

MAR AUGUSTHINOSE COLLEGE RAMAPURAM

(Affiliated to Mahatma Gandhi University, Kottayam)

Ramapuram Bazar P. O., Kottayam Dist., Kerala, PIN.686576

U.G.C. Recognized 2(f) & ISO 9001:2015 Certified

www.maraugusthinosecollege.org e-mail ID: principal@mac.edu.in



POLICY DOCUMENTS



Contents

EDUCATION AND CURRICULUM.....	2
POLICY ON INTERNAL ASSESSMENT.....	2
QUALITY.....	3
PROHIBITION OF SEXUAL HARASSMENT.....	4
ANTI- RAGGING POLICY.....	5
ANTI-HARASSMENT POLICY.....	6
POLICY ON GRIEVANCE REDRESSAL.....	8
FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION.....	9
ENVIRONMENT AND SUSTAINABILITY.....	10
WASTE MANAGEMENT.....	11
MENTORING.....	13
SCHOLARSHIPS AND FREESHIPS.....	14
EXTENSION ACTIVITIES.....	14
PHYSICAL FACILITIES - SHARING AND MAINTENANCE.....	15
STUDENTS' ACTIVITIES.....	16
ALUMNI ACTIVITIES.....	17
ADMINISTRATION.....	18
FACULTY EMPOWERMENT.....	18
POLICY ON VALUE-ADDED COURSES.....	19
POLICY ON PEER TEACHING.....	21
POLICY ON ALUMNI MENTORING.....	23
E-GOVERNANCE.....	25
CONSULTANCY AND COLLABORATION.....	26
HUMAN VALUES AND PROFESSIONAL ETHICS.....	27
PERFORMANCE APPRAISAL.....	28
STRATEGIC PLANS.....	29
POLICY REFORMS.....	30
POLICY ON STUDY TOURS.....	30
POLICY ON DIFFERENTLY ABLED/ Divyangjan STUDENTS.....	31
CODE OF ETHICS - RESEARCH.....	31
GENDER POLICY.....	33
INTERNAL EXAMINATIONS GRIEVANCE REDRESS POLICY.....	34
RULES AND REGULATIONS OF INTERNAL EXAMINATION FOR THE INVIGILATORS.....	35
MAR AUGUSTHINOSE COLLEGE EXAM MONITORING COMMITTEE (MAC-EMC).....	36

EDUCATION AND CURRICULUM

The education and curriculum of Mar Augusthinose college Ramapuram are designed in tune with the Curriculum of Mahatma Gandhi University are designed to provide a fruitful programme delivery to the students of the institution. The education and curriculum policy of the institution take stringent and effective measures to promote, and offer the various programmes effectively along with conducting certificate/Value Added, Add on and diploma courses to professionally equip the students to meet the challenges of the global market.

1. The curriculum is designed to empower the students with the knowledge, understandings, capabilities, and values that are necessary for their career and development. The curriculum in cooperates various educational resources and selects the appropriate teaching and learning resources.
2. Measures are taken to ensure that classrooms are safe and classroom activities are conducted safely.
3. The curriculum is designed to include the innovative techniques relevant and useful to the higher education sector.
4. Special attention is given to evaluate and revise the ongoing certificate courses like VAC, VET, Add-On, Diploma courses offered as part of the skill development policy to address the changing requirements of the job market.
5. Post Admission tests are conducted to identify the slow and advanced learners as a part of the policy requirement of inclusive learning.
6. Regular feedback and proficiency meet, parents meet are conducted for a consistent track record of the learners' performance.
7. Conformity with the proposed academic calendar of the college is insisted upon.
8. The proposals of the academic calendar are revised, evaluated and modified each year with help of the heads of the department, class tutors, and mentors.
9. Measures taken to assess the attainment of programme outcome and course outcomes are constantly monitored and strictly adhered so as to transform learning an experience.
10. All hassles and impediments to the delivery of the curriculum are periodically sorted out and removed.

POLICY ON INTERNAL ASSESSMENT

With the intention of providing students with various internal assessments that track, measure and assure quality the Institution has an exclusive policy of internal evaluation. University exams are

sine qua apart from them; the college adopts several types of assessment methods to ensure consistency of quality quotient.

1. The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
2. Assessment is both robust and substantial capable of gauging students' ability, achievement and supporting their progress
3. The assessment methods are designed in such a way that it must efficiently produce valid, consistent and reliable results.
4. The College conducts two internal evaluations prior to the university examinations. i.e. one internal examination and another model examination prior to the University exam.
5. Valued answer sheets are promptly returned to students and effective intervention is ensured by a face to face interaction with the concerned teachers, students and parents
6. Supplementary tests/ Class Tests/ Surprise Tests/ Modular assignments are conducted to ensure performance parity.
7. Seminars and assignments are given to students to ensure their active participation in the learning procedure
8. Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills are also to be evaluated with creative methods.
9. Measures are taken to allow action planning against the assessment criteria/learning outcomes.
10. The entire system of internal assessment is often reviewed to make it easily interpreted and understood by students and assessors.
11. The Class teachers of every class keep a progress report of his/her wards that contain the marks secured both in the internal and external examinations.
12. A parents' meet is convened in every semester to inform them of their children's performance

QUALITY

The college is committed to providing the highest quality education and training to the stake holders.

1. Provide avenues to realizing students' potentials enabling them to achieve the highest standards in their programmes of learning.
2. Equal and fair treatment without any discrimination on the basis of caste, creed, race,

gender or language.

