



CARMEL VIDYA BHAVAN TRUST'S
CHRIST COLLEGE PUNE
(Affiliated to Savitribai Phule Pune University)

INTERNAL QUALITY ASSURANCE CELL (IQAC)



POLICY DOCUMENT



**Academic Year
2023-24**

Table of Contents

| | Title |
|-----|----------------------------------|
| 1. | About Us |
| 2. | Quality Policy |
| 3. | SOP for Administration |
| 4. | Admission Policy |
| 5. | Examination Policy |
| 6. | SOP for IQAC |
| 7. | Library Policy and Procedure |
| 8. | E- Governance Policy |
| 9. | Maintenance Policy and Procedure |
| 10. | Code of Conduct for Students |
| 11. | Code of Conduct for Teachers |
| 12. | Research Policy |
| 13. | Green Policy |
| 14. | Scholarship Policy |
| 15. | Performance Appraisal Policy |
| 16. | Differently- abled Policy |
| 17. | Anti-Ragging Policy |
| 18. | Welfare Policy |
| 19. | Financial Mobilization Policy |
| 20. | Grievance Redressal Policy |

About Us

Christ College, Pune is a noble venture by Carmel Vidya Bhavan Trust formed by the members of the congregation of the Carmelites of Mary Immaculate (CMI), the first indigenous religious congregation in India. A great visionary and pioneer who left his footprints in the fields of education, social reform, communication, culture and religious formation – Saint Chavara is our inspiration. Having a great legacy in the field of education, Christ College strives to impart quality education without distinction of religion, caste or creed. Inspiring them to become men and women of integrity, the motivated faculty ensures that the students are trained in tune with the latest developments in the subject.

Vision

Enlighten to Excel

Mission

As a CMI Educational Institution, the college regards education as integral to the formation of the human person for the fulfillment of his/ her individual and social responsibilities. The college aims at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially responsible, individuals who are open to grow and champion the cause of justice, love, truth and peace.

Core Values

As a purpose-driven institution, the college has articulated its core values to guide all its endeavors and achieve the mission. These values stand as the guiding light for the staff and students and we believe its importance in

contributing the holistic development of our stakeholders. The core values the institution stands for are as articulated as follows:

- Faith in God
- Moral Uprightness
- Social Responsibility
- Pursuit of Excellence

Quality Policy

At Christ College- Pune, we are dedicated to providing exceptional higher education that empowers our students to achieve academic excellence, personal growth, and societal contributions. We recognize the significance of continuous improvement and accountability in ensuring the highest standards of quality in all our educational endeavors.

Student-Centric Approach: We prioritize the holistic development and welfare of our students. Our programs are designed to foster critical thinking, creativity, ethical values, and social responsibility.

Academic Excellence: We are dedicated to maintaining high academic standards through rigorous curriculum design, faculty development, and innovative teaching methodologies.

Research and Innovation: We encourage a culture of research and innovation among faculty and students, fostering an environment that promotes cutting-edge knowledge creation.

Continuous Improvement: We are committed to a culture of continuous improvement through regular self-assessment, and feedback mechanisms.

Inclusivity and Diversity: We believe in providing an inclusive and diverse learning environment that respects all individuals' backgrounds, experiences, and perspectives.

Ethical Governance: We uphold the principles of transparency, accountability, and ethical governance in all our administrative processes.

Sustainability: We actively promote sustainability practices within our campus and instill environmental consciousness among our students and staff.

Purpose statements of the Policy Document

The college administration policy aims to increase operational efficiency, strengthen internal controls, achieve compliance with applicable rules and regulations, and fulfil the vision and mission of the institution enhancing practical abilities, best practices, good judgment, and adherence to pertinent laws and regulations are all stressed. The purpose of policy document is articulated as follows:

1. Articulating the core guiding principles that guide the institution's operations.
2. Ensuring compliance with legal and regulatory requirements providing guidelines for ethical conduct, safety and security measures, and risk management.
3. Promoting transparency in the institution's operations by providing clear guidelines for decision-making, accountability mechanisms, and procedures for addressing grievances.
4. Facilitating communication among stakeholders giving a common language and understanding of institutional policies and procedures.
5. Ensuring consistency in the institution's operations with standardised procedures, processes, and practices across different departments and units.

Admission Policy

1. An admission committee of faculty and administrative staff is formed with a coordinator to facilitate the entire admission process.
2. Course details, eligibility criteria, and important dates are announced on the official college website and social media platforms. QR codes provide insights into departments and subjects, along with links for online form submission.
3. Based on the candidate's performance in the qualifying exam and in consideration of the candidate's interests, the admission counsellor guides the student to choose an appropriate program that will help them achieve their desired outcomes.
4. Applications to various courses offered by the institution are accepted on a "First come, First serve" basis, depending on the availability of open seats for the course and the performance in the final round of selection.
5. If a qualified candidate is unable to obtain admission within the stipulated time limit, the seat is given to the following qualified candidates. No correspondence or further coercion for admission is allowed.
6. Admission to courses affiliated with the Savitribai Phule Pune University is granted only if the candidate seeking admission satisfies the eligibility criteria prescribed by the university.
7. As a college with a religious minority, 50% of the seats are reserved for members of the Christian community. If these seats are not filled by Christian candidates, students from other communities are given the same opportunity.

8. The reservation policy of the state government and the norms of the affiliating Savitribai Phule Pune University are applicable to the remaining 50% of seats.
9. 3% of the seats are reserved for students with disabilities (Divyangjan).
10. Admission to the college is provisional and becomes confirmed after candidates complete the proper eligibility procedure with support from the college and affiliated university. This involves verifying eligibility at the college's administrative office and obtaining approval and an eligibility number from the affiliating university for their chosen programme.
11. The rules for cancellation of admission/refund of fees are as per the rules prescribed by the affiliating university.
12. Admission to any program is granted by the college only after payment of the prescribed program fees.
13. If the candidate is unable to pay the complete annual fees, he or she must apply for the installment facility to the principal who will forward it to the financial administrator. He in consultation with heads of the departments approves for the installment amounts and fixes due dates of payments to the college office.
14. The candidate must keep the original fee receipts/transaction details of the admission fee paid, as well as the User ID and credentials of the college ERP software, until the admission procedure is completed.
15. Admission to add-on certificate/short-term courses is granted based on eligibility criteria specified by the relevant department.
16. Admission to students who are children/wards of staff is granted fee concessions in accordance with current staff welfare procedures.
17. Admission for the second year is contingent on the results of the first-year examination. Students must have attended an affiliated college of SPPU (Savitribai Phule Pune University). A student who has completed

first year in the college need to take fresh admission for 2nd year after paying the prescribed fees.

18.A student cannot withdraw admission in the final year as per the norms of the affiliating University. No fresh admissions are granted in the final year.

19.If a student choose to discontinue after first year they are eligible to receive a transfer certificate only after obtaining NOC from physical education department, library and finance section.

