

Institutional Policy Manual

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Run by Vincentian Fathers

1. INTRODUCTION

i) Vision

To emerge as a centre of excellence dedicated to nurturing competent, socially responsible, and ethically grounded professionals by integrating physical, intellectual, emotional, and spiritual development through quality education, focused training, and personalized career guidance.

ii) Mission

To bring out the best in every learner by providing contemporary, value-based education in emerging fields of knowledge while integrating intellectual, spiritual, and human values. The institution strives to equip students with the competence, confidence, and character required to address global challenges and lead meaningful professional and personal lives.

iii) Core Values

- Holistic Development
- Professional Excellence
- Physical and Mental Well-being
- Social Commitment
- Environmental Sustainability
- Faith in God

iv) Institutional Profile

De Paul Institute of Science & Technology (DiST), Angamaly, established in 2002 under the De Paul Education Trust and managed by the Vincentian Congregation, is a multidisciplinary institution committed to providing quality higher education rooted in academic excellence, ethical values, innovation, and social responsibility. The institution is affiliated with Mahatma Gandhi University, approved by AICTE for applicable programmes, accredited by NAAC with an 'A' Grade, and certified under ISO 9001:2015.

With the conferment of autonomous status, the institution is empowered to design and implement academic programmes that are

responsive to contemporary educational needs while maintaining compliance with statutory and regulatory requirements. Autonomy enables the institution to strengthen curriculum design, promote innovative teaching-learning practices, adopt transparent and outcome-oriented assessment systems, encourage interdisciplinary education, and respond effectively to regional, national, and global developments in higher education.

v) Purpose of the Policy Manual

This Institutional Policy Manual establishes the framework for academic governance, institutional administration, quality assurance, research, innovation, student development, and administrative processes under the autonomous system. The manual provides guiding principles for effective institutional functioning while ensuring accountability, transparency, quality enhancement, and continuous improvement across all academic and administrative activities.

The policies contained herein serve as guiding documents for the Governing Body, Academic Council, Boards of Studies, faculty members, administrative staff, students, and other stakeholders in the discharge of their respective responsibilities.

vi) Regulatory Framework

The provisions of this Policy Manual are developed in accordance with the following statutory and regulatory frameworks:

- University Grants Commission (UGC) Regulations on Autonomous Colleges (2023)
- National Education Policy (NEP) 2020
- University Grants Commission (UGC) Regulations, Guidelines, and Notifications issued from time to time
- Mahatma Gandhi University Regulations, wherever applicable during the transition to autonomous status
- AICTE Regulations and Guidelines, wherever applicable

- Other statutory requirements and directives issued by competent regulatory authorities.

vii)Review and Revision

This Policy Manual shall be reviewed periodically to ensure its continued relevance and alignment with emerging national educational policies, statutory regulations, institutional requirements, and best practices in autonomous higher education. Any amendments, additions, or revisions shall be approved by the appropriate statutory authorities of the institution before implementation.

1. INTERNAL QUALITY ASSURANCE CELL (IQAC)

i)Introduction

The Internal Quality Assurance Cell (IQAC) serves as the institution's central mechanism for planning, coordinating, monitoring, and sustaining quality enhancement initiatives. As a permanent quality assurance body, the IQAC promotes a culture of continuous improvement by integrating quality into every aspect of academic, administrative, research, extension, and governance practices.

In an autonomous institution, the IQAC plays a strategic role in strengthening institutional effectiveness through evidence-based planning, systematic monitoring, periodic review, documentation, and continuous quality enhancement. It facilitates compliance

with statutory and regulatory requirements while promoting innovation, accountability, transparency, and excellence in higher education.

The IQAC functions as the institutional catalyst for quality assurance by coordinating the efforts of all academic and administrative units and ensuring that quality becomes an integral component of institutional culture rather than a periodic accreditation exercise.

ii)Vision

To ensure quality culture as the prime concern through institutionalizing and internalizing all

the initiatives taken with internal and external support.

iii)Mission

Transform a learner-centric environment for high-quality education and faculty competency in academic and administrative activities.

iv)Objectives

The Internal Quality Assurance Cell shall strive to:

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

v)Quality Strategies

To achieve its objectives, the IQAC shall evolve appropriate mechanisms for:

- Ensuring timely, efficient, and transparent execution of academic, administrative, examination, and financial processes.
- Promoting relevant, multidisciplinary, and quality-oriented academic and research programmes.
- Facilitating equitable access, inclusion, and learner support.
- Encouraging innovative pedagogical practices and technology-enabled learning.
- Strengthening the credibility and transparency of assessment and evaluation systems.
- Monitoring institutional performance through academic and administrative audits.
- Promoting research collaborations, consultancy, innovation, incubation, and community engagement.

- Maintaining institutional databases and quality documentation through digital platforms.
- Facilitating networking with national and international institutions for quality enhancement.

vi) Functions of IQAC

The IQAC shall function as the institutional quality facilitation and monitoring body and shall:

- Develop and periodically review institutional quality benchmarks.
- Coordinate quality-related activities across all academic and administrative departments.
- Facilitate implementation of Outcome-Based Education and continuous academic improvement.
- Coordinate curriculum feedback, stakeholder feedback, and quality review mechanisms.
- Organise faculty development programmes, workshops, seminars, and quality initiatives.
- Promote best practices, institutional innovations, and quality enhancement projects.
- Facilitate academic and administrative audits and monitor follow-up actions.
- Maintain institutional documentation, quality records, and evidence repositories.
- Support institutional strategic planning through data-driven decision-making.
- Coordinate quality initiatives related to autonomy, accreditation, rankings, and regulatory compliance.

vii) Benefits of IQAC

The functioning of IQAC contributes to:

- Establishing clarity and consistency in institutional quality processes.

- Strengthening a culture of continuous quality improvement.
- Improving coordination among academic and administrative units.
- Supporting informed institutional planning and decision-making.
- Promoting accountability, transparency, and stakeholder confidence.
- Developing systematic documentation and institutional knowledge management.
- Enhancing institutional preparedness for accreditation, ranking, and quality assessment exercises.

viii) Monitoring and Review

The IQAC shall periodically review institutional quality indicators through structured meetings, academic audits, stakeholder feedback, performance analysis, and annual quality reports. Recommendations arising from these reviews shall be communicated to the appropriate statutory authorities for implementation and continuous improvement.

ix) Policy Review

This policy shall be reviewed periodically in accordance with revisions in UGC Regulations, NAAC quality assurance frameworks, National Education Policy, and institutional requirements to ensure its continued relevance and effectiveness.

2. ACADEMIC POLICY

i) Introduction

The Academic Policy of De Paul Institute of Science & Technology (DiST) provides the institutional framework for planning, designing, implementing, monitoring, and continuously improving all academic activities under the autonomous system. The policy seeks to uphold academic excellence through learner-centred education, innovation in teaching and learning, Outcome-Based Education (OBE),

ethical academic practices, and continuous quality enhancement.

As an autonomous institution, DiST is committed to offering flexible, relevant, multidisciplinary, and industry-responsive academic programmes that align with the National Education Policy (NEP) 2020, University Grants Commission (UGC) Regulations, and other statutory requirements while preserving the institution's vision, mission, and core values.

ii) Purpose

This policy establishes the guiding principles governing academic planning, curriculum development, teaching-learning processes, student assessment, academic support services, and continuous quality improvement across all academic programmes offered by the institution.

iii) Scope

This policy applies to:

- All undergraduate, postgraduate, certificate, and value-added programmes offered by the institution.
- Faculty members and academic administrators.
- Academic departments and Boards of Studies.
- Students enrolled in the institution.
- Academic support units involved in curriculum implementation and quality assurance.

iii) Policy Objectives

The Academic Policy aims to:

- Promote excellence in teaching, learning, research, and innovation.
- Ensure effective implementation of Outcome-Based Education.
- Develop curricula that are contemporary, flexible, multidisciplinary, and responsive to societal and industry needs.

- Foster critical thinking, creativity, entrepreneurship, ethics, and lifelong learning.
- Encourage learner-centred pedagogical practices.
- Maintain transparency, fairness, and credibility in academic processes.
- Promote continuous academic quality enhancement through systematic monitoring and review.

iv) Guiding Principles

Academic activities shall be guided by the following principles:

- Academic excellence through continuous quality improvement.
- Student-centred learning and holistic development.
- Academic integrity, fairness, and transparency.
- Inclusiveness and equitable access to learning opportunities.
- Innovation in curriculum design and pedagogy.
- Integration of research, skill development, community engagement, and experiential learning.
- Digital transformation in teaching-learning processes.
- Environmental sustainability and social responsibility.

v) Curriculum Design and Development

The institution shall design and periodically revise curricula through the statutory Boards of Studies and Academic Council to ensure that programmes remain relevant, outcome-oriented, and aligned with emerging national and global developments.

Curriculum development shall consider:

- Programme Outcomes (POs)

- Programme Specific Outcomes (where applicable)
- Course Outcomes (COs)
- Graduate Attributes
- Industry expectations
- Stakeholder feedback
- Employability and entrepreneurship
- Research and innovation
- Skill development
- Community engagement
- Indian Knowledge Systems and values wherever appropriate.

vi)Teaching–Learning Process

The institution shall promote learner-centred education through:

- Interactive classroom practices.
- ICT-enabled teaching.
- Blended and technology-supported learning.
- Experiential learning.
- Project-based learning.
- Internship and field-based learning.
- Collaborative and interdisciplinary learning.
- Mentoring and academic advising.
- Continuous academic support for diverse learners.

Faculty members shall adopt innovative pedagogical methods to improve student engagement and learning outcomes.

vii)Outcome-Based Education

The institution shall implement Outcome-Based Education across all academic programmes.

Academic departments shall:

- Define measurable Course Outcomes. Map Course Outcomes with Programme Outcomes and Graduate Attributes.
- Assess attainment using approved direct and indirect assessment methods.
- Analyse attainment levels.
- Prepare action plans for continuous improvement.
- Maintain proper documentation of attainment and quality enhancement measures.

viii)Academic Flexibility

The institution shall promote academic flexibility through applicable provisions under autonomous regulations, including:

- Multidisciplinary learning opportunities.
- Elective courses.
- Value-added and skill development courses.
- Internship and project components.
- Credit transfer and Academic Bank of Credits, wherever applicable.
- Multiple Entry and Multiple Exit provisions in accordance with prevailing regulations.

ix)Assessment and Evaluation

Student assessment shall be:

- Continuous
- Transparent
- Fair
- Reliable
- Outcome-oriented

Assessment shall include continuous internal evaluation and end-semester examinations as prescribed under the Academic Regulations approved by the Academic Council.

Evaluation procedures shall ensure confidentiality, impartiality, academic integrity, and timely declaration of results.

x)Roles and Responsibilities

➤ Academic Council

- Approve academic regulations.
- Approve curriculum revisions.
- Monitor academic standards.

➤ Boards of Studies

- Design and revise curricula.
- Recommend syllabi.
- Review programme outcomes.

➤ Departments

- Implement curriculum.
- Monitor academic progress.
- Maintain academic records.
- Conduct attainment analysis.

➤ Faculty Members

- Deliver curriculum effectively.
- Adopt innovative pedagogy.
- Conduct continuous assessment.
- Mentor students.
- Maintain academic integrity.

➤ Students

- Students are expected to participate actively in academic activities, comply with institutional regulations, uphold academic integrity, and contribute constructively to the learning environment.

xi)Quality Assurance

The IQAC shall periodically monitor:

- Curriculum implementation.
- Teaching-learning effectiveness.
- Student performance.

- Outcome attainment.
- Stakeholder feedback.
- Academic audits.
- Best practices.
- Continuous quality improvement initiatives.

Recommendations arising from these reviews shall be implemented through the appropriate academic bodies.

xii)Monitoring and Review

The Academic Policy shall be reviewed periodically by the Academic Council based on:

- UGC Regulations.
- NEP 2020.
- Feedback from stakeholders.
- Academic audit findings.
- Emerging educational practices.
- Institutional strategic priorities.

Approved revisions shall be implemented from the academic session specified by the competent authority.

3. ADMISSION POLICY

i)Introduction

De Paul Institute of Science & Technology, Angamaly (DiST), established in 2002, is committed to providing quality higher education that promotes the holistic development of its students. Over the years, the institution has expanded from a single programme to a diverse portfolio of undergraduate and postgraduate programmes.

With effect from 2026, the institution has attained **autonomous status**. Accordingly, the College exercises its academic and administrative responsibilities within the powers and privileges accorded to an autonomous institution, while continuing to comply with the applicable provisions, norms and regulations of statutory and regulatory authorities, including the Government, UGC,

AICTE wherever applicable, and other competent authorities.