3. Design courses to optimize the skills and attitudes of the students that they become effective employees and good citizens.
4. Continuous improvement on quality assurance and enhancement processes.
5. Establish and maintain quality systems and procedures to rigorously evaluate our strengths and weaknesses.
6. Monitoring the quality of the student experience and the service to employers through feedbacks and direct interactions. The responses from students, employers and other stakeholders are included in the decision making process of the management.
7. Periodic reviews to ensure the academic standards of the college on par with the requirements of the Higher Education sector
8. Maintaining the quality of its infrastructural facilities by timely addition, renovation and maintenance.
9. Team work and consultation at all levels
10. Learning skills development programmes through Add on, Certificate, Diploma, Value Added and Vocational Education Training Courses
11. Clean and Eco friendly campus.
12. Life skill development and career training programmes
13. Most effective and efficient teaching - learning process
14. Accountability to Society.
15. Attaining a sustainable development and an eco friendly ambience

PROHIBITION OF SEXUAL HARASSMENT

No student, employee or visitor may be subjected to harassment on the basis of race, colour, religion, sex, national origin, age, disability, or sexual orientation. All students, employees and visitors have the responsibility to avoid any act or actions, implied or explicit that suggests harassment to a reasonable person

TOBACCO-FREE CAMPUS Use of tobacco and narcotics and intoxicants are prohibited in the Campus

VIOLENCE IN THE WORKPLACE

It is the responsibility of the College and all employees to maintain a violence-free workplace. No acts or threats of violence will be tolerated. Any act or threat of violence will be taken seriously. A threat or act of violence includes, but is not limited to, any act or gesture intended to harass or

intimidate another person; any act or gesture likely to damage College property; or any act or gesture likely to leave another person injured or fearing injury. Report all threats or incidents of violent behaviour that you have observed or are informed of to College authorities. Report actual behaviours or threats that were made, including when and where it happened, who witnessed it, and what was said. Employees who engage in violent behaviour are subject to disciplinary action up to and including termination of employment

Any HEI aspiring for growth and expansion should have a clear vision of its policies and procedures for widening its horizon and fructifying its activities. Despite having good infrastructure, efficient faculty and other amenities, a HEI's academic performance and achievements can be low if the duties, responsibilities, target and the code of conduct of its teaching and other faculty are not clearly defined and strictly followed.

ANTI- RAGGING POLICY

In consonance with the UGC regulations, 2009 regarding ragging, the college implements adequate measures to keep the campus free from any form of ragging.

1. The college ensures that all the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.
2. The college strictly observes the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
3. Undertakings both by the parents and students are obtained at the time of admission
4. The principal, assisted by a team of teachers directly supervises the Anti- ragging Cell.
5. Any student found guilty of ragging is seriously dealt with as per the university regulations. The case shall also be reported to the law and order department of the state immediately at the reception of the complaint at the college office.
6. The Anti-ragging Cell ensures strict vigilance on the activities of senior students especially during the arrival of new batches
7. Counseling facility is provided in the college, and if necessary any time professional counselors are made available in the campus.
8. Regular reports from the Anti-ragging Cell and Counselors are submitted to the principal.
9. The class tutors will help to identify potential violators and students with stress, tension and

other troubles and personally meet them, and if necessary take the steps to have them sessions with professional counselors.

10. Regular updating of the instructions from the Central, State, UGC, and court orders are maintained well.
11. Special sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare them for the socio-academic life in the campus.
12. The college should identify all vulnerable locations, and ensure a constant vigil and watch at such locations.
13. Hostels/accommodations when freshers are admitted, are required to be carefully guarded.
14. The institution ensures the participation of all the students during the cultural festivals and celebrations to eradicate the senior- junior distinctions
15. The prospectus and other admission related documents of the college should contain the anti-ragging policy. There should be the display of ant-ragging slogans with the help of electronic and print media in the campus. The anti- ragging policy of the college ensures the presence of teacher squads which take turns to maintain the customary discipline of the campus.
16. Special sessions should be conducted to sensitize the parents of the students about the rights and safety of the students.

ANTI-HARASSMENT POLICY

The college is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and having respect for individual values. The institution makes it a point that none of its stakeholders undergoes any sort of harassment. Thus it enforces Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault.

1. The college prohibits discrimination, harassment (including sexual/gender harassment), sexual assault and retaliation against employees, interns, contractors and other third- parties conducting business with the college.
2. The college specifically expects management level personnel to serve as models of appropriate conduct for other employees, and will hold them to a higher standard of accountability.
3. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013.
4. Every Dept has a anti harassment monitoring committee.
5. Legal aid classes are regularly provided to the students to conscientize them about the sexual

and gender-based violence.

6. To ensure gender equality female students are adequately represented in the various bodies of the college.
7. In handling claims made under this policy, the college may incorporate behavioral standards that are established by related policies.
8. Any student/employee who believes that they have been subjected to harassment (including sexual/gender harassment) prohibited by this policy, or any employee or student who has witnessed such harassment, retaliation or sexual assault, should immediately report the circumstances to the principal who is the head of the Anti- Harassment Committee or to the immediate superior authorities as fast as possible.
- 9 Every Department shall also constitute an Anti-Harassment cell to solving day to day minor issues.

POLICY ON GRIEVANCE REDRESSAL

The management has implemented various measures towards handling of the grievances of both the students and teachers. DGRC (Department Grievance Redressal Committee) should be constituted and maintained at the level of departments. The findings of the DGRC should be submitted to the IGRC (Institutional Grievance Redress Committee). The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
2. To resolve any confusion and grievance related to admission to various academic programmes special helpdesks shall be arranged. Any breach in the reservation policy in admission should be directly informed to the principal.
3. Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
4. Complaints related to various offices of the college including the Principal can be informed directly to the Manager of the college.
5. The concerned authorities namely Principal, Vice-principal, Bursar, IQAC Coordinator and respective heads of the department are obliged to make their presence in the open forums conducted for all the departments.
6. Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
7. Grievance Redress Cell convenes frequent meetings to monitor the grievance redress activities of the institution.
8. Every Dept too has a grievance redress cell that solves minor issues, especially those regarding internal assessment, classes. Only those issues that cannot be solved at the dept levels should be reported to the appellate body.

FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

The institution has a very transparent and frequently audited system of managing and mobilizing its financial resources. The college is keen on providing the best resources to the students and faculty to meet their requirements in the academic field.

