.

3. **Teachers' Involvement:**

   - Teachers will have the opportunity to voice their opinions and provide input regarding infrastructure development needs.

   - Their insights will be considered when identifying priorities and planning projects.

Funding

1. **GEMS Co-operative Society Funding:**

   - The primary source of funding for infrastructure development will be the GEMS Co-operative Society. Funds allocated by the Society will be utilized judiciously for approved projects.

2. **Fund Allocation:**

   - Funds for infrastructure projects will be allocated based on project proposals, priorities, and feasibility assessments.

   - A budget will be set aside for routine maintenance and minor repairs to ensure the longevity of existing facilities.

Project Proposal and Approval

1. **Project Proposal Submission:**

   - College leadership, in collaboration with relevant stakeholders, will develop detailed project proposals outlining the scope, cost, timeline, and expected outcomes.

2. **Review and Approval:**

   - Project proposals will undergo thorough review and scrutiny by an Infrastructure Development Committee, which may include representatives from the GEMS Co-operative Society, Principal, Vice Principal, teachers, and experts in relevant fields.

3. **Approval Process:**

   - Once a project proposal is approved, it will be submitted to the GEMS Co-operative Society for final approval and funding allocation.

Monitoring and Accountability

1. **Project Oversight:**

   - Infrastructure projects will be closely monitored by a dedicated project management team to ensure they are completed on time and within budget.

2. **Transparency and Reporting:**

- Regular progress reports and financial statements will be shared with the GEMS Co-operative Society, college leadership, and stakeholders.

Maintenance and Sustainability

1. The college will establish a maintenance plan to ensure that infrastructure remains in good condition.
2. Sustainability practices, including energy efficiency and environmentally friendly construction methods, will be considered in all infrastructure projects.

MAINTENANCE POLICY

GEMS Arts and Science College is dedicated to maintaining a safe, functional, and conducive learning environment. This Maintenance Policy outlines the principles and procedures for the maintenance of the college's facilities, laboratory instruments, and infrastructure. It emphasizes the roles of the permanent maintenance team, external maintenance teams, and the lab maintenance committee while highlighting the importance of adhering to established rules and regulations.

Objectives

1. To ensure the continuous functionality, safety, and longevity of college facilities and laboratory instruments.
2. To establish clear responsibilities for the permanent maintenance team, external maintenance teams, and the lab maintenance committee.
3. To minimize disruptions to academic and administrative activities during maintenance activities.
4. To optimize resource allocation for maintenance.
5. To promote adherence to rules and regulations for infrastructure maintenance.

Permanent Maintenance Team

1. **Roles and Responsibilities:**

   - The permanent maintenance team, consisting of carpenters, plumbers, electricians, and other skilled personnel, is responsible for day-to-day maintenance tasks, repairs, and routine upkeep of college buildings and infrastructure.
   - They should promptly address maintenance requests and emergency repairs to ensure a safe and functional environment.

2. **Preventive Maintenance:**

   - Implement a preventive maintenance schedule for all college facilities and equipment to identify and address issues before they become major problems.
   - Conduct regular inspections and maintenance of electrical systems, plumbing, HVAC systems, and structural elements.

3. **Resource Management:**

- Ensure that the permanent maintenance team has access to the necessary tools, equipment, and materials to perform their duties efficiently.
- Maintain an inventory of spare parts and equipment for quick replacements.

External Maintenance Teams

1. **Lab Instrument Maintenance:**
   - Collaborate with external maintenance teams, specifically for the testing, calibration, and maintenance of laboratory instruments.
   - Ensure that laboratory equipment is serviced according to manufacturer recommendations and industry standards.

2. **Contractual Agreements:**
   - Establish contracts or service agreements with external maintenance providers to ensure timely and reliable services.
   - Regularly review and evaluate the performance of external maintenance teams.