The College maintains an admission system that is transparent, merit-based, inclusive and consistent with the eligibility requirements and admission regulations applicable to the respective programmes. Admission to each programme shall be governed by the approved eligibility criteria, admission procedures, reservation requirements and other applicable regulations.

The institution is committed to ensuring equitable access to higher education. In particular, the Management recognizes that financial constraints should not prevent deserving students from pursuing higher education. Subject to the applicable rules and institutional provisions, financial assistance may therefore be extended to eligible students through fee concessions, part-payment facilities or merit-cum-means scholarships.

ii) Objectives of the Policy

The objectives of the Admission Policy are:

- To attract academically capable and deserving students to the College.
- To promote diversity, equity and inclusion within the student community.
- To ensure that admissions are conducted in accordance with applicable reservation provisions and statutory requirements.
- To maintain a transparent, fair and student-friendly admission process.
- To provide opportunities for deserving students from economically and socially disadvantaged sections of society through appropriate institutional financial assistance and merit-cum-means scholarships.
- To ensure that admission procedures are consistent with the academic autonomy of the institution and the regulations applicable to each programme.

iii) Admission to Different Programmes

Admission to programmes approved or regulated by AICTE, including the **Master of Business Administration (MBA)** and **Master of Computer Applications (MCA)**, shall be made only from among candidates possessing the prescribed qualifications and satisfying the applicable entrance examination requirements of the competent authorities.

For **MBA admission**, a rank list shall be prepared from among eligible applicants based on the prescribed selection criteria, including performance in the applicable entrance examination, group discussion and personal interview.

For **MCA admission**, 50% of the seats shall be allotted through the **LBS Centre, Kerala**, wherever such allotment is applicable, and the remaining seats shall be filled by the College Management in accordance with the applicable regulations and on the basis of the rank list prepared by the College. Candidates seeking allotment through the LBS Centre shall register with the Centre and participate in the prescribed admission process.

For the **Integrated MCA (IMCA)** programme, where admission is not made through CAP or LBS allotment, the College shall admit eligible candidates on the basis of the rank list prepared through the prescribed institutional admission process.

For other undergraduate and postgraduate programmes, admission shall be granted only to candidates satisfying the eligibility requirements prescribed under the applicable academic and regulatory framework. As an autonomous institution, the College shall follow the admission and academic regulations approved through its competent statutory bodies, while ensuring compliance with the applicable requirements of the University, Government, UGC, AICTE and other competent authorities, wherever applicable.

Where seats are allotted through a centralized admission system such as the **Centralized Allotment Process (CAP)** of the affiliating University, such allotment shall be followed in

accordance with the applicable regulations. The remaining seats, wherever permitted, shall be filled by the College Management through a transparent selection process and rank list prepared by the authorized admission authority of the College.

The College shall strictly adhere to the reservation provisions applicable to the respective programmes and shall ensure that the admission process is conducted in accordance with the reservation requirements prescribed by the competent authorities.

Candidates admitted under the Management Quota shall comply with the applicable institutional requirements and shall confirm their willingness to continue under the same admission category.

iv) Admission Procedure

Admission through Centralized Allotment

Candidates seeking admission through a centralized allotment process shall register through the prescribed admission portal of the competent authority and comply with all requirements of the allotment process.

Candidates receiving an allotment shall remit the prescribed fee and complete the admission formalities within the stipulated period. Candidates opting for temporary/provisional admission, wherever permitted, shall produce the original certificates for verification at the College and obtain the necessary approval. Such candidates may retain their provisional status until the completion of the prescribed allotment process and shall confirm permanent admission within the stipulated period.

Candidates seeking permanent admission shall complete the prescribed application process, either online or offline as permitted by the College. Copies of the required certificates and credentials shall be submitted for verification and processing.

The prescribed admission and academic fees shall be paid within the specified period. Where payment through demand draft is permitted, the draft shall be drawn in favour of the designated authority of **De Paul Institute of Science &**

Technology, Angamaly, as notified by the College.

v) Admission under Management Quota

Candidates seeking admission under the Management Quota may submit their applications online or offline, as prescribed by the College, along with copies of the required certificates and credentials.

The Admission Office shall process the applications in accordance with the eligibility requirements and selection criteria approved by the competent authority of the institution. Eligible candidates shall be ranked according to the prescribed criteria and called for further selection procedures, including interview, wherever applicable.

At the time of admission, candidates shall produce the original certificates and documents required for verification. Admission shall be confirmed only after completion of the prescribed verification and other admission formalities.

➤ Admission to MBA

Candidates seeking admission to the MBA programme shall submit the prescribed application form online or offline, as permitted by the College, along with the required supporting documents.

Eligible applicants shall participate in the prescribed selection process, including group discussion and personal interview, wherever applicable.

The rank list shall be prepared on the basis of the marks obtained in the applicable entrance examination, group discussion and personal interview, in accordance with the selection criteria approved for the programme.

Selected candidates shall be informed by the College and shall report within the prescribed period with their original certificates and other required documents for verification and completion of admission formalities.

➤ **Admission to Integrated MCA**

Where there is no centralized CAP or LBS allotment for admission to the Integrated MCA programme, candidates shall submit their applications online or offline in the prescribed format along with the required supporting documents.

Eligible applicants shall be considered for admission on the basis of the prescribed selection criteria and rank secured in the applicable entrance examination.

Candidates selected for admission shall be informed by the Admission Office and shall complete the admission formalities within the prescribed period. Original certificates shall be produced at the time of admission for verification.

vi) Scholarships and Financial Assistance

Students admitted through the centralized allotment process, Management Quota or the rank list prepared by the College Admission Office, subject to the applicable conditions, may be considered for institutional scholarships and financial assistance under the **merit-cum-means** scheme.

The availability, eligibility criteria, extent and continuation of such institutional financial assistance shall be determined by the Management in accordance with the approved institutional provisions and applicable regulations.

The decision of the competent authority of the institution regarding the award of Management-funded scholarships or financial assistance shall be final, subject to the applicable institutional rules.

vii) Transparency, Equity and Compliance

The College shall ensure that the admission process is conducted in a transparent, fair and non-discriminatory manner. Eligibility, selection criteria, admission procedures, applicable reservation provisions, fee requirements and other relevant information shall be communicated to applicants through appropriate institutional channels.

All admissions shall be subject to verification of eligibility and supporting documents. Admission obtained through the submission of false, incomplete or misleading information may be cancelled in accordance with the applicable rules and procedures.

The College shall periodically review its admission procedures to ensure their alignment with its autonomous status, statutory requirements, regulatory provisions and institutional objectives.

4. GRIEVANCE REDRESSAL POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) is committed to maintaining a safe, respectful, inclusive and learner-friendly environment in which students, faculty members, administrative staff and other stakeholders can raise genuine concerns without fear of discrimination, victimization or retaliation.

An effective grievance redressal mechanism is essential for maintaining trust, transparency and harmonious relationships within an institution. As an autonomous institution, DiST is committed to providing a structured and accessible mechanism for receiving, examining and resolving grievances relating to academic, administrative and other institutional matters.

The College shall address grievances in a fair, transparent, impartial and time-bound manner, in accordance with the applicable statutory and regulatory provisions and the policies approved by the competent authorities of the institution.

The grievance mechanism shall cover concerns relating to academic and non-academic matters, including, wherever applicable, assessment, attendance, examinations, academic administration, student services, discrimination, victimization and other matters affecting the legitimate interests and well-being of stakeholders.

ii) Objectives of the Grievance Redressal Policy

The objectives of the Grievance Redressal Policy are:

- To provide an accessible and effective mechanism for receiving and resolving grievances.
- To ensure prompt, fair, transparent and impartial consideration of grievances.
- To promote harmonious and respectful relationships among students and between students and staff.
- To provide a safe environment in which members of the College community can express their concerns freely and without fear of victimization or retaliation.
- To ensure that legitimate grievances are examined and resolved within a reasonable period.
- To provide an appropriate mechanism for appeal against decisions taken at the departmental level.
- To maintain confidentiality and protect the dignity and privacy of persons involved in the grievance process.
- To take appropriate action against violations of institutional rules and applicable regulations.

iii) Scope

The Grievance Redressal Policy shall apply to grievances raised by students and, wherever applicable, other members of the institutional community concerning matters related to the functioning of the College.

Grievances may relate to academic and administrative matters such as:

- Assessment and evaluation
- Attendance
- Conduct of examinations
- Academic procedures

- Administrative services
- Student facilities and services
- Unfair treatment or victimization
- Discrimination
- Any other institutional matter falling within the jurisdiction of the grievance redressal mechanism

Matters governed by specific statutory mechanisms, such as sexual harassment, ragging or other legally regulated complaints, shall be dealt with by the respective committees or authorities constituted for those purposes.

iv) Grievance Redressal Mechanism

DiST shall maintain a **two-level grievance redressal mechanism**:

Level I – Department Level Grievance Redressal Committee (DLGRC)

The Department Level Grievance Redressal Committee shall be the first level for addressing grievances arising within an academic department.

The composition shall be:

- **Chairperson:** Head of the Department
- **Member:** Two senior faculty members, including at least one-woman faculty member
- **Member:** Faculty Mentor concerned with the student, wherever applicable

The Department Level Grievance Redressal Committee shall examine the grievance, provide the concerned parties an opportunity to present their views and take appropriate steps for resolution within a reasonable time.

Level II – College Level Grievance Redressal Committee (CLGRC)

Where a grievance is not resolved at the departmental level, or where an appeal is preferred against the decision of the Department Level Grievance Redressal Committee, the matter may be placed before the College Level Grievance Redressal Committee.

The composition shall be:

- **Chairperson:** Principal
- **Management Representative:** Vice Principal
- **Convener:** Senior Professor/Senior Faculty Member nominated by the Principal
- **Member:** Associate Professor/Senior Faculty Member

- **Woman Member:** Senior woman teaching or non-teaching staff member

The Principal may nominate or reconstitute members of the Committee as required, while ensuring appropriate representation and continuity of the grievance redressal mechanism.

v)Functions of the Grievance Redressal Committees

The Department Level and College Level Grievance Redressal Committees shall:

- Receive and acknowledge grievances submitted through the prescribed channels.
- Examine grievances objectively and impartially.
- Provide the complaint and other concerned persons an opportunity to present relevant information or explanations.
- Maintain confidentiality to the extent permissible under applicable rules.
- Take appropriate steps for resolving grievances within a reasonable time.
- Recommend or initiate corrective measures wherever required.
- Maintain appropriate records of grievances received, actions taken and their status.

- Escalate matters requiring institutional intervention to the appropriate competent authority.
- Ensure that no person is subjected to victimization or retaliation for raising a genuine grievance.
- Periodically review recurring grievances and recommend preventive or corrective measures.

vi)Submission of Grievances

Students and other eligible stakeholders may submit grievances through any of the following mechanisms:

- Direct submission to an appropriate faculty member or member of the Grievance Redressal Committee.
- Written complaint submitted to the Department Level Grievance Redressal Committee.
- Suggestion boxes provided at designated locations in the College.
- Official email or other electronic grievance channels notified by the institution.
- Any other mechanism approved by the College from time to time.

The College shall ensure that grievance submission mechanisms are easily accessible and that appropriate information regarding the available channels is communicated to students and staff.

Anonymous complaints may be submitted through the designated complaint boxes or other permitted mechanisms. Such complaints may be examined by the competent authority depending on the nature, seriousness and verifiability of the matter.

vii)Procedure for Redressal

The grievance redressal process shall generally follow the stages given below:

1. **Receipt of Grievance:** The grievance shall be received through an authorized channel.
2. **Preliminary Examination:** The concerned committee shall examine whether the matter falls within its jurisdiction and determine the appropriate course of action.
3. **Interaction and Enquiry:** Where necessary, the concerned persons shall be given an opportunity to provide relevant information, clarification or supporting documents.
4. **Resolution:** Appropriate corrective or remedial measures shall be recommended or implemented based on the findings.
5. **Communication:** The outcome of the grievance shall be communicated to the concerned person, subject to confidentiality and applicable rules.
6. **Appeal:** Where the grievance is not resolved at the departmental level, or where the complainant is dissatisfied with the departmental decision, an appeal may be submitted to the College Level Grievance Redressal Committee.
7. **Closure:** A grievance shall be formally closed after the appropriate action has been taken and recorded.

viii)Appeal Mechanism

The College Level Grievance Redressal Committee shall entertain appeals against decisions taken by the Department Level Grievance Redressal Committee.

The Committee shall examine the grievance, the decision taken at the departmental level and any additional information submitted by the appellant. The Committee may uphold, modify or recommend appropriate corrective action in accordance with applicable institutional rules.