Interview Process (2023-2024)

The interview in the admission process plays an important role as it enables the college to assess the overall student and directly appraise their behavior, thus providing an idea of the applicant's personality through face-to-face contact. The entire process helps in selecting candidates who show tremendous potential.

Objectives of the Interview

- To judge the candidate regarding subject knowledge and general awareness.
- To be able to judge the candidate on various parameters such as attitude, communication skills, subject knowledge etc.
- To interact with the candidate so that he/she becomes aware of the culture of the college, its rules, regulations, core values, vision and mission.
- It also looks forward at cultivating and promoting goodwill of the college irrespective of the final election.
- To secure maximum information from the candidate in a face-to-face

dialogue which otherwise will not be available on an application form.

- To identify behavior patterns of the candidate during the course of interview and judge certain qualities like mannerisms, grasping power, ability to organize thoughts, fluency in speech etc.

Interview Process

Interview process consists of a number of steps:

Step 1: Online Application Form Applicants can apply online; form is available on college website.

Step 2: Counseling Session for the candidates in order to identify the programmes they want to undertake and seek clarity on the offered curriculum.

This session will be conducted by admission counsellors

Candidates will proceed towards the panel interview along with the duly filled application form.

Step 3: Panel Interview

Maximum **4** Panels. Each panel consisting of **2** faculty members from the respective departments.

The Panel will interview the candidates according to the Interview Result Sheet and judge them on certain parameters.

❖ Refer Interview Result Sheet (attached after the policy) for the criteria.

❖ Score for Column IV in Score sheet under judgment criteria will be awarded to the candidate as follows:

- 1) Above 80 percent- 5marks
- 2) 70-79 percent-4marks
- 3) 60-69 percent- 3marks

4) 50-59 percent- 2marks

5) Below 50 percent-1mark

- ❖ A candidate securing a score above 25 will indicate that he/she has cleared the panel interview and has been recommended for an interview with the Principal/Director.
- ❖ A candidate securing a score between 20-24 will indicate that the admission will be kept on hold and discretion of the Principal/Director prevails
- ❖ A candidate securing a score below 20 will indicate not recommended.

Step 4: Interview with Principal/Director

After the Panel interview candidates will accompany their parents/guardian for an interview scheduled with the Principal/Director. (It is mandatory for the candidate to be accompanied by their parents/guardian for an interview with Principal/Director)

The candidate needs to secure a minimum score of 15 out of 25 awarded by the Principal/Director.

As such to seek admission a final score should not be less than 40 out of 75 (i.e., Panel Interview Score + Score awarded by the Principal/Director)

The discretion of the Principal/Director remains final regarding the selection/admission of the candidate.

Step 5: After selection of the candidate, they may proceed to the college office to complete the admission formalities.

**Interview Result Sheet
2023-2024**

Name of the Candidate:

Stream Opted:

Category: OPEN/MINORITY CHRISTIAN/ SC/SC (Boudh)/ ST/OBC/ SBC/VJ-NT/.....

Score sheet

| Judgment Criteria | Maximum Score | Final Score | Remarks |
|---|---------------|-------------|---------|
| I) Academic Knowledge | 15 | | |
| a) Subject Knowledge | | | |
| b) General Awareness | 05 | | |
| II) Communication Skills (fluency in speech, ability to organize their thoughts) | 10 | | |
| III) Attitude | | | |
| a) Confidence/Personality | | | |
| b) Attire & Conduct | 05 | | |
| IV) Marks of Previous Exam V) Extra Curricular/Sports | 05 | | |
| | 05 | | |
| | 05 | | |
| | 05 | | |
| Panel Interview Score | 50 | | |
| Principal Interview Score | 25 | | |
| Total Score | 75 | | |

Panel's Remark: Recommended/Not recommended/Waiting

Principal/ Director Remark:

Admission Granted: Yes/No

Signature of Principal/Director

Examination Policy

At Christ College, an Examination Cell is constituted every academic year, comprising of the Chairman (Principal/Director), a senior faculty member as College Examination Officer (CEO), a Deputy CEO, other teaching staff and administrative staff as members of the cell for smooth conduction of end semester examinations. Senior Internal Supervisor is deputed/appointed on examination duty during the university examinations. An Internal squad is also constituted during the university examinations.

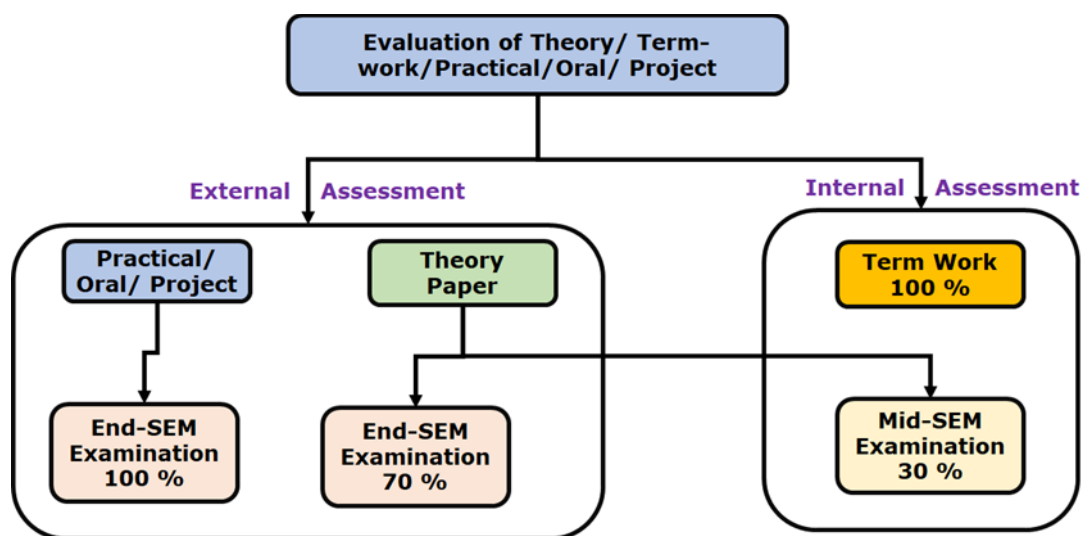
The end semester examination is conducted by SPPU, and the students appear for the examinations conducted in the college centre. The college follows strictly the guidelines and rules issued by the SPPU while conducting internals mid-SEM and external End-SEM examinations. Responsibility of Internal examination, are entrusted with departments academic.

Assessment Structures

- (1) Comprehensive External End Semester Examination (ESE) and
- (2) Continuous Internal Assessment (CIA).

The ESE is controlled by the affiliated university i. e. SPPU. The role of the institution is to implement the directions given by SPPU. The exam-related activities of ESE such as printing question papers sent from the SPPU portal, exam supervision, answer-sheet evaluation for FY's and SY's (as per university instructions), etc. are carried out by the SPPU. All information related to ESE is communicated in advance, and the same is communicated to the students accordingly by all the HoDs.