1. Programmes and extension activities planned by various departments should submit the proposal to the monitoring committee. The monitoring committee should analyze the needs of each programme and organization's comparative advantage from that programme.
2. The college encourages each department to find sponsors while conducting seminars, fests and conferences.
3. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus.
4. The financial and monitoring committee should study the feasibility of various methods to channelize funds for the development of the institution.
5. All the construction and maintenance works are undertaken by the management after conducting a feasibility study with the help of the financial and monitoring committees.
6. The members of the faculty are encouraged to avail themselves of different research incentives/ funds/ aids by various agencies.
7. Contribution from the public should be channelized with the help of implementing programmes that convey awareness about the value and challenges of higher education programmes.

ENVIRONMENT AND SUSTAINABILITY

The college is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

1. The college is obliged to protect the environmental hazards of pollution and waste, and through sustainable development through maintenance and improvement of the natural environment.
2. The college should formulate its policies complying with all relevant environmental legislations, standards, agreements, policies and procedures demarcated by the central, state governments.
3. The college is committed to maximize sustainable resource use and minimize the use of hazardous substances.
4. Special measures should be taken to protect and improve biodiversity of the campus.
5. Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.
6. The college should design programmes to foster the quality of the environment and protection of biodiversity throughout the region.
7. Objectives and targets should be established for improving environmental performance in the areas of: energy consumption, greenhouse, gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
8. The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.
9. Reservoirs for rainwater harvesting should be constructed in the campus.
10. The college should take steps to harness solar power.
11. The college should attempt to become a paper free campus by promoting electronic platforms for academic and administrative purposes.

WASTE MANAGEMENT

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco friendly waste management mechanism.

1. The college admits its environmental responsibilities and recognizes its obligations to contribute to the resolution of global and local environmental issues by minimizing its environmental impact.
2. The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
3. The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
4. Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility. Communicate the waste management policy of the college with staff, students, and other agencies in the campus to ensure all are aware of the waste management strategy followed by the college.
5. Identify and enable the reuse of waste items wherever feasible, either internally or in association with third parties.
6. Onsite treatment options such as composting, bio-manure, etc. should be used in the campus.

RESEARCH

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

1. The research advisory/monitoring cell is supposed to sustain the research tempo of the institution consistently. The cell should be constituted to support the decision making for every research discipline that is critical to the institution.
2. Regular research programmes like seminars, conferences, workshops etc. should be conducted.
3. The institution acknowledges the achievement of its faculty in different disciplines.
4. The areas for research to be conducted in the college should be defined and prioritized. The research departments should ensure that the research focus of the institution is contemporary and relevant.
5. The college should provide essential infrastructure support for the research work.
6. An objective, transparent, merit based decision-making systems for the allocation should be established by the college for financial and other support for research.
7. Researches done by faculty members can be directly incorporated into teaching, making use of the instructor's own research to benefit student learning and outcomes.
8. Any difficulty regarding the research programme should be reported to the principal through the advisory/monitory cell.

MENTORING

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

1. Every staff of the college is a mentor to a particular number of students.
2. The mentors have to act on behalf of the college to support learners who are enrolled on a course of study.
3. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
4. The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
5. They should have regular meetings with their mentee and keep records
6. They should never make the mentee work for them and take advantage of the young person in anyway.
7. The college is responsible for providing training, advice and on-going guidance to the mentors
8. The department heads, tutors and the mentors will meet as a group once every month to discuss, develop ideas and to look at up-coming events and possible pressure points which their mentees might be facing.
9. Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentors.
10. Every mentor shall evaluate the mentee and give a report on the prescribed form.

SCHOLARSHIPS AND FREESHIPS

As the Central and the State Governments are offering scholarships and e-grants to the students of socially and economically backward communities, adequate measures shall be taken to help the students avail them without fail.

Scholarships and freeships from non-governmental agencies shall also be made available to the deserving students.

The college shall also arrange endowment prizes and freeships at the institutional level to motivate the students and to buttress their academic growth.

EXTENSION ACTIVITIES

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

- All the extension activities organized by the College through NSS, Blood donor's forum Jesus Youth and departments are designed to sensitize the students about their commitment to the community thereby uplifting the community and bringing about social changes.
- All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non-government organizations in the areas of consultancy and need-based training programmes.
- The College focuses on educationally enriching activities to school children and community development activities.
- The various outreach and extension activities provide hands on experience in specific areas to the students of the college.
- It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.
- We co-operate also with Govt. agencies and local bodies for communal harmony.

Extension programmes directly interface the College with the corporate sector, the pharma industry, public sector undertakings, social welfare organizations, government agencies, media houses and private educational institutions.

PHYSICAL FACILITIES - SHARING AND MAINTENANCE

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

- The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilization of the resources for the nation building effort.
- Common facilities like Ground, Auditorium, and Multipurpose Indoor Stadium etc. are open to the public and to the neighbouring institutions on prior request.
- The college has a walker's lane and gymnasium which are being used by staff, students and the public (members) for maintaining their physical fitness.
- The college provides venue for conducting examinations such as recruitment drives of banks, UPSC and PSC examinations.
- The auditorium and premises are used for both the internal and end semester Examinations of the affiliating University.
- The services of electricians, mechanics and plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipments of the college.
- Electrically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
- The Advanced and Expensive Equipments are maintained by Annual Maintenance Contract (AMC).
- The college is pleased to share its infrastructure facility for the betterment of the society.

STUDENTS' ACTIVITIES

Students are given special care and attention during their academic career to ensure their holistic development and participation in nation building. The policy of the college thus gives priority to moulding perfect gentlemen and excellent citizens in gentle and noble disciplines and values.