The decision of the College Level Grievance Redressal Committee shall constitute the institutional resolution of the grievance, subject to any further remedy or appeal available under applicable statutory or regulatory provisions.

ix)Confidentiality and Protection from Victimization

The College shall make reasonable efforts to maintain the confidentiality of grievances and the identity of the complainant and other persons involved, subject to the requirements of law and institutional procedures.

No student or staff member shall be subjected to intimidation, discrimination, retaliation or victimization merely for submitting a genuine grievance or assisting in the grievance redressal process.

Where a grievance is found to have been deliberately and knowingly submitted with false information or malicious intent, appropriate action may be taken in accordance with the applicable institutional rules.

x)Documentation and Reporting

The Grievance Redressal Committees shall maintain appropriate records of:

- Grievances received
- Date of receipt
- Nature of grievance
- Action taken
- Status of resolution
- Recommendations made
- Appeals received
- Final outcome

The College Level Grievance Redressal Committee shall periodically review the status of grievances and submit reports to the appropriate institutional authority.

At the end of each academic year, feedback from students and staff may be collected to identify recurring concerns and areas requiring institutional improvement. The significant issues emerging from such feedback may be reviewed as part of the College's annual academic and quality review processes.

xi)Continuous Improvement

The institution shall periodically review the effectiveness of its grievance redressal mechanism. Recurring grievances and systemic concerns shall be analysed to identify their underlying causes and to introduce appropriate preventive and corrective measures.

The Grievance Redressal Policy may be reviewed and revised from time to time by the competent authority of the institution to ensure continued alignment with applicable statutory requirements, regulatory provisions and the needs of the College community.

6. E-GOVERNANCE POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) recognizes e-governance as an essential component of efficient, transparent, accountable, and technology-enabled institutional administration. The institution promotes the effective use of digital technologies for academic administration, student services, examination-related processes, finance, human resource management, communication, documentation, data management, and other institutional functions.

As an autonomous institution, DiST shall progressively strengthen digital systems that support its academic and administrative autonomy while ensuring accuracy, security, accessibility, transparency, and responsible use of institutional information.

The E-Governance Policy provides a framework for the effective use, management, protection, and continuous improvement of digital systems and institutional data across the College.

ii)Objectives

The objectives of the E-Governance Policy are to:

- Promote efficient and technology-enabled academic and administrative processes.

- Reduce unnecessary dependence on manual documentation and improve institutional workflow.
- Facilitate timely access to institutional information by authorized users.
- Support transparent and accountable academic and administrative decision-making.
- Strengthen digital communication among students, faculty, staff, departments, and institutional authorities.
- Ensure systematic management, protection, and appropriate use of institutional data.
- Maintain the confidentiality, integrity, availability, and security of institutional information.
- Promote effective integration of digital systems used for academic, administrative, financial, examination, library, and student-support functions.
- Facilitate the generation of reliable institutional data for planning, monitoring, quality assurance, statutory reporting, and decision-making.
- Periodically upgrade digital infrastructure and systems in accordance with institutional requirements and technological developments.

iii)Scope

This policy applies to all digital systems, information resources, networks, databases, applications, and technology-enabled services administered by DiST, whether centrally managed or operated by individual departments or institutional units.

It covers, as applicable:

- Academic administration;
- Student information and services;
- Examination and assessment-related processes;

- Finance and accounts;
- Human resource administration;
- Library services;
- Institutional communication;
- Official email services;
- Institutional website and web applications;
- Campus management systems;
- Digital documentation and record management;
- Network and internet services;
- Institutional databases;
- Data storage and information systems; and
- Other digital services introduced by the institution.

The existing IT Policy similarly applies to technology administered centrally and by departments and includes network devices, internet access, official websites, web applications, email services, data storage, computing facilities, and related resources.

iv)Digital Academic and Administrative Governance

DiST shall use appropriate digital systems to support academic and administrative functions.

Departments and administrative units shall:

- Maintain accurate and updated digital records relevant to their functions.
- Enter and update information within the prescribed timelines.
- Ensure that information submitted through institutional systems is accurate and verifiable.
- Use authorized institutional platforms for official communication and documentation.
- Coordinate with the concerned administrative or technical unit for system-related issues.

- Ensure that digital records are maintained in accordance with institutional procedures.

Digital systems may be used to facilitate academic planning, student records, attendance, internal academic processes, communication, documentation, reporting, and other institutional activities.

v)Institutional Data Management

Institutional data is a vital resource for effective e-governance and institutional decision-making.

The institution shall ensure that:

- Institutional data generated through academic and administrative activities is systematically maintained.
- Departments are responsible for maintaining the accuracy and completeness of data generated through their activities.
- Access to institutional databases shall be provided according to the official responsibilities of users.
- Institutional data shall not be accessed, modified, copied, deleted, or shared without appropriate authorization.
- Sensitive and personally identifiable information shall be protected from unauthorized disclosure.
- Institutional data used for reports, statutory submissions, accreditation, quality assurance, planning, and decision-making shall be verified before submission.
- Appropriate measures shall be adopted to protect institutional databases against unauthorized access, loss, alteration, or destruction.

The existing IT Policy already establishes that institutional databases are important resources for e-governance, that departments maintain the data they generate, and that overall data

administration is entrusted to the IT Department.

vi)Digital Communication

Official digital communication shall be carried out through authorized institutional platforms.

The official DiST email system shall be used, wherever applicable, for formal academic and administrative communication, official announcements, institutional notices, and other authorized purposes. The existing policy provides institutional email accounts to students, faculty, and staff and specifies that these accounts are primarily intended for academic and official purposes.

Users shall:

- Protect their institutional login credentials.
- Not share passwords or account credentials with unauthorized persons.
- Use institutional accounts responsibly.
- Avoid transmitting unlawful, abusive, offensive, fraudulent, or unauthorized content.
- Exercise caution when opening attachments or links from suspicious sources.
- Log out of accounts when using shared systems.
- Maintain confidentiality of sensitive institutional information.

v)Digital Services and User Access

DiST shall provide appropriate digital access to students, faculty, staff, and authorized stakeholders based on their institutional roles.

Access to digital resources shall be granted according to functional requirements and may be modified, suspended, or withdrawn when:

- The user's institutional association ends;
- The user's responsibilities change;
- There is misuse of institutional resources;

- Security or integrity of the system is compromised; or
- Access is otherwise required to be restricted by the competent authority.

Administrative units shall provide timely information to the concerned technical authority regarding new appointments, student enrolment, completion or expiry of studentship, staff changes, and other information necessary for managing user access. The existing IT Policy specifically assigns administrative units responsibility for providing such information to facilitate creation and withdrawal of digital access.

vi)Data Security and Privacy

DiST shall take reasonable measures to safeguard institutional information and digital resources.

Users shall not:

- Attempt unauthorized access to institutional systems;
- Tamper with institutional databases;
- Modify or delete data without authorization;
- Attempt to compromise the security of database servers or network systems;
- Use another person's account or impersonate an authorized user; or
- Disclose confidential institutional information without authorization.

Unauthorized modification or deletion of institutional data, deliberate damage to databases or systems, and attempts to compromise database security shall be treated as violations of institutional policy and may invite appropriate disciplinary action.

vii)Roles and Responsibilities

a. Management and Institutional Authorities

The competent institutional authorities shall:

- Provide strategic direction for e-governance;

- Approve major digital initiatives and institutional systems;
- Facilitate adequate resources for digital infrastructure;
- Review the effectiveness of e-governance initiatives; and
- Ensure that digital governance supports the institution's academic and administrative objectives.

b. Technical Team

The Technical Team shall:

- Maintain institutional digital infrastructure and network services;
- Provide technical support to authorized users;
- Manage institutional network and email services;
- Maintain appropriate records of IT assets and systems;
- Monitor network performance and security;
- Address reported technical issues;
- Implement appropriate security measures;
- Facilitate system upgrades and maintenance; and
- Support departments in the effective use of authorized digital systems.

The existing IT Policy assigns the IT Department responsibility for network monitoring, user access, email accounts, technical support, maintenance, and protection of network performance and security.

c. Departments and Administrative Units

Departments and administrative units shall:

- Maintain accurate digital records;
- Ensure timely updating of information;
- Follow approved digital workflows;

- Protect information under their custody;
- Report system failures or security concerns promptly; and
- Ensure that only authorized persons access departmental information.

d. Students, Faculty and Staff

All users shall:

- Use institutional digital resources responsibly;
- Follow applicable IT and e-governance procedures;
- Protect their login credentials;
- Respect data confidentiality;
- Avoid unauthorized access or modification of institutional information; and
- Report suspected misuse, security breaches, or technical problems to the appropriate authority.

viii) Digital Records and Documentation

Digital records shall be maintained systematically to support institutional continuity, accountability, transparency, and retrieval of information.

Where digital records are used as official institutional records, appropriate mechanisms shall be adopted for:

- Authentication;
- Controlled access;
- Data preservation;
- Backup;
- Retrieval;
- Version control, wherever applicable; and
- Protection against unauthorized alteration or deletion.

ix)Monitoring and Review

The implementation of e-governance shall be periodically reviewed by the competent institutional authorities.

The review may consider:

- Effectiveness of digital systems;
- User accessibility;
- System reliability;
- Data accuracy;
- Information security;
- Digital service delivery;
- User feedback;
- Training requirements;
- Infrastructure adequacy; and
- Opportunities for further digital transformation.

The policy shall be reviewed periodically and modified where necessary to accommodate institutional requirements, technological developments, and applicable regulatory provisions.

x)Capacity Building

DiST shall provide appropriate training and orientation to students, faculty, administrative staff, and other users to ensure effective and responsible use of institutional digital systems.

The existing IT Policy already provides for periodic training when software, network systems, or digital facilities are upgraded and includes orientation for new students regarding the use of the college network.

xi)Compliance

All users of institutional digital resources shall comply with this E-Governance Policy and related IT procedures.

Any misuse, unauthorized access, data tampering, security violation, or other violation of institutional digital resources may result in appropriate action under the applicable institutional rules and disciplinary procedures.

Where an activity constitutes a violation of law, the institution may take action in accordance with applicable legal requirements.

xii)Continuous Improvement

DiST shall continuously explore opportunities to improve institutional governance through appropriate digital technologies. E-governance initiatives shall be guided by the principles of **efficiency, transparency, accountability, accessibility, security, user convenience, and continuous improvement.**

As an autonomous institution, DiST shall progressively strengthen digital systems that support its independent academic and administrative functions while maintaining appropriate institutional oversight and quality assurance.

7. RESEARCH POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST), as an autonomous institution of higher education, is committed to promoting a vibrant culture of research, innovation, knowledge creation, and academic excellence. The Institution encourages its faculty members and students to undertake high-quality and meaningful research and to disseminate their findings through recognised and reputed journals, conferences, books, and other appropriate academic platforms.

This Research Policy provides the framework for institutional support for research activities and establishes the provisions for recognising and rewarding research contributions. It is intended to encourage faculty members and students to pursue quality research, strengthen the research culture of the Institution, and contribute to its academic development and quality enhancement.

The policy shall be implemented through the designated research and academic bodies of the Institution in accordance with applicable UGC guidelines, statutory requirements, and the regulations and decisions of the competent authorities of the autonomous Institution.

ii) General Guidelines

- Every faculty member shall be required to earn a minimum of **50 research points annually**.
- Research points earned in excess of the annual requirement may be carried forward to the succeeding academic year.
- A faculty member who does not achieve the prescribed **50 research points** in an academic year shall receive a warning during the first year and shall be required to achieve **a minimum of 100 research points in the second year** (50 points for the current year plus the cumulative shortfall from the previous year)
- Faculty members shall fulfil the prescribed research and academic requirements for consideration for promotion in accordance with the applicable UGC Regulations and institutional norms. Failure to achieve the minimum requirement of 100 research points by the end of the second year shall result in the faculty member not being considered for promotion at that stage, and eligibility shall be assessed upon fulfilment of the prescribed requirements.
- Career progression and promotion of faculty members shall be in accordance with the applicable **UGC guidelines** and the provisions adopted by the Institution. In addition, the following research-related requirements shall apply:
 - a) **Associate Professor:** One publication in a **Category B/ Scopus Q2/ Q3 or mid-tier Web of Science** journal or two publications in **Category C/ Q4** journals.
 - b) **Professor:** Two publications in **Category B/ Scopus Q2/ Q3 or mid-tier Web of Science** journals along with one case publication, or one publication in a **Category A / Q1** journal.
 - c) The academic year, from **1 June to 31 May**, shall be considered for the

calculation of annual research points.

iii) Monetary Incentives for Research Publications

Faculty members who publish research papers in highly ranked and recognised journals shall be eligible for monetary incentives as prescribed below.

