# POLICIES

**QUALITY POLICY**

**Mission of the College**

- To impart quality education in the languages, humanities and other disciplines to equip the students with necessary knowledge and skills to take up responsible positions in the globalized employment market.

- Mould generations with exemplary leadership faculties deeply embedded in moral and spiritual values.

- Give access and opportunity to higher education for all sections of society, especially the marginalized minorities and weaker sections.

- Provide education infrastructure enriched by tech tools and web resources keeping up with international standards.

- Inculcate secular, democratic and pluralistic values in students to make them responsible citizens contributing to national integrity and development.

The mission statements reflect the quality policy of the college. The college strives to stick to stringent quality benchmarks tantamount to global standards in the overall academic and non-academic support provided to students. Global outlook, innovative approaches and techniques are encouraged without compromising the quintessential spiritual and moral value orientations the institution stands for. The curriculum content and delivery, co-curricular and extracurricular activities, infrastructure, teacher quality

and qualification and overall academic and non-academic transactions are monitored to ensure the envisaged quality and outcome. Special focus is given to inculcate the values of moderation, tolerance, secularism, democracy and humanitarianism.

**Mentoring Policy**

The mentoring system which has been in force in the College strengthens the bond between the teacher and students (mentor and mentees). Under the system the teacher goes beyond his role as an academic facilitator and assumes the role of a guide, guardian and counselor. The rapport established in the mentor mentee relationship is such that the mentors feel safe and secure with the mentor. A trusted shoulder to fall on in the form of a mentor alleviates students' academic and psychological stress. In the mentor mentee system prevalent in the College, a teaching faculty (mentor) of the college is assigned a definite number of students as mentees. The number of mentees assigned to each mentor comes between 15 to 25. The mentoring system has far reached impacts not only on the academic progress of the students but on the future career of the students as well. The college maintains well- docuented mentoring register also.

**Responsibilities of the mentors**

- Establish good rapport with the students assigned to him/her as mentees.

- Give proper direction to mentees in the academic, social and cultural spheres.

- Inculcate values in students.

- Try to live as a role model for the students.

- To maintain a confidential data record about each mentee

- To encourage mentees to attend social service activities.

- To identify the strength and weakness of mentees and help them bring outtheir best.

- To counsel the mentees as and when required.

- To interact with parents and set a proper ambience for the full growth of thementees.

## Scholarship Policy

The college is committed to provide physical and financial support to students by way of scholarships and freeships, provided they meet the required eligibility conditions. In addition to the government scholarships, Institution provides freeships, concessions and prizes to students who comply to the required conditions and procedures.

## Government Scholarships:

## E- GRANTS

Eligibility:

The e-grants scholarship has a set of conditions based on current academic qualification, family income, etc., which must be fulfilled to be selected for the scholarship. After meeting the criteria, the

candidates can apply for the program within the last date. Given below are the details of the e grants scholarship eligibility criteria:

- The applicants should be domiciles of Kerala.
- They should be studying at the post-matriculation level from any recognised college/ board.
- The applicants should secure at least **75%** attendance at the end of each month.
- They should have taken admission under the **merit and reservation** quota.
- Students belonging to the **SC/ OBC/** Other Eligible Community [**OEC**] and **other socially/ economically backward communities** can apply for e grants scholarship.
- The candidates belonging to **SC and OEC** categories do not have any annual family income limitations.
- The annual family income for the e grants scholarship of **OBC** students should not exceed **INR 1,00,000**.
- The annual family income of **other categories** should not exceed **INR 1,00,000**

The candidates should submit the applications within the stipulated date. Eligible candidates can apply online through the official portal.

**Post Matric Scholarship**

The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a post-matric

scholarship scheme for meritorious students from minority communities would be implemented.

**Objectives:**

The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

**Eligibility:**

Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardians from all sources does not exceed Rs.2.00 lakh.

