



STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)

Re-Accredited (3rd Cycle) by NAAC at 'A' Grade with CGPA: 3.48

Ashok Nagar, Chennai – 600 083

| Tel : (+91) 44-24894262 | Email : smcedn@gmail.com, info@smcedn.edu.in | Web : smcedn.edu.in |

Policy For Academic and Administrative Audit

The Academic and Administrative Audit Committee evaluates the performance of the Institution and give suggestions for further improvement of the quality of teaching, research, administration, curricular and co-curricular activities.

Aims

- To ensure academic accountability.
- To define quality of each component of the functionalities and to ensure quality education.
- To evaluate the optimum utilization of resources.

Objectives

- To review, assess, and evaluate the performance in the domains of teaching-learning process, research, extra-curricular activities and the administrative aspects pertaining to the institution.
- To understand the existing system and to assess the strengths and weaknesses of the functionalities and to suggest various relevant methods for improvement.
- To suggest the methods for continuous improvement of quality education, keeping in mind the criteria and recommendations by NAAC and other bodies.

Scope

The Committee evaluates curricular and co-curricular aspects such as continuous updation of the curriculum, performance of theoretical and practical assessment, group discussions, seminars, Infrastructure adequacy, laboratories, sports facilities, library and ICT facilities.

Roles and Responsibilities

The Academic and Administrative Audit Committee review process are usually carried out by internal committee members and the external academicians. As a part of the audit process, evaluation is done based on the structured proforma. The criteria-wise evaluation of the includes:

- i. General
- ii. Admission
- iii. Student Diversity
- iv. Curriculum
- v. Teaching and Learning
- vi. Research and Consultancy

- vii. Ph.D.
- viii. Extension Activities
- ix. Learning Resources
- x. Student Support Activities
- xi. Governance and Leadership
- xii. Information Technology Initiatives



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Policy For Academic Council

The Academic Council of Stella Matutina College of Education was constituted on 18th July 2005 to monitor the standards of teaching, research and evaluation in the institution. The goal of the Academic Council is to maintain and improve the quality of teaching, research, extension and collaboration programmes with respect to academic matters. Since 2005 a number of seventeen meetings of the Academic Council have been convened in the institution.

Aims

- To promote Research and development in the institution.
- To establish structure in implementing new courses of study.
- To implement the regulations recommended by the management towards promoting quality education of the institute.

Objectives

- To consider and approve modifications on the matters referred by the Board of Studies.
- To describe norms for appointment of paper setters and examiners.
- To get approval for new and certificate courses referred by the Board of Studies from the management.

Scope

- To make recommendations to the management regarding the measures for improvement of standards of Teaching, Training and Research.
- To prescribe new, relevant and online courses of study ensuring quality improvement of the programmes.
- To provide directions towards methods of instruction, evaluation and research to enhance academic standards.

Rules And Regulations

- The Academic Council shall meet at least twice in a academic year.
- The Secretary of the college shall be the Chairperson of the Academic Council.
- The minutes of the meeting shall be prepared by the member secretary, who shall submit the same to the Secretary for approval.
- The Subject Experts, UGC Nominees and University Nominees shall be replaced Once in three years.

- Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.
- If there are any modifications, the Academic Council may return the matter for reconsideration to the Board of Studies after giving reasons to do so.
- Recommend to the Governing Body proposals for institution of new programmes of the study.
- Recommendation to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing body.



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Admission Policy

Student Admission Policy and Procedures are adhered with respect to admission of students into different programmes of the college.

General Principles:

- The policy and procedures provide equal opportunities to students and to fulfil the educational needs of the differently abled.
- Students are given unbiased guidance or counselling.
- The college has the right to cancel the admission to any programme for which the students have been admitted.

Implementation of Policy and Procedures:

- All the feeder colleges and the students applying individually for any of the programme offered by the college, shall be notified the terms and conditions of the admission policy and the procedures by the Admission Committee.
- The Admission Committee monitors the students' application and admission process.
- All the applications are processed by the Admission Committee in accordance with the institution's Admissions policy and procedures.

Admission Process:

The filled applications along with the required documents are received directly as well as through online mode from an individual student.

- As per the instructions and guidelines, the applications are processed.
- The Admission Committee records and maintains the students' applications.
- The college facilitates to obtain scholarship from the government to the deserving and eligible students.



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Policy For Stella Matutina Alumni Association

Stella Matutina Alumni Association is one of the very active wings of the College. The alumni have contributed significantly to the growth in the stature of the college and for making known its reputation as a college providing quality teacher education. Alumni Association is a powerful link between the college and Alumni which contributes to the development of the college in myriad ways. The Alumni Association conducts meetings and holds an annual get-together for all the members.

Aims and Objectives

- Brings together the former students of the college as often as possible for their mutual benefits and for the benefits of the college.
- Collect funds by subscriptions, contributions, donations and gifts from members, non-members and other institutions towards the welfare of the alumni.
- Organize cultural and educational programme and also to conduct Alumni Day celebrations every year.
- Create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies.
- Honouring the alumni for their contribution towards the progress of the society.

Rules and Regulations as per the By-Laws of Alumni Association



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Policy For Anti-Sexual Harassment

The Anti-Sexual Harassment Committee was formed in accordance with UGC and guidelines in order to promote a supportive environment for the students of Stella Matutina College of Education. The committee ensures self-respect and dignity of every individual student and faculty, as well as ensures the fundamental rights of an individuals as stated under the articles 14, 15, 19(1) (g) and 21 of the Indian Constitution. The Anti-Sexual Harassment Committee deals with issues relating to sexual harassment matters. The committee focuses on promoting protection of female students from sexual assault, and other crimes.

Aim:

- To take steps to prevent sexual harassment.
- To implement zero-tolerance policy towards any form of Sexual harassment.
- To provide a safe and conducive environment for student teachers, teaching and non-teaching faculty at all times.
- To keep the college campus free from any form of sexual harassment.