Lab Maintenance Committee

Roles and Responsibilities:
- The lab maintenance committee, consisting of lab assistants and relevant faculty members, is responsible for overseeing the maintenance of laboratory instruments.
- They should conduct regular inspections, coordinate with external maintenance teams, and ensure compliance with safety and maintenance protocols.

Rules and Regulations

Adherence to Regulations:
- All members of the college community, including students, faculty, and staff, are expected to adhere to established rules and regulations related to the use and maintenance of college facilities and laboratory instruments.

Maintenance Requests and Reporting

Maintenance Requests:
- Implement a system for students, faculty, and staff to report maintenance issues, such as broken fixtures or equipment, through a designated channel.

Maintenance Records:
- Maintain records of all maintenance requests, actions taken, and costs incurred.
- Use these records to identify recurring issues and plan improvements.

Emergency Response

Emergency Protocol:

- Develop and communicate clear procedures for handling maintenance-related emergencies, such as power outages, water leaks, or hazardous situations.
- Ensure that emergency contact information for both internal and external maintenance teams is readily available.

Sustainability and Environmental Considerations

Energy Efficiency:

- Promote energy-efficient practices in maintenance, such as LED lighting, HVAC optimization, and equipment upgrades, to reduce environmental impact and operational costs.

.

GEMS INFORMATION TECHNOLOGY (IT) POLICY

Purpose

The IT Policy of GEMS College is designed to ensure the responsible and secure use of information technology resources, safeguarding data integrity, promoting ethical conduct, and encouraging a productive and technologically advanced learning environment.

1. **Acceptable Use of IT Resources:**

    • All users must use IT resources, including computers, networks, and software, for academic and administrative purposes only.

    • Unauthorized access, use, or distribution of college IT resources for personal gain or malicious activities is strictly prohibited.

2. **Data Security and Privacy**

    • Users are responsible for maintaining the   confidentiality and integrity of college data.

    • Personal data should be handled in accordance with privacy laws, and users must report any data breaches promptly.

3. **Network and Internet Usage**

    Users should use college networks responsibly, avoiding activities that may degrade network performance or compromise security. Access to inappropriate or offensive content is strictly prohibited.

4. **Cybersecurity Measures**

    • Users must comply with all cybersecurity measures implemented by the college, including regular password changes and two-factor authentication where applicable.

    • Reporting of any suspicious activities, phishing attempts, or security concerns is mandatory.

5.   Software and Hardware Usage

• Only licensed software approved by the college should be installed on college-owned devices.

• Users should not attempt to disable or bypass security features on any IT equipment.

6.   Bring Your Own Device (BYOD) Policy

GEMS College may have specific guidelines for the use of personal devices on the campus network. Users must adhere to these guidelines to ensure security and compatibility.

7.   IT Training and Awareness

• Regular IT training sessions will be conducted to educate users about IT policies, cybersecurity best practices, and emerging threats.

• Users are encouraged to stay informed about IT-related updates and improvements.

8.   Compliance

• All members of the College community, including students, faculty, and staff, are expected to comply with this IT Policy.

• Violations may result in disciplinary action, including but not limited to restricted IT access, suspension, or legal action. By adhering to this IT Policy, members of the GEMS College community contribute to a secure and efficient IT environment that enhances the overall educational experience.

MANAGEMENT ADMISSION POLICY

Introduction :

Gems Arts and Science College is committed to providing quality education and fostering academic excellence. The Management Quota Admission Policy is designed to offer opportunities for students who seek admission through the management quota.

Eligibility Criteria:

Candidates applying under the management quota must meet the basic eligibility criteria set by the college for the respective courses. 2. Applicants should have completed the necessary academic qualifications as specified by the college.

Admission Process:

1.Application: All candidates seeking admission to degree programmes should compulsorily register through CAP of University of Calicut (Centralized Admission Process). Candidates without CAP registration are not eligible for admission. However students seeking admission under management quota have to submit management application in the college separately after CAP registration.