**Kerala state higher education scholarship**

The concept of instituting scholarships to meritorious students to pursue higher education was an offshoot of the declared motto of the Kerala State Higher Education Council; that is to bring about equity and excellence in higher education sector. Act 22 of 2007, by which the KSHEC was set up, empowers the council to evolve schemes for providing equitable opportunities for higher education through scholarships and free ships and financial assistance to the needy students.

**CH Muhammed Koya Scholarship**

CH Muhammed Koya Scholarship is offered by the Directorate of Minority Welfare (DMW), Government of Kerala. This Scholarship is offered to Girls belonging to the Latin, Muslim or Converted Christians Community for higher education. So that they can pursue higher education without financial hassle. These students should be studying in the first year of the UG courses in any Govt/Aided Institutions.

Candidates must fulfil the following eligibility conditions:

- The student must belong to the Muslim, Latin or Converted Christian Community.
- Students must be a domicile of Kerala State.
- Students must be a Girl student studying for graduation or higher courses in Govt/Aided institutions.
- Students who have qualified the Common Entrance Examinations and got admission to self-financing colleges from the merit seat are also eligible.
- Students must have secured at least 50% marks in the qualifying examinations.
- The student's family income should not be more than 8 Lakhs per annum.
- Students who apply for hostel stipend must be staying in recognized hostels.

- Students who are eligible for the hostel stipend will not be eligible for the scholarship.
- Students must have a bank account in any recognized bank to receive the scholarship amount.

**Institutional Freeships:**

- **Al Mabarra Scholarship:**

"Almabarra" Scholarship is instituted by the college under the Department of Islamic Finance with an objective to provide financial assistance to economically backward students and to facilitate loan to those who are in need.  The eligibility of the students will be checked by the monitoring authority. The scheme also conducts talent test to the students and prizes and awards are distributed to eligible candidates.

- **"Sakan"Hostel Fee Deduction Scheme**

" Sakan" Hostel fee deduction scheme is also initiated by the college with an objective to provide financial deduction in the monthly hostel fee . The eligibility of the scholarship depends upon different criteria. The academic performance, socio economic status of parents etc. will be considered for eligibility.

- **Principal's Relief Fund**

Principal's Relief Fund is given to needy students to meet expenses of medical treatment, fee payment, and other financial constraints that may pop up unexpectedly. This relief is disbursed upon receipt of an application from the students.

## Resource Mobilization Policy

The College has a clear vision and plan for the effective use of funds received from various sources such as grants and aids from agencies like UGC, tuition fees collected from students and donations from philanthropists and well- wishers.

**The College mobilizes fund from the following sources:**

- **Grants from Govt. Agencies**

The college spares no efforts to mobilize funds from government agencies including the University Grants Commission and state government for infrastructure development, new programs, seminars and workshops and other activities.

- **Management**

The college management is the major source of funds for the College. It raises funds through donations and contributions from the management committee members and philanthropists and well-wishers. The lion's share of the fund for the building and other facilities of the College has come from this source.

- **PTA**

PTA is another funding agency for infrastructure development and curricular/co-curricular activities in the campus. Principal, being the

President of the PTA, proposes the budget requirements inthe first Executive Meeting of the Parents' Teachers Association.

- **Alumni**

Alumni is another source of fund for the College. It has never been reluctant in extending its helping hand to the College, when ever needed. The Alumni wings- both male and female, have always rendered their help for the College in various ways, especially in the infrastructural developments and curricular and co-curricular activities.

## Planning for Utilization of Funds

In consultation with the various departments and other statutory and non- statutory bodies of the College, the Head of the Institution formulates an outline of the annual budget requirements. The same is presented in front of the concerned authorities such as management, PTA and Staff council.

## Allocation of funds

After consulting with the Staff Council, the Principal decides the amount of funds to be allocated under each head.The principal also makes request to the Management Committee for raising deficient funds.Government grants and aids are allocated as per the norms and regulations of the sanctioning authority.

