FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)
Affiliated to University of Kerala

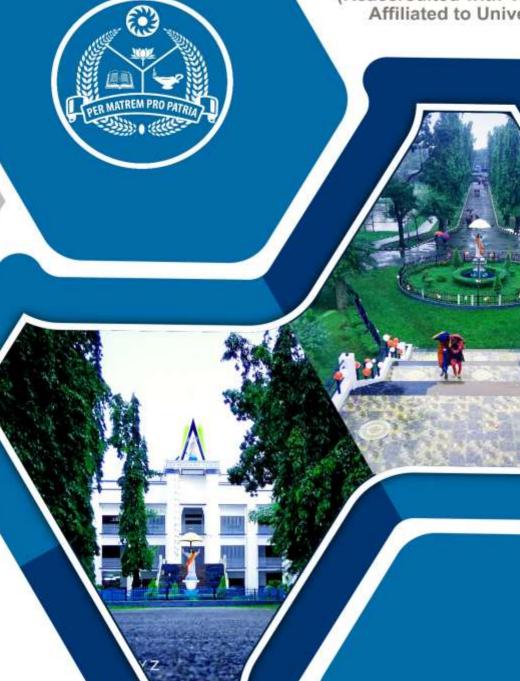PER MATREM PRO PATRIA

4.3.2 IT Policy

IQAC INTERNAL QUALITY ASSURANCE CELL

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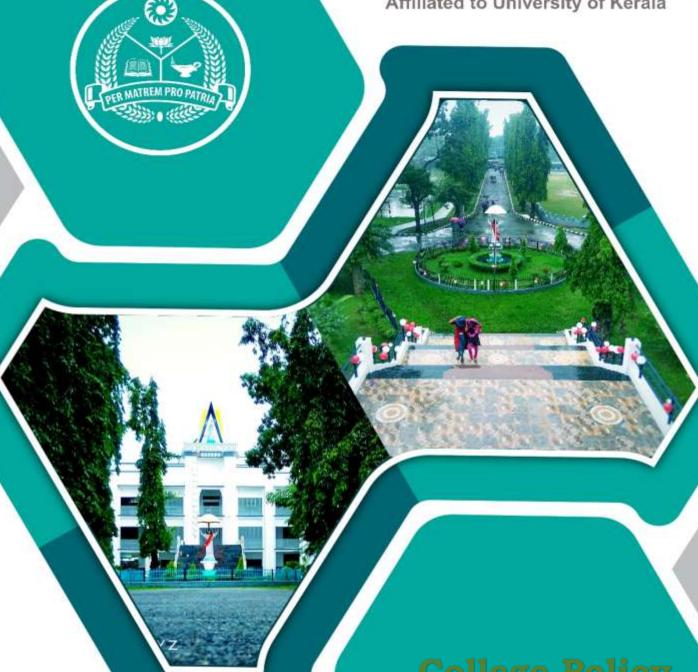(Reaccredited with 'A' Grade by NAAC)
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PER MATREM PRO PATRIA

College Policy

IQAC INTERNAL QUALITY ASSURANCE CELL

Fatima Mata National College

Fatima Mata National College is run and administered by the Latin Catholic Community under the visionary guidance and leadership of Bishop of Quilon. This autonomous institution of higher learning is dedicated to the task of equipping young men and women to be responsible citizens endowed with human values.

Vision

The College strives to achieve Excellence in Higher Education, and foster love of Motherland in all its students, helping them develop Integrity of Character and promote in all its members a belief in the Dignity of Labour. The institutional endeavor is to encourage a Spirit of Selfless Service in all its members and cultivate respect for all fellow creatures.

Mission

- Acts as a Catalyst of Change and Enlightenment
- Serves as an Instrument of Social Justice
- Provides Education to all, especially the less fortunate

Management Board

Management board, the apex body of the college is responsible for the overall management of the institution.

Members:

Patron of the college is the Chairman of the Board, with the College Manager as the President and the Principal as Secretary. The other members include experts from Academics and Industry and one staff representative.