2.Application Submission: Interested candidates must submit a duly filled application form along with the required documents to the college admission office. - The application form can be obtained from the college website or the admission office.

3.Selection Criteria: The selection will be based on a comprehensive evaluation of academic performance, relevant qualifications, and any additional criteria set by the management. - Merit and potential for academic success will be key factors in the selection process.

4.Interview: Shortlisted candidates will be called for a personal interview with the admission committee. - The interview aims to assess the candidate's suitability for the chosen course and their alignment with the College's values.

5. Scholarship: Various Scholarship schemes are available for students under wide criteria. Students who wish to avail scholarships should contact Office after taking admission.

Terms and Conditions:

1. Admissions granted under the management quota are at the discretion of the management, and their decision is final.

2. Candidates should adhere to the College's code of conduct and academic regulations.

3. Any false information provided during the admission process may result in the cancellation of admission.

Outcome-Based Education Policy for GEMS Arts and Science College

GEMS Arts and Science College is committed to providing high-quality education that prepares students with the knowledge, skills, and competencies necessary to excel in their chosen fields and contribute to society. This Outcome-Based Education (OBE) Policy outlines our commitment to OBE principles and the framework for its implementation.

Principles of Outcome-Based Education

1. **Learner-Centered Approach:** Our education system places the learner at the center, focusing on meeting the unique needs, interests, and aspirations of each student.
2. **Clearly Defined Learning Outcomes:** We define clear and measurable learning outcomes for each program and course, specifying what students should know and be able to do upon completion.
3. **Alignment:** Curriculum, instruction, and assessment are aligned with defined learning outcomes, ensuring that every aspect of education supports student achievement.
4. **Continuous Improvement:** We continuously monitor and evaluate the effectiveness of our programs, making data-informed decisions to improve teaching and learning.

Implementation Framework

1. **Curriculum Design:**

- Curriculum development begins with defining program and course learning outcomes based on industry standards, accreditation requirements, and stakeholder feedback.
- Courses are designed to align with program learning outcomes, ensuring that each course contributes to the overall educational goals.

2. **Assessment and Evaluation:**
- Assessment methods are aligned with learning outcomes and include formative and summative assessments.
- Assessment data is used for both program and institutional improvement.

3. **Teaching and Learning:**
- Faculty members use a variety of pedagogical approaches to engage students and promote active learning.
- Teaching strategies are chosen to align with learning outcomes and may include experiential learning, problem-solving, and critical thinking.

4. **Student Support:**
- A comprehensive student support system is in place to assist students in achieving their learning outcomes.
- Academic advisors, counseling services, and tutoring programs are available to support student success.

Assessment and Evaluation

- Evaluating the attainment of POs and Cos involves assessing student's performance against predetermined benchmarks.
- Institution follows Direct and Indirect Assessment Methods

Continuous Improvement

1. **Data-Informed Decision-Making:**
    Assessment data and stakeholder feedback will drive institutional decision-making, program development, and faculty development initiatives.

2. **Professional Development:**
    Faculty and staff will have access to ongoing professional development opportunities to enhance their ability to implement OBE effectively.

Review and Revision

This Outcome-Based Education Policy will be periodically reviewed and updated to align with changing educational needs, industry standards, and best practices in OBE.

PLASTIC-FREE CAMPUS POLICY

Introduction

At Gems Arts and Science College, Ramapuram, we recognize the urgent need to address the environmental impact of plastic waste. As an educational institution, we have a responsibility to lead by example and promote sustainable practices among our students, staff, and the wider community. This policy outlines our commitment to becoming a plastic-free campus and provides guidelines for achieving this goal.

Objectives

RRR: Reduce, Recycle, Refuse plastic materials

Specific Measures

1. Plastic-Free Zones

Designate specific areas within the campus where the use of single-use plastics is strictly prohibited. Signage and awareness campaigns will be employed to enforce this policy.