Scope:

This policy applies to all teaching and non-teaching staff and the students of the Institution.

Objectives:

- To establish norms and standards to implement anti-sexual harassment policy.
- To create guidelines and process to deal with sexual harassment.
- To organize a gender sensitization awareness Programmes.
- To prepare clear plan of actions to achieve short- and long-term objectives.
- To guarantee a system of maintaining records pertaining to complaints received and the response taken towards them.
- To ensure equal access of all the facilities of the college by the staff and students.
- To ensure, secured physical and social environment which will deter any act of sexual harassment.
- To provide awareness programme on various forms of sexual harassment

The following are covered by the committee

- Eve-teasing.
- Unsavory remarks.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Innuendos and taunts.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.
- Physical confinement against one's will and any other act likely to violate one's privacy.

Functions of the Committee

Preventive Steps

It will be the endeavor of the committee,

- To facilitate a safe environment that is free of sexual harassment.
- To encourage activities that contributes to a gender-equal and equal-opportunity environment.
- Display and distribute relevant brochures of anti-sexual harassment posters on notice boards in the common work areas.
- Conduct frequent sexual harassment awareness sessions for all students, teaching and non-teaching faculty.

Remedial Steps

- To make sure that the process for filing a complaint is safe, simple, and confidential.
- To examine sexual harassment allegations, conduct investigations, provide aid and remedies to victims, recommend sanctions, and, if necessary, take action against the harasser.
- To make arrangements for appropriate psychological, emotional and physical support in form of counseling, security and other assistance to the victim if so desires.

Frequency of meeting: Once in a year (beginning of academic year) and as and when necessary.



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Bicycle Policy

Aim

College encourages use of bicycles by students, teaching and non-teaching staff through various programmes organised every year and is committed to promote sustainability practices in all the possible ways in order to establish a clean, green and healthy campus. It is concerned about the safe use of bicycles on and off the campus by the students and staff. Walking or cycling is encouraged to cover a short distance and keep the body physically fit; it enables to reduce vehicle pollution and promote environmental sustainability of the college campus.

Objectives

- To enhance pedestrian and rider safety within the campus.
- To provide safe and free transportation zone within the campus.
- To post written guidelines and regulations to facilitate the movement of bicycle in and around the campus.

Scope

The policy is applicable to all student teachers and staff of the college who own, operate and pedal drive bicycles within the premises of the college.

Rules and Regulations

- Obey all traffic rules.
- Bicycles should be secured and parked only in the parking space provided.
- In-case of any of the bicycle / bicycles found not locked, secured, or otherwise parked along the handrails, trees or any other location of the campus, the college shall not hold the responsibility towards enhancing security.
- Bicycles brought to the college by students have the access through the front entrance only.
- No students are allowed to go to the bicycle parking area during the class hours.
- Students should under no circumstances tamper with another student's bicycle or lock. If found, the particular student would be expected to pay for the damage caused.
- Violation of the rules by students, would be notified to the parents.
- On second Friday of every month the college campus would be treated as 'vehicle free campus'.



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Policy For Board of Studies

The Board of Studies of Stella Matutina College of Education was constituted on 18th July 2005 as a statutory body in order to carry out the revision of academic activities of the institution.

Aims

- To prepare syllabi for the courses keeping in view the objectives of the outcome-based education and National requirements.
- To discuss and recommend suitable methodologies and relevant topics for innovative teaching-learning process.
- To co-ordinate teaching-learning, evaluation, research, extension and other academic activities of the institution.

Objectives

- To review the curriculum framework structure of the existing Programmes.
- To Promote research on relevant topics.
- To review the curriculum transacting procedures and teaching standards.

Scope

- Recommends innovative and online courses in accordance with NEP 2020.
- Provision for using modern tools of educational technology to achieve higher standards and greater creativity.
- Promote healthy practices such as community service, extension activities and projects for the benefit of the students and society.

Rules And Regulations

- The Board of Studies shall meet at least twice in an academic year.
- The Secretary of the college shall be the Chairperson of the Board of Studies.
- The minutes of the meeting shall be prepared by the member secretary, who shall submit the same to the Academic Council for approval.
- The Subject experts, University Nominees and Alumnus shall be replaced once in three years.
- The chairperson of the Board of Studies shall suggest panel of names to the Academic Council for the appointment of Examiners.



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Curriculum Development Committee

The Curriculum Development Committee of the College was constituted to review, evaluate and ensure adequate coverage of the courses of the curriculum framework. The goal of the Curriculum Development Committee is to maintain and to improve the quality of teaching-learning, research, extension and collaboration programmes in academic matters.

Aims

- To ensure the quality and comprehensiveness of the Teacher Education Programmes.
- To bring an innovation and transformation towards teaching learning process.
- To implement the suggestions given by the faculty regarding modification of each course based on the recommendation of NCTE.

Objectives

- To initiate courses to improve professional competencies and skills of student teachers.
- To introduce value added, online and certificate courses.
- To maintain and promote an ambience of creativity, innovation and quality.

Scope

- To device innovative measures for improvement of Curriculum, quality standards of Teaching, Training and Research.
- To integrate technology in all the Programmes of the institution.
- To provide directions regarding methods of instruction, evaluation and research towards enhancing and maintaining academic standards.

Rules And Regulations

- The Curriculum Development Committee shall meet at least twice in an academic year.
- The minutes of the meeting shall be prepared by the member secretary.
- The committee consists of Principal, Dean of Academics and Research and senior faculties of the institution.



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Policy For Eco Club

The ECO club of the college was constituted to develop ecological intelligence among the prospective teachers to help them to take care of the ecosystem consciously. Further, it sensitizes the student teachers to nurture the nature and promotes environmental ethics.

Motto:

“Conserve Nature and the Planer for a Sustainable Future”

Aim:

- To prepare the Prospective Teachers to be in the forefront towards Nature Conservation and Protection of Environmental Heritage.
- To promote Environmental Growth that leads to sustainable environmental development through Teacher Education.