Responsibilities of Board:

1. Designs policy framework for the efficient working of the institution.

2. Develops strategy for the future development of the institution.
3. Improves the use and management of resources in the institution.
4. Ensures optimum utilization and proper maintenance of physical facilities of
   the college
5. Takes policy decisions regarding the appointment of faculty and other staff members according to UGC and Government of Kerala norms.
6. Coordinates the efforts of all staff members for the smooth running of the organization.
7. Forecast the needs of the organization both in academics and in the development of physicalresources of the organization.
8. Confirm that everything occurs in conformity with the master plans adopted by the institution.
9. Moulds students and staff, culturally enriched and competent change agents, whowould significantly contribute to improving the community and the Nation.
10. Provides utmost importance for developing students' attitude towards career, self-development andacademic enrichment.
11. Develops a value based society through education
12. Envisages empowerment of the backward communities through quality education.
13. Organizes programmes aimed for developing competent students.
14. Encourages aspiring students to be academic scholars and those gifted in their respective domains.
15. Supports and facilitates opportunities to upgrade the knowledge and skills of faculty members in the institutions.
16. Ensures high academic standards for the college.
17. Evaluates, identifies, develop strategies and rectify the problems in the existing system.
18. Financial Planning
19. Takes steps to maintain discipline in the campus
20. Envisions academic /industrial exposure to the students and thereby provide employability of the students.

College Council

1. The College council consists of the Principal, the Heads of all the Departments, two persons elected from the staff members, IQAC Coordinator, Librarian of the General Library, the Ministerial Head of Administrative Staff of the College Office and the College Union Chairman as the student representative.
2. The Principal is the ex-officio President of the Council. The council appoints one of the members as Secretary and the member so appointed holds office for one year, but is eligible for re-election.
3. The general administration of the college vests in the Principal subject to the control of the Director of Collegiate Education. A portion of the general administrative work of the College may be distributed by the Principal among the members of Council to be done under the general supervision of the Principal.
4. The Council is empowered to consider and report any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal but shall not interfere in any manner with the general administration of the college which is vested in the Principal acting under the orders of the Director of Collegiate Education.
5. All questions of promotion, term certificates and scholarships are decided by the Council.
6. All cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the College shall be dealt with by the Principal, in consultation with the College Council.
7. Meeting of the Council shall be convened at such time as the Principal may consider necessary.
8. Not less than three days' notice of a meeting shall ordinarily be given to each member. The notice normally should be accompanied by the agenda.
9. It is be the duty of the Secretary to give notice of the meeting of the Council and keep a record of the proceedings of such meeting
10. The Principal or in his absence, the Vice Principal presides over the meetings of the Council.

11. Not less than majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the chairman are equally divided, the President shall have a casting vote. The Principal may overrule the decision of the College Council, but in such a case he shall make a report to the Director of Collegiate Education setting forth the reason for doing so.
12. The President shall be the sole judge of any point of order. He may call any member to order and shall have the power to take any action as may be necessary to enforce his decision.
13. The Budget shall be framed by the Principal in consultation with the members of the Council
14. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed by the Council.

(Reference :Principal Handbook pages: 126-127)

Authorities of Autonomous System

Academic Council

Members

The Principal is the Chairman of the Academic Council
All Heads of Departments
The Controller of Examinations
The IQAC Coordinator
Four teachers of the college representing different departments, not below the rank of an Associate Professor, nominated by the Manager
Four experts from outside the college representing the areas such as Industry, Commerce, Law, Education, Medicine, Engineering, Administration, Finance etc., nominated by the Governing Council
Three nominees of the University who are academic experts not below the rank of an Associate Professor; one member from among the teachers of the college, nominated by the Principal, who will be the Member Secretary of the Academic Council

A member of the Academic Council shall hold office for a period of two years at the time of nomination, or when he is a teacher of the college till his date of retirement, whichever is later, and shall be eligible for re-nomination.

The Principal shall convene a meeting of the Academic Council of the Autonomous College at least twice in a year.

Academic Council shall have the following powers and functions :

1. To scrutinize the proposals of Boards of Studies, with regard to the courses of, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto and to approve the same with or without modifications. If the Academic Council differs on any proposal submitted by any Board of Studies, it may either reject the proposal giving reasons for the same or return the same to the Board of Studies with its remarks, for reconsideration; provided further that if the proposal is returned and the Board of Studies re-submits the proposal to the Academic Council of the college with or without the proposed modifications, the Academic Council shall approve the proposal.

2. To make academic regulations regarding the admission of students to different programmes of study in the college subject to the criteria and conditions prescribed by the Autonomy Approval Committee.