2. Alternatives to Single-Use Plastics

Promote the use of sustainable alternatives such as reusable water bottles, cloth bags, and biodegradable containers. Provide convenient access to water refill stations.

3. Waste Segregation and Recycling

Implement a comprehensive waste management system that includes separate bins for plastic waste and clear instructions for proper segregation. Establish partnerships with local recycling facilities.

4. Green Procurement

Prioritize the procurement of eco-friendly and sustainable materials over plastic-based products. Encourage suppliers to provide alternatives to plastic packaging.

5. Awareness and Education

Conduct regular workshops, seminars, and awareness campaigns to educate the college community about the environmental impact of plastic waste and promote responsible consumption habits.

6. Campus Events and Functions

Ensure that all events and functions organized by the college adhere to the plastic-free policy. Encourage event organizers to use eco-friendly materials and promote waste reduction.

7. Monitoring and Reporting

Appoint a committee responsible for monitoring the implementation of the plastic-free policy and assessing its effectiveness. Regular reports will be generated to track progress.

8. Finding Alternative methods to treat plastic waste insitu.

POLICY FOR FINANCIAL SUPPORT

The Faculty Development and Professional Growth Policy at Gems College is designed to support and encourage continuous learning, skill enhancement, and active participation of faculty members in seminars, workshops, and membership in professional bodies. This policy also outlines the financial support provided by the college for faculty attending external events and the expenses covered for conducting in-house faculty development programs, workshops, training, and other related activities.

Financial Support for External Professional Development

1. **Seminars and Workshops**
   - Faculty members are encouraged to attend relevant seminars and workshops to enhance their knowledge and skills.
   - The college will provide financial support for registration fees, travel expenses, and accommodation, subject to budgetary constraints.
   - A written request for financial assistance must be submitted to the respective department head along with event details.

2. **Membership in Professional Bodies**
   - Faculty members are encouraged to become members of recognized professional bodies relevant to their field of expertise.
   - The college will reimburse membership fees, subject to approval by the department head and in adherence to the budgetary limits.

Faculty Development Programs at Gems College

1. **Institutional Workshops and Training**

- The college will organize regular workshops, training programs, and faculty development sessions.
- Necessary expenses for these programs, including venue costs, resource person fees, and material expenses, will be borne by the college.

2. **Research and Academic Conferences**
   - The college will support faculty participation in research conferences and academic gatherings.
   - Financial assistance will be provided for registration fees and travel expenses, subject to budgetary constraints and approval.

Procedure for Availing Financial Support:

1. **Application Submission:**
   - Faculty members seeking financial support must submit a formal application to their respective department head.
   - The application should include details such as the purpose of the event, expected benefits to the faculty and college, and an estimated budget.

2. **Departmental Approval:**
   - The department head will review the applications and forward approved requests to The Principal.

3. **Budgetary Considerations:**
   - Financial support will be subject to the overall budget allocated for faculty development activities.
   - Priority will be given to activities aligned with the college's strategic goals.

4. **Reimbursement Process:**
   - Upon completion of the event, faculty members must submit original receipts and a brief report on the knowledge gained and its potential impact on teaching and research.
   - Reimbursement will be processed in a timely manner, adhering to the college's financial policies.

Responsibilities:

- The Department Heads are responsible for reviewing and approving requests within their respective departments.

- The relevant administrative authority will oversee the overall budget and ensure equitable distribution of funds.
- The College Administration will facilitate the reimbursement process in compliance with established policies.

Review and Updates:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary updates will be made based on feedback and changing institutional needs.

QUALITY POLICY

GEMS Arts and Science College is committed to providing a holistic educational experience that emphasizes academic excellence, personal growth, and societal contribution. This Quality Policy outlines our dedication to maintaining the highest standards of education, fostering a culture of continuous improvement, and ensuring the overall well-being of our students and staff.