1. The policy is designed ensuring the rights and duties of the students and supporting the institution's goals and strategies.
2. The policy regarding students is strictly adhered to the norms and regulations of UGC, Government, Mahatma Gandhi University, Kottayam, and the higher education policies of the Catholic Church.
3. The policy is reviewed annually to ensure that it complies fully with any change in legislation, aspires to best practice in the sector, and continues to support the vision and values of the college.
4. The college is committed to providing clear, comprehensive and accurate information on its programmes and courses and entry requirements which are accessible to all enquirers and applicants.
5. The college promotes the academically able and motivated students irrespective of their backgrounds without any discrimination based on caste, creed, region, religion and so on.
6. Matters related to the recruitment, admission, mentoring, and academic formation will be supervised by the teachers. HODs, mentors, IQAC, College Council and the Principal. Students have the right to bring to the attention of the principal any issues regarding these topics.
7. Students with disabilities have the right to get all the special services provided in the campus. Any fall regarding the matter is directly dealt by the authorities.
8. The students are obliged to keep the rules and regulations of the college and conduct of behaviour which is provided in the handbook of the college.
9. In addition to this, the following points are considered to ensure a pro-student atmosphere in the campus.
 - (i) Transparency in admission, examination, campus placements, etc.
 - (ii) Sharing of infrastructure facilities among various departments and various sections of students.
 - (iii) Value/ moral education to all students.
 - (iv) Career guidance to all students.
 - (v) Financial support to needy students
 - (vi) Psycho-somatic wellness of every student.

ALUMNI ACTIVITIES

Alumni of the college include all students who left the college after the completion of the courses of graduation, post-graduation and research. The overall objective of the Association is to maintain a lively relation between the alumni and their alma mater. The Alumni Association is governed by the stipulations of its own constitution.

1. The Alumni Association has an important role in advancing the institution along with its vision, mission and core values.
2. The Association maintains mutually beneficial relationships between the parties, the alumni and alma mater. Each alumnus represents the institution in his or her respective vistas of life.
3. The Association should embark its own initiatives in the fields of academic activities, job-orientations, training programmes and various other human resource developments in the campus.
4. The alumni also participate in various academic and non-academic advisory bodies of the college. Their participation helps to bring their professional experience to these bodies and is found to be very beneficial.
5. The institution is eager to recognize the accomplishments of its alumni in various fields every year. The members of the Alumni Association should inform their achievements promptly to the office. The alumni who reach positions of eminence are otherwise role models to the students and are generally recognized by the college by bestowing them with distinguished alumnus/alumna and other similar awards.
6. The college maintains the contact information of its alumni on a centralized database with confidentiality. Any information from this database will not be provided to any third party organizations.
7. The Alumni Association Office plans various initiatives and programs to coordinate the activities of alumni. The Association is responsible for fundraising from alumni and other well-wishers. The Association keeps highest level of transparency in the utilization of these donations. The list of donors and utilization of the funds will be published in the annual statement of the Association.
8. The college conducts Alumni Day Celebration officially once a year and various batches of alumni can conduct their private gatherings in the campus with prior permission from the Principal's office.

ADMINISTRATION

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. They ensure the expansion of college's vision and mission, achieving compliance with any applicable laws and regulations, strengthening internal controls, and promoting operational efficiency.

1. Complete transparency is ensured.
2. Policy of decentralization is strictly adhered in effecting high quality administration.
3. Pro-student administrative mechanism is implemented.
4. Inclusive approach is elegantly followed in all administrative matters.

FACULTY EMPOWERMENT

It ensures the greater participation of the teaching faculty in the planning, decision-making and implementation of policies in the college. It aims at making the structures more democratic that offer employees greater autonomy, confidence and freedom to make decisions. The empowerment will help the teaching faculty to work comfortably with their colleagues. The faculty becomes responsible to the assigned duties without supervision. The teachers acquire the confidence and ease to provide varied learning experiences to students.

The faculty empowerment is achieved through:

1. Conducting sessions on the plans, mission and goals of the college.
2. Updating the latest policies and demands in the higher education sector through seminars and group discussions.
3. Disseminating information through regular meetings, office letters and office advisory or memorandum;
4. Involving faculty members in the planning process and decision making.
5. Providing a conducive working environment.
6. Promoting the inner drive, the job with inner satisfaction, competence and self-fulfillment.
7. Constant feedbacks from the faculty are taken in order to ensure the conscientious performance of the routine works.
8. Special meetings are arranged to impart the consistency in realizing the mission of the college in the change and challenging trends of the society.

POLICY ON VALUE-ADDED COURSES

Introduction

Value-Added Courses aim at providing additional learner centric graded skill oriented technical training, with the primary objective to improve the employability skills of students.

Aim of the Programme

Understanding the various aspects of the subject, acquiring methodological knowledge about them, and applying this knowledge in a suitable manner in required fields.

Eligibility for Admission

All UG and PG students from various departments of the college. The number of intakes to a course will be limited. The course can be offered only if there are at least 5 students opting for it.

Medium of Instruction: English.

Duration

The duration of value-added courses is 30 hours (including examination) in which 15hrs for theory and 15hrs for laboratory/demonstration/experimental activities and the course can extend to a maximum of three hours a day.

Value-added courses will be offered beyond the regular working hours and days of the college. Value-added course will be a blend of theory, experiment, project, assignment and activity-based learning.

Course Outcomes (CO)

CO1. Nurturing novel ideas and meaningful insights through scientific thinking.

CO2. Enabling critical and analytic thinking to tackle problems and situations to reach solutions.

CO3. Providing a platform for individual and collective work.

CO4. Understanding the significance of sustainable scientific processes to support the environment.

Evaluation

1. Value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is one hour.
3. The total marks of the examination shall be 100.

Components:	Attendance	10 Mks
	Assignment	10 Mks
	Project and Viva	10 Mks
	Eternal Examination	40 Mks.

4. A committee consisting of the Head of the Department, the course coordinator and a senior faculty member nominated by the Head of the department shall monitor the evaluation process.
5. The list of students along with the marks and the grades earned shall be forwarded to the Principal/Chief Superintendent of Examinations.
6. The Dept. course coordinator is responsible for maintaining and processing the records with regard to the course, assessment marks and results.
7. Course certificates will be issued to those students with 75% attendance, timely submission of assignment and project and a minimum of 40% marks in the qualifying examination.