The assessment ratio of ESE and CIA is 70:30 respectively (may differ as per certain subjects). Conducting the CIA is the responsibility of respective HoD's at department level Exam Cell. However, the College Examination Officer (CEO) will monitor the entire process and provide necessary Guideline. The preparation and printing of the question paper, smooth conduct of the Exam, and evaluation are carried out on the directions of the College Examination Officer (CEO) for Mid-Sem Evaluation. The total mark for CIA may differ from subject to subject. The distribution of marks for CIA and ESE is explained in Figure below.



Mechanism for Grievance Redressal

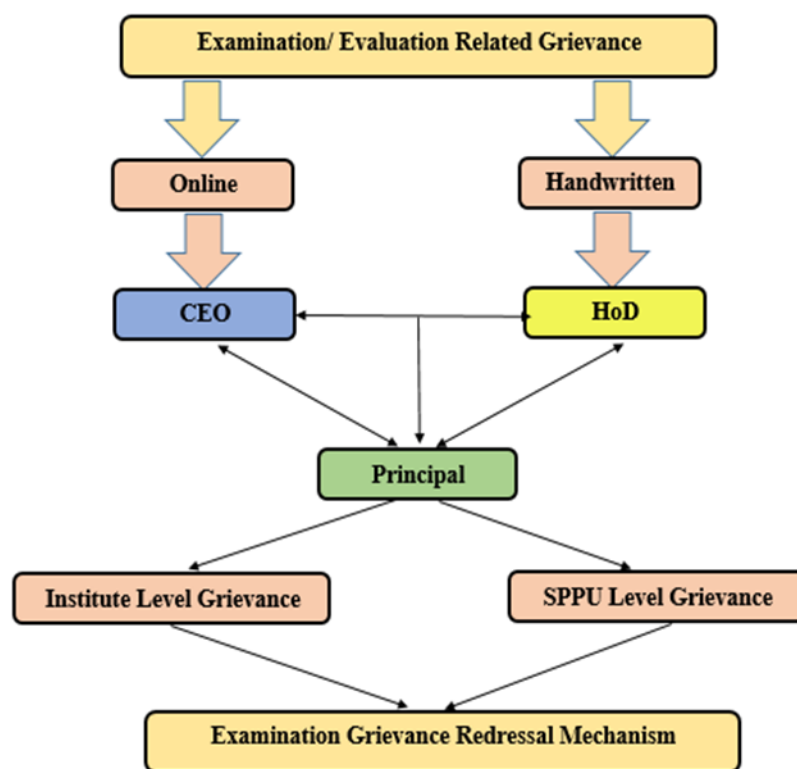
CHRIST COLLGE is keen to address grievances related to assessments (both ESE and CIA). Students have multiple channels to raise their grievances through the subject teacher, Head of the Department and CEO. To take appropriate action, the grievances are classified into College Level and University Level.

College- Level Grievances

If a student raises that the marks, he/she scored for any paper is not up to his/her expectations, the student can opt for revaluation through a letter within seven days of declaring the results on notice board. Once he/she applies for revaluation, the process is undertaken by exam cell. The Principal and CEO continuously observe every process of internal assessments and initiate necessary rectifications. The action taken on the grievances will be communicated to students within a week.

University- Level Grievances

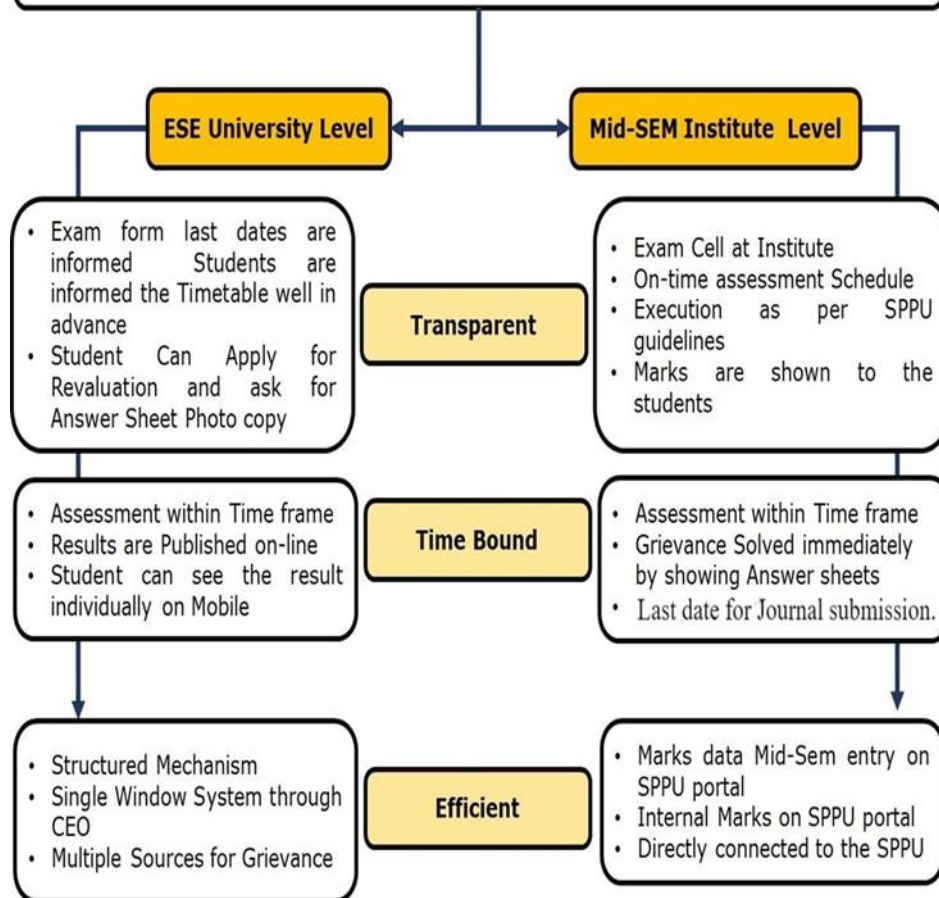
The grievances related to end-semester SPPU examinations such as revaluation, and relevance of the queries are collected by the CEO through the HoDs and subject teachers, and is communicated to the Exam Section of SPPU. Students can obtain photocopies of their answer sheets from the University. The university section officer responsible for the colleges will there on take necessary action and the concerned college will follow-up and the same will be communicated to the students within a maximum of one month.



Christ College has taken the following measures to achieve transparency in the internal assessment process:

- A planned exam schedule in the College Academic Calendar.
- Consolidation and calculation of CIA explained to students at the beginning of the semester and after evaluation (Grievance if any)
- The CIA schedule and Practical/Oral Question Patterns are circulated to all the students
- The final 'Internal Marks' are verified and signed by the concerned subject teacher and HoD. A copy is displayed on the Notice Board.

Mechanism of Internal and External Assessment



SOP for Internal Quality Assurance Cell (IQAC)

The main goal of the IQAC is to create a framework for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance.