1. Commitment to Academic Excellence: GEMS Arts and Science College is dedicated to delivering high-quality education that empowers students with knowledge, critical thinking skills, and ethical values. We strive to provide a rigorous and relevant curriculum that prepares students for the challenges of the modern world.

2. Student-Centered Approach: We prioritize the individual growth and development of each student. Our commitment to a student-centered approach means we provide personalized support, mentoring, and resources to enable students to achieve their academic and personal goals.

3.Experienced and Dedicated Faculty: We recognize that quality education is facilitated by competent and passionate educators. Our college is committed to recruiting, retaining, and developing a diverse faculty that excels in teaching, research, and mentorship.

4. Continuous Improvement: GEMS Arts and Science College believes in the principle of continuous improvement. We consistently review our programs, teaching methods, and administrative processes to identify areas for enhancement and innovation. Feedback from students, faculty, staff, and stakeholders is valued and used to drive positive change.

5. State-of-the-Art Infrastructure: We provide a conducive learning environment through modern classrooms, well-equipped laboratories, libraries, and recreational facilities. Our commitment to maintaining and upgrading infrastructure ensures that students have access to the best possible resources.

6. Research and Innovation: We encourage and support research activities among both faculty and students. Our college aims to contribute to the advancement of knowledge in various fields through innovative research initiatives.

7. Ethical Values and Social Responsibility: GEMS Arts and Science College is committed to instilling ethical values and social responsibility in our students. We believe that education should produce responsible and compassionate citizens who contribute positively to society.

8. Collaborative Partnerships: We actively seek collaborations with academic institutions, industries, and organizations to enhance learning opportunities, internships, and exposure for our students. These partnerships contribute to a well-rounded educational experience.

9. Continuous Professional Development: We invest in the continuous professional development of our faculty and staff. Training, workshops, and seminars are regularly organized to keep our team updated with the latest pedagogical methods and industry trends.

10. Inclusive and Diverse Community: GEMS Arts and Science College is committed to creating an inclusive and diverse community that celebrates differences and promotes mutual respect. We believe that a diverse environment enriches the learning experience for all.

11. Environmental Sustainability: We strive to minimize our environmental footprint by adopting sustainable practices in our operations, including waste management, energy conservation, and promoting eco-friendly initiatives.

12. Compliance and Accountability: Our Quality Policy is aligned with regulatory requirements and industry standards. We ensure accountability by monitoring key performance indicators, conducting audits, and seeking external evaluations.

RESEARCH POLICY

Preamble

GEMS Arts and Science College focuses on research culture along with the academics by promoting research productivity through inquisitive learning, Research and Development (R&D) initiatives, ensuring the contributions in the form of publications and to protect Intellectual Property.

Objectives

Research policy of the college present a broader perspective to develop the research with the following objectives:

1. To develop scientific temper in all the faculties and students.
2. To provide excellent facilities for undertaking smooth research in the institution.
3. To encourage faculties for writing books/ chapters in their respective subjects and to publish it at the state/ national/ international level.
4. To encourage faculties and students for effective integration of mini projects as a part of curriculum in the academics.
5. To take initiatives for external funding/ grants for supporting the research and related activities.
6. To encourage publication of the research output in reputed journals.
7. To provide awareness about research and technical assistance in the publication.
8. To establish collaboration and linkages including MoU's between various research organizations, R&D institutions, and local agencies to promote the research opportunities and funding possibilities.
9. To encourage innovative/ novel ideas of faculties/ students by providing and recommending financial assistance for proper implementation of the research.

10. To facilitate interdisciplinary research at intra-college and inter-college level.

11. To organize faculty development programs including Friday seminar series and Chairman lecture series.

12. To promote scientific knowledge in students through student-based seminars and mini video presentations on recent development in science and technology.

13. To ensure the quality of research by assessing the research activities and validating the standard quality specifications.

14. To promote Intellectual Property protection for the innovative/ novel research and to motivate them to apply for patents.