POLICY ON PEER TEACHING

Introduction

Peer teaching is a practice in which students learn from and teach each other. This can be a valuable tool in promoting student engagement, enhancing learning outcomes, and promoting collaborative learning. This policy outlines the guidelines for peer teaching within our educational institution.

Goals The goals of this policy are to:

1. Encourage and facilitate peer teaching as a tool for enhancing learning outcomes and promoting collaborative learning.
2. Provide guidelines for effective peer teaching practices to ensure that the learning experience is safe and productive.
3. Foster a culture of mutual respect, responsibility, and accountability among students.

Guidelines

1. Peer teaching should be voluntary and not mandatory. Students who are interested in participating should be given the opportunity to do so.
2. Peer teaching should be structured and supervised by the course instructor to ensure that the content is relevant, accurate, and appropriate for the level of the students involved.
3. Peer teaching should be based on a solid foundation of knowledge and understanding of the subject matter. Students should have adequate time and resources to prepare for their teaching sessions, and they should be given feedback on their performance to help them improve.
4. Students should be encouraged to use a variety of teaching methods to cater to different learning styles and preferences.
5. Peer teaching should be conducted in a respectful and supportive environment. Students should be encouraged to provide constructive feedback to their peers and to engage in open and respectful dialogue.
6. The course instructor should monitor and evaluate the effectiveness of the peer teaching sessions regularly. Feedback from students should be taken into account when making any necessary adjustments to the program.

7. Students who participate in peer teaching should be recognized and rewarded appropriately for their contributions to the learning community.

Conclusion

Peer teaching can be an effective tool for promoting collaborative learning and enhancing student engagement. By implementing the guidelines outlined in this policy, our educational institution can ensure that peer teaching is conducted in a safe, productive, and respectful environment that benefits both the students who teach and those who learn.

MODUS OPERANDI

1. Appoint a staff coordinator
2. Decide what subject or course to be taught
3. Select the peer teacher – student
4. Select the group
5. Decide the time and venue
6. Prepare a teaching plan

POLICY ON ALUMNI MENTORING

Alumni Mentoring: A New Way to Ensure Greater Success of Students

Students' lives aren't easy. Attending the ongoing sessions, focusing on personality improvement, and deciding the route of further studies, there's a lot on their plates. Well, everything becomes easy for students if they have a genuine mentor. A mentor could be anyone from their parents, friends, siblings, teachers, to classmates. But, think how wonderful it would be for a student if an alumnus becomes his or her mentor! With an alumni mentor, students get an opportunity to connect with those professionals who were students in their shoes once.

Alumni-mentoring is a program where alumni of an institution voluntarily register themselves to become mentors of the current students.

While acting as alumni mentors, they become role models for the students, help them remove career-related frustration, and build self-confidence.

An Alumni mentor is not only an instructor but has to play multiple roles such as a Guide, Friend, Career Counsellor, and Trainer etc.

Benefits

- Students Get Career Insights
- Students Receive Expert Resources
- Students Stabilize Thought-process and Establish Focus
- Students can Achieve Self-esteem with a Mentor

The bottom line is that Alumni mentoring can prove beneficial in the career counselling of students. Mar Augusthinose College has built up a connected community where all the stakeholders (parents, teachers, students, and alumni) can interact with each other freely.

We recognize the significance of having an Alumni mentoring programme, so that no student remains helpless and directionless in their career.

Guidelines

1. Each dept shall appoint a coordinator to monitor the alumni mentoring processes.
2. Alumni mentors shall be selected by the dept after much discussion and deliberation
3. Only the best morally and ethically fit alumni shall be chosen
4. The willingness and consent of the alumni mentor shall be obtained and documented
5. A WhatsApp group of the alumni mentor, mentee and coordinator shall be created
6. Mentee list shall be collected and kept in the dept

7. Each mentor can be allotted a maximum of 3 mentees
8. Mentees shall be allotted gender wise
9. The mentor shall connect with the mentee at least once in a month
10. During the mentor-mentee interaction, it is advisable that the coordinator shall be present
11. The mentor shall provide feedback on the mentee from time to time
12. The mentee also shall provide feedback on the mentor

E-GOVERNANCE

1. E-governance is implemented at various levels to provide hassle-free and efficient system of governance within the institution.
2. The website of the college is functioning full-fledged. Separate login facilities are provided for staff and students. The full profile of the college is provided on the website maraugusthinosecollege.org
3. Admission process is made hassle-free with the help of the college website. The students can download the application from the website. They can pay their tuition and other fees through the website. Students can operate their accounts through mobile phones.
4. The accounts of the college are maintained with help of accounting software.
5. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.
6. The library is computerized. Students can access books from anywhere. Proper training to the staff and the students for using the digitalized library is also provided.
7. Attendances of the students are taken with the help of mobile application. The data of the students are provided so that the teachers can conveniently take attendances of the classes.

CONSULTANCY AND COLLABORATION

The College encourages the faculty in research, consultancy, extension and supporting student start-ups apart from teaching.

1. The College extends all support to faculty members for taking up research projects and filing for patents.
2. The College follows the policy of extending the expertise available in the College for the benefit of society. The College offers consultancy services to industry, Government and Non-Government Organizations.
3. The faculty members of the College are encouraged to render consultancy services and are provided with infrastructural support including laboratory facilities. The revenue generated goes to the common fund and is utilized for infrastructural development.
4. The expertise available in the science departments of the College is opened up to the public.
5. For preparing the students to achieve competencies for jobs and career requirements and to face global challenges successfully, the College takes all efforts to provide internships and on-the-job training in reputed industries and organizations by establishing collaborations with them.

HUMAN VALUES AND PROFESSIONAL ETHICS

It is the bounden duty of every teacher to inculcate ethical, moral and social values in the students without favouritism and discrimination.