- In the case of publications having multiple authors, the monetary incentive shall be shared equally among the eligible authors from the Institution.
- Where a journal is listed in both **ABDC and ABS**, the higher ranking shall be considered for determining the applicable monetary incentive.
- The monetary incentive shall be determined based on the following journal categories:

Journal Category	Monetary Incentive
Financial Times 50	₹1,00,000
ABDC A* / ABS 4 / Scopus Q1	₹50,000
ABDC A / ABS 3 / Scopus Q2	₹10,000
ABDC B / ABS 2 / Scopus Q3	₹8,000
ABDC C / ABS 1 / Scopus Q4 / WoS	₹5,000
UGC CARE listed journal (This will be applicable only if the UGC updates the CARE List in the future.)	₹3,000
Case – HBS or Ivey	₹3,000

- Where a journal has a high ranking in Web of Science or another equivalent recognised database but is not included in the ABDC, ABS, or Scopus ranking systems, the faculty member shall submit documentary evidence of the journal's ranking to the **De Paul Centre for Research and Development (DCRD)**.

- In such cases, the monetary incentive shall be determined by the competent authority on a case-to-case basis.
- Faculty members claiming monetary incentives shall produce documentary evidence supporting the category and ranking of the journal.

iv) Research Points

Research points shall be awarded for research and related academic activities as follows:

Sl. No.	Research Activity	Points
1	Financial Times 50	100
2	ABDC A* / ABS 4 / Scopus Q1	100
3	ABDC A / ABS 3 / Scopus Q2	80
4	ABDC B / ABS 2 / Scopus Q3	50
5	ABDC C / ABS 1 / Scopus Q4 / WoS	30
6	Case – HBS or Ivey	30
7	Research papers/articles published in journals not categorised under incentives	30
8	Full paper published in International Conference Proceedings (Overseas)	25
9	Full paper published in International/National Conference Proceedings (India)	15
10	International Textbook/Book Publication	50
11	National Textbook/Book Publication	40
12	Editor of a Professional Book	30
13	Member of Editorial Board of journals included under the incentive scheme	30
14	Teaching Case	30

Sl. No.	Research Activity	Points
15	Chapter in an Edited Book	20
16	Paper presented at an International Conference (Overseas)	25
17	Paper presented at an International Conference	20
18	Paper presented at a National Conference (India)	15
19	Paper presented at a FDP	10
20	Other Teaching Materials – Registered Games, Registered Technical Notes	10
21	Review of a Research Paper for a Journal	20 per paper
22	Organising an International/National Conference • Main organizer/coordinator • Organizing Committee leaders/Members	25 15
23	Organizing FDP	15

v) Guidelines for Awarding Research Points

- If a journal is listed in both ABDC and ABS, the higher ranking shall be considered for calculating research points.
- In the case of multiple authors, the research points awarded for a publication shall be shared among the eligible authors.
- Faculty members shall ensure that journals selected for publication or review are not included in recognised lists of predatory journals.
- If a journal is highly ranked in Web of Science or another equivalent recognised database but does not appear in ABDC, ABS, or Scopus rankings, the faculty member shall submit documentary evidence of the ranking to the Research

Committee. The points applicable to such publication shall be determined by the Committee on a case-to-case basis.

- If research points have already been claimed for a working paper and the working paper is subsequently published, the points awarded for the working paper shall be deducted from the points awarded for the final publication.
- Faculty members shall submit appropriate documentary evidence of publication in support of their claim for research points.

vi)Conferences, Seminars, Workshops and Faculty Development Programmes

- A faculty member may participate annually in up to **two international conferences/seminars/workshops and two national conferences/seminars/workshops**, subject to the provisions of this policy.
- Confirmed faculty members who have completed a minimum of **one year of service at DiST** shall be eligible to participate in such programmes.
- During the first year of service, a faculty member may participate in conferences, seminars, or workshops with special permission from the competent authority. If the faculty member leaves the Institution before completing two years of service and obtaining confirmation, the entire expenditure incurred by DiST shall be recovered from the faculty member.
- Full-time faculty members appointed on contract may also be considered for special permission. Such permission shall normally be considered after completion of one year of contractual service. If the faculty member leaves the Institution before completing two years of contracted service, the entire expenditure incurred by the Institution shall be recovered from the faculty member.
- Requests for participation in national or international conferences/seminars involving paper presentation shall be

submitted to the **DCRD** in the prescribed format given in Appendix 1.

- The application shall be accompanied by:
 - a. A copy of the abstract;
 - b. Acceptance letter for the paper; and
 - c. Official registration details indicating the dates and registration fee of the conference/seminar.
- Before proceeding to the conference or seminar, the faculty member shall inform the Head of the Department regarding the arrangements made for carrying out his/her institutional duties during the period of absence.
- DiST shall bear or reimburse the registration expenditure associated with participation in conferences/seminars in accordance with institutional rules, provided that the same expenditure is not funded by another agency.
- Travel entitlement shall include the actual number of days of participation in the conference/seminar and such additional day(s) as may reasonably be required for travelling to the venue or returning after completion of the programme.
- For overseas conferences or seminars, obtaining funding from **UGC, AICTE, or other appropriate external funding agencies** shall be given first preference.
- A copy of the complete research paper shall be submitted to the Research Committee before the faculty member leaves for the conference/seminar.
- Participation in conferences/seminars may also be permitted where no financial assistance is required from DiST, including cases where the expenses are supported through external funding or individual research/faculty development schemes.

vii)Books and Cases

The **DCRD** shall review and approve book publishers and case clearing houses after

appropriate scrutiny and analysis before faculty members undertake publication through such publishers or case clearing houses.

viii)Organising Conferences and FDPs

Faculty members proposing to organise an **International/National Conference or Faculty Development Programme (FDP)** shall submit the proposal to the **DCRD** for consideration and approval.

ix)Research Awards

DiST shall recognise research and innovation through the following awards:

- a) Best Research Paper Award
- b) Best Research Driven Department Award
- c) Student/Teacher Innovation Award

a) Best Research Paper Award

The following criteria shall apply:

- The research paper shall be an original work published during the academic year for which the award is being considered.
- The paper shall be relevant to the concerned field of study in Science and Social Sciences.
- The research paper shall follow internationally accepted standards and

formats appropriate to the discipline, such as APA/MLA styles where applicable.

- The author shall have published at least one article in **DJSR, the Journal of DiST**, during the relevant academic year.

b) Best Research Driven Department Award

The following criteria shall apply:

- The Department shall have a minimum of **five publications**, contributed by

teachers, students, or a combination of both.

- The publications shall appear in journals of recognised impact and/or peer-reviewed journals.
- The Department shall have published at least **two articles in DJSR** during the relevant academic year.
- The publications shall demonstrate relevance to the field of study and academic or societal impact.
- The Department with the highest number of qualifying articles shall be considered for the award.

c) Best Student/Teacher Innovation Award

The award shall be given to a student, teacher, or group whose innovation demonstrates the greatest relevance and impact on society.

Innovative practices introduced for **start-ups or incubation centres** may also be considered for the award.

x)Encouragement for Pursuing Ph.D.

DiST encourages faculty members to pursue doctoral studies and supports them in fulfilling the requirements of their Ph.D. programme.

- Faculty members intending to pursue a Ph.D. shall be eligible for leave for completing the prescribed coursework.
- Duty leave shall also be provided for attending:
 - a. Doctoral Committee meetings;
 - b. Examinations;
 - c. Synopsis presentations; and
 - d. Public defence.
- Faculty members who successfully complete their Ph.D. shall be eligible for **two additional increments**, subject

to the applicable institutional provisions.

xi) Code of Ethics for Research Malpractices and Plagiarism

• Preamble

DiST is committed to maintaining the highest standards of academic integrity, honesty, transparency, and ethical conduct in research. The Institution promotes responsible research practices and does not tolerate academic dishonesty or research misconduct, including plagiarism.

The Institution uses appropriate plagiarism-detection software to verify the originality of academic and research documents. All students, research scholars, and faculty members are required to check their research papers and other applicable academic documents using an approved plagiarism-detection tool before submission.

• Ethical Concerns in Research

The following are recognised as major ethical concerns in academic research and publication:

a. Research Misconduct and Fabrication of Data or Results

Any intentional or irresponsible disregard for the truth while reporting research observations, data, or results may be treated as research misconduct.

b. Ownership of and Access to Data

Research data associated with a publication shall be made available to others upon request after the research findings have been published or accepted for publication, subject to applicable academic, ethical, legal, or confidentiality requirements.

c. Authorship

Proper acknowledgement shall be provided in research presentations and publications.

Authorship shall be attributed to individuals who have made an original and significant contribution to the conceptualisation, design,

execution, or interpretation of the research work.

Submission of extracts from the same research work to more than one publisher is not acceptable unless such submission has been approved by the respective editors or is recognised as acceptable practice within the specific discipline.

Where preliminary portions of a research work have already been published, appropriate reference shall be made to such prior publication in the complete report.

d. Conflict of Interest

Any potential conflict of interest shall be disclosed fully. Where objectivity or effectiveness cannot be maintained because of a conflict of interest, the concerned activity shall be avoided or discontinued.

e. Duplicate Submission

Duplicate submission is considered an unethical practice because it improperly utilises the time and resources of editors, reviewers, and publishers and is therefore unacceptable.

f. Plagiarism

Presenting the words, data, ideas, or intellectual contributions of another person as one's own without appropriate acknowledgement constitutes plagiarism and may be treated as research misconduct.

DiST adopts the principles contained in the **University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018**. Plagiarism is treated as academic dishonesty in which the work of another person is presented as one's own, whether arising from an intention to deceive, lack of understanding, or negligence.

Any use of another person's words or ideas, whether quoted verbatim or paraphrased, shall be appropriately acknowledged in accordance with accepted academic practices.

Every student and faculty member are responsible for understanding and following

acceptable academic practices relating to citation, acknowledgement, and originality.

DiST does not permit research malpractice or plagiarism. Every researcher shall be responsible for ensuring the originality of his/her research work and for appropriately acknowledging all primary and secondary sources used.

xii)Practices Considered as Violations of Research Ethics and Plagiarism

The following practices shall be treated as violations:

- Failure to acknowledge an author or other source for phrases, sentences, ideas, code, formulae, arguments, or other material incorporated into written work, software, or assignments.
- Presenting the whole or substantial portion of another person's paper, report, essay, or other academic work as one's own work for academic credit, even where the source is mentioned in the bibliography or reference list. This includes material obtained from the Internet.
- Attempting to obtain academic advantage through non-academic means such as bribery or threats.
- Preventing or obstructing other students from obtaining fair access to academic materials and facilities, including the deliberate removal or damage of library materials.
- Theft of another student's notes or unauthorised alteration, destruction, or misuse of another student's academic work.
- Students who are uncertain about whether a particular academic practice constitutes plagiarism should seek clarification from their instructors before submission.

xiii)Measures for Curbing Plagiarism

DiST shall use an approved plagiarism-detection software system to ensure that theses, dissertations, research publications, and other academic documents submitted to the

Institution comply with the prescribed standards of originality.

Every student submitting a thesis, dissertation, or other prescribed academic document shall provide an undertaking confirming that:

- The work has been prepared by the student;
- The submitted work is original;
- The work is free from plagiarism; and
- The document has been checked using a plagiarism-detection tool approved by the Institution.

xiv)Similarity Checks: Exclusions

The following shall be excluded while determining similarity for plagiarism:

- Quoted material reproduced with the necessary permission and/or appropriate attribution.
- References, bibliography, table of contents, preface, and acknowledgements.
- Generic terms, laws, standard symbols, and standard equations.

xv)Levels of Plagiarism

For the purpose of determining the severity of plagiarism, similarity shall be classified into the following levels:

Level	Similarity
Level 0	Up to 10% – Minor similarities
Level 1	Above 10% to 40%
Level 2	Above 40% to 60%
Level 3	Above 60%

xvi)Detection, Reporting and Handling of Plagiarism

- Any member of the academic community who has appropriate evidence of suspected plagiarism in an academic or research

document may report the matter to the **De Paul Centre for Research and Development (DCRD)**.

- Upon receiving a complaint or allegation, the DCRD shall examine and investigate the matter and submit its report to the **IQAC** as applicable.
- The Institution may also take suo motu cognisance of an alleged act of plagiarism and initiate proceedings in accordance with the applicable institutional provisions.
- Proceedings may also be initiated on the basis of findings reported by an examiner.
- All such cases shall be investigated by the DCRD in accordance with the prescribed procedure.

xvii)Penalties for Plagiarism

Penalties shall be imposed only after the academic misconduct has been established through due process. The concerned individual shall be provided an adequate opportunity to present his/her explanation and defence, and applicable avenues of appeal shall be respected.