Conduct of research

- All the faculties and students are expected to maintain high standards of honesty, transparency, research ethics and professionalism in all the research works.

- The college ensures the research activities in the institution confirms all the rules and regulations of the affiliating University and UGC norms.

- The college strictly follows the regulations put forward by U.G.C regarding plagiarism, malpractices, and ethics in research.

SCHOLARSHIP AND FREESHIP POLICY

The Scholarship and Freeship Policy of GEMS Arts and Science College outlines our commitment to providing financial assistance and support to deserving students who demonstrate academic excellence, leadership potential, and financial need. This policy aims to ensure that talented and motivated individuals have access to quality education, regardless of their financial circumstances.

1. Scholarship Categories:

Merit Scholarships: Awarded to students with exceptional academic performance based on previous academic records.

- ➤ Post Matric Scholarship
- ➤ Minority Scholarship (SC/ST, OBC)

Need-Based Scholarships: Awarded to students who demonstrate financial need and meet the specified criteria.

- ➤ **Prerana** Scholarship: Special recommendation scholarship for financially back ward students
- ➤ **Vridhi** Scholarship: Scholarship for single parented student who are economically backward.
- ➤ **Prathibha** Scholarship: Scholarship from Alumni for talented students.
- ➤ **Saphalatha** Scholarship: Variable scholarship given to students based on financial condition of the family.
- ➤ **Amjad Ali** Scholarship: Chairman's Scholarship scheme.

> **Subharambh** Scholarship: Mass Scholarship Scheme given either to a specific class or a group to foster them.

> **Vidhyasree** Scholarship: Scholarship scheme based on regional socio-economic condition.

> **GEMMERIT**: Scholarship given to students (faculty wise) on foundation day of the Institution.

2. Eligibility Criteria:

- Students applying for scholarships must meet the academic requirements specified for each scholarship category.

- Need-based scholarships will require applicants to submit documentation supporting their financial need.

3. Scholarship Application Process:

- Students interested in applying for scholarships must complete the designated scholarship application form.

- The application process will include submission of relevant documents, such as academic transcripts, recommendation letters, and financial statements (for need-based scholarships).

4. Scholarship Selection Committee:

- A Scholarship Selection Committee comprising representatives from various departments will be responsible for evaluating scholarship applications.

- The committee will assess academic achievements, leadership qualities, extracurricular activities, and financial need.

5. Scholarship Awarding Criteria:

- Merit scholarships will be awarded based on academic performance, standardized test scores, and any additional criteria set by the committee.

- Need-based scholarships will be awarded to eligible students based on their demonstrated financial need and the availability of funds.

6. Scholarship Amount and Duration:

- The scholarship amount and duration will vary based on the category and availability of funds.

- Scholarships may cover a percentage of tuition fees, or in some cases, full tuition fees and additional expenses.

7. Continuation Criteria:

- Recipients of scholarships must maintain a minimum academic performance throughout their studies to continue receiving the scholarship.
- Need-based scholarships may require periodic revaluation of financial circumstances.

8. Free ship Opportunities:

- Free ships will be provided to a limited number of students with exceptional academic achievements, irrespective of their financial status.
- Free ships will cover full tuition fees and may include additional benefits, such as stipends for books and study materials.

9. Transparency and Communication:

- The college will ensure transparency in the scholarship selection process and communicate the results to applicants in a timely manner.
- Details of available scholarships, application deadlines, and eligibility criteria will be prominently displayed on the college website and notice boards.

10. Appeals and Grievances:

- Students who feel that their scholarship application was unfairly evaluated or have concerns about the process can submit an appeal to the Scholarship Selection Committee.

11. Renewal and Upgradation:

- Scholarship recipients may have the opportunity to renew their scholarship based on academic performance and adherence to scholarship guidelines.
- Exceptional students may be considered for higher-value scholarships as they progress in their studies.