- a. The teachers are role models to the students by showing genuine concern and affection for students thereby motivating them.
- b. The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- c. Teachers respect the right and dignity of the students in expressing his/her opinion.
- d. Teachers recognize the differences in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- e. Human values transmitted through value education classes. Blood Donor's Forum, Miss-a-Meal programme etc. help the students to imbibe.
- f. Values of generosity and sacrifice. The College provides Divyangjan students equal opportunities for accessing all the facilities available in the campus.
- g. Classrooms and examination rooms for the differently abled are arranged at convenient places.
- h. The College provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- i. Ramps are provided for easy access to all the buildings of the campus.
- j. Special toilet is set apart for the disabled.

PERFORMANCE APPRAISAL

Performance Appraisal is based on meticulously designed modules.

1. It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.
2. The methodology is linked to the UGC guidelines.
3. In addition to the regulations of UGC, the performance appraisal contains the demands of the college's vision and mission.
4. Every teacher shall have a Teaches' Performance Record, wherein they shall enter the details of their academic activities.
5. The Heads of the departments shall submit annually an appraisal of their colleagues in a prescribed format.
6. Every teacher shall also evaluate his colleagues-Peer Evaluation – a five-point scale.
7. The findings are communicated to the concerned parties without delay.
8. Feedback on the teachers, collected from the students are communicated to the teachers.
9. If there is significant progress for a particular department/person, it will be specially mentioned.
10. Areas to be focused for serious improvement whether it regards to a department/person will be given along with a supervising authority.
11. Data will be analyzed quantifiably based on the documents produced and feedbacks.
12. The performance appraisal will be carried on with constant comparison with other colleges under the university.

STRATEGIC PLANS

The Strategic plan document is made through a participatory process ensuring the involvement of all the stakeholders for meeting future challenges in the field of higher education.

1. The Institute has created the Strategic Plan for five years through a detailed consultation process with stakeholders.
2. It is constituted with the involvement of key Institute leaders and faculty representatives.
3. The draft document is presented in an open meeting with students, staff and faculty for feedback.
4. The revised document is presented to the higher governing body before framing the final document.
5. It aims at creating an ambience where new ideas, research and scholarship flourish, and from which the leaders and innovators of tomorrow emerge.
6. It tries to address problems faced by the nation and the global community as a whole. It aims at providing an education that transforms students through rigorous coursework and by providing an understanding of the needs of society.
7. It aims to collaborate with other academic and research institutes around the world to strengthen the education and research ecosystem.

POLICY REFORMS

The policies of the college are never meant to be static. It is constantly evolving and dynamic suiting the time. The governing body recognizes and promotes the usefulness of planning and policy-making.

1. Policy reforms are based on the findings and requirements of UGC, NAAC, and affiliating University, state and central Governments and the changes demanded by the changing world.
2. The Governing body of the college ensures the process of updating policies from time to time.
3. Appraisal of the policies of the college is done with the help of feedback from the faculty, students and office staff.
4. The competent authorities review and approve the policy-making and reform process and hold the responsibility for its execution.

POLICY ON STUDY TOURS

The College has adopted the following procedures to guide faculty and students in organizing study tours to enhance experiential learning.

- The study tour must be conducted in accordance with government rules and policies.
- Parent's prior consent shall be obtained in the prescribed format.
- The purposes and specific educational objectives of the study tours should be carefully developed.
- The study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
- The study tour should have adequate faculty supervision, both in terms of student/staff ratio and in terms of staff expertise to deal with contingencies.
- All the arrangements for the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned.
- The itinerary of the tour programme should be submitted to the authority and be sanctioned.
- Only Two working days shall be allowed for the tour.
- On return the students shall submit a report of the tour to the Principal through the HOD.
- A lady staff and a Gent Staff shall accompany the students on tour.

POLICY ON DIFFERENTLY ABLED/ DIVYANGJAN STUDENTS

In order to develop awareness in the higher education system and also to provide necessary guidance and counselling to differently-abled persons, the Institute shall

1. Facilitate admission of differently-abled persons in various programme
2. Provide guidance and counselling to differently abled individuals
3. Create awareness about the needs of differently abled persons, and other general issues concerning their learning
4. Assist differently-abled graduates to gain successful employment in the public as well as private sectors.
5. The institute shall construct
 - Ramp/Rails:
 - Rest Rooms:
 - Scribes for Examination:
 - Braille Software/facilities:
 - Provision for Lift.

CODE OF ETHICS - RESEARCH

This Code of Ethics in Research envisages principles and practices to guide scholars toward the highest echelons of scholarly research. Laying the utmost significance on academic freedom, Mar Augusthinose College Ramapuram promotes and maintains high standards of integrity and accountability in the conduct of academic research. Being a self-financing college, it has its own limitations, hurdles and hassles yet the college adopts all possible measures to introduce a research culture coupled with honesty and transparency. The college guarantees a free academic environment for conducting research, teaching, speaking and publishing standards of scholarly articles and discourses. The faculty and students will abide by and fulfil their responsibilities and obligations as per the guidelines issued by Research Promotion Council (MARS).

There are three significant commitments set on the council.

1. The council must ensure that all the privileges of the researchers are secured, and shield participants from potential antagonistic outcomes of the research.
2. To build up an institutional mechanism to encourage responsible conduct of research and promotion of academic integrity.
3. To create a framework to identify copyright infringement and to set up instruments to avoid

plagiarism.