- To encourage innovative strategies that progressively boost the effectiveness of learning staff and student experiences.
- To uphold the objectives of improving quality and sustaining efforts to organize diverse activities and programs on campus.

Annual Quality Assurance Plan:

- Development of an annual quality assurance plan in line with NAAC guidelines.
- Inclusion of specific objectives, timelines, and responsible parties.

Committee Meetings:

- Regular meetings of the IQAC to review progress and plan future activities.
- Minutes and action items documented and shared.

Data Collection and Analysis:

Data Collection:

- Collection of relevant data related to academic, administrative, and support functions.
- Use of standardized templates and formats.

Data Analysis:

- Comprehensive analysis of collected data to identify strengths, weaknesses, and areas for improvement.

- Trend analysis and benchmarking against relevant benchmarks and standards.

Documentation and Reporting:

Annual Quality Assurance Report (AQAR):

- Compilation of an AQAR in accordance with NAAC guidelines.
- Clear presentation of findings, action taken, and plans for the future.

Documentation Management:

- Proper maintenance and storage of all quality-related documents, reports, and records.
- Easy retrieval and access to relevant documents.

Monitoring and Review:

Self-Assessment:

- Regular self-assessment of IQAC activities and effectiveness.
- Identification of areas for improvement within the IQAC.

External Review:

- Engagement with external quality assurance bodies or peer institutions for external review and feedback.

Continuous Improvement:

Action Plans:

- Development of action plans based on the findings of quality assessment.
- Clear identification of responsible parties and timelines for implementation.

Feedback Mechanisms:

- Collection and analysis of feedback from stakeholders (students, faculty, staff, etc.) for ongoing improvements.

Library Policy and Procedure

Christ College, Pune has a spacious library that provides right ambience for self- study and research for students and faculty. It has an extensive collection of books, journals and reference materials, subscribes N-list database and all important newspapers and magazines. The library has computer terminals to facilitate access to the digital world.

Library Regulations

- 1) Students, Teaching Staff and Non-Teaching Staff of the College are eligible for making use of the college library.
- 2) Strict silence should be observed within the library.
- 3) The library will be kept open on all working days from 8:30a.m.to 4:00p.m.
- 4) Students have to keep their baggage at baggage counter.
- 5) Students have to return the library books & clear the library dues before collecting the hall tickets of the University Examination.
- 6) In case of a student losing a book, the student will have to replace the book or double the amount of the book will have to be refunded.

A) Issue and Return of the Books:

- a) Identity Card must be produced for borrowing books from the library.
- b) Students can take **Two Books at a time** using their ID Cards for a period of seven days.
- c) If the student fails to return or renew the book on the due date, a fine of Rs.2/- will be charged per day.

B) Reference Section:

- a) Reference section will be open from 8.30 a.m.to 3.30 p.m.
- b) ID cards should be submitted for referring books.
- c) Students can take one book at a time using their identity card.

C) Home Lending Facility:

- a) Home Lending Facility is available to the members of the Teaching and Non-Teaching Staff and Students.
- b) The Library Book must be returned on or before the last date stamped on the Due Date slip, pasted on the first page of the book.
- c) On failure of returning books on due dates a fine of Rs.2/-per day will be charged. A fine of Rs. 50/- per day will be charged in case restricted reference material issued for readings taken away by the student.
- d) Students should use their own Identity Card to issue library book. The students should not lend their Identity Card to others. If they do so they will have to suffer the losses incurred in process of loss, damage, fine etc.

D) General Rules

- a) The Librarian is authorized to examine everything that passes into or out of the Library.
- b) Students are required to present their own Identity Card and are advised not to keep any personal items in their Identity Card.
- c) Readers are responsible for any damage caused to the reading materials or any other property of the Library and shall be required to replace such books/property as has been damaged or injured or be required to pay the full value there of as determined by the College.

- d) Smoking, spitting, eating, loud conversation and similar objectionable practices are forbidden in or near about the Library.
- e) CD's or any other accompanying material available with books may be viewed / used only in the library.
- f) Readers shall not write or mark (by underlining, putting brackets etc.) on the reading materials or in the Library. Property or furniture of the library are to be handled with utmost care.

E) Reader's Suggestions

Readers' suggestions will be appreciated and welcome. Readers desirous of proposing any title or other types of additions to the materials of library may do so by filling the details of the "Books Suggestion Form" available with the Librarian.

Note: For the smooth functioning of the Library and for the collective convenience the Principal / Librarian holds the power to suspend the use of the Library to the readers who are found negligent regarding any of these rules or who fail to cooperate with the Library staff.

Important notices and information regarding the Library as well as changes, if any, will be notified from time to time on the Library Notice Boards.

Selection of the Library Books: -

Step 1: Approval for the book purchase.

1. Faculties convey the recommendations of books to be purchased to the department of the library. Students can also recommend the book.
2. Recommendations are checked by Library Staff for duplicate titles, publications, etc.
3. Sanction is taken from the Principal for the purchase of library books.

Step 2: Place the book order and physical verification of purchased books.

1. The Librarian places the orders to the vendors who offer a certain percentage of the books.
2. Purchased books are either sent by the vendors or picked up by the college from the delivery counter.
3. Physical verification will be done by the library staff on the books received against the order.

Issue and Return of the Books:

1. Identity Card must be produced for borrowing books from the library.
2. Students can take Two Books at a time using their ID Cards for a period of seven days.
3. If the student fails to return or renew the book on the due date, a fine of Rs.2/- will be charged per day.

Selection Process of Journals and magazines Process

The Library committee suggests journals titles as per needs of the subjects/specialization.

Purchasing Methods of Journals and magazines

The purchasing methods for journals consists the following standard procedure:

- Sending list to empanelled Agencies for discount rates
- Prepare a report of comparative statement of discounted rates of journals
- Placing of subscription orders to the Agencies/Publishers
- Receiving of invoices and checking thoroughly like price, conversion, price proof etc.
- After receiving the copy Entry of journal and magazines in the periodical register.

Working Hours: -

9:00 A.M to 4:00 P.M (Mon to Fri)

9:00 A.M to 1:30 P.M (Sat)

E- Governance Policy

The college is committed to adopt, implement and practice e-governance in order to provide a simpler, robust and efficient system of governance. Extensive use of E-governance has to be incorporated into every sphere of college functioning. It is to be implemented at various levels to provide efficient system of governance within the institution leading to paperless administration at its best.

Certainly, here are the rephrased points based on your provided information:

- The college has embraced e-governance in various administrative aspects, including finance, library, and examinations.
- To foster seamless communication, the college encourages electronic connectivity among its staff, including administration, faculty, and students. Popular tools such as G-suite, WhatsApp, Telegram, Zoom, and Google Meet are utilized for instant messaging and video communication.
- Staff attendance is monitored electronically through secure biometric systems, ensuring accuracy and preventing tampering.
- The college website, acting as the hub for e-governance initiatives, is diligently maintained and regularly updated. Efforts are made to promptly restore its functionality in case of technical issues. The official website link is <https://christcollegepune.org/>.
- The college admission process is conducted online through a user-friendly interface on the website. Comprehensive information, notices, and links for procedures such as online fee payment are provided. Separate logins

for students, teachers, and alumni are available, accessible via laptops and mobile phones.