The DCRD shall determine the penalty based on the severity of the plagiarism.

Penalties for Academic and Research Publications

Plagiarism Level	Penalty
Level 0: Up to 10%	Minor similarities; no penalty
Level 1: Above 10% to 40%	The author shall be required to withdraw the manuscript
Level 2: Above 40% to 60%	The author shall be required to withdraw the manuscript and shall be denied one annual increment
Level 3: Above 60%	The author shall be required to withdraw the manuscript and

Plagiarism Level	Penalty
	shall be denied two successive annual increments

The provisions of this Research Policy shall be administered through the designated research and academic authorities of DiST within the framework of its autonomous governance and subject to applicable statutory and regulatory requirements.

8. CONSULTANCY POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) encourages the effective utilisation of its intellectual expertise, professional capabilities, and infrastructural resources for providing consultancy services to external organisations and members of society. Such organisations may include industries, non-governmental organisations, business establishments, government bodies and agencies, and other external clients.

Consultancy is intended to facilitate the transfer and application of knowledge, expertise, and technology for meaningful social and economic impact. It also provides faculty members and students with opportunities to gain practical exposure and real-world experience while contributing to institutional revenue generation.

Faculty members are encouraged to undertake consultancy assignments in their areas of expertise, provided that such activities do not interfere with their academic and institutional responsibilities or result in any conflict of interest.

Consultancy assignments may include, but are not limited to, training programmes, expert advisory services, surveys, data analysis and interpretation, impact studies, and other professional services requiring specialised academic or technical expertise.

The **De Paul Centre for Research and Development (DCRD)** shall provide the institutional framework and guidance for undertaking consultancy activities by faculty and staff members of the College. All consultancy activities shall be undertaken in accordance with the approved institutional procedures and applicable statutory and regulatory requirements.

ii)Objective of the Policy

The objective of this policy is to establish clear guidelines governing the initiation, approval, execution, financial management, and monitoring of consultancy activities undertaken by faculty and staff members of DiST.

The policy aims to:

- facilitate meaningful engagement between the institution and external organisations;
- promote the application of academic and professional expertise to real-world challenges;
- provide opportunities for faculty members and students to gain practical experience;
- encourage knowledge and technology transfer;
- ensure transparency and accountability in consultancy activities; and
- safeguard the academic and institutional interests of the College.

iii)Definition and Scope

Consultancy refers to the provision of specialised professional or expert advice, services, or solutions within a specific field of knowledge or expertise in return for financial consideration.

At DiST, consultancy may be undertaken by faculty or staff members for external agencies or clients. Such clients may include industries, NGOs, business organisations, government departments or agencies, institutions, and individuals.

Consultancy services may include activities such as:

- professional training and capacity-building programmes;
- expert advisory services;
- surveys and field studies;
- data analysis and interpretation;
- impact assessment and impact studies;
- technical or professional analysis; and
- other specialised services approved by the competent institutional authority.

The following activities shall **not normally be treated as consultancy** under this policy:

- serving as an external examiner;
- delivering lectures or academic sessions;
- sourcing or recommending resource persons;
- presenting papers at conferences or similar academic events;
- editing academic journals;
- professional performances;
- charitable or voluntary services; and
- any other activity specifically excluded or classified otherwise by the DCRD or the competent institutional authority.

iv)Conflict of Interest

Consultancy activities undertaken by faculty and staff members shall not result in any actual, potential, or perceived conflict of interest with the interests and responsibilities of the College.

A conflict of interest may arise when a consultancy engagement adversely affects, or has the potential to adversely affect, the academic, administrative, financial, professional, or reputational interests of the institution.

Faculty and staff members undertaking consultancy assignments shall ensure that such engagements do not interfere with their regular academic, research, administrative, or other institutional responsibilities. Consultancy work shall be planned and carried out in a manner that

ensures the systematic and effective discharge of duties assigned by the College.

Any potential conflict of interest shall be disclosed to the competent institutional authority before undertaking the consultancy assignment.

v) Duration

The College encourages consultancy assignments that can ordinarily be completed within a period of less than one semester.

Where the nature or requirements of a consultancy project necessitate a longer duration, the assignment may be extended up to a maximum period of **three years**, subject to obtaining **special written permission from the Principal**.

Any such extension shall be appropriately documented and monitored in accordance with the approved institutional procedures.

vi) Income Sharing

The income generated from consultancy activities shall be shared between the faculty member(s) and the College according to the nature and circumstances of the consultancy assignment.

After meeting all legitimate expenses incurred in connection with the consultancy activity, the net consultancy revenue shall be distributed as follows:

- a) **Consultancy utilising College resources**
Where the consultancy activity utilises the resources, facilities, infrastructure, or other institutional support of the College, the net income shall be shared in the ratio of **60:40 between the faculty member(s) and the College**, respectively.
- b) **Consultancy undertaken on a regular working day**
Where the consultancy activity is undertaken on a regular working day, the net income shall be shared in the ratio of **60:40 between the faculty member(s) and the College**, respectively, after meeting all applicable expenses.

c) **Consultancy undertaken on a holiday without utilisation of College resources**

Where the consultancy activity is undertaken on a holiday and does not utilise College resources, the net income shall be shared in the ratio of **80:20 between the faculty member(s) and the College**, respectively, after meeting all applicable expenses.

d) **Consultancy undertaken on a holiday utilising College resources**

Where the consultancy activity is undertaken on a holiday but utilises College resources, the net income shall be shared in the ratio of **60:40 between the faculty member(s) and the College**, respectively, after meeting all applicable expenses.

For the purpose of income sharing, the **net consultancy revenue** shall be determined only after deducting the legitimate expenses incurred for executing the consultancy assignment.

The share accruing to the College shall be utilised for the **promotion and strengthening of research activities and research-related initiatives of faculty members**, in accordance with institutional procedures.

All financial transactions associated with consultancy activities shall be routed through the **official accounts of the College** and shall be subject to applicable financial and audit procedures.

vii) General Terms and Conditions

- Since the College may be accountable for consultancy-related activities undertaken by its employees in an official capacity, **prior written permission from the Principal is mandatory** before entering into any consultancy arrangement, agreement, or commitment with an external agency or client.
- Consultancy activities proposed to be undertaken during regular College working hours shall be **reported to the College authorities in advance** and shall be carried out only with the required approval.

- Faculty and staff members undertaking consultancy assignments shall comply with the **rules, regulations, policies, and institutional procedures of DiST** and shall conduct themselves in a manner that protects and enhances the reputation and interests of the College.
- Copies of relevant consultancy documents, including proposals, agreements, approvals, financial records, and other supporting documents, shall be maintained in the **designated College office/record system** for institutional reference, monitoring, and audit purposes.
- Consultancy assignments shall be undertaken with due regard to confidentiality, professional integrity, institutional interests, and any applicable statutory or regulatory requirements.
- Any dispute or issue arising in connection with a consultancy activity shall initially be placed before the **Principal**. The Principal may refer the matter to the **De Paul Centre for Research and Development (DCRD)** or any other competent institutional body for examination and appropriate decision.
- The consultancy policy may be **reviewed, amended, or updated from time to time** by the College through the appropriate institutional authority, taking into account changes in regulatory requirements, institutional priorities, and emerging practices in consultancy and research.

9.SCHOLARSHIP&CONCESSION POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) recognises education as an important means of promoting social inclusion, equity, and individual development. As part of its social responsibility and commitment to supporting deserving students, the Institute provides financial assistance through an integrated Scholarship Programme.

The Institute proposes to allocate **₹30 lakh annually** towards scholarships. The amount may be revised from time to time based on the

decision of the **Governing Body**, taking into consideration the financial position of the institution and the requirements of eligible students.

The Scholarship Programme is intended to address the diverse academic, financial, social, sporting, and institutional needs of students and to ensure that deserving students are provided appropriate opportunities to pursue higher education at DiST.

Scholarships shall be administered in accordance with the provisions of this policy and the procedures approved by the competent institutional authorities.

ii)Guiding Principles

The Scholarship Policy of DiST is guided by the principles outlined in the **Directives for Vincentian Educational Institutions**, published by the Vincentian Generalate in 2009.

The following principles shall guide the implementation of the Scholarship Programme:

- The fee structure of the institution shall remain reasonable and oriented towards meeting the cost of providing quality education, with the institution functioning in accordance with its educational and social mission rather than as a profit-making entity
- The fees charged from students shall be determined in accordance with the applicable rules, regulations, norms, and guidelines prescribed by the Government and other competent statutory authorities from time to time.
- An appropriate proportion of institutional resources shall be earmarked for developmental and student-support initiatives.
- Scholarships and fee concessions shall be provided to students who are economically disadvantaged or who meet other approved eligibility criteria.
- Scholarship assistance shall ordinarily be provided through **adjustment against the student's applicable semester or academic fees** and shall not normally be disbursed as cash.

- Continuation of scholarships, wherever applicable, shall be subject to **periodic review of the student's academic performance, conduct, eligibility, and compliance with the applicable scholarship conditions.**
- The selection and sanctioning process shall maintain fairness, transparency, confidentiality, and respect for the dignity and self-esteem of the beneficiaries.

iii) Government Scholarships

As the central and State Government are offering scholarship and e-grants to the students of socially and economically background communities, adequate measures shall be taken to help the students ailing them without fail **DiST provides scholarships under the following categories**

Scholarship Category	Scholarship
Students securing 90% or above / eligible DiST UG students	Fr. Abraham Kattumana Scholarship
Economically disadvantaged students	Fr. Varkey Kattarath Scholarship
Students admitted under Sports Quota	Fr. Alex Aikara Scholarship
Children of DiST staff members	Fr. Antony Pauvathill Scholarship
Priests and Nuns	Fr. George Mannara Scholarship
International visits to foreign universities / Student Exchange Programmes	Fr. George Vattamkandathil Scholarship
Project Scholarship	Fr. George Kallarackal Scholarship

a) Fr. Abraham Kattumana Scholarship

The **Fr. Abraham Kattumana Scholarship** is intended to encourage students with

outstanding academic performance to pursue higher education at DiST.

Eligibility

The scholarship shall be available to:

- Students securing **90% or above in the Plus Two examination** and gaining admission to DiST; and
- Eligible postgraduate students who have completed their undergraduate programme at DiST, subject to the conditions specified by the Institute.

Eligible students shall receive a 20% reduction in applicable fees from the First year onwards, wherever applicable.

For postgraduate programmes completed by students who have graduated from DiST, the scholarship amount shall be adjusted against the **final semester fee** as specified below:

Programme	Scholarship Amount
MBA	₹25,000
MCA	₹20,000
MA HRM	₹20,000
MSW	₹10,000
MA JMC	₹10,000

A student who is already receiving or has been sanctioned another scholarship shall **not ordinarily be eligible to receive the same scholarship concurrently.**

The Institute may review the eligibility and continuation of this scholarship in accordance with the approved institutional procedures.

b) Fr. Varkey Kattarath Scholarship

The **Fr. Varkey Kattarath Scholarship** is intended to provide financial support to students from economically disadvantaged backgrounds.

The scholarship shall be awarded based on the financial circumstances of the student and family, subject to verification of the information and documents submitted by the applicant.

The **amount of scholarship shall be determined by the Governing Body** after due consideration of the applicant's financial circumstances, supporting documents, recommendations, and the availability of funds.

c) Fr. Alex Aikara Scholarship

The **Fr. Alex Aikara Scholarship** is intended to encourage and support students who secure admission to DiST under the **Sports Quota**.

The amount and applicable conditions of the scholarship shall be determined by the **Governing Body** after due consideration of the student's sporting credentials, admission status, and other relevant factors.

d) Fr. Antony Pauvathill Scholarship

The **Fr. Antony Pauvathill Scholarship** is intended for the children of employees of DiST.

Eligible students shall receive a **40% reduction in applicable fees from the First Semester onwards**, subject to fulfilment of the prescribed conditions.

The scholarship shall be subject to verification of the student's eligibility as a child of a serving staff member and compliance with the applicable institutional requirements.

e) Fr. George Mannara Scholarship

The **Fr. George Mannara Scholarship** is intended to provide fee concessions to students who are **Priests or Nuns**.

Eligible students shall receive:

- **20% reduction in applicable fees from the Second Semester onwards;** and
- **25% reduction in applicable fees from the Second Semester onwards for Vincentian Priests.**

The scholarship shall be subject to verification of the applicant's status and fulfilment of the prescribed institutional requirements.

f) Fr. George Vattamkandathil Scholarship

The **Fr. George Vattamkandathil Scholarship** is intended to support students participating in approved **international visits to foreign universities and student exchange programmes**.