Mar Augustinose College adopts the following principles

1. Conduct all research activities in accordance with the accepted standards of our discipline.
2. Ensure the accuracy of the data gathered and/or used in our research.
3. Ensure that only the correct data, information, and research results shall be reported in journals, conferences, and reports.
4. Take reasonable steps to rectify significant errors in the published data, via the issuance of an erratum, retraction, or correction of the data.
5. Avoid making exaggerated claims that are not warranted by the results of the research inquiry.
6. Avoid plagiarism; that is, to present portions of another's report or data as our own and Cite clearly all sources of information and data used in the research.
7. Give proper acknowledgment and credit to resource/funding sources of research.
8. Provide assistance to other researchers in the area of your expertise.
9. Acknowledge the material contribution of others in our research undertaking.
10. Keep detailed and complete records of research.
11. Be transparent in the use and disbursement of resources for the research.
12. Declare promptly any conflict of interest in our engagement in research and presentation of research results.
13. Ensure that our research results are accessible to the public once the research is concluded or as soon as is reasonable.
14. Respect the confidentiality of sources by not using or releasing data and information revealed to us in confidence.
15. Call the attention of the public and the authorities to any hazard we observe that threatens human and environmental safety.
16. Avoid making misleading or exaggerated statements, or publicizing equivocal research findings as fact.
17. Observe safety practices in all our research activities.
18. Avoid deliberate violation or circumvention of regulations governing research.
19. Refrain from causing harm, stress or pain to any animal in any experiment that does not contribute any substantial benefit to humanity.
20. Ensure that laboratory wastes are properly disposed or treated, and our research activities do not result in environmental degradation.
21. To conduct research that serves the needs and promotes the best interests Respect cultural,

individual, and role differences among research participants and consumers, including those based on age, sex, gender identity, sexual orientation, nationality, ethnicity.

22. Avoid research practices and reports which create biases and prejudices.
23. Protect our participants' right to privacy and confidentiality.
24. Safeguard the rights and welfare of persons and communities whose status and vulnerabilities may impair autonomous decision-making.

GENDER POLICY

The Gender policy of Mar Augusthinose College aims to promote equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College. The gender policy is conceived as a strategy and pursued as a systematic and planned process for organizational learning within the College in order to achieve gender equality both internally and especially in regard to working results and outcomes. The strategic goal of the policy is to integrate gender equality into the regular rules, procedures and practices of the College. Successful implementation of the policy will lead to the transformation of the College, thus also impacting on the organizational culture.

Policy Statement:

The principle of gender equality is enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. The Constitution not only grants equality to women, but also empowers the State to adopt measures of positive discrimination in favor of women. Within the framework of a democratic polity, our laws, development policies, plans and programmes have aimed at women's advancement in different spheres. The Constitution of India not only grants equality to women but also empowers the State to adopt measures of positive discrimination in favour of women for neutralizing the cumulative socio economic, education and political disadvantages faced by them. To uphold the Constitutional mandate, the State has enacted various legislative measures intended to ensure equal rights, to counter social discrimination and various forms of violence and atrocities and to provide support services especially to working women. Mar Augusthinose College prohibits participation in, support for, or sanction of activities that discriminate on the basis of sex, when in fact, no exception can be allowed except on the basis of a bona fide physical dichotomy. Mar Augusthinose College is an equal opportunity educational College.

The College promotes, and is committed to supporting, a collegiate environment and this policy encompasses the entire College community; students, staff and visitors.

Scope:

This policy applies to:

- All applicants for employment, employees and former employees.
- All student applicants, students and alumni.
- All service users, visitors, customers and clients of the College.

All members of the College community share the right to protection under this policy and a carry a responsibility for ensuring the policy is adhered to. In particular, this policy includes conduct that takes place on campus, on College property, at College functions and activities and where one is representing the College.

Statement of Commitment:

The college will treat all staff, students, alumni and service users with dignity and respect and seek to provide a work and learning environment free from discrimination, harassment or victimization.

INTERNAL EXAMINATIONS GRIEVANCE REDRESS POLICY

The college has a Grievance Redressal Committee comprising the Heads of the various departments led by a general convener. The examination cell is fully involved in dealing with examination-related grievances. The cell brings the grievances to the knowledge of the Chief Superintendent immediately for suitable remedial action. The college adheres strictly to the guidelines and rules issued by the affiliating university for solving grievances relating to both internal and external examinations.

Grievance regarding the internal assessment tests is taken care of by the respective Departments. They have first authority over grievances against Continuous Internal Assessment. The internal examination will be based on the prescribed course plan. The respective subject faculties prepare question papers, which are then verified by the concerned Head of the department. After the evaluation of the internal assessment answer scripts, the scripts are given to the students to have an idea of their performance in the test. Based on the internal examinations conducted by the college, internal marks generate. These internal marks are published on the concerned department notice board so that the students can check their marks and can clarify any queries regarding their internal marks with the concerned subject faculties. Once the queries are solved, the internal marks upload to the university portal. Complete transparency is maintained during the internal assessment tests through the adoption of the criteria given by the affiliating university. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This enhances transparency and rapport between the faculty members and students. Students should attain a minimum of 75 percentage attendance on each theory paper, and then only he/she can appear for the University Examination. Monthly attendance of each theory papers published on the department notice boards, in order to aware the students about the same.

Any grievance related to the university question paper like out-of-syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are

addressed to the Principal in turn he/she proceeds the same to the university immediately. If a student has any grievance related to the evaluation of the university answer scripts, the same can be intimated to the subject handling faculty and Head of the Department. The reevaluation is applied for answer scripts and the re-evaluated marks can be obtained during the announcement of reevaluation results of the same semester. University decision or information after resolving the grievances is intimated immediately to the concerned departments once it is obtained through the Principal. It is also conveyed to the students through the subject handling faculties. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity provided they meet other eligibility criteria. Grades awarded in the supplementary examination will be taken as the end-semester grades in these courses