- The college's financial transactions are managed through Mognasys ERP software, with Tally software utilized as the accounting software.
- The college website features library-related data, providing links to E-learning resources like N-List.
- Training sessions on using digitized library resources and e-learning tools are conducted for both staff and students.
- The college website offers facilities for alumni, including registration, updates on college activities, details of selected alumni, feedback options, and related information.
- The college examination process is automated through an exclusive examination portal provided by the affiliating university. This ensures confidentiality in the delegation of work, data entry, and processing.

Technical team (website maintenance committee) headed by system administrator is to be appointed to handle the technical issues related to digital online operations of the college.

Maintenance Policy and Procedure

This Maintenance Policy aims to establish a standardized framework for the efficient management and maintenance of facilities and infrastructure within Christ College, Pune. It ensures the creation of safe, functional and conducive environment for academic and administrative activities.

1. A department in need of repair and maintenance work must register a complaint through Maintenance Supervisor in the Administrator's office and provide the details of the maintenance required.
2. A technician will be identified by Administrator and appointed to visit the site to complete the maintenance as required.
3. On Job Completion a report to be provided by the technician to the Maintenance Supervisor.
4. Maintenance Supervisor signs Job Completion Report and forwards it to the Administrator's Office.
5. Bill is generated and processed by the concerned authorities and forwarded through Director for final payment.
6. All monthly maintenance bills are brought to the notice of Office Accountant.
7. Annual Maintenance Contracts are in place for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library and canteen.

Laboratories

- A timetable wise allotment of Laboratory for different classes must be followed.
- Standard Operational Procedures for handling various chemicals, equipment's and instruments are to be strictly followed.
- Dead Stock register is to be maintained and updated regularly.
- Dead Stock verification and inspection has to be carried out by Maintenance Supervisor at the end of the Academic Year.
- Old and outdated equipment, chemicals and instruments should be discarded by following standard procedure.
- Any deviation/discrepancy in any of above is to be brought to the notice of the Principal / Director immediately.

Computer Laboratory

- All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.
- All new requirements of computers are processed through a proposal made by the department to College Management.

Sports complex

- The Students can make use any of facilities available with Physical Education department through an advance requisition in writing.
- On receipt of requisition Physical Education Director may confirm availability of the same and students can make use of it.
- Physical Education Director should confirm that all facilities/equipment's are returned in good working condition and if there is a loss or breakage,

it should be recorded and necessary action should be taken with support of Maintenance Committee.

Class Rooms

- Classrooms are allotted as per student strength.
- Respective class teacher is given responsibility for the maintenance of their class room.
- The in charge teacher informs Bursar about the requirement of repair / cleanliness.

SMART Room

- College maintains an Entry Register for usage of SMART Room.
- Access to Smart Room for Guest Lecture is provided on prior requisition in writing from the staff to Principal.

Code of Conduct for Students

The aim of this Code of Conduct and Ethics is to develop a high ethical dignity, harmonious, spiritual, moral, nationally minded development of the student's personality, as well as to raise personal responsibility for their behavior and deeds; it is aimed at promoting justice, goodness, humanism and freedom.

Adherence to code of conduct will facilitate a safe and secure environment for students, faculty and staff. Code of conduct monitoring cell is responsible for ensuring the safety and security of the College, buildings and property. College invites the co-operation of students to maintain an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. The key aspects of code of conduct are:

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior. Inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 8.30 a.m. to 1.30 p.m. All the students are expected to be present in the class well within the scheduled time.
- All the students shall wear their identity cards, well displayed. Identity card is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- The first period will begin with a prayer song. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.

- All students should park their vehicle in the earmarked parking area. Do not park vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
- Rash driving or honking is not permitted in the campus. Denial of that invites disciplinary action. Student should not create sound pollution by raising their vehicle inside the campus at any point of time.
- Students are not allowed to sit inside the parked vehicle for more than 5 minutes.
- Pillion riding on 2 wheelers with more than one person is not allowed.
- Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- Teachers shall be greeted appropriately with “Good Morning Sir/Madam” or “Good Afternoon Sir/Madam” and & “Thank you Sir/Madam” when the teacher leaves the class room.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or concerned class teacher and after making entry in the Gate Register maintained by the gate keeper.

- Students are not allowed to stay back in college after exit timing. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops, etc.
- Students shall come to the college in approved uniforms from Monday to Friday and on Saturday formal dress (trousers & shirt or trousers & college T-Shirt). Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions. All students are expected to attend all college functions in college uniform unless otherwise specified.
- While playing sports, students are expected to wear sports uniform of that particular sport.
- Students are expected to follow the instructions displayed at the ground.
- Students are expected to maintain silence in the college to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Access to campus premises beyond the approved timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
- Students must help to keep the campus neat and clean. Spitting, smoking and throwing bits of paper in the premises should be avoided. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite disciplinary action.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan-masala etc. are strictly prohibited. If any student is caught using any of the above, the student will be immediately terminated.

- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy are prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, and outside the college.
- Misbehavior towards students (verbal or physical), use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

- Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc. is strictly prohibited.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.

Code of Conduct for Teachers

Code of Conduct for teachers set benchmark for expected behavior and attitude. It emphasizes or highlights mutual respect and regard among colleagues and ensures to maintain professionalism.

- Greet your colleagues, respond to greetings and show mutual respect and regard to each other.
- No smoking within the campus.
- Maintain proper attire and wear ID cards inside the campus.
- Sign in and sign out as per rules of the college and be punctual.
- Do not accept/ engage in any assignments/ consultancy service with other institutions without the consent of the College Management.
- Do not canvass, influence or otherwise interfere with admission of students to the college or act in a way which may affect the effective functioning of the college.
- Do not seek favours or ex-gratia services from students/ suppliers/ contacts of the College.
- Maintain restable distance from students.
- Do not use the name of the College in any personal matters.
- Do not sign any letter on behalf of the College unless authorized.
- Encourage discussion, avoid arguments and work as a team.
- Avoid gossip and loose talks and adopt an inclusive approach.
- Raise personal viewpoints only at appropriate forums.
- Promptly communicate using the College mail ID.
- Respond to communications within reasonable time.

- Maintain confidentiality of classified information.
- Do not discuss outside one's authority.
- Follow the reporting protocol on all official matters.
- Do not make any racial/ gender/ caste biased comments.
- Cultivate harmony and team spirit within the departments/ colleges.
- Participate in and contribute to the Vision and Mission of the College.
- College letter head is to be used only for official letters/ certificates, by persons authorized for the purpose.
- Use college resources carefully and judiciously.
- Complete all allotted academic and administrative tasks within the stipulated time.