3. To make regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student advisory programmes in the college.

4. To make and approve proposals for research and advancement and dissemination of knowledge

5. To recommend to the Governing Council, any proposal for the institution of new programmes of study.

6. To recommend to the Governing Council, regarding the institution of scholarships, studentships, fellowships, prizes and medals and to make regulations for the award of the same

7. To advise the Governing Council on the suggestions made by it with respect to academic affairs; and to perform such other

academic functions as may be assigned to it by the Governing Council

Board of Studies

Board of Studies may be constituted of subjects in which the college conduct courses or intends to conduct courses, provided that the Governing Council shall, for this purpose, decide the subjects to be brought under a Board of Studies and the number of such Boards of Studies to be constituted.

Members

Chairman: Head of the Department not below the rank of an Associate Professor, if he has a Ph.D. On the basis of seniority from among the Heads of Departments whose subjects are covered by that Board of Studies, who shall be the Chairman of the Board, provided that in the absence of such a Head of Department, a teacher not below the rank of an Associate Professor with Ph.D. in a subject covered by that Board of Studies, nominated by the Principal, shall be the Chairman of the Board, provided further that the Principal shall, while nominating teachers, give prime consideration to the quality of academic work including research and publications of such teachers.

Teachers not more than six with Ph.D., nominated by the Principal in consultation with the Head of the Departments offering subjects covered by that Board of Studies, from different areas of specialization, as identified by the Principal, in subjects covered by that Board of Studies, provided that the Principal shall, while nominating teachers, give prime consideration to the quality of academic work including research and publications of such teachers.

Two experts in the subject from outside the college to be nominated by the Academic Council.

One expert to be nominated by the Vice-Chancellor from a panel of six experts recommended by the Principal

One representative each from industry, corporate sector or allied area relating to placement

One meritorious alumnus who has completed a Postgraduate Programme of the University, to be nominated by the Principal

The Chairman of the Board of Studies, with the approval of the Principal of the college, co-opt from time to time, as special invitees to the meetings of the Board of Studies of the Institution.

Powers and functions

1. To prepare the curriculum for various academic programmes keeping in view the objectives of the college, interest of the stakeholders and national requirement, with the approval of the Academic Council, provided that the Board of Studies shall ensure that the proposal for the academic programme conforms substantially to the duration, number of credits, evaluation and grading system prescribed, by the University for that academic programme, provided further that the Board of Studies shall ensure that the proposal will not have the effect of lowering the academic standards prescribed by the University
2. Recommend books wherein the prescribed subjects are suitably dealt with, for the reference of teachers and students and also to recommend text books as and when required
3. Suggest methodologies for innovative teaching and evaluation techniques;
4. Suggest panel of names to the Academic Council for appointment of examiners
5. Co-ordinate research, teaching, extension and other academic activities in the department or college

Governing Council

Governing Council for each College will function as the executive body of the college.

Members:

1. One nominee of the Manager, who shall be a senior and eminent person of repute havingsufficient experience in academic related matters, who shall be the Chairman of the Governing Council.

2. Three senior teachers of that college from different departments not below the rank of an Associate Professor, to be nominated on rotation, by the Manager
3. One nominee of the University not below the rank of a Professor, to be nominated by the Vice- Chancellor
4. One nominee of the University Grants Commission
5. One nominee of the Kerala State Higher Education Council, to be nominated by the Government
6. Principal of the college, who shall be the ex-officio Secretary to the Governing Council.

The term of office of the nominated members of the Governing Council shall be for a period of two years and shall be eligible for re-nomination for another term of two years, provided that the same person shall not be eligible for nomination beyond a period of four years.

The Governing Council shall meet at least three times a year.

The interval between successive meetings shall, in no case, exceed four months.

Emergency meetings of the Governing Council can be convened with a notice of at least seven days, either on a written request of one-third of the members or on a direction from the Autonomy Approval Committee.
One-third of the members who have been nominated at any point of time shall constitute the quorum for the meeting

Powers and functions

1.   Approve and submit to the University, the institution of new programmes of study leading to the award of degrees and diplomas.
2.   Conduct examinations for each course and publish the results
3.   Recommend and forward the results of examinations to the University for the award of degree or diploma, as the case may be.
4.   Approve the issue of mark lists to the students.
5.   Fix the fees and other charges payable by the students of the Autonomous College with the concurrence of Government, provided that in the case of aided courses or courses restructured from the aided courses, the fees shall be as determined by the Government
6.   Institute scholarships, fellowships, studentships, medals and certificates on the recommendations of the Academic Council.
7.   Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostel.
8.   Exercise such other powers and perform such other functions and to constitute such Committees as it may deem necessary for the proper development of the College and to fulfil the objectives of autonomy.