Objectives:

- To develop and inculcate concern and respect for nature.
- To create environmental awareness for the protection of biodiversity.
- To identify the role of individuals towards conserving the natural resources.
- To keep the campus clean and green through eco-friendly measures.
- To engage the student teachers to imbibe knowledge on environmental education.
- To empower the student teachers with critical thinking, decision making and solving environmental issues in the society.
- To encourage the student teachers to be aware of cultural practices as an integral part of sustainability and promoting Environmental ethics.
- To facilitate experiential learning and to enhance knowledge on how to nurture nature's life and to live accordingly.

Roles And Responsibilities

- The eco club functions effectively and efficiently with the sincere efforts of the committee members and the active participation of the stakeholders.
- The ECO club works collaboratively with the stakeholders, neighbours, communities and NGOs for enhancement of the quality of life and to achieve Sustainable Development Goals.
- Conducts various programmes and activities, bringing awareness to the student teachers and school students and to promote ecological intelligence.
- To ensure maintenance of green campus.
- To conduct regular meetings to devise, run and monitor the activities such as 'tree plantation drive, conservation of resources, reducing, reusing and recycling programmes, energy saving schemes, rallies, guest lectures, seminars, webinars, promotional events for the student teachers and the wider community, through Swachh Bharat Abhiyan.



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Policy For Energy Conservation

Use Energy Effectively and Efficiently to Ensure Environmental Sustainability

Stella Matutina College of Education has an eco-friendly campus. Energy Policy is implemented in the campus. The management, the staff and the students of the college look after the environment consciously and carefully.

Aim:

- To provide guidelines to the students, teaching and non-teaching faculty in the campus regarding conservation and protection of the environment.
- To initiate proactive and progressive approach providing energy efficient, responsible, and cost-effective operations on campus.
- To ensure the availability of necessary resources for energy conservation.

Objectives

- To use renewable energy.
- To optimize the Energy consumption and cost.
- To create awareness on Reducing energy consumption.
- To monitor energy conservation strategies in the Institution.

Scope:

- To assess our energy usage and measure its impact on the environment.
- To assess CO₂ emissions generated by our means of transportation - Vehicles.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install LED bulbs in the whole campus to save energy.
- To undertake tree plantation drive.
- To take additional measures continuously to improve the energy consumption.
- To ensure the availability of necessary resources to achieve our objectives.
- To monitor and respond to emerging environmental and energy issues.
- To provide information and training opportunities for staff and students on energy saving measures.

Rules and Regulations

- This policy will be communicated to the students and staff via internal communication channels, and will be made available to all the stakeholders through the institutional website.
- The Environment and Energy Policy's objectives would be reviewed on a regular basis under the guidance of the principal of the college.
- Planting more trees in the college campus and the surroundings to ensure greenery and clean air in the environment.
- Renewable energy and Solar Energy is used in the College Campus.
- Minimal usage of the resources is encouraged for Sustainable Development.
- 'Pollution Free Day' is observed in the campus once in a week/month in order to keep the campus vehicle free zone. It helps to save the fuel and avoids the environmental pollution.
- Cement benches have been built under the shade of trees to provide seating arrangements.
- the college is equipped with LED Bulbs and tubes to reduce electricity consumption.
- All electronic equipment such as computers, LCD projectors and printers are switched off when not in use and are generally confined in power saving mode.
- SAVE WATER, SAVE TREES, SAVE ELECTRICITY TO SAVE THE PLANET is strictly practiced in the campus and the same is propagated through posters in the campus area.

Intended Benefits

- Reduce hiking utility costs on campus.
- Extend the life of expensive equipment and facilities.
- Create a healthier environment for the faculty, students, visitors, and surrounding communities.



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Policy For Examination Committee

Examination Committee of the institution is responsible to conduct examinations and make policies with regard to internal and external evaluation and also get the feedback related to examination and take measures for smooth functioning of the college.

Aims

- To safeguard the quality of the examination procedures.
- To determine whether every student meets the requirement with regard to knowledge and skills, which are laid down in the examination regulations, for obtaining internal marks.
- To improve and enhance the quality of internal examinations conducted at the institution level.
- To conduct the end semester examination in a systematic manner.
- To take measures against any misconduct.
- To establish procedures and instructions for assessing and determining the results of examinations.

Objectives

- To approve and finalize the dates of internal, external, model and semester examinations.
- To approve question paper pattern for the internal tests.
- To appoint invigilators for model and semester examinations.
- To implement guidelines for examiners and students.
- To plan the schedules, invigilation duties, question papers settings, scrutinising the question papers and conducting examinations.
- To print the question papers on time.
- To impose penalties for malpractices of students during the examinations.
- To maintain examination records.
- To solve the grievances of students related to examination.
- To submit the relevant records to the University on stipulated time.

Scope

The Examination Committee of the institute ensures the quality of the internal, external examination and evaluation of students. The committee tabulates the marks of the internal and external examinations, convenes passing board meeting and publishes the results in the website.

Rules and Regulations

- The Examination Committee shall ensure proper conduct of the examination.
- The Committee shall recommend examination reforms and shall implement them after approval of the Academic Council.
- The Committee shall prepare the detailed timetable of examinations as per the schedule.
- The Committee shall arrange for strict vigilance during the conduct of examinations to avoid malpractice.
- The members of the Committee shall meet at least twice during each semester.
- The various formats shall be prepared by Committee for record purposes as well as for monitoring all examination-related activities.
- The Controller of Examinations shall be assisted by the Assistant Controller of Examinations and exam coordinators for carrying out various activities.



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Finance Committee

The Finance Committee of Stella Matutina College of Education was constituted on the 22nd September 2005 as a statutory body as per the regulations of UGC towards the autonomy of the institutions. The committee meets twice in a year to discuss the needs of the institution and Budget preparation.