## Expenses

Funds are utilized for the construction/maintenance of computer lab, procurement of books, journals, development and maintenance

activities, etc. To meet unexpected fund requirements, the Principal allots the amount from the Management, PTA, Alumni -as per the availability.

### Audit

The Accounts section of Administrative office verifies the expenses carried out by various departments, clubs and forums. Internal and external audits are carried out for all the funds (Govt. and Management) by a Chartered Accountant at regular intervals to ensure the proper utilization of the funds as per their allocation.

## Waste Management Policy

- **Solid Waste Management** :

The college pays dedicated focus to see that minimal waste is generated in the campus. Solid waste is segregated as bio degradable and non-degradable and handed over to Haritha Karma Sena in Cherukav Grama Panchayath as part of Swach Bharat initiative. All Departments and classrooms are provided with dustbins for dry wastage disposal. Segregation of waste into dry and wet waste from the separately allotted dustbins is done in strategic locations, thus maintaining the Campus clean and Eco- friendly. Use of sanitary disposal, and incinerator machine is a practices adopted by the college towards eco-friendly disposal mechanisms.

- **Liquid Waste Management:**

Water is a finite commodity which, if not managed properly, will result in shortages in the near future. Students are made aware that conserving water is equivalent to conserving their future. Drinking water from the tap and refilling bottle are the followed practices at the college. Disposable bottles are not allowed. Plumbers attend promptly to fix leakages and wastage of water. The used water from hand washing area and kitchen is directed to irrigation purpose in campus premises.

- **Rain water harvesting**. The college has installed rainwater harvesting mechanism. The rainwater is accumulated and deposited for reuse. The water collected is directed to open well for later use.

- **Hydroponics** is a type of horticulture and a subset of hydro culture which involves growing plants, usually crops, without soil, by using mineral nutrient solutions in an aqueous solvent. It is installed in the campus near to washing area.

**E -Waste Management:**

The college adopts most scientific and eco-friendly e-waste disposal mechanisms and an AMC is maintained to periodically review the effective functioning of CPU's and Monitors and then expert recommendations are followed to dispose the same in the market with the AMC partner at Pulikkal. All Electronic waste, CPU's, Hard disks, other Equipment scrap are sent periodically to the market for sale. The

cartridges of printers are refilled outside the college campus. UPS Batteries are recharged and repaired by the suppliers. Suitable budget is allocated to upgrade the systems.

**Clean and Green Campus Policy**

The College envisions a Clean and Green Campus where environment friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. The green campus concept offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among students and staff. The College also promotes clean and green campus through adopting, practicing and promoting environment friendly practices among students and staff to generate Eco-consciousness among them and in the world around. The increasing human foot print on earth poses great environmental challenges that continue to grow over time. Inclusion of all approaches to problem solving will be necessary to effect a meaningful change.

**Ban on Single-use Plastics on the Campus**

The college has been constantly adopting practices and revising its policies towards a cleaner and plastic-free campus. Following the MHRD and UGC guidelines on 2 October 2019 to educational institutions across the country, The College has issued a notification to Students and all Stakeholders that there would be a ban implemented on the use of single use plastics on the campus with effect from 15 October 2019. The College through Environmental Club conducts

sensitization programs on the harmful impact of single-use plastics and mandates all the students to avoid bringing non-bio-degradable plastic items to the institution, which include plastic bags, cups, plates, small drinking water bottles, straws and sachets. The College facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates, the canteen to serve only in paper plates and paper cups to systematically ban the use of plastics on the campus. The Environmental club also encourages the students to sensitize their respective households about the harmful effects of plastics and make their households plastic free.

**Environmental Policy**

The college protects its own environment with its green campus initiatives and maintains a pollution free green and clean campus. The College is committed to managing its campus in accordance with responsibilities towards promoting sustainable environment.