(Ref: The University Law Third Amendment 2014
Kerala Gazette Extraordinary Volume III Number 3096 dated 18-12-2014)

Principal of the College

Principal shall be the head of the College and shall be responsible for the internal management and administration of the college. In the absence of the Principal, the Vice-Principal or in his absence the senior most Associate Professor or in his absence the senior most Assistant Professor of the College shall be in charge of the duties of the Principal. Administrative function includes granting leave, making necessary entries in service book, preparing annual reports, reconstitution of various committees, internal transfer of equipment and non teaching staff of the college and chief of college office. Financial power includes purchases in various agencies, renting of

auditorium, canteen, records management, budget proposal, various plan proposal preparation etc.

Being the head of the organization he will be responsible for ensuring good academic environment in and around the campus. In case of any contingency he/she is permitted the temporary closing of the college on specific reasons. The Principal has the right to declare Saturdays as working days to make up the deficiency of number of academic working days he also has the privilege to declare holiday for the institution due to contingencies and compensate the same afterwards. It is the duty of the principal to conduct the admission process according to the norms of University of Kerala and to issue TC, conduct certificate to passing out students.

(G.O.(P) No.357/PD dated 28/10/1967)
Principal Handbook 2014, Page No 58

Administrative office

Administrative office work is the system to meet all the non-academic student needs of students and staff members of the institution. The office superintendents will monitor the supervision of the subordinate staff both ministerial and last Grade Servants. It is his responsibility to ensure smooth running of the office and the timely function of supporting system. In case of misbehavior or failures in pursuing the duties from supporting staff he should report it to the Principal who is the administrative head of the institution.

The functions of college office include:

1. Fee collection and record keeping
2. Scholarship distribution and related work Examination administrative works Admission related works
3. Procedures involved in the utilization of various grants and funds

4. Human Resource Management. (Recruitment, Salary, Promotion, Provident fund, Insurance schemes etc) Physical Resource Management (class room allocation, opening etc)
5. Income tax filing of staff members.
6. Record keeping.
7. Issuing TC / Conduct certificate of the students. Ensuring various student travel concessions.
8. Coordinating the office work related to various purchases and maintenance works using allotted grants.
9. Various communications to UGC, University, Government and other agencies
10. Supervision of both ministerial and Last Grade Servants
11. Others duties assigned by the Principal

Purchases

All the purchases to the institution will be based on store purchase manual. (http://www.spd.kerala.gov.in/docs/revised.pdf). Both internal and external audit of all the purchases will be conducted to ensure transparency in this regard.

IQAC Internal Quality Assurance Cell

An Internal Quality Assessment Cell functions in the college to ensure the planning and effective implementation of programmes charted out for every academic year. The aim of this cell is to act as catalyst for the academic and administrative performance of the institution.

Members:
Principal (Chairperson)
Vice-Principals
College Manager
Deans of Faculties
College Librarian
Head of the Administrative office
One/two nominees from local society, Students and Alumni
One/two nominees from Employers /Industrialists/stakeholders

One of the senior teachers as the Coordinator/Director of the IQAC

Functions:
1. Conducts performance analysis of Academic and Administrative staff.
2. Ensures clarity and focus towards quality enrichment
3. Develops a culture of excellence.
4. Coordinates different quality enrichment activities
5. Forum for decision making
6. Acts as a change agent within the organization
7. Ensuring placement of the students
8. Ensures internal communication of various development programmes of the organization
9. Documentation centre of the development of the institution.
10. Identifies the defects within in the organization Suggests solutions for the identified defects
11. Motivates the staff members towards excellence
12. Conducts student appraisal regarding course and programme
13. Conducts staff development programmes
14. Submissiof of AQAR
15. Conduct quality internal and external Academic and Administrative Audit

Parent Teachers Association (PTA)

The Parent Teachers Association is composed of parents and teachers of the college. The Bishop of Quilon Diocese shall be the Patron of the association and Manager of the college the Vice Patron.The administration of the PTA is vested on the executive committee elected for the purpose

Functions:
1. Foster and promote good relationship among the members of teaching staff, students and parents
2. Create among its members a keen interest for the smooth working and progress of the college and help to maintain good discipline and high academic standards

3. Serve as an agent to preserve and augment the cherished values of the college in various areas
4. Institute scholarships, prizes and medals for students exhibiting proficiency in their curricular, co- curricular and extracurricular activities
5. Institute scholarship for financially backward students
6. Provide and ensure amenities to the students and staff members of the college
7. Assist in the management in developmental efforts
8. Take up other activities in keeping with the aims and objectives of the association.