The scholarship amount shall be determined by the **Governing Body** after considering the nature and duration of the programme, the financial requirements involved, the student's eligibility, and the availability of funds.

The scholarship shall be applicable only to programmes approved through the appropriate institutional process.

g) Fr. George Kallarackal

The **Fr. George Kallarackal Scholarship** is intended to provide financial assistance towards

project-related fees for students of **MCA and BCA** programmes.

Students shall not be required to submit a separate application for the **Fr. George Kallarackal Scholarship**.

The amount of assistance shall be determined by the **Governing Body** after considering the nature of the project, applicable project expenses, student eligibility, and availability of funds.

iv) Endowment Fund Award

➤ **Objective**

The Endowment Fund Award is intended to recognise and encourage students who demonstrate outstanding academic achievement in their respective batches.

➤ **Eligibility**

The award shall be considered for students securing:

- **First Rank, or**
- **Second Rank**

in the respective batch, subject to the applicable institutional criteria.

➤ **Award Amount**

The award amount shall be determined from the **interest generated from the Endowment Fund**, subject to the availability of funds and the applicable institutional provisions.

v) Application and Processing of Scholarships

Students or parents seeking scholarship assistance shall submit the prescribed **Scholarship Application Form** after completion of the admission process.

The application shall contain relevant information required for assessing the student's eligibility and financial or other circumstances.

The application may include the following details:

- Student's personal and academic details;
- Name, age, and occupation of the father;
- Name, age, and occupation of the mother;
- Details of siblings, including their occupation or current educational status;
- Relevant supporting documents;
- BPL Certificate or Income Certificate, wherever applicable;
- Recommendation from the Parish Priest, Panchayat Member, or another responsible person associated with the local community, wherever applicable; and
- Academic progress report of the previous year for consideration of scholarship continuation in the **second and third years**.

Additional documents may be requested by the Institute wherever necessary for establishing eligibility or verifying the information furnished in the application.

vi) Verification and Assessment

All scholarship applications shall be subject to appropriate verification before a final decision is taken.

The verification process may include:

- **Personal interaction** with the student and parent/guardian, wherever required.
- **Verification of other scholarships or financial assistance** received by the student from other sources.
- **Enquiry regarding the student's circumstances**, either directly or through reliable persons such as the Parish Priest,

Panchayat Member, or other appropriate community representatives.

- **Assessment and preparation of a verification report**, including a recommendation for sanction or rejection of the scholarship.
- **Consideration by the Governing Body**, based on the verification report and recommendation.
- **Periodic review of continuation**, wherever applicable. Sanction of a scholarship during the first year shall **not automatically guarantee its continuation in subsequent years**.
- In cases involving **close relatives of Vincentian Fathers**, the requirement for certain supporting documents may be relaxed, subject to the decision of the competent authority.

The verification process shall maintain an appropriate balance between **transparency and accountability on the one hand and protection of the privacy, dignity, and self-esteem of the beneficiary on the other**.

vii) Approval and Sanction

The **final decision regarding the sanction of scholarships** shall rest with the **Governing Body**, based on the applicable eligibility criteria, verification report, recommendations, institutional resources, and provisions of this policy.

The decision of the competent authority shall be appropriately documented and communicated to the student concerned.

Scholarships shall be implemented through the prescribed institutional financial and administrative procedures.

viii) Review and Modification of the Policy

The Scholarship Policy shall be reviewed periodically by the competent institutional authorities to ensure its continued relevance and effectiveness.

The scholarship categories, eligibility conditions, scholarship amounts, and other provisions may be **modified, revised, or updated from time to time** based on institutional priorities, availability of resources,

changes in regulatory requirements, and decisions of the Governing Body or other competent authorities.

Any such revision shall be formally approved and incorporated into the policy before implementation.

10. ENVIRONMENT AND SUSTAINABILITY POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) is committed to promoting environmental sustainability, responsible resource utilisation, and the development of an environmentally conscious academic community. Environmental sustainability is one of the core values of the institution and forms an integral part of its commitment to holistic education and social responsibility.

Situated in an eco-friendly academic environment, DiST recognises that educational institutions have an important role in protecting natural resources, reducing environmental degradation, promoting sustainable practices, and creating awareness among students and other stakeholders.

The institution follows the principles of **People, Planet and Prosperity** by integrating environmental responsibility with education, campus development, research, extension, and community engagement. The Environment and Sustainability Policy provides a framework for maintaining a clean, green, healthy, resource-efficient, and environmentally responsible campus.

The policy applies to all members of the DiST community, including students, faculty members, administrative staff, support staff, visitors, contractors, service providers, and other stakeholders associated with the institution.

ii) Scope of the Policy

The Environment and Sustainability Policy covers the environmental aspects of the academic, administrative, residential, infrastructural, co-curricular, and extension activities of the institution.

The scope includes:

- conservation and efficient utilisation of energy and water;
- development and maintenance of a clean and green campus;
- solid, liquid, and e-waste management;
- reduction and responsible management of plastic;
- promotion of recycling and reuse;
- reduction of paper consumption and promotion of e-governance;
- sustainable landscaping and biodiversity conservation;
- responsible use of natural and institutional resources;
- environmentally responsible procurement and infrastructure development;
- environmental awareness and education;
- sustainable mobility and campus transportation;
- periodic environmental, energy, and green audits;
- research, innovation, and extension activities related to environmental sustainability; and
- participation of students and stakeholders in environmental protection initiatives.

iii) Objectives

The objectives of the Environment and Sustainability Policy are to:

- Protect and conserve the natural environment within and around the campus.
- Promote responsible and judicious utilisation of natural resources.
- Reduce unnecessary consumption of energy, water, paper, plastic, and other resources.

- Promote segregation, reduction, reuse, recycling, and responsible disposal of waste.
- Strengthen the institution's commitment to a clean, green, and sustainable campus.
- Promote awareness and environmentally responsible behaviour among students, faculty, staff, and other stakeholders.
- Encourage research, innovation, projects, and academic activities addressing environmental and sustainability challenges.
- Integrate environmental awareness and sustainable practices into curricular, co-curricular, and extension activities wherever appropriate.
- Encourage collaboration with government agencies, local authorities, industries, NGOs, and community organisations for environmental initiatives.
- Monitor the environmental performance of the institution through appropriate audits, assessments, and reviews.
- Promote sustainable practices beyond the campus through community engagement and outreach programmes.
- Ensure compliance with applicable environmental laws, regulations, standards, and directions of competent authorities.

iv) Guiding Principles

The implementation of this policy shall be guided by the following principles:

a) Environmental Responsibility

All institutional activities shall be planned and carried out with due consideration for their environmental impact.

b) Resource Conservation

Natural resources shall be used efficiently and responsibly, with emphasis on reducing unnecessary consumption.

c) Reduce, Reuse and Recycle

The institution shall promote the principles of waste minimisation, reuse, recycling, and responsible disposal.

d) Sustainability

Environmental considerations shall be integrated into campus planning, infrastructure development, procurement, academic activities, and institutional decision-making wherever feasible.

e) Participation

Environmental sustainability shall be treated as a shared responsibility involving students, faculty, staff, management, service providers, and the wider community.

f) Continuous Improvement

The institution shall periodically assess its environmental performance and introduce appropriate improvements based on audit findings, institutional priorities, technological developments, and available resources.

v) Clean and Green Campus

DiST shall strive to maintain a clean, healthy, aesthetically pleasing, and environmentally sustainable campus.

The institution shall promote:

- maintenance of green areas, trees, plants, gardens, and landscaped spaces;
- protection and enhancement of campus biodiversity;
- regular cleanliness and sanitation drives;
- environmentally responsible maintenance of campus infrastructure;
- responsible disposal of litter and waste;
- awareness programmes on maintaining a clean campus;
- student participation in green campus initiatives; and

- environmentally responsible practices during institutional events and programmes.

The institution shall encourage campus activities that contribute to environmental awareness and sustainable living.

vi)Energy Conservation and Management

DiST shall promote the efficient use and conservation of energy across the campus.

The institution shall endeavour to:

- promote the use of energy-efficient electrical and electronic equipment;
- encourage responsible use of lighting, air-conditioning, computers, laboratory equipment, and other electrical appliances;
- switch off electrical equipment when not in use;
- maximise the use of natural lighting and ventilation wherever feasible;
- promote renewable energy and energy-efficient technologies subject to technical and financial feasibility;
- periodically assess energy consumption and identify opportunities for improvement; and
- undertake energy audits at appropriate intervals.

The institution shall encourage students and staff to adopt energy-conscious practices as part of everyday campus life.

vii)Water Conservation and Management

The institution recognises water as a valuable and limited natural resource and shall promote its responsible use.

DiST shall endeavour to:

- minimise wastage of water;
- regularly monitor water consumption and distribution systems;

- identify and rectify leakage and unnecessary water loss;
- promote rainwater harvesting and other appropriate water conservation measures;
- encourage reuse of treated or suitable wastewater wherever feasible;
- use water-efficient fixtures and systems wherever appropriate;
- utilise treated wastewater for gardening or other suitable non-potable purposes; and
- create awareness among students and staff regarding responsible water use.

Water conservation shall form an integral part of campus sustainability initiatives.

viii)Solid Waste Management

The institution shall follow a systematic approach to the management of solid waste generated through academic, administrative, residential, and other campus activities.

The following practices shall be promoted:

- segregation of waste at source;
- provision of appropriate waste collection facilities;
- separate handling of biodegradable and non-biodegradable waste;
- collection and recycling of paper, plastic, and other recyclable materials;
- composting or other suitable treatment of biodegradable waste wherever feasible;
- responsible disposal of non-recyclable waste through authorised agencies;
- reduction of unnecessary generation of waste;
- awareness programmes on responsible waste disposal.

Food waste and other biodegradable materials shall, wherever practicable, be directed towards composting, animal-feed use, or other environmentally appropriate treatment methods.

ix)Plastic Reduction and Plastic-Free Campus

DiST shall strive towards maintaining a **plastic-free campus** by reducing the use of single-use and disposable plastics.

The institution shall:

- discourage the use of single-use plastic items;
- promote reusable alternatives;
- minimise disposable plastic items during institutional events;
- discourage the use of plastic-based flex boards and unnecessary disposable promotional materials;
- encourage students and staff to adopt environmentally responsible alternatives; and
- conduct awareness programmes and campaigns on plastic pollution and responsible consumption.

The institution shall periodically review its practices to identify further opportunities for reducing plastic consumption.

x)Paper Conservation and Digital Practices

DiST shall promote responsible use of paper and encourage digital alternatives wherever feasible.

The institution shall:

- promote e-governance and digital communication;
- encourage electronic circulation of notices, reports, forms, and academic materials;
- minimise unnecessary printing and photocopying;
- encourage double-sided printing wherever appropriate;
- promote digital documentation and record management; and
- ensure responsible recycling of waste paper.

Digital transformation shall be used not only for administrative efficiency but also as an important measure for reducing resource consumption.

xi)E-Waste Management

Electronic and electrical waste generated by the institution shall be managed in an environmentally responsible manner.

The institution shall prioritise:

- repair and refurbishment of electronic equipment wherever technically and economically feasible;
- extension of the useful life of computers and other electronic equipment;
- reuse of functional equipment;
- segregation and safe storage of non-repairable electronic waste;
- disposal of e-waste only through authorised recyclers or agencies;
- maintenance of appropriate records relating to e-waste disposal; and
- awareness among students and staff regarding responsible e-waste management.

DiST may collaborate with authorised external organisations for the collection, recycling, and responsible disposal of e-waste in accordance with applicable requirements.

xii)Liquid Waste Management

The institution shall adopt appropriate measures for the responsible management of liquid waste generated on campus.

The institution shall endeavour to:

- prevent the discharge of untreated wastewater into the environment;
- maintain appropriate drainage and wastewater management systems;
- promote treatment and reuse of suitable wastewater wherever feasible;

- use treated wastewater for gardening and other appropriate non-potable purposes; and
- periodically assess the effectiveness of liquid waste management practices.

xiii) Biodiversity and Green Cover

DiST shall promote the conservation and enhancement of campus greenery and biodiversity.

The institution shall encourage:

- plantation and maintenance of trees and plants;
- preservation of existing vegetation wherever feasible;
- development and maintenance of gardens and green spaces;
- cultivation of plants appropriate to the local environment;
- student participation in plantation and biodiversity-related activities;
- awareness programmes on local flora and fauna; and
- environmentally responsible landscaping practices.