The students are given strict instructions to maintain the campus clean and it is reflected in their handbooks. Several Quotes related to the importance of clean and green environment are displayed on the campus. The college has built a biodiversity park in front of the college library and is well maintained. The students and the staffs are cautious in maintaining the campus litter free and clean.

**Paperless Operating Procedure:**

The college is striving towards a paperless office, a work environment in which the use of paper is eliminated or greatly reduced. Several initiatives are taken to minimize the usage of paper. Institutional data to a great extent is stored digitally. Technology is used to a greater extent for communication among the staff and the students rather than paper communication. As College community is the collective of digital natives, the College make use advanced digital platforms to perform its works. In addition to going paperless in the classroom, the college website can be accessed for study material stored and shared on the e-resource tab, avoiding massive usage of paper. The teachers are encouraged to try alternatives of paper-based testing strategies.

**Tree Plantation:**

Environmental promotional activities under National Service Scheme bring awareness among the students regarding advantages of tree plantation for an Ecofriendly Environment. College celebrates "The World Environmental day" on June 5 is celebrated by various programmes to bring awareness on tree plantation and protection of environment.

**Energy Use and Conservation:**

The college is very conscious about the need to conserve energy and the following measures are adopted in the campus for the purpose.

- **Use of LED Bulbs**

- **Conducting Energy Audit**:

- **Noise Pollution Management**

**Air Pollution Management**: Periodic Awareness Programmes are conducted for Staff, Students and Society on the need of refraining from air pollution.

**No Smoking, No Tobacco Zone**: Tobacco and tobacco products are strictly prohibited in the college premises and consuming tobacco and tobacco products is a punishable offence. The instructions regarding this are given to the students and the staff members.

**Restricted Use of Automobiles:** Patterns of parking and driving around campus have significant effects on campus life and the environment at large. So the college has adopted restricted use of automobiles entry through its clearly laid out parking policy. It restricts the students to use only 2 wheelers. Teachers and students are encouraged to use public transport and pedestrian paths to reach the college.

**Policy Document for Differently Abled Students**

The college gives utmost priority to serve the differently abled members of the community. The college has a unique policy to keep the campus disabled friendly and to provide barrier free facilities to the Divyangjan. The policy mandates

- All the stakeholders of the college should consider the opportunity to serve the differently abled students as a privilege

- The admission process of Divyangjan students should be done in an easy and smooth manner
- All students and staffs should provide their help to Divyangjan students at any time
- No stakeholder should ever discriminate a student belonging to the Divyangjan
- Divyangjan students should have easy access to the college library
- Canteen facilities should be disabled friendly.
- Special parking area is provided for the vehicles of the differently abled students
- Audio lessons should be provided to the differently abled students
- Scribes should be allowed to the differently abled students on request
- Ramps should be set up in appropriate places so the differently abled.
- Students should have an easy access to the facilities
- Special toilets provided for the differently abled students.

**Inclusiveness Policy**

The college takes initiatives to ensure equal opportunities for all members of MUAC fraternity, regardless of cast, religion, economic status etc. so that they can achieve their full potential in life. It is a multi-dimensional process aimed at creating conditions which enable full and active participation of every member of the society in all

aspects of life, including civic, social, economic, and political activities, as well as participation in decision making processes. The Policy conveys commitment to

• The principle of equality, in all spheres of life.

• The importance of seeking balance between inclusive practices and healthy academic discourses.

• Non-discrimination based on gender and psychosocial profile.

• Diversity as one of the foundations of excellence in teaching and learning engagement.

• Merit based student admission.

• Days of national importance are observed.

**Admission Policy**

Kerala Jam-Iyyathul Ulama, the parental Governing body of the Madeenathul Uloom Arabic College, Pulikkal has decided to utilize the earmarked seats for the management category 20% ,for the admission of the Other Backward Class (OBC) students from the minority community as we stand for the educational empowerment of the backward classes and the marginalized sections in order to ensure inclusiveness and empowerment of the marginalised sections of the society.