Physical Facilities:

The physical assets of the college are under the direct supervision of Manager. The Bursar who is the representative of the Manager on the campus looks after the affairs in his absence.

Renting the sports infrastructure
Manager's office ensures:

1. Planning and development of new infrastructure incorporating the decisions of the Governing Council, IQAC and College Council
2. Reporting to management board regarding the requirement in the campus and implementing the decisions of the board
3. Enhancing the physical environment of the college to ensure smooth running of the institution
4. Upgrading the facilities like ICT enabled classrooms, library, labs, playgrounds etc.
5. Coordinating day to day cleaning work of the college
6. Conducting emergency physical maintenance work on request of Heads of the Department with the recommendation of the Principal
7. Proper maintenance of the existing facilities is ensured by a team headed by the Bursar. The team comprises work supervisor, electrician, plumber, gardener, security guard, and sweeper employed by the management. The team takes care of

the periodic maintenance of all the facilities on the campus which includes painting, plumbing and electrical maintenance, repairing of the furniture, and maintenance of play-ground.
8. Regular upgradation and maintenance of IT resources of the college to cope up with emerging trends in Higher Education
9. Replacing obsolete computer systems with updated configuration regularly by effective utilisation of various funds available
10. Providing uninterrupted internet and power supply within the campus.

Furniture Damage

In the GO (Rt) No.42/83/H.Edn. dated 05/01/1982 Government has requested to give necessary instructions to the Principal of the College for realization of the loss caused to furniture, tools and apparatus of colleges during strike period due to violent action of students.

As per the G.O. the Principals of all Government and Private Colleges are requested to give wide publicity to the orders among the students and impress on them that the loss in such cases will be made good by imposing collective fines on all the students of the college.

(Ref: Principal Handbook Page No 117)

College Library

All the students, permanent faculty and permanent staff members will be the privileged members of college library

All the guest lecturers, contract faculty and other contract staff will be associate members of college library. These members can avail all services other than lending facility from the library.

Guest membership will be provided to students and people with prior permission from the Principal.

Those who are seeking guest membership should obtain valid recommendation from the head of their parent institution.
Identity card is mandatory for availing library services.
The books will be issued to students from the Central Library as per the schedule arranged by the Librarian.

Books borrowed from the library must be returned within a fortnight and they can be renewed for a further period of fourteen days if no one else has applied for the same books.

Absence from college will not be accepted as an excuse for not returning the books in time.

Damage or loss of books on loan should be immediately reported to the librarian. In case of book lost or damaged by a member he/ she has to pay the cost for replacing the books as per Kerala Government rules. If one volume of a set is damaged or lost by a member, he / she must replace it with the same edition. If it is not available, the members shall replace the whole set.

Annual Stock Verification- All the books borrowed from the library by students and members of teaching and non-teaching staff must be returned by the first of March every year for the annual physical stock verification of the Library.

Failure to return a book on or before the due date entails the student to pay a fine of one rupee per day of delay for each book.

Transfer Certificates will be issued and caution deposit refunded only after the clearing all the dues to the library.

A member of the teaching staff is allowed to borrow ten books at a time from the library.

Members of the non-teaching staff are allowed to borrow seven books at a time from the Central Library. All books should be returned in time for the annual physical stock verification in March every year.

The librarians can refuse to issue the same books to the same borrower repeatedly if it is necessary to prevent the monopolization of a book required by many.

Disfiguring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held as serious damage to books and in such cases they are either to be replaced by new copies or get bound by the borrowers as the case may be.

For loss of books the following procedure will be followed:- as per G.O.1028/A3/93.H.Edn. dated 28/05/1993.

1) If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one.
2) If the lost book is not available for replacement, the value of the lost book will be realized at the following rates:-
3) Ten times the face value of the books which are published prior to 1946.
4) Six times face value of the books which are published, prior to 1970.
5) Three times the face value of the books in all other cases.
6) If the book value cannot be ascertained from the Library Stock Registers, compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

Sub-lending and transferring of books to other person's name are not allowed. Books from the reference section shall not be taken outside the library.
Strict silence should be observed in the Library.
Personal belongings are prohibited inside the Library.
The use of mobile phones is strictly prohibited inside the library.
In all matters regarding the Library, the decision of the Principal is final

Guidelines for fixing Liability for Missing Books.
(As per Govt. Circular No: 27855/A3/2000/H.Edn. dated 8/12/2000)
1. The responsibilities for the missing books from the Library should be fixed on each individual strictly with reference to the

duties and responsibilities of each individual working in the Library.