RULES AND REGULATIONS OF INTERNAL EXAMINATION FOR THE INVIGILATORS

1. The EMC shall prepare the Duty list of the invigilators.
2. The Duty list shall be prepared corresponding to the hours allotted in the general timetable or according to the invigilators lists provided by the departments.
3. Invigilators shall not avail themselves of any type of leave on examination days.
4. In case of emergency any invigilator is on leave, he/she is required to intimate the same to the HoD/ Senior Assistant and HoD shall make alternative arrangements.
5. Invigilators are required to report at the Pareeksha Bhavan 15 minutes prior to the commencement of the examination.
6. Invigilators are required to reach the exam hall at least 10 minutes prior to the commencement of the examination.
7. Invigilators shall not use mobile phones during the examination time.
8. They shall collect the answer books, and Absentee statement list from the Pareeksha Bhavan
9. It is mandatory that all the Invigilators wear IDENTITY CARDS, and also ensure all students wear the same.
10. Before entering the exam hall, the Invigilator shall confirm that sufficient number of Main Answer Sheets, Additional Sheets and tags are provided.
11. The Invigilators shall give instructions necessary for the candidates to fill-in the covering page of the Main Answer Sheet.
12. Invigilators shall make the students to mark their attendance in the prescribed form by affixing their signatures.
13. Additional Sheets shall be issued and the Invigilators shall enter the same in the candidates' list provided.
14. The format allotted for listing details of absentees and malpractices shall be duly filled in case of any such event.
15. Candidates shall not be allowed to leave the examination hall until till the last 15 minutes of the examination during University and Model examinations and shall not be permitted leave the exam hall before the end of the stipulated time during internal exam.
16. Candidates shall not be allowed to continue after the time stipulated for the exam.

17. At the end of the examination, the invigilator shall arrange Answer Sheets, class and subject wise in ascending order and submit the same to the Pareeksha Bhavan.
18. The number of candidates who appeared for the exam should match with the number of answer scripts.
19. Invigilators shall also return the filled up absentees lists along with the answer books.
20. Invigilators are not permitted to leave the Pareeksha Bhavan till the answer books are verified and found correct.

MAR AUGUSTHINOSE COLLEGE EXAM MONITORING COMMITTEE (MAC-EMC)

Mandate

MACEMC has been constituted to ensure effective and continuous evaluation process to guarantee the highest standards of integrity, quality and fairness in examinations strictly adhering to the rules and regulations of Mahatma Gandhi University, Kottayam

About MAC-EMC

Scope

- Planning the exam schedule and placing the same before the college council for approval and conducting internal examination.
- Making preparation for the declaration of results at the right time
- Making schedule for resit
- Forwarding complains if any regarding the internal exam to the Grievance Redressal
- Monitoring internal assessment.

Structure

MACEMC comprises of a Coordinator, a Joint Coordinator and selected members from all departments.

The functions of MAC-EMC

- Drafting of Circulars and publishing the same.
- Hall and Seat arrangement.
- Question Paper setting.
- Preparing the Absentees list.
- Preparing the list of students who indulge in Malpractices.
- Publication of Result.

- Retest.

Meeting

MAC-EMC meeting will be held once/twice in every semester. The Coordinator will decide the agenda of meeting and will intimate the same to all the members, prior to the meeting. MAC-EMC Coordinator shall be responsible for keeping Minutes and Report book.

Office

- The Pareeksha Bhavan may be used as the office of MAC-EMC
- Question papers will be safely stored in a locker.
- Date of examination shall be decided by the college council.
- MAC-EMC shall conduct first internal examination within two months from the date of commencement of the semester and shall conduct the Model examination 15 days before the end of the semester.
- Notification, rules and regulations and time table of the examination shall be published in the notice board six days prior to the date of commencement of the examination
- Pattern of internal/model examination shall be in the format prescribed by the university.
- MAC-EMC will collect the question papers for each subject from the class teachers **Six** days before the date of commencement of examination. Question paper of the internal examination shall cover at least one half of the syllabus and the model examination shall cover the whole syllabus
- MAC-EMC shall appoint invigilators and instruct them about the rules for the conduct of examination.

Conduct of Examination

- College Uniform & student Identity Card issued by the Institution are compulsory for the candidates appearing for the examination.
- In case any student fails to bring in his/her Identity Card, or wear uniform he/she should get permission from the Principal either through the class teacher/HoD
- Mobile phones and other electronic devices are not permitted in the examination hall
- However the candidates are allowed to use non-programmable calculators.
- Exchange of items like scale, pencil, calculator etc. will not be allowed in the examination hall.
- Candidates who reach the examination hall 5 minutes after the commencement of the examination shall not be permitted to appear for the same.

- The answer sheet of the candidates indulging in any sort of malpractices shall be nullified.
- Candidates who are found to committing any sort of malpractice are required to bring their guardian with an apology letter duly signed by the class teacher and the HoD and should submit the same to the Principal /MAC-EMC Coordinator; lest they should be disqualified from appearing for the end semester examination.
- Candidates shall not be permitted to leave the examination before the end of the stipulated time.
- During model examinations candidates are permitted to leave the examination hall 15 minutes prior to the end.
- In case any invigilator is absent; he/or he should inform the MAC-EMC coordinator and HoD and the HoD has to find an alternative and inform MAC-EMC coordinator at the earliest.
- Declaration of Results: MAC-EMC will ensure objective evaluation of the answer sheets.
- Evaluation of the answer sheets will be completed within 10 days after the completion of examination.
- MAC-EMC will collect the consolidated mark sheets from the Class teachers duly signed by the class teacher and HoD within 5 day after the evaluation.
- The examination results will be declared within 14 days on the dept notice boards.
- Conduct of Retest IEC shall allow the students to appear for a retest in genuine cases only through the proper channel
- No student shall have the right to skip any exam
- Candidates, who cannot attend any examination, shall intimate the same in writing in the prescribed format to the MAC-EMC duly signed by the Parent, Class Teacher and HoD.

MAR AUGUSTHINOSE COLLEGE RAMAPURAM

(Affiliated to Mahatma Gandhi University, Kottayam)

Ramapuram Bazar P. O., Kottayam Dist., Kerala, PIN.686576

U.G.C. Recognized 2(f) & ISO 9001:2015 Certified

www.maraugusthinosecollege.org e-mail ID: principal@mac.edu.in