Aims

- To estimate Budget relating to the grant received from UGC and income from the fee towards the institutional activities.
- To maintain the records of vouchers and ledgers and the same towards auditing process.
- To achieve an optimum utilization of the financial allocation

Objectives

- To identify the source for resource mobilization.
- To ensure judicious allocation of financial resources for the various needs of the institution.
- To instill a climate of democracy and transparency in the financial management of the institution.

Scope

- Providing financial oversight for the organization for organizing workshops and seminars with relevant curriculum.
- Guidance on the financial matters of the institution.
- Allocating and utilizing the fund towards effective teaching and learning process by providing adequate resources.

Rules And Regulations

- The Finance Committee shall meet twice a year to discuss on the requirement of the institution.
- The Committee shall evaluate the structures and conditions of investment of the institution.
- The Committee shall monitor the financial execution of ongoing budget and cash.
- The Finance committee shall present the annual budget on every academic year during the governing body meeting.



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Policy of Governing Body

Governing Body of Stella Matutina College of Education is responsible for overseeing the institution's functioning. Governing Body steers the overall activities of the institution.

Aims

- The primary aim of the Governing Body is to fulfil the Vision and Mission of the college.
- To provide Teacher Training in a Christian ambience to deserving students, especially to the Catholic Christian Community.
- To work towards the motto of the college "To attain Truth through the path of Love".
- The Governing Body ensures that the institution runs smoothly and achieves the goals and objectives.

Objectives

- To act as an apex body of the institution for its effective functioning.
- To provide support for all the programmes of the institution.
- To approve the quality perspective strategies and annual estimates of income and expenditure.

Scope

- Approving the perspective plans for five years, long-term and short-term goals, annual budgets.
- Ensuring and monitoring the institutional performance.
- Foreseeing and evaluating the plans executed.

Functions of the Governing Body

- To Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- To institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- To approve the minutes of the IQAC, Board of Studies and Academic Council.
- To approve annual budget of the college before submitting the same at the UGC.
- To perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.



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Policy For Grievances Redressal Committee

The College has a Students' Grievance Redressal Committee. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person, through email or drop their grievance in the grievance /suggestion box.

Aims

- Promoting cordial relationship among Student teachers.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Objectives

- Suggestion / complaint boxes have been installed at the entrance of the administrative block
- Students, who wish to remain anonymous, can drop the written grievances and the suggestions towards the improvement of academic and administration process of the college.
- To resolve grievances within a stipulated time.
- Personal grievances are resolved through mentoring sessions.
- Convene regular meetings to enable the students to represent their common grievances.

Scope

- To resolve Academic Matters related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters pertaining to dues and payments for various items from library, hostels etc,
- To resolve complaints related to sanitation, canteen and other facilities.

Rules and Regulations

- The committee shall meet once in every month to scrutinise the grievances.
- The number of grievances, settled or pending will be reported to the Principal every month.
- Confidentiality will be maintained regarding the grievances.
- Follow-up meetings are convened to monitor the resolved grievances.
- An aggrieved student or parent if needed may appear in person to present her or his case.



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Policy For Internal Quality Assurance Cell (IQAC)

The Stella Matutina College of Education focuses on the Vision and Mission of the College which implements quality education with relevant curriculum, keeping in mind the need of the society and accordingly preparing committed, innovative, transformative and globally competent teachers. In order to provide and assure quality education the institution has formed Internal Quality Assurance Cell (IQAC) that plans and organizes seminars, workshops, conferences, panel discussions and faculty development programme based on academic, research and relevant topics on current trends in education.

Aims

- Equip the student teachers with relevant teaching skills
- Enable the student teachers to imbibe competencies related to various life skills.
- Train the student teachers with ethics and moral values for future society.
- Sensitization to social and environmental needs.
- Commitment to the goals of National Education Policy.

Objectives

- To develop a scheme of operative, excellent and continuous process to enable progress in academic and administrative performance of the institution.
- To promote entire scholastic and co-scholastic transaction towards quality enrichment.
- To create an atmosphere conscious and excellent culture of best practices.
- To ensure effective preparation of prospective teachers for global competency with humane values.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions

- Facilitating the creation of a learner-centric environment conducive to quality education.
- Faculty development programmes to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes for teaching and supportive staff.

- Acting as a nodal agency of the Institution for coordinating quality-related activities.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Ensure timely, efficient and progressive performance of academic and administrative functions.
- Evolve relevant quality academic and research programmes.
- Familiarize the diversities of the educational system in the academic programmes.
- Integration of digital technology in the teaching learning process.
- Monitor the assessment and evaluation procedure.
- Ensure the adequacy of academic, technological and infrastructural resources.
- Share the research findings and networking with other institutions.



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Policy for Library Committee

The college continuously enhances the quality improvement and updates its well-equipped Library. The library committee extends suggestions from time to time regarding the development of the library.

Aims

- To decide and adopt policies to govern the management and programme of the library.
- To prepare the rules and regulations of the library.
- To update the library with the latest and relevant books, journals and reference books.

Objectives

- To ensure that all the resources are provided by the library.
- To facilitate communication and obtaining feedback from the teachers, students and the research scholars about the library collections and the web resources available.

Scope

- It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources.
- It shall strive to inculcate the enriching habit of reading books in a technologically enabled and conducive atmosphere.

Rules and Regulations:

- The library will remain open on all working days between 8.30 a.m. and 4.30 p.m. issuing hours will be as notified by the Librarian.
- The Committee within the framework of the overall strategic policies of the college shall:
- Strict silence and perfect order must be observed in the library. Personal things are not permitted inside the library. Each student must obtain 3 cards in her name which should be returned at the end of the course.
- Each student is allowed to borrow three books at a time for a period of 7 days. Reference books can be utilised in the library only.
- It is forbidden to sub-lend books or to circulate them to outsiders.
- When a book is in demand by several students, they will register their names with the librarian who will loan it for shorter periods in order of priority.