Research Policy

Christ College, Pune, gives pivotal importance to research and related activities. The college research policy provides guidelines for the conduct and publication of high-quality research work by all the staff (including teaching, non-teaching and administrative), students and external experts/guides associated with the research work conducted at the college.

- The college research policy adheres to the ethics of research, publication and academic integrity of the University Grant Commission (UGC) and the affiliating university. The research committee of the college comprising faculty members has to promote and sustain the research tempo of the college.
- In case of funding received from government agencies, a project group is to be constituted of faculty members as per the directives of the funding agency. This group has to ensure that the institution utilises the funds received in only those heads for which it is released and within the stipulated time of its usage.
- Organizing and attending research-related activities, including publishing research papers, workshops, conferences, symposia, seminars, and other regular gatherings, is encouraged. Faculty members who wish to attend research-related events, such as seminars, conferences, symposia, workshops, etc., held outside of the college, in the same city, or any other location in India will be reimbursed for the full registration fee. Publishing research papers in UGC care/Scopus Indexed /ABDC Journals/Web of Science is recommended for professional growth.

This will be subject to the following conditions.

- ✓ A regular teaching faculty/administrative staff is allowed to attend a Conference / Seminar/ Workshop/FDP/Refresher /Orientation course at the international level once in a span of five years and at the national level once in every academic year on institutional expenses subject to the fulfilment of the following conditions: -
- ✓ Funds are available for this purpose with the accounts department
- ✓ Conference/Seminar/Workshop is providing professional growth to the faculty and is supporting the institutional interest
- ✓ 60% of the staff is on duty at a time in the department when a particular faculty applies for this provision.
- ✓ Staff will be eligible for duty leave and registration fees only.
- ✓ Fulfilment of instructions issued by the Govt. of India from time to time for going abroad
- ✓ In the case of attending an international conference, the applicant should be a permanent faculty, and in the case of state and national level, the faculty should complete one year of service in the institution.
- ✓ Only 20% of the staff strength in a department would be deputed for international conferences in a year.
- ✓ Report and Certificate of the Conference/Workshop/Seminar should be submitted to the respective Department.

In case of research paper publication, the copy of research papers published by the faculty should be submitted to the research cell and their respective Department for record and reference. After the approval of the Principal, the approved application is forwarded to the Accounts Department for the release of funds.

- The research being done in the college should be prioritized and defined, and the target area should be current and relevant.
- The college acknowledges the research achievements of its faculty in different disciplines.
- The college will provide the essential infrastructure support for the research work, and the research facilities will be augmented wherever and whenever required.
- To assist faculty in accessing E-resources like journals, databases, etc., a dedicated computer is provided in the library with access to these E-resources.
- Rationalization of the teaching workload of the research-focused faculty. Research-intensive faculty members are given a reduction from regular teaching assignments.

Green Policy

Christ College Pune, nestled in Vadgaonsheri, North-East Pune, proudly embraces its role as a green campus situated opposite the vibrant Weikfield IT Park. This location is surrounded by flourishing suburbs like Kalyani Nagar, Viman Nagar, and Kharadi, all known for their thriving IT Parks and eco-conscious residential communities. The college's strategic position near the national highway not only enhances accessibility but also aligns with our commitment to sustainability, as it facilitates eco-friendly commuting options for our green campus. Within a relatively short time frame, Christ College Pune has made significant strides in becoming a beacon of environmental responsibility and pride in the region.

Main focus areas for Green Campus Policy are:

a) Landscaping Initiatives with trees and plants

To ensure the upkeep of these green spaces and maintain a clean environment, the college has employed dedicated gardeners and support staff. They work diligently to keep the campus litter-free and in pristine condition. The college's green initiatives extend to various areas, including the college lawn, vegetable garden, medicinal plant garden, birdhouse, fish tank, animal rearing facilities, and a Vermicomposting Unit. All of these elements are well-maintained to contribute to a healthy and environmentally conscious campus. In addition, tree-plantation drives are organized regularly by the college's NSS (National Service Scheme) Unit. As part of their commitment to nature, a Nature's Club has also been established through NSS initiatives. This demonstrates the college's dedication to environmental sustainability and the promotion of green practices.

b) Clean campus Initiatives

In accordance with the Swachh Bharat Abhiyan, Christ College is fully committed to actively coordinating cleanliness initiatives within the college premises and in the surrounding areas. To ensure a litter-free, clean, and environmentally friendly campus, the college has employed a dedicated gardener and ample support staff. These initiatives encompass:

- Creating widespread awareness about cleanliness and hygiene among both students and staff through the regular organization of cleanliness drives.
- Integrating activities related to the Swachh Bharat Abhiyan into the community service projects conducted by the National Service Scheme (NSS).
- Encouraging teaching faculty and staff members to enthusiastically participate in cleanliness drives.
- Ensuring effective waste management and maintaining a clean campus, particularly during college events.
- Hosting various events dedicated to environmental awareness and conducting tree plantation programs to promote a greener campus and foster eco-friendly practices.

c) Clean Air Initiatives

The college actively promotes the use of public transportation among both students and staff. Additionally, carpooling is encouraged as it helps reduce air pollution and fosters social interaction. Smoking and the burning of garbage are strictly prohibited on the campus. The natural landscape

surrounding the college plays a vital role in purifying the air within the campus.

4. Infrastructure

- *Grid-Connected PV Solar System for the Campus:*

Solar panels have been strategically installed on the rooftops of the college buildings to achieve this goal. Solar Panels of 20.16 kVA are installed on the college building.

- *Installation of Energy-Efficient Equipment:*

Traditional tube lights and lamps in classrooms and corridors have been largely replaced with energy-efficient LED lighting to reduce overall energy consumption.

- *Water Conservation through Rainwater Harvesting System:*

The college has made a commitment to recharge and replenish the groundwater table through the implementation of rainwater harvesting systems. This practice plays a crucial role in recharging the groundwater, ensuring its sustainability for the future.

5. Waste Management Processes

a) Liquid Waste Management:

- Roof top type rain water harvesting system which collects rain water from the roof of the building and divert it to a storage tank with a capacity of 502830 liters. The dimension of the tank is 13.84m (length) x 11.72m (width) x 3.10m (height).
- Ensuring the maintenance of leak-proof water fixtures.
- Employing a dedicated caretaker to promptly address any water leakages from taps, pipes, tanks, toilet flush systems, and other sources.

- Implementing wastewater treatment for water generated in washrooms to manage liquid waste efficiently.

b) Solid Waste Management:

- Systematically promoting the 3Rs (Reduce, Reuse, and Recycle) for a more eco-friendly environment.
- Collecting paper waste generated on campus and sending it for recycling.
- Initiating awareness campaigns among students about:
- Reducing food wastage and techniques to minimize it.
- Reducing the use of packaged food items.
- Encouraging the use of degradable waste for composting purposes.

c) E-Waste Management:

- Raise awareness among students about reducing e-waste and implementing eco-friendly disposal practices.
- Collaborate with external agencies for the recycling of e-waste to ensure responsible and environmentally friendly disposal of electronic equipment.

d) Biomedical & chemical waste management:

- The girls' washrooms are equipped with vending machines for the proper disposal of sanitary napkins.
- Chemical waste from the chemistry lab is safely disposed of by diluting concentrated chemicals, ensuring safe and environmentally friendly practices.