Wherever feasible, campus landscaping shall give preference to plants suited to the local climatic and ecological conditions.

xiv) Sustainable Mobility

The institution shall encourage environmentally responsible modes of transportation and seek to minimise the environmental impact of vehicular movement within the campus.

Appropriate measures may include:

- promotion of walking and pedestrian-friendly movement within the campus;
- encouraging shared transportation and public transportation where feasible;
- responsible regulation of automobile movement within the campus;

- promotion of bicycles and battery-operated vehicles where practicable;
- efficient management of vehicle parking; and
- awareness programmes on sustainable transportation.

xv) Sustainable Events and Institutional Activities

DiST shall encourage environmentally responsible practices during conferences, seminars, workshops, celebrations, student activities, and other institutional events.

Organisers shall, wherever feasible:

- minimise the use of single-use plastics;
- reduce unnecessary printing and paper-based materials;
- use reusable or recyclable materials;
- avoid unnecessary flex boards and disposable decorations;
- ensure appropriate waste segregation during events;
- minimise food wastage;
- use digital invitations and communication wherever practical; and
- ensure proper disposal of waste generated during the event.

xvi) Environmental Education, Awareness and Student Participation

As an institution of higher education, DiST shall promote environmental consciousness through academic, co-curricular, extracurricular, and extension activities.

The institution shall encourage:

- awareness programmes and campaigns on environmental sustainability;
- seminars, workshops, talks, competitions, exhibitions, and observance of environmental days;
- participation of students in campus cleanliness and green initiatives;

- activities through clubs, cells, departments, NSS, and other student organisations;
- environmental projects and student research;
- community outreach programmes related to environmental protection; and
- collaboration with external agencies for environmental awareness and sustainability initiatives.

Students shall be encouraged to view environmental responsibility as an essential component of responsible citizenship.

xvii)Research and Innovation for Sustainability

DiST shall encourage faculty members and students to undertake research, projects, innovations, consultancy, and extension activities related to environmental protection and sustainable development.

The institution may promote research and innovation in areas including:

- renewable energy;
- energy efficiency;
- water conservation;
- waste management;
- recycling and circular economy;
- sustainable technologies;
- climate change and environmental awareness;
- biodiversity conservation;
- sustainable communities; and
- other emerging environmental challenges.

The institution shall encourage interdisciplinary approaches to addressing environmental and sustainability-related issues.

xviii)Environmental Audits and Monitoring

DiST shall periodically assess its environmental performance through appropriate monitoring and audit mechanisms.

Where feasible, the institution shall undertake:

- Green Audits;
- Energy Audits;
- Environmental Audits;
- Water-related assessments;
- Waste management assessments; and
- other sustainability-related reviews.

The findings and recommendations of such audits shall be considered by the competent institutional authorities for appropriate corrective and improvement measures.

The institution shall maintain relevant records, reports, photographs, data, and other evidence relating to its environmental initiatives for institutional monitoring, quality assurance, accreditation, and statutory requirements.

xix)Roles and Responsibilities

Management and Governing Authorities

The competent governing authorities shall provide strategic direction and institutional support for implementing environmental sustainability initiatives.

➤ Principal

The Principal shall have overall responsibility for ensuring the implementation and periodic review of the policy through the appropriate institutional mechanisms.

➤ IQAC and Relevant Institutional Committees

The IQAC and designated committees/cells shall facilitate monitoring, documentation, quality improvement, awareness activities, and periodic review of environmental initiatives as assigned by the institution

➤ Faculty and Staff

Faculty and staff members shall:

- follow environmentally responsible practices;
- promote awareness among students;

- minimise unnecessary consumption of institutional resources; and
- support the implementation of environmental initiatives.

➤ **Students**

Students shall:

- maintain cleanliness within the campus;
- follow waste segregation practices;
- avoid littering and unnecessary use of plastic;
- conserve water and energy;
- participate in environmental activities; and
- contribute to the development of a sustainable campus culture.

5. Service Providers and Contractors

External agencies, contractors, vendors, and service providers working on campus shall comply with applicable institutional environmental requirements and relevant statutory provisions.

xx) Compliance and Legal Requirements

All environmental management practices of DiST shall comply with applicable laws, rules, regulations, standards, and directions issued by competent authorities, including relevant requirements relating to waste management, pollution prevention, water conservation, energy conservation, plastic reduction, and e-waste management.

The institution shall periodically review its environmental practices to ensure continued compliance with applicable requirements.

xxi) Policy Review and Continuous Improvement

The Environment and Sustainability Policy shall be reviewed periodically by the competent institutional authority.

The policy may be revised based on:

- changes in environmental legislation or regulatory requirements;
- recommendations arising from environmental, green, or energy audits;
- technological developments;
- institutional priorities;
- emerging environmental challenges;
- stakeholder feedback; and
- the sustainability goals and strategic priorities of DiST.

The institution shall strive for **continuous improvement in environmental performance** and progressively strengthen its sustainability initiatives.

xxii) Commitment of the Institution

De Paul Institute of Science & Technology is committed to creating an academic environment in which **environmental responsibility, resource conservation, sustainability, and responsible citizenship become an integral part of institutional culture.**

Through collective participation of management, faculty, staff, students, alumni, industry partners, and the local community, DiST shall continue to strengthen its efforts towards maintaining a clean, green, resource-efficient, and sustainable campus and extending environmental responsibility beyond the campus into the wider society.

11. WASTE MANAGEMENT POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) is committed to maintaining an environmentally friendly campus and recognises that environmental degradation is largely anthropogenic in nature. Such degradation can adversely affect sustainable development if institutional policies and practices are not appropriately designed and implemented to protect the environment and conserve natural resources.

DiST considers it the moral, social, and legal responsibility of its staff, students, and all other stakeholders to contribute towards environmental protection and sustainable development. This policy document is intended to guide all stakeholders in adopting appropriate practices for the effective management of solid, liquid, and e-waste generated through the day-to-day functioning of the institution.

ii)Policy Vision

The Waste Management Policy of DiST aims to create awareness among all stakeholders regarding the adverse environmental impacts of improper and careless waste management and to encourage a positive response towards the global responsibility of environmental protection.

The policy seeks to minimize the generation of different forms of waste and promote their reduction, reuse, and recycling wherever practicable. It also aims to ensure that unavoidable waste is disposed of through safe, appropriate, and effective methods.

The policy further envisages the conservation of natural resources and encourages their judicious utilization so that these resources remain available for future generations.

iii)Objectives

The objectives of the Waste Management Policy are to:

- Create awareness among staff, students, and all other stakeholders regarding the importance of environmental protection and the conservation of natural resources.
- Follow the five 'R's of environmental protection, namely Reduce, Recover, Recycle, Reuse, and Refuse.
- Establish appropriate systems and methods for the effective management of solid, liquid, and e-waste.
- Enter into MoUs with local bodies for the appropriate disposal of both biodegradable and non-biodegradable waste materials.
- Work towards establishing a campus free from single-use plastic waste.

- Establish a biogas plant using biodegradable waste and food waste collected on a daily basis.
- Encourage faculty members and staff to reuse paper and plastic waste materials for productive purposes.

iv)Waste Management Practices

DiST follows established systems and practices for the management of various types of waste generated on the campus.

a) Solid Waste Management

Solid waste generated on the campus includes wrappers, glass, metals, paper, plastics, and other similar materials. Such waste is segregated at the point of generation by providing separate waste bins in classrooms and at various locations across the campus.

Old newspapers and other used paper materials are collected and sent for recycling through appropriate agencies. Similarly, glass, metal, plastic, and other non-biodegradable waste materials are collected and sold to designated agencies for appropriate recycling or disposal.

Plastic bottles are utilized for the construction of benches in waiting sheds of nearby panchayats as well as within the College campus.

Food waste generated on the campus is utilized as fodder for a piggery with which the College has entered into a Memorandum of Understanding (MoU).

Paper that has been written or printed on one side is reused for internal drafts and printing on the other side, thereby reducing unnecessary paper consumption and waste generation.

b) Liquid Waste Management

The liquid waste generated on the campus includes sewage, laundry waste, hostel wastewater, and canteen effluents.

This waste is treated through the Sewage Treatment Plant (STP) established at the Institute. The treated water is utilised for watering the gardens and lawns maintained within the campus.

c) E-Waste Management

DiST ensures that electronic equipment is utilised to its optimum capacity. Minor repairs to electronic equipment are attended to by computer laboratory assistants and Computer Science faculty members, while major repairs are undertaken with the support of technical professionals sourced through MoUs entered into by the institution.

DiST has entered into an MoU with South Indian Metals, which purchases damaged computers and other non-repairable e-waste generated by the institution and provides a Recycling Certificate for the same.

Electronic equipment that cannot be refurbished or reused is dismantled and processed into raw materials such as metals, plastics, and glass, which can subsequently be marketed as recyclable materials.

The agency ensures that the e-waste does not end up in landfills. Such waste is forwarded to a facility authorized by the Kerala State Pollution Control Board for appropriate disposal. The e-waste is processed using Zero Dumping Technology.

Used compact discs and other disposable, non-hazardous materials are creatively reused by students for decorations during college festivals. This serves as a practical and creative means of reinforcing waste-management practices and environmental awareness among students.

v) Organization and Management of Waste

Students are instructed to deposit waste appropriately in the designated bins placed at different locations across the campus.

The support staff are responsible for segregating the collected waste and transferring it to designated disposal locations. The supervisor responsible for waste-management activities provides the necessary directions and ensures that the waste generated is appropriately categorized and placed in the designated locations.

vi) Waste Incinerator

Incineration is a method of waste treatment involving the combustion of organic substances present in waste materials. An incinerator has been installed on the College campus for this purpose.

Paper waste and other suitable materials are processed through the incinerator, which helps reduce the volume of waste while controlling air pollution and smoke emissions.

vii) Tracking of Products and End-of-Life Disposal

DiST shall make all reasonable efforts to track products sold or donated by the institution until their final destination.

Where products are sold to consumers, efforts shall be made to maintain records regarding their intended use and to ensure appropriate end-of-life disposal procedures.

viii) Awareness Programmes

The Environment Club, together with the NSS Units of the College and De Paul Extension Services, conducts seminars and workshops to create awareness among staff and students regarding the importance of proper waste management and appropriate disposal methods.

Faculty members and students are encouraged to creatively reuse plastic and other waste materials through 'Best from Waste' initiatives.

Exhibitions and sales of such upcycled products are organized to encourage students and staff to recognize the productive potential of waste materials. Training programmes are also conducted to provide participants with practical skills for creating useful and decorative items from waste.

These initiatives help promote awareness of waste reduction, reuse, recycling, and creative utilisation of waste materials across the DiST community.

12. E-WASTE MANAGEMENT POLICY

i) Introduction

E-waste management at De Paul Institute of Science & Technology (DiST) focuses on the optimum utilisation, maintenance, repair, reuse, and responsible disposal of electronic equipment and related materials.

Minor repairs of electronic equipment are attended to by laboratory assistants and teaching staff, while major repairs are undertaken with the assistance of the Technical Assistant. Wherever feasible, repaired equipment is reused to extend its useful life.

DiST has entered into a Memorandum of Understanding (MoU) with South Indian Metals, which purchases damaged computers and other non-repairable e-waste generated by the institution and provides a Recycling Certificate for the materials received.

South Indian Metals dismantles and recycles electronic waste using appropriate modern technology. Electronic peripherals that cannot be refurbished are dismantled and processed into raw materials such as metals, plastics, and glass, which can subsequently be marketed as recyclable materials.

The partner agency ensures that the e-waste collected from the institution does not end up in landfills. The collected e-waste is directly sent to a facility authorized by the Kerala State Pollution Control Board for appropriate disposal. The waste is processed using Zero Dumping Technology.

UPS batteries are recharged, repaired, or exchanged through their respective original equipment suppliers.

Used compact discs and other disposable, non-hazardous materials are creatively reused by students for decorations during college festivals. This provides a practical and creative means of demonstrating and reinforcing the principles of waste management among students.

ii) E-Waste Policy Principles

DiST follows a policy of responsible utilisation and disposal of electronic and electrical equipment. When electronic or electrical products are determined to have reached the end of their useful life and are identified for disposal by the system administrator or the competent authority responsible for the establishment, they shall be considered for disposal in accordance with the established e-waste management procedure.

An item of equipment that has been permanently discarded by the user or by the competent authority shall be treated as e-waste, irrespective of whether the equipment is operational or non-operational.

The disposal of e-waste at DiST is guided by three key principles:

➤ Protection of the Environment

- Wherever possible, functional computers and other electronic equipment shall be redeployed to identified users, with or without necessary upgrades.
- Equipment that is sold or donated shall be handled through authorized service personnel or agencies engaged for collection, segregation, transportation, and disposal.
- The disposal of e-waste shall be carried out in strict accordance with the applicable guidelines of the Central Pollution Control Board (CPCB).