- No book will be issued without the borrower card. The date stamp indicates the date of return and a fine of Rs. 2/- is imposed for each day overdue.
- Rupees 10/- will be charged for the loss of every borrower card.
- Any student who soils or stains a book will pay a fine proportionate to the defacement. Underlining or marginal notes or any forms of material damage will render the offender liable to replace the volume or pay its cost.
- All library books whether in use by staff or student are recalled for checking.
- One week prior to the end Semester Examinations, Library cards should be returned to the college.
- No certificate will be issued or returned to any student unless all the library regulations are fulfilled.



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Policy For Magazine Committee

Stella Matutina College of Education aims at quality education through various curricular and cocurricular activities. It provides scope and opportunities to all the student teachers, research scholars and faculty members to publish the articles, poems, literary works, anecdotes and arts through the college magazine.

Aims

- To encourage the students to develop the skill of expression through writing.
- To provide opportunities to the students to publish the articles, poems, short stories, anecdotes and arts and acknowledge their talents.
- To motivate the students to exercise their writing and thinking skills through creative and innovative articles.

Objectives

- To provide opportunity to the students for self-expression through art and written form.
- To develop and cultivate in students the literary taste and study habits.
- To provide training to students for better utilisation of their linguistic and aesthetic ability.

Scope

- The college magazine is an annual publication of the college.
- The college magazine has English and Tamil section. It includes a detailed report of the college activities.
- The students and the teachers are provided scope for creative writing.

Rules and Regulations

- The magazine is published at the end of every academic year.
- The articles written by the student teachers must have literary language with correct structure.
- Original articles and art will be published in the magazine.



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Maintenance Policy

The Maintenance committee is responsible for monitoring the cleanliness of the campus. A comprehensive maintenance policy has been formulated for the smooth functioning of the college. The staff notifies all maintenance-related needs to the maintenance committee. The Office Superintendent leads the support staff in maintaining classrooms, computing equipment, furniture, fixtures of classrooms, LCD projectors, electricity, and carpentry.

Aim

- To Maintain the Physical, Academic, and Support facilities.
- To attend to requirements and damages immediately.

Objectives

- Review the requirements of the infrastructure and other facilities.
- Analyse matters relevant to the maintenance of various facilities and development of the institution

Roles and Responsibilities

- The cleanliness of the entire campus is monitored by the maintenance committee with the help of support staff.
- Stock registers are maintained for the infrastructure.
- Ensure that the supporting staff cleans the office area, corridors, staff rooms, classrooms, library, laboratories, halls, common rooms, restrooms, and ground.
- Check the constant flow of water and maintenance of the Garden.
- The library resources are maintained by the librarian
- Sports equipment and playgrounds are maintained by the Physical Director with the help of support staff.



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Policy For National Service Scheme

Motto of National Service Scheme: “Not Me, But You”. It reflects the essence of democratic living and upholds the need for self-less service. NSS enhances the knowledge of oneself and the community through interaction with reality.

Aims

- To develop appreciation towards others and be considerate to other living beings.
- To imbibe knowledge of the society through community exposure programmes and field visits.
- To develop skills for self- employment.
- To provide opportunity to work constructively with the community, in and around the educational campus.
- To arouse the social conscience among student teachers.

Objectives

- Develop the personality of students through community service.
- Enable the students to work in communities.
- Inculcate social awareness among the students.
- Extend help to the needy people by donating blood.
- Involve in the process of disaster management.

Scope:

- Provides opportunity towards community welfare.
- Identifies the needs and problems of the community and guidance to tackle the problem.
- Shares responsibilities towards mobilizing community participation.
- Acquire leadership qualities through democratic attitude.
- Enhances National Integration and Social Harmony.

Rules and Regulations

- Each Unit has 100 Volunteers at college level-headed by 2 programme officers appointed by the college.
- Students are expected to work as volunteers for a continuous period of 2 academic years.
- Students must render community service for a minimum of 120 hours per annum.



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Policy For Placement Cell

The Stella Matutina College of Education offers teacher education programme, forming would be teachers with effective skills to be globally competent in imparting knowledge and upholding human values. To ensure job opportunity to the student teachers, the placement cell organizes campus interview every year in the month of March. The following norms are adhered to enhance the effective functioning of the placement cell. The norms are presented at the IQAC and Planning Committee meeting and have been approved.

Aims

- Ensuring career guidance and job opportunities.
- Organizing input sessions on career guidance and campus interviews.
- Providing opportunities for various schools to recruit student teachers for employment.

Objectives

- Providing training for student teachers and enabling them to imbibe teaching competencies and skills.
- Equipping student teachers with soft skills and communication skills.
- Organizing mock interviews to enable the students to overcome phobia.

Scope

- Institution provides effective and meaningful training on teaching competencies and relevant adequate skills.
- The institution provides exposure programme, training on drama and art, micro teaching skill practice and macro teaching demonstration and practice.
- Ensuring cent percentage job opportunities by organizing campus interview and career guidance.

Rules and Regulations

- The placement Officer is appointed by the management.
- The placement officer on behalf of the institution sends request letter to Heads of various schools inviting them to recruit students from the college.
- The request letter is sent in the month of February every year.
- The campus interview is organized every year in the month of March.
- The details of number of schools those come for campus interview, number of students who attend interview, number of students selected for job during the interview and number of students who wait for the second round of interviews, are recorded and maintained.
- Those students who are placed in various schools are requested to submit the copy of their appointment letter.



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Policy For Plagiarism

Objectives

- To maintain quality in research and to uphold academic integrity.
- To control plagiarism the college management procured a plagiarism detection tool.

The following are the policy decisions made,

- Each student submits the softcopy and hard copy of the theses towards assessment before printing the fair copies of the thesis.
- Every student should submit the thesis copy to the Research and Development committee for plagiarism check.
- The level of plagiarism is fixed to 20% and shall be reviewed once in a year.
- Each student shall be instructed to furnish an undertaking indicating that the thesis has been prepared by her and the document is an original work and free from plagiarism. Each supervisor shall submit a certificate indicating that the work done by the researcher under her is free from plagiarism.
- Any violations in this regard would be treated accordingly.