6. Environment Centric Awareness Activities

The college is dedicated to endorsing and fostering initiatives such as awareness campaigns, seminars, workshops, conferences, and various

interactive sessions. The college actively promotes and supports the involvement of all its departments and specific student clubs, such as the Nature's club and NSS, in organizing events, competitions, and training sessions. These activities are designed to instigate meaningful environmental improvements at the grassroots level.

Say No to Plastic

The college has taken a firm stance by prohibiting the use of single-use plastics within its premises. This commitment aims to transform the campus into a 'Plastic-Free Campus.'

7. Green Audit & Environment Audit

The college is committed to conducting a Green Audit of our campus as a strategic step towards assessing our strengths and weaknesses in pursuit of long-term sustainability objectives. This process also enhances our understanding of the positive impact of eco-friendly practices on the campus environment.

8. Energy Audit

The college conducts Energy Audits as needed to continue reducing its carbon footprint. Emphasizing the importance of curbing energy consumption, these audits employ specialized tools to pinpoint energy wastage. They frequently uncover various flaws that result in substantial energy losses, often going unnoticed by the college. These issues typically come with straightforward and cost-effective solutions, yielding significant savings.

Scholarship Policy

The 'Management of Christ College Pune, awards scholarships to deserving students (Academic scholarship, differently abled, Outstanding students, Financially Backward, etc.)

Following are the objectives and policies of Scholarship:

- To provide financial assistance to students from low-income families to meet a part of their day-to-day expenses while pursuing higher studies.
- Under Earn & Learn Scheme, scholarship will be provided for students to work for campus (branches related) if students are willing to work after their regular lectures.
- Philanthropic contributions received to college is distributed amongst deserving students.
- College has registered itself to National Scholarship Portal (NSP) where the Principal is registered as Head of the Institute and the Scholarship Cell head as Nodal Officer. Students are notified about the scholarship schemes via their class incharges.

Performance Appraisal Policy

Institutions Performance Appraisal System

Performance appraisal system works towards the improvement of the overall organizational performance by focusing on the evaluation of the performance of teams and individuals, ensuring the achievements of the organizational mission and vision. It includes employee's job performance evaluation process capturing qualitative and quantitative aspects. Performance appraisals are comprised of preset standards which are used to measure employees' work behavior and to identify their strengths and weaknesses. The results are provided as feedback for the employee and turned into actionable insights which ultimately can improve the quality of the work and the output by setting and monitoring goals.

An effective performance management system plays a crucial role in managing the organization in an efficient manner. In line with this, the college follows the appraisal scheme namely Performance Based Appraisal System (PBAS) in accordance with UGC guidelines. Performance is evaluated on the basis of three dimensions.

1. Self-Appraisal
2. Head of Department's Evaluation Report
3. Student's Feedback

Self-Appraisal:

Self-appraisal form prepared on the basis of Academic Performance Indicators (API) in accordance with UGC guidelines subject to limitation of a Self-Financing institution, is circulated to teachers.

Self-appraisal form is divided into three categories:

- (i) Teaching, Learning and Evaluation related activities
- (ii) Professional Development, Co-Curricular and Extension activities
- (iii) Research, Innovation and Extensions

Duly filled forms are submitted to IQAC for further processing. Based on the data collected, API scores for all faculty members are calculated for each of the three categories.

HOD's Evaluation Report

At the end of academic year Head of departments prepare a Performance evaluation report of all faculty members of his/her department on the basis of various parameters including subject knowledge, classroom interactions with the students, commitment, responsible behavior, team work, positive and flexible attitude, contribution to Department's growth and development.

After evaluation HODs' evaluation reports are submitted to IQAC.

Students' Feedback Report

Feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. IQAC team goes through the feedback forms collected from the students and make a comprehensive report.

At the end, the data pertaining to the above reports are collected and presented to the Principal of the college. The analysis of these reports is discussed with the individual staff members and suitable improvement measures are suggested.

This entire process helps in monitoring employee's performance and providing constructive feedback.

Performance Appraisal of non-teaching staff

Performance appraisal of non-teaching staff is based on the evaluation report of Office superintendent, which is bound on the parameters of professional competencies, performance, character, contributions, skill enhancement, etc. and is submitted to the Administrator. After his evaluation, a report will be sent to the Principal. A one to one interaction of staff is held with the Principal which gives provisions for open discussions and feedback is provided, corrective measures are suggested and necessary action to be taken is communicated to the office superintendent for further improvements.

Differently- abled Policy

The Constitution of India ensures equality, freedom, justice and dignity of all individuals and implicitly mandates an inclusive society for all including persons with disabilities. In alignment to this, Christ College – Pune has taken initiatives to make the campus Divyangjan friendly. As per the guidelines laid down by the affiliated university, the institution is taking following measures:

- Institution ensures that students with disabilities get equal opportunities to explore their educational and co-curricular potentials.
- Provides a nurturing and motivating environment for differently-abled students to accommodate their scholastic needs.
- Prohibits any kind of stigmatization and segregation so that they can become confident individuals.
- Institution encourages admission of differently- abled students in various courses.
- The office keeps track of orders dealing with fee concessions, scholarships, examination procedures, reservation policies, etc., pertaining to differently- abled persons.
- Assesses the educational needs of differently – abled persons enrolled in the institutions to determine the types of assistive devices to be procured.
- Ensures maintenance of physical infrastructure facilities like lift and rails, etc.,
- Separate differently – abled friendly rest room with attached washroom is provided.
- Wheel Chair facility is available with assistant to such students.
- There is a separate disabled - friendly sitting area in library and laboratory.

- Braille Scripts are made available for visually impaired students.
- Writer/ scribe or extra time during the exam if required is provided to the needy student.
- Enquiry and information help desk is available for the Divyangjan.
- The staff proactively studies the aptitude of the differently – abled students who exhibit self-motivation, commitment and perform excellently amidst the challenges of life.
- The college creates an environment to provide the differently – abled students opportunities to acquire quality education and to bring them into the main stream of the society.

Anti-ragging Policy

Christ College Pune is a “Ragging Free Campus”.

It should be noted that the institute views ragging as a cognizable offense and won't hold back from taking severe measures against offenders. Here are the report's excerpts from the UGC committee. The University Grants Commission has provided guidelines to reduce the threat of ragging in educational institutions and universities. The term “ragging” refers to the practice of making fun of others, mocking them, or pulling practical jokes on them, as well as arranging amusing parades and other events during specific times of the academic year to benefit charitable causes.