12. Collaboration with External Organizations:

- GEMS Arts and Science College may collaborate with external organizations, NGOs, and corporate partners to provide additional scholarship opportunities for students.

WASTE MANAGEMENT POLICY

Introduction

Gems Arts and Science College, Ramapuram, affiliated to Calicut University, is committed to maintaining a clean and sustainable campus environment. This Waste Management Policy outlines our dedication to responsible waste handling and disposal practices.

Objectives

Minimize Waste Generation: Implement measures to reduce overall waste generation within the campus premises.

Promote Waste Segregation: Encourage the college community to segregate waste at source to facilitate proper disposal and recycling.

Ensure Responsible Disposal: Dispose of waste in an environmentally responsible manner, adhering to all relevant regulations and guidelines.

Guiding Principles

Source Segregation: Encourage the separation of waste at the point of generation to facilitate proper disposal and recycling.

Recycling and Composting: Promote recycling initiatives and composting to divert waste from landfills.

Hazardous Waste Handling: Ensure the safe handling and disposal of hazardous materials, in compliance with local regulations.

Community Engagement: Involve students, faculty, and staff in waste reduction and recycling efforts through education and awareness campaigns.

Specific Measures

1. Waste Segregation

Bins and Signage: Provide clearly marked bins for different types of waste (e.g., recyclables, organic, non-recyclables) across the campus.

Awareness Campaigns: Conduct regular campaigns to educate the college community about the importance of waste segregation.

2. Recycling Programs

Recyclable Collection: Establish collection points for recyclable materials such as paper, plastic, glass, and metal.

Partnerships: Collaborate with local recycling facilities to ensure the proper recycling of collected materials.

3. Composting

Compost Bins: Install compost bins for organic waste generated on campus.

Use of Compost: Utilize compost in landscaping and gardening projects.

4. Hazardous Waste Management

Identification and Handling: Provide guidelines for the proper identification and handling of hazardous materials, including disposal through authorized channels.

5. E-Waste Management

Collection Points: Establish designated collection points for electronic waste, including old computers, printers, and other electronic devices.

E-Waste Recycling: Partner with certified e-waste recycling facilities for responsible disposal.

6. Waste Reduction Initiatives

Paperless Initiatives: Encourage the use of digital communication and documentation to reduce paper waste.

Reusable Items: Promote the use of reusable items, such as water bottles and containers, to reduce single-use plastic waste.

WATER CONSERVATION POLICY

Introduction

Gems Arts and Science College, Ramapuram, recognizes the critical importance of water conservation in ensuring a sustainable future. As an educational institution, we are committed to promoting responsible water usage and implementing measures to reduce water wastage on our campus. This policy outlines our commitment to water conservation and provides guidelines for achieving this goal.

Objectives

Minimize Water Consumption: Implement measures to reduce overall water consumption within the campus premises.

Promote Responsible Water Use: Encourage the college community to adopt water-saving practices in their daily activities.

Raise Awareness and Education: Educate students, staff, and stakeholders about the importance of water conservation and ways to contribute.

Specific Measures

1. Retrofitting and Upgradation

Invest in water-saving technologies, such as low-flow fixtures, sensor-based taps, and dual-flush toilets, to reduce water consumption in buildings across the campus.

2. Rainwater Harvesting

Implement rainwater harvesting systems to capture and store rainwater for use in landscaping, irrigation, and other non-potable purposes.

3. Landscaping and Irrigation

Utilize native and drought-resistant plants in landscaping to minimize water requirements. Install drip irrigation systems to efficiently water plants.

4. Awareness Campaigns and Workshops

Conduct regular workshops, seminars, and awareness campaigns to educate the college community about the importance of water conservation and provide practical tips for reducing water usage.

5. Leak Detection and Repair

Establish a proactive system for identifying and repairing leaks promptly to prevent water wastage.

6. Water Recycling and Reuse

Explore opportunities for recycling and reusing water in appropriate contexts, such as greywater reuse for non-potable purposes.