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Policy For Planning Committee

The College focuses on the Vision and Mission, implementing quality education with relevant curriculum keeping in mind the need of the society and accordingly forming the student teachers for future society, nation and of the world. In order to provide and assure quality education the institution has formed a planning committee that plans the entire scholastic and co scholastic activities for the respective academic year.

Aims

- To plan both scholastic and co-scholastic activities before the commencement of the semesters.
- Plans the practical, internal and external evaluation process for each semester.
- Plans systematically the co-scholastic activities for each semester.

Objectives

- The controller of the examination executes diligently organizing both external and internal theory and practical examination.
- Internal and external evaluation is conducted, qualitative and quantitative analysis of the same is recorded and maintained.
- To process the external evaluation the external evaluators are invited from other teacher education institutions.

Scope

- Each and every student teacher gets the opportunities to tap their inner potentials and abilities with respect to scholastic and co-scholastic activities and procedures.
- Enables the institution to systematically organize and execute day today scholastic and co-scholastic activities effectively.
- Implements meaningful curriculum transaction and ensures providing relevantly amicable teaching learning environment.

Rules and Regulations

- The members of the planning committee are appointed by the management.
- The members of the committee along with the Principal plan the activities and the academic procedures.
- The members of the committee meticulously study the changes brought with respect to curriculum framework and makes changes accordingly.
- The planning committee holds the meeting twice in a semester and forwards its suggestions to the management and other teaching faculty for suggestions and gets approval from the management.



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Policy For Parent Teacher Association (PTA)

The College Parents Teachers Association is a formal organisation of parents and teachers that is formed to get parents involved in their children's and their academics to help and reform the college. PTA provides parents and teachers a mutual platform to work for the betterment of the college, teaching and everything that influences the intellectual growth of student teachers.

Aims

- To conduct meetings for both parents and teachers to involve and discuss academic and solve any particular issues they are facing.
- To encourage parents to become more involved with the college.
- To provide support for the college events and other important occasions.

Objectives

- To bring parents into the equation that provides a fresh insight on the improvements that are needed.
- To raise the funding which provides students with extra facilities.
- To improve parental relationship and teachers get to know about students' holistic life.

Scope

The Parent Teacher Association (PTA) has been constituted at Stella Matutina College of Education in order to enhance the learning and enrich the lives of the student teachers on and off the campus. The forum encourages the parents to contribute their ideas and their opinions.

Roles and Responsibilities

- Plan, organise and participate in general body meeting and other meetings as and when required, that involve collaboration between the teacher educators, parents and college management.
- To promote open communication and understanding of student's progression in order to enhance and maximize quality education and its process.
- To institute medals, prizes and endowments to benefit students by showing high proficiency in their studies and co-curricular activities.
- To promote the activities of training and placement cell.
- To assist students coming from socially and economically backward groups financially.



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Policy For Research Ethics

The Research Ethics Policy sets out the principles underpinning the ethical conduct of research and defines the process and principles for the objective and rigorous ethical review of research.

Aims

- To enhance research based on honesty, originality and genuineness by adhering to the parameters of professional ethics and quality.
- To promote quality and standards in academic research, and to create a culture of integrity.
- To have the observations to be real based on accurate data recording and reports.
- To Have accountability in data collection and interpretation

Objectives

- Conduct research in a recognized ethical standard
- Transmission of research through idle and real data
- Preserving the confidentiality of the personal data
- Educate on the importance of Intellectual Property rights
- Effective and strategic ways of curbing plagiarism

Scope

Research data collected through projects funded by the college or by external agency, the entire research is the property of the institution. The research data may be made available on request to co-researchers for dissemination of knowledge. significant contribution to the research work through design, planning, execution and compilation of the work can be submitted to the college journal for publication at the same time. After due communication from the earlier journal, it can be submitted to a different journal.

Roles and Responsibilities

- must conform to recognized ethical standards, which includes respecting the dignity, rights, safety and well-being of the people who take part.
- accountable for the ethical evaluation of research projects
- responsible to raise awareness with regards to malpractices in research promoting and recommending Research Integrity in all endeavors.



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Policy For Research Incentives Scheme

- Fulltime Faculty members (permanent and management) of Stella Matutina College of Education and those who are on probation/permanent payrolls and faculty shall publish a paper once in an academic year with the incentives provided by the college.
- Each Faculty applying for the incentives should have ORCID for their publications.
- Publications with Peer reviewed and UGC recognized journals will be considered for incentives.
- The faculty requesting for incentive must be a first author of the research article.
- It is mandatory for all the faculty to contribute research articles meeting the research gaps.
- It is mandatory for faculty who receives incentives to publish one article in the college journal “**The Indian Educational Researcher**”.
- Eligible candidate must forward the application through the Principal to the Secretary.
- Proof of journal paper and its indexing must be submitted while making claim.

Presentation of research papers/ workshops/seminars/FDPS in India:

- The hosting institution of international and national conference must be of reputed one.
- The faculty would be allowed OD, Registration amount and T.A. when attending the conference outside the institution.
- In case of joint authorship only one faculty would avail the facility.
- Each faculty can present research papers in conferences in reputed institutions twice in an academic year with financial assistance (limited to Rs. 10,00/- only).
- Maximum number of ODs is limited to one week during lean period. Only one day OD is allowed in the academic period.

Presentation of research papers/ workshops/seminars in Abroad

- Publication claims under Research Incentive Schemes (RIS) of Stella Matutina College of Education, the application for the incentive must be forwarded to the management within a month of publication in the prescribed form.
- The faculty could approach the college and other funding while applying for a project.

Generation of research grants or grants for up gradation of research infrastructure

- Faculty members are expected to submit proposals for research grants from funding agencies.
- Incentive claim under Research Incentive Schemes (RIS) of ‘**Stella Matutina College of Education**’ must be made within a month of sanction of project grant in the prescribed form.