What exactly is ragging?

Ragging includes any one or more of the following behaviours:

- Any behaviour by a student or students that has the effect of taunting, treating, or handling with rudeness a fresher or any other student, whether through words spoken or written or through an act.
- Engaging in boisterous or disorderly behaviour by a student or students that annoys, burdens, causes physical or psychological harm, or that induces dread or apprehension in any freshmen or other student.
- Asking a pupil to perform an act that they would not otherwise perform and that has the intention of inducing or creating humiliation, agony, or embarrassment in order to adversely affect the physique or psyche of such fresher or any other student.
- Any behaviour by a senior student that inhibits, disrupts, or interferes with another student's or a freshmen's usual academic activity.

- Using a new student's or any other student's services to complete the academic tasks assigned to a single student or to a group of students.
- Any act of financial extortion or coercive spending imposed by students on a freshman or any other student.
- Any physical abuse, including all variations such as sexual abuse, homosexual attacks, stripping, requiring vulgar or obscene activities, or endangering one's health or safety.
- Any verbal or written act of abuse, including public insults, as well as receiving twisted pleasure or a sadistic rush from actively or passively taking part in the discomfort of a freshman or another student.
- Any act that undermines a student's mental well-being and self-confidence, whether done with the intention of indulging in sadistic enjoyment or as a way for a student to demonstrate their dominance over other students or freshmen.

The list of ragging acts could also include asking a junior or batch-mate to

To address seniors as 'Sir'

To perform mass drills;

To copy class notes for the seniors;

To serve various errands;

To do menial jobs for the seniors;

To ask/answer vulgar questions;

With regard to punishments the above-mentioned gazette notification states as below:

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- ✓ Suspension from attending classes and academic privileges.
- ✓ Withholding/ withdrawing scholarship/ fellowship and other benefits.
- ✓ Debarring from appearing in any test/ examination or other evaluation process.
- ✓ With- holding results.
- ✓ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ✓ Suspension/ expulsion from the hostel.
- ✓ Cancellation of admission.
- ✓ Rustication from the institution for period ranging from one to four semesters.
- ✓ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

m. An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. in case of an order of an institution, affiliated to or constituent part, of university, to the Vice-Chancellor of the University;
- ii. In case of an order of a University, to its Chancellor.

- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

Please Note: The University Grants Commission (UGC) has made it mandatory for all students/parents to submit anti-ragging related affidavits to the institution at the time of admission.

Welfare Policy

The institution provides a number of welfare measures for the teaching, non-teaching and support staff in addition to their usual compensation package since it recognizes that the staff is an asset to its overall development and progress. These welfare programs aid in the development of productive, wholesome, devoted, and contented workers, enabling them to live in better conditions.

Teaching and Non- Teaching Staff

- **Fee concession to wards of staff:** Fee concession is provided to wards of teaching and non-teaching staff.
- **Interest Free loans:** The College provides employees with interest-free loans against salaries, which are paid back in instalments through salary deductions.
- **Provident Fund Schemes:** EPF is made available to the non-teaching staff and the college management contributes the same amount as well.
- **Medical Leave:** Medical leave is provided to staff who are unwell and requires unplanned leave. Medical assistance for hospitalization for economically weak non-teaching staff.
- **Maternity leave:** Maternity leave is granted to female staff as per college norms/government norms.
- **Financial Assistance and Duty Leave:** The College provides financial assistance and duty leaves upto 5 days to staff to attend professional development programmes.

- **Counselling Centre:** College has a counselling centre for all teaching and non-teaching staff for their emotional wellbeing.
- **Tie up with Doctor:** College has a tie up with Dr. S. S. Pawar for medical check up of students and other medical emergencies.
- **Cultural Get-togethers:** The College believes in fostering strong bonds among the staff members and between staff and management. This is achieved through cultural get-togethers and various other programmes.
- **Paid leave for exams:** Paid leaves are given for taking exams (NET, SET), Ph.D. work and higher studies.

Support Staff

- **Fee concession to wards of staff:** Fee concession is provided to wards of non-teaching staff.
- **Training Programmes:** Training programs are conducted for support staff for their personal development.
- **Provident Fund Schemes:** EPF is made available to the support staff and the college management contributes the same amount as well.
- **Interest Free loans:** The College provides employees with interest-free loans against their salaries, which are paid back in instalments through salary deductions.
- **Medical Leave and financial assistance:** Medical leave is provided to staff who are unwell and requires unplanned leave. Financial assistance is also provided in such emergencies.
- **College Uniform:** Free uniform is provided to the support staff.

Financial Mobilization Policy

The college is committed to providing the best resources to all the stakeholders namely students and staff. The college has a system of managing and mobilizing its financial resources which is periodically audited and transparent.

- The activities planned by various departments, committees, and individual staff members must submit the proposals to the college's Internal Quality Assurance Cell (IQAC) which will monitor the need, sanction, and execution of such proposals.
- After analyzing the need for activity proposals, IQAC would either recommend sanction or rejection of activity proposals to the principal for final decision.
- The college encourages each section of the institution to find sponsors to meet the expenses for the organization of events and activities.
- While organizing any event, activity, or outreach program, active involvement of the Alumni Association and PTA is highly recommended.
- The IQAC is expected to study and recommend various ways to channel funds for the development of the institution.
- The new construction and maintenance works are to be sanctioned only after conducting a feasibility study under the guidance of CDC.
- All faculty members are encouraged to apply and avail themselves of different research project funds, incentives, and aids which is being offered by various agencies.

- In cases of disaster relief and social outreach programs being planned by the college on humanitarian grounds, an appeal for sponsorship from the general public, well-wishers, and philanthropic institutions may also be made, wherever possible.

Grievance Redressal Policy

Christ College is committed to providing a conducive and inclusive learning and working environment for its students, faculty, and staff. We recognize the importance of addressing grievances promptly, fairly, and transparently to maintain a harmonious academic community.

Grievance Redressal Committee:

- The Grievance Redressal Committee shall consist of members from diverse backgrounds, including representatives from students, faculty, non-teaching staff, and administration.
- The committee shall be chaired by a senior faculty member appointed by the institution.
- The committee shall maintain confidentiality and privacy of the parties involved in the process of grievance redressal. Sensitive information shall be handled with utmost care and discretion.

Grievance Submission:

Anyone with a grievance may submit a written complaint to the Grievance Redressal Committee. Grievances can be submitted through the following channels:

- Online portal
- In writing
- In person

The complaint should include details such as the nature of the grievance, supporting evidence, and contact information.

Grievance Handling:

The grievance handling process will include the following steps:

- Acknowledgment of receipt of the grievance within a days' time (from date of submission of grievance).
- Preliminary assessment and categorization of the grievance.
- Investigation, if necessary.
- Opportunity for both parties (grievant and respondent) to present their cases.
- Resolution options, including mediation, arbitration, or formal adjudication.
- Communication of decisions to the parties involved within 10 days.