2.   The entire staff working in the library is responsible for the proper accounting of the books and other articles in the library.

3.   The maximum number of books that can be written off in a year is 0.5% of the books in circulation.

4.   The Library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the library staff in equal shares.

5.   The person who are relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period

(Ref: Principal Handbook 2014, Page No 123-125)

Library Cyber Room Guidelines:

The main purpose of internet lab is academic rather than entertainment. Silence should be observed in internet room. Students should record their details in the visitors'register. Browsing of social networking sites like Facebook,Twitter,Youtube etc., downloading of songs, videos, and accessing pornographic sites are not allowed. Use of pen drive/ other electronic devices is not allowed. At a time, more than two persons will not be allowed to use one system.

Bishop Jerome Hall & Bishop Stanley Roman Hall:

The various functions of the college may be conducted in Bishop Jerome Hall / Bishop Stanley Roman Hall with prior permission from the Principal.

The halls will be available for the academic activities of the college.

For conducting functions in the halls, prior permission should be taken at least two weeks before the programme.

In case of requirement of generator, it should be communicated in advance to the Bursar office.

The Principal will have the power to sanction on merit in individual cases, renting of College Building and Auditorium subject to the conditions laid down in GO(Rt)No:721/90/H.Edn. Dated 17.04.1990, GO (MS)No:168/90/H.Edn.Dated 28.06.1990, GO (MS)No:185/89/H.Edn. Dated 27.09.1989 & GO (MS)No:262/86/H.Edn. Dated 09.10.1986.

(Ref: Principal Handbook 2014 page no 77)

Duties of auditorium in charge:

1.   The proper maintenance of the auditorium / seminar hall
2.   Communicating to coordinators of the various events in auditorium / seminar hall.
3.   Opening and closing of college auditorium / seminar hall on time.
4.   Ensuring power supply during the events in auditorium / seminar hall
5.   The custodian of various electronic equipment, sound system, LCD projector, various remote controllers, air conditioners, furniture and other things in the auditorium.
6.   Maintaining stock register of equipment available in auditorium / seminar hall
7.   Keeping service records of equipment.
8.   The designated staff should ensure proper cleaning of the auditorium.
9.   Reporting to the higher authorities regarding the maintenance work needed.
10.   Reporting mischievous behavior by any person inside the auditorium / seminar hall premises.

Instrumentation Room

The instrumentation room comprises the various advanced research equipment within the college. The purpose of this facility is to share the equipment available among all the departments of the college. This facilitates planning of the purchase of equipment and effective utilization of advanced research equipment.

The Dean of Science will be in charge of the common instrumentation room.

This facility shall be availed of by all the staff members, students and research scholars of the college. The facility may be provided to the guests with the permission of the Principal.

The student users may use this facility with the recommendation of their Head of the Department Research scholars may avail of the facility with the recommendation of their research guide Faculty members may use the facility with proper communication with the dean.

Non teaching staff may use thefacility for academic / research work with permission of the Principal For availing guest membership , application should be forwarded from head of parent organization.
The Dean of Science needs to coordinate the various activities in the instrumentation room.

The Dean of science should keep the registers of the various items in the instrumentation room unless it is delegated to the other staff.

The lab assistant who is in charge of the instrumentation room should ensure effective utilisation of the equipment.

The lab assistant who is in charge of the instrumentation should ensure safety of the instrumentation room properties.

The lab assistant needs to keep the service records of the instruments. In case of maintenance required he/she should report it to the dean at the earliest.

Utmost care to be given while using the equipment of the instrumentation room.

Damages caused to these instruments will be addressed seriously, the amount for the service / replacement of the same will be levied from the person.

Principal will have the sole right to move equipment from the instrumentation room to anywhere in campus.

UG & PG Laboratories

The Head of the Department will be the custodian of all registers and shall maintain Department Stock Register for various stores in the Department unless it is delegated to the subordinates. (VizBooks,Computer& IT equipment, chemicals, furniture, alcohol etc.). Principal will have the sole right to move equipment from one department to another.

The head of the department should ensure that all the allocated lab sections are handled by the concerned teacher. In case of repeated omissions in this regard, it should be reported to the Principal.

Concerned faculty member should inform the lab assistant in advance regarding experiments to be conducted during particular sessions and the lab assistant should do the necessary preparation for timely starting of the session.