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Policy For Research

The college has successfully completed six decades of academic initiatives and continues to be a leader in teacher education research work. Research has always been an area of paramount importance to the college.

Aim

- To nurture and promote research activities with high standards.
- To facilitate and contribute to research in education, thereby improving yields in terms of grants, research innovation, intellectual property and publications.
- To enable the researcher to develop the competency of conducting research individually or in a group later on.
- To create a vibrant atmosphere of research among faculty and research scholars.

Objectives

- To identify research priorities and initiate research related activities.
- To provide scope for researchers to implement ideas.
- To foster new collaborations along with the existing ones.
- To disseminate research findings in the reputed national and international journals.
- To seek research grants and promote focused research of national importance.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in the research activities.
- To ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential implementation.

Scope

This research policy applies to all researches conducted by researchers including B.Ed., M.Ed., M.Phil., Ph.Ds., faculties, and faculties from other universities conducting research as a part of exchange programs or any other that ensures scientific soundness.



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Policy For Red Ribbon Club

Red Ribbon Club is envisaged to instil about the values of service, develop healthy life styles and increase access to safe and adequate quantities of blood to all the needy by promotion of regular voluntary blood donation and also to educate the students & public about HIV and to provide awareness to support AIDS service organizations.

Aims

- To equip youth with correct information on HIV/AIDS Prevention
- To provide care and support to the patients
- To make HIV/AIDS free INDIA by creating awareness about the spread and cause of HIV/AIDS among the student teachers
- To create awareness on blood donation

Objectives

- To instill the value of life skills for better and healthier life.
- To motivate youth and build their capacity as peer educators developing their skills on leadership, negotiation, and team building.
- To promote voluntary non-remunerated blood donation by student teachers.

Scope

- The club attempts to main stream HIV /AIDS prevention, mitigation, stigma reduction care and treatment among the youth in higher education institutions
- The club trains the students volunteers to act as peer educators to further spread the message about AIDS awareness and Blood Donation in and outside the campus.
- The club facilitates testing and referrals for students after counseling.

Roles and Responsibilities

- Gain in-depth knowledge about HIV/AIDS, Voluntary Blood Donation and related issues.
- Mobilizing resources for the Club activities.
- Producing innovative BCC (Behavior Change Communication) materials - slogans, jingles, posters, logos, handbills, posters, songs and plays, etc.
- Actively participating in competitions and community outreach programmes inside and outside the campus.
- Developing life skills and leadership qualities, performing the role of peer educators to highlight the HIV/AIDS risk perception and instill negotiation skills among student teachers.



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Policy For Scholarship Committee

The Scholarship Committee is responsible for scholarships, policies, procedures, and other concerns related to student scholarship. The responsibility of the scholarship committee is to oversee the annual scholarship and to ensure the timely and fair disposition.

Objectives

- To create awareness among the students regarding various scholarships program of State Govt. and UGC statutory body.
- To ensure the students receive the scholarship according to their reservation.

Scope

It is the responsibility of the Scholarship Committee to encourage the students to have the required percentage of attendance to avail their financial assistance.

Roles and Responsibilities:

- Disseminate information on scholarship opportunities from Government and Non-Government organizations to the students.
- Monitor and guide the students in completing the application procedure
- Reviews the applications based on the merits and other norms of the Government and Non-Government organizations.
- Recommends the list of students to the management for consideration of scholarship.
- Maintains the records for auditing.



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Policy For Students Induction Programme

Student induction encompasses the initial stages of guidance and support services provided to students from the beginning of the academic year and continues throughout their course and beyond. The programme includes various activities that are planned to help the student, to get acclimatized to the environment of the institution.

Aim

- To help the students feel comfortable in the new environment and to imbibe the discipline customs and practices of the college.
- To enable the students to become familiar with the amenities and to have equal access to the intellectual and physical resources of the institution.
- To imbibe thorough knowledge of the programme and courses and the unique practices and spirit of the college.
- To instill the ideas, practices and spirit of the college and its unique features.

Objectives:

- Assist the students feel comfortable in the new environment and adjust to the customs and practices of the college.
- Facilitate the students to become familiar with the amenities and accessing the intellectual and physical resources of the institutions.
- Enable the students to understand and have better relationship with the faculty members for setting the pace of fruitful teaching learning experiences
- Create comfortable environment to the newly admitted students.

Scope

The college welcomes all the student teachers to the college by creating conducive and amicable ambiance and ensuring academic support to the students to imbibe effective aptitude towards the Teacher Education programme. In addition, prepares the students for holistic development, to meet the demands of the teaching profession.

Rules and Regulations

- It is mandatory for all the students admitted to the Teacher Education Programme to attend the induction programme organized by the college.
- The induction committee should prepare a detailed induction program in consultation with the Head of the Institution.
- Student induction programme Committee should decide on the number of days for SIP programme. The duration of the programme can be between 10 - 15 days.
- Student induction programme shall consist of lectures, group discussions, workshops and other activities.



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Policy For Waste Management

The College realizes sustainable and holistic waste management essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching staff and students. The College has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product.

Aims

- The purpose of the policy is to facilitate and implement the policy in accordance with the National Environment Policy 2006.
- To manage the various hazardous wastes effectively.
- To promote the use of cleaner technologies.

Objectives

- Minimise waste generation of source and facilitate use, reuse and recycling of wastes in a cost-effective manner.
- Provide defined roles and responsibilities towards waste management.
- Transform waste into value added products.
- Ensure the safe handling and storage of wastes on college campus.
- Promote holistic approach of waste management in the campus.

Scope

- The college promotes reduction of waste and reusing, recycling and recovering of waste products.
- The teaching and non-teaching staff, students and guests adhere to the Policy and the norms within the campus.
- Organises awareness programmes on waste management, clean and green campus.