➤ Social Responsibility

- DiST shall make all reasonable efforts to track electronic products sold or donated by the institution until their final destination.
- The intended usage of products sold to consumers shall be appropriately recorded, and suitable end-of-life disposal procedures for such products shall be ensured.

➤ Data Protection

- All electronic storage devices collected by an authorised service provider for disposal shall be covered by a Non-Disclosure Agreement (NDA)

executed separately with the service provider.

- The service provider shall be responsible for safeguarding all information contained, encrypted, stored, or otherwise residing on the storage devices of the electronic equipment.
- No unauthorized extraction, pilferage, sharing, decoding, copying, or disclosure of such information shall be permitted in any form until the data has undergone complete cryptographic erasure and sanitisation through a scientifically sound, internationally accepted standard.

13. ANTI-RAGGING POLICY

i) Introduction

De Paul Institute of Science & Technology, Angamaly (DiST), approved by the All India Council for Technical Education (AICTE), New Delhi, and affiliated to Mahatma Gandhi University, Kottayam, has established a significant presence in the higher education sector of Kerala since its inception in 2002.

Over the years, DiST has developed and implemented an educational system that focuses on the holistic development of its student community. The institution is committed to providing a safe, supportive, inclusive, and student-friendly campus environment and maintains a **zero-tolerance policy towards ragging**.

An **Anti-Ragging Committee** has been constituted at DiST with the objective of fostering a student-friendly campus and preventing incidents of ragging. The **Anti-Ragging Squad**, functioning under the supervision of the Anti-Ragging Committee, maintains continuous watch and vigilance across the campus to prevent even minor incidents of ragging and to create awareness among students regarding the nature and consequences of such misconduct.

The Anti-Ragging Squad monitors areas such as **classrooms, canteens, college buses, hostels, and other locations where students**

interact and congregate. The Anti-Ragging Committee also conducts awareness programmes periodically to educate students about the prevention of ragging and its consequences.

The Hon'ble Supreme Court has, among other acts, identified the following activities as falling within the definition of ragging:

- Any act of indiscipline, teasing, or treating another person with rudeness.
- Any act that prevents or disrupts regular academic activities.
- Any activity that is likely to cause annoyance, hardship, psychological harm, fear, or apprehension.
- Any act involving financial extortion or forcing a person to incur expenditure.
- Any act of physical abuse resulting in assault, harm, or danger to health.
- Any form of abuse through spoken words, emails, SMS, public insults, or similar means.
- Any act causing injury to or infringing upon the fundamental right to human dignity.
- Any act involving wrongful confinement, kidnapping, molestation, commission of unnatural offences, use of criminal force, trespass, intimidation, or similar acts.
- Any unlawful assembly or conspiracy intended to facilitate or commit ragging.

ii) Objectives of the Anti-Ragging Policy

The objectives of the Anti-Ragging Policy are:

- To create, develop, and nurture a **conducive socio-academic environment** within the campus.
- To maintain continuous watch and vigilance over ragging and take appropriate measures to prevent its occurrence.
- To build and sustain a high level of confidence among freshers and their

parents/guardians so that new students feel welcomed and secure within the College.

- To provide appropriate emotional and mental support to freshers and facilitate their smooth adaptation to the campus environment.
- To promote an atmosphere of discipline by clearly communicating that **no form of ragging shall be tolerated** and that incidents of ragging shall neither be overlooked nor left without appropriate action.

iii) Preventive Measures

DiST shall undertake appropriate measures to create awareness among students and prevent incidents of ragging on campus.

The following measures shall be implemented:

- Students shall be informed about the **Anti-Ragging Cell email ID** provided on the institutional website for submitting complaints relating to ragging.
- The contact numbers of members of the **Anti-Ragging Cell** shall also be made available on the institutional website.
- A circular containing the rules and provisions relating to anti-ragging shall be circulated in every class to caution senior students regarding the adverse consequences of ragging.
- **Anti-Ragging Cell contact numbers and awareness posters** shall be displayed at appropriate locations across the campus.
- Informative classes and awareness sessions shall be conducted for students to familiarise them with the consequences of ragging.
- In the event of a complaint relating to ragging received from a victim, the matter shall be reported to the **Police Department after a primary-level enquiry at the College.**
- Teachers shall be present in the corridors during intervals as a preventive measure.

- Senior students shall **not be permitted to enter the classrooms of junior batches.**

iv) Rules and Disciplinary Measures

If any incident of ragging comes to the notice of the College authorities, the student concerned shall be given an opportunity to explain his/her position. Where the explanation provided by the student is found to be unsatisfactory, the College shall initiate **appropriate and exemplary disciplinary action** in accordance with the applicable provisions.

Such disciplinary action may include **expulsion from the institution**, depending upon the nature and seriousness of the incident.

All students shall carefully read and fully understand the provisions contained in the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions (2009)** at the time of admission.

Students are expected to comply with the anti-ragging provisions throughout their period of study at DiST and contribute to maintaining a safe, respectful, and student-friendly campus environment.

14. GENDER EQUITY, EQUALITY AND INCLUSION POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) is committed to providing an equitable, inclusive and respectful environment in which all students and employees have equal dignity, opportunities and access to institutional resources, irrespective of gender.

This Policy is guided by the constitutional principles of equality and non-discrimination, the UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012, the Transgender Persons (Protection of Rights) Act, 2019, the Rights of Persons with Disabilities Act, 2016, and other applicable laws, regulations and UGC guidelines. The UGC 2012 Regulations recognize gender-based discrimination as a concern requiring institutional measures to promote equity..

ii) Objectives of the Policy

The objectives of the Policy are:

DiST shall:

- Promote equality, equity and dignity among all members of the institution;
- Prevent gender-based discrimination in academic, administrative and employment-related practices;
- Ensure equitable access to education, research, training, internships, placements, scholarships and institutional activities;
- Promote equal participation in student leadership, clubs, sports, cultural activities and decision-making;
- Provide gender-sensitive and inclusive campus facilities and support services;
- Promote gender sensitisation and awareness among students and employees;
- identify and address institutional barriers affecting participation on the basis of gender; and
- Promote an inclusive environment for transgender and gender-diverse persons.

iii) Scope

The Policy applies to all students, teaching faculty, non-teaching staff, research scholars, interns, trainees and other persons participating in DiST activities.

It covers academic, administrative, residential, research, fieldwork, internship, placement, cultural, sports, community-engagement and other institution-related activities.

iv) Gender Equity and Non-Discrimination

DiST shall ensure that gender does not become a barrier to:

- Admission and academic participation;
- Assessment and learning opportunities;
- Research and professional development;
- Scholarships and financial support;
- Internships and placements;
- Leadership and institutional participation;
- Sports and cultural activities; or
- Access to institutional facilities and support services.

Gender stereotypes and discriminatory practices shall be discouraged in academic and institutional activities.

v) Transgender Inclusion

DiST recognizes the right of transgender persons and gender-diverse persons to participate in higher education with dignity, equality and freedom from discrimination.

The institution shall:

- Ensure non-discrimination in admission, education, assessment, research, employment and institutional activities;
- Respect gender identity in institutional interaction, subject to applicable legal and administrative requirements;
- Promote access to appropriate academic, counselling and student-support services;
- Periodically review facilities and institutional practices from an inclusion perspective;
- Prevent bullying, humiliation, exclusion and discriminatory treatment; and
- Include transgender rights and inclusion in relevant gender-sensitisation programmes.

These measures shall be implemented in accordance with the Transgender Persons (Protection of Rights) Act, 2019, which prohibits discrimination against transgender persons and requires educational institutions to promote inclusive education.

vi) Gender-Sensitive Campus Environment

DiST shall strive to provide:

- Safe and adequately lit campus spaces;
- Appropriate sanitation and hygiene facilities;
- Accessible health and counselling services;
- Safe hostel and residential arrangements;
- Facilities that respect privacy and dignity; and
- Reasonable accommodation and accessibility for persons with disabilities.

Safety measures shall not result in unnecessary or discriminatory restrictions on any gender.

vii) Institutional Mechanisms

Implementation of this Policy shall be coordinated through the existing institutional structure of DiST.

- Competent Institutional Authority
Shall provide overall direction, approve measures and ensure necessary institutional support.
- Heads of Departments/Academic Units
Shall promote equitable participation and address gender-related concerns within their respective units.
- Student Support and Counselling Services
Shall provide appropriate mentoring, counselling and support to students experiencing gender-related barriers or concerns.
- Internal Complaints Committee (ICC)
Shall independently address complaints falling within its statutory jurisdiction relating to sexual harassment under the separate DiST Sexual Harassment Policy.
- Student Grievance Redressal Mechanism
Shall address student grievances relating to gender-based discrimination where such matters do not fall within the jurisdiction of the ICC or another statutory mechanism.
- IQAC
Shall monitor gender-equity initiatives as part of institutional quality assurance, review relevant data and feedback, and recommend improvements. The IQAC shall not inquire into or adjudicate individual sexual-harassment complaints.

viii)Gender Sensitisation

DiST shall conduct periodic awareness and sensitisation programmes for students and employees on:

- Gender equality and equity;
- Gender stereotypes and discrimination;
- Dignity and respectful relationships;
- Transgender inclusion;
- Rights and responsibilities; and

Available institutional support mechanisms.

ix)Monitoring and Review

The institution shall periodically review the implementation of this Policy through

appropriate institutional mechanisms. The review may consider participation, access to opportunities, campus facilities, sensitisation programmes, student and employee feedback, and areas requiring improvement.

The Policy shall be reviewed whenever there is a significant change in applicable legislation, UGC regulations or institutional requirements.

x)Institutional Commitment

DiST is committed to creating an academic and work environment in which every individual is treated with dignity, fairness and respect and is provided equitable opportunities to learn, work, participate and develop.

Nothing in this Policy shall limit or replace any statutory right or grievance-redressal mechanism available under applicable law.

15. POLICY ON PREVENTION, PROHIBITION & REDRESSAL OF SEXUAL HARASSEMENT

i)Introduction

De Paul Institute of Science & Technology (DiST) is committed to providing a safe, respectful and dignified educational and working environment free from sexual harassment, gender-based violence, discrimination, intimidation and retaliation.

This Policy is framed in accordance with the Constitution of India, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, applicable UGC advisories and guidelines, and other applicable laws and regulations.

The Policy shall be implemented in accordance with statutory requirements and shall be reviewed whenever there is a change in applicable legislation, regulations or judicial directions.

ii) Objectives

The objectives of this Policy are to:

- prevent and prohibit sexual harassment within the institutional environment;
- provide a safe, accessible and confidential mechanism for reporting complaints;
- ensure fair, impartial and time-bound inquiry and redressal;
- protect complainants, respondents and witnesses from retaliation and victimisation;
- provide appropriate interim support and remedial measures;
- create awareness regarding sexual harassment, rights and responsibilities;
- promote gender sensitivity, dignity, equality and respectful behaviour; and
- ensure compliance with applicable statutory and UGC requirements.

iii) Scope and Applicability

This Policy applies to students, teaching and non-teaching employees, research scholars, research assistants, interns, trainees, apprentices, volunteers and other persons covered under the applicable UGC Regulations.

The Policy applies to the DiST campus and to institutional activities outside the campus, including:

- hostels and residential facilities;
- libraries, laboratories, canteens and sports facilities;
- institutional transportation;
- fieldwork and community-based activities;
- internships and placements;
- study tours, excursions and camps;
- conferences, cultural programmes and sports activities; and

- any other activity undertaken in connection with DiST.

The UGC Regulations specifically extend the campus/workplace framework to transportation, field trips, internships, study tours, placements, camps and institutional cultural and sports activities.

iv) Meaning of Sexual Harassment

Sexual harassment includes any **unwelcome conduct of a sexual nature**, whether physical, verbal or non-verbal, including:

- unwelcome physical contact or advances;
- demand or request for sexual favours;
- sexually coloured remarks;
- displaying or transmitting sexually explicit material;
- implied or explicit promise of preferential treatment;
- implied or explicit threat of detrimental treatment;
- conduct creating an intimidating, hostile or offensive environment; or
- humiliating or otherwise unwelcome conduct affecting the dignity, safety or well-being of a person.

Sexual harassment may also constitute an offence under applicable criminal law.

v) Internal Complaints Committee (ICC)

DiST shall constitute an **Internal Complaints Committee (ICC)** in accordance with the POSH Act, 2013 and UGC Regulations, 2015.

The ICC shall comprise:

- **Presiding Officer:** a senior woman faculty member;