Duties of Lab Assistant during Practical Sessions:

1. Opening and closing of lab.
2. Keeping the lab environment clean and tidy.
3. Preparations of solutions whenever needed.
4. Collecting specimen for practical.
5. Keeping the records of the service history of the lab equipment.
6. Keeping records of damaged glassware and equipment for collecting fine from concerned student or group.

7.   Reporting to the Head of the Department regarding damages.
8.   Handling heavy and delicate equipment and ensuring safety of the same.
9.   Responsibility of the generator in the department.
10. Other duties given by the Head of the Department

(Ref: Principal Handbook 214, Page no 77 GO A1/9033/08 H.Ed. dated 4-03-10; G.O. (Ms.) No: 150/2014/H.Edn)

Food Court / Canteen

1.   The Canteen functioning in the college campus serves good quality food items at moderate rates on all working days to both the students and the staff.

2.   The Canteen Committee constituted by the Principal includes representatives of students and members of Teaching and Non-teaching staff who will supervise the working of the Canteen in all aspects.

3.   From the invited quotations, a contractor who has quoted the lowest rate for the supply of food items will be selected and he will be authorized to conduct the Canteen after making an agreement with the Principal on a stamp paper worth Rs.100/-

4.   The rate and quantity of food items approved by the Canteen Committee according to the accepted quotation will be displayed legibly in the Canteen, for the information of the students and staff.

5.   The contractor has no right to raise the price at his own interest without the prior sanction of the Principal.
6.   The Contractor has to maintain cleanliness in the canteen premises strictly.
7.   The Contractor should behave properly to students and staff members of the college.

8. A special 'pass' signed from the Principal may be obtained and kept under the custody of the workers in the canteen for their identity in the College Campus.

(Ref: Principal Handbook Page 115 Collegiate Education)

IT Infrastructure

IT infrastructure comprises the hardware, software, network and other services provided by the Information technology enabled services of the institution.

Hardware   : Servers, Desktop Computers, Laptops, switches, firewalls etc. Software   : Examination Management System, Institution Management

                 System,Library Management System etc.
Network   : Wireless connection, LAN, Firewall etc.
Website   : College website and other related works
Systems Staff : Human Resources engaged in the implementation and

                 maintenance of IT systems
Fatima IT Solutions: The IT support system of the college under the chairmanship

                 of Manager

The Head of the Department will be responsible for keeping the records of the hardware supplied to each department.

The HoD should ensure that all the systems provided are in working condition.

In case of any hardware and software problems it should be intimated to the system administrator. The report from the system administrator should be kept within the department. The hardware in irreparable condition should be recorded in the stock register and attested by the Principal. The movement to the main store should be done only after taking prior permission from the Principal and the certificate should be obtained from the store keeper regarding the receipt of the equipment.

The Principal will have the sole right to move equipment from one department to another.

The system administrator should examine in detail and necessary measures be taken to rectify the problem. In case of major hardware / software repair support from the external persons may be used.

System administrator should certify the report from the service person whenever payment is required. It will be the duty of the system administrator to keep the service history of equipment in the college.

The hardware requirement should be submitted to the Principal at the time of submission of annual department plan. The purchase will be done from the college office on availability of funds.

The provisions in various funds are to be explored to regularly update the IT systems.

The maintenance of IT system will be coordinated by staff members of the college bursar office. The college electrician should ensure uninterrupted power supply for servers and computer systems.
Institution Management System

The Principal will be the super administrator of the system.

System Administrator should communicate frequently with the Principal regarding the functioning of the system.

System administrator should ensure the network security and data security of the EMS.

System administrator will be responsible for backup mechanism of data in the server.

System Administrator should manage the accounts (including setting privileges) of members in the EMS with the prior permission from the Principal.

At least three type storage backup of the database should be done to ensure data security. Individual user access facility will be provided to all staff members of the college.

Sharing of accounts in all cases is strictly prohibited.

Account holder will be responsible for the activities from their account.

In case of difficulties with the system, members are free to contact the system administrator for support. Any attempts of hacking to infiltrate the privileges set to each account will be addressed seriously.

Exam Management System

The Principal will be the super administrator of the system.

Administrative rights may be given to the controller of examination, subjected to be terminated if the situation demands.

The controller of examination will be responsible for the hardware / equipment provided to his/her office. It will be his/her responsibility to maintain records and the effective usage of the equipment.

The systems requirement to EMS should be done by Controller of Examination to the Principal.

Wi-Fi and LAN Facility

Wireless internet access available assists academic, research and official work on college premises.

The access to LAN network will be available in all departments, computer labs, administrative office and college library.

The access to Network in the Office of Controller of examination will be limited to designated persons. The access to college LAN network will be monitored by system staff.

System Administrator will be in charge of college network.

System Administrator should report to the principal regarding various issues related to the college networks.

Free access to the internet will be available inside campus.

Use of Wi-Fi in violation of cyber law is prohibited, which includes infringement of copyrighted material, transmitting or receiving threatening or obscene material, pornographic material or material protected by trade secret. Its use for commercial purpose is also prohibited.

Browsing of social networking sites like Facebook,Twitter, Youtube etc., downloading of songs, videos, and accessing pornographic sites should be avoided.

The institution will not be responsible for damages caused to the system by infiltrating to restricted websites.

While conducting webinar, broadcasting and other activities that cause heavy network traffic, prior communication to system staff should be done.

The faculty members should promote students to access the wireless network for pursuing the academic activities

Routing or other special network functions is prohibited in the network.

Any type of network hacking effort from the registered user will be addressed seriously.

Accounts will be terminated of those who are found to be using the network against college policy.

System Administrator

The system administrator is responsible for the following.
1.   User administration
2.   Maintaining system

3.   Regular updation of college website
4.   Verify that peripherals work properly
5.   Quickly arrange repair for hardware in occasion of hardware failure
6.   Monitor system, network performance and websites
7.   Create file systems
8.   Monitor server security
9.   Monitor special services
10.   Install software
11.   Create a backup and recover policy
12.   Monitor network communication
13.   Update system as soon as new version of OS and application software comes

       out
14.   Implement the policies for the use of the computer system and network
15.   Setup security policies for users.
16.   Documentation of system related things
17.   Keeping service history IT equipment.
18.   Password and identity management
19.   Issuing college identity cards for students and staff members.
20.   Renewal of Website Domain
21.   Mail Server maintenance
22.   Email Account management

This work may be shared among the system staff, but the main system administrator will be responsible for the smooth and efficient running of the system. Any violation from the organisation interest will be addressed seriously and legal action will be initiated if he / she harm the system. The system administrator should be vigilant about the various threats as it will harm the entire institution, its functioning and reputation. The security and power supply to the servers must be first priority of system staff. Regular communication regarding the status of the IT systems should be done to the Principal and Manager of the college. The requirements should be addressed at the earliest, failures in this regard will not be excused.

Fatima IT Solutions

Fatima IT Solutions will be chaired by Manager of the college with the principal, IQAC coordinator and controller of examinations as Ex-officio members, five nomianated members from different department systems administrator and member from software development team. The committee will monitor and execute the regular data updation of the college website, IMS, EMS, LMS and ILMS. The committee will be responsible for the technical IT infrastructure of the college.

Official Email

The official email will be provided to all the staff members of the college. The email communication from official email address is considered as authentic. In this context college prefers to use email communication to reduce cost and ensure speed and prompt communication. Policies to be followed

Only email provided by college should be used for official communication. Official Email should be avoided for personal communications.
The account holder will be responsible for the communications from the account. Sharing of passwords is prohibited.
Exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail will be addressed seriously.

Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e- mails to a broadcast list, exchange of emails containing anti national messages, sending e-mails with obscene material, etc. will be addressed seriously.

Exchange of information violating Indian Laws and copyright to be avoided.

Any type of hacking effort from the registered user will be addressed seriously and legal procedures will be initiated.

Legal actions will be initiated to those who try to tarnish the reputation of institution using the official email

Ref : http://www.deity.gov.in/content/policiesguidelines

Media Room:

The media room comprises the various equipment for use and development of e-contents for teaching.
The IQAC will be in charge of media room.
This facility shall be availed of by all the staff members and the students of the college.
The facility may be provided to the guests with the permission of the Principal.
The student users may use this facility with the recommendation of their Head of the Department Faculty members may use the facility with proper communication with the IQAC.
The IQAC should keep the registers of the various items in the media room unless it is delegated to the other staff.

The person who is in charge of the media room should ensure effective utilisation of the equipment. The person in charge should ensure safety of the media room properties.
The person in charge needs to keep the service records of the instruments. In case of maintenance required he/she should report it to the dean at the earliest.

Utmost care to be given while using the equipment of the media room.

Damages caused to these equipment will be addressed seriously, the amount for the service / replacement of the same will be levied from the person.

Principal will have the sole right to move equipment from the instrumentation room to anywhere in campus