Roles and Responsibilities

- All the members of the college should follow effective disposal of the waste.
- Waste must be disposed into suitable containers.
- Waste containers must be sealed to prevent accidental spillage or leakage.
- Segregation of waste should be effectively carried out periodically.
- Solid wastes should be converted into vermi-compost and used as fertilizer.
- The student teachers and staff are expected not to waste the resources of the college.
- The policy will be reviewed periodically in respect to changing norms and regulations, by the management.



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Policy For Website Committee

The committee has the responsibility of providing directions on the maintenance and content of the website. The committee will provide recommendations on the design, graphics, placement of content, and functionality of the Website.

Aim

- To maintain and evolve user-friendly website that promotes and facilitates college activities.
- To maintain and update the website by assimilating and disseminating information with effective strategic plans.

Objectives

- Access information of scholastic, co-scholastic and infrastructure facilities of the college.
- Present the information of the courses, upcoming activities, grades and the schedules.
- Update upcoming events and announcements regarding academic, administrative and auxiliary functions.

Scope

- The mandate of the website committee is to enhance knowledge transaction with the access to e-learning resources regularly.
- To publish accurate and useful information on all activities conducted in the college.
- To enable the accessibility of complete information on the college campus such as courses available, admission procedure, placement, college events, achievements, co-curricular activities and etc.

Rules and Regulations

The Committee within the framework of the overall strategic policies of the college shall:

- Provide help and assistance to the various committees in the college with issues related to publishing content on the website.
- Ensure the accuracy of the content displayed on the college website.

- Ascertain that the content of the college website is maintained and updated on a timely basis.
- Regularly assess the design of the website and make recommendations for improvements.
- Ensure the accuracy of the content on the college website.
- Ensure that the content of the website is updated on timely basis.
- Regular assessment of the design of the website and make recommendation for improvements.

Privacy

The details of students and staff made available are subject to the privacy of the individuals concerned. No data or information available shall be used for any purpose other than that of the above-mentioned purpose.



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Policy For Student Welfare Committee

Student Welfare Committee of the college looks after the protection of rights and supervises the welfare activities of the students. Student Welfare Committee nurture's students' mental, physical and cultural growth with various activities to improve their overall personality development and to make them civilized Indian citizens and to be a competent Teachers to fulfill the scope and demands of the society and of the world.

Aims

- To maintain conducive learning ambience ensuring safe and secure environment.
- To encourage appropriate forms of behavior and protect students from harm.
- To develop a feeling of belongingness to the college with positive attitude.
- To develop a realistic and comprehensive self- concept, enhance self-esteem, develop their interest and abilities.

Objectives

- Ensure efficient provision of all welfare services to students.
- Facilitate the effective management of the students in the college.
- Offer support and facilitate participation of students in co- curricular activities such as games, drama, music, clubs and societies etc.
- Develop and sustain recreational facilities and activities to all students.
- Support the maintenance of standards and the discipline of the students.
- Offer guidance, support and assistance to students who face financial crisis.

Scope

- Fosters student's skills through the proper social, sports and cultural activities.
- Maintains a strong relationship among the students, faculty and administrative members.
- Boosts students' individuality, autonomy and self-dependence through giving them the freedom to choose, maintain and organize their activities of interest.

Roles and Responsibilities

- Conducts the election and periodic evaluation of the roles and responsibilities of the office bearers.
- Monitoring the student support facilities such as, Prayer room, common room, book bank facility, recreational facility, canteen, health care, purified hot and cold drinking water, vehicle parking and restrooms.
- Organizes life skill development and placement training programmes.
- Provides awareness on government scholarship for reserved category students.
- Provides concession for economically deprived students.
- Promotes amicable relationship with management, staff and parents.
- Organizes co-curricular activities for personality development.
- Assists in maintaining and implementing the college Anti-Ragging policy.



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Policy For Women Cell

The women cell of the college strives to enhance issues related to women in the campus specially the faculty, staff and students ensuring the campus a safe place for them. It provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways and means to improve and empower themselves.

Aim

- To develop the self-confidence of women and awareness on women welfare laws.
- To create social awareness on the problems of women and in particular on gender discrimination.
- To direct women's role in the society.

Objectives

- To create an environment that will help women realize their full potential and give their best.
- To encourage female students to be self-reliant and economically independent.
- To instil positive self-esteem and confidence in the female students so that they can take the right decision in and for their lives.

Scope

- Develops multidisciplinary approach for the overall personality development.
- Eliminating deep rooted beliefs of gender bias and discrimination.
- To promote general well-being of female students, teaching and non-teaching staff.

Rules and Regulations

- To provide information regarding counselling and support services on the campus.
- To ensure that the students and faculty are provided with current and comprehensive materials on sexual harassment and assaults.
- To create awareness amongst students on the problems faced by working women.
- To foster decision-making ability among students for making informed choices in areas like education, employment and health.
- To arrange programs regarding health, personality development and etc.,



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Policy For Youth Red Cross (YRC)

The Youth Red Cross unit of our college has been designed to involve young students that supports humanitarian services to the fellow human being with respect to health-related services to the community through Voluntary Service. The students have to participate and coordinate in the various activities of YRC.

Aim

- To provide opportunities to the student teachers to become promising future citizens.
- To inculcate healthy living habits and make a significant contribution to the society.
- To uplift the society through voluntary service.

Objectives

- Conduct social and health awareness programmes.
- Offer first aid trainings to all the students.
- Inculcate unity among the student teachers.
- Organize Disaster management training programme and medical health check-up.

Scope

- Encourage the students to extend their humanitarian services to the society.
- Understanding and accepting civic responsibilities and acting accordingly with humanitarian concern.
- Inspire and encourage community services through education and training.

Functions of YRC

- Visits to Orphanage and Old Age homes.
- Conduct Health Screening Camps.
- Organize First Aid Training programmes
- Arrange Disaster Management Training Programme
- Promotion of health and hygiene.
- Service to the needy people
- Relief work during emergencies like flood, fire and other natural calamities.
- Maintain clean and green campus.
- Organize Social Service Activities and related programmes depending on the needs and requirement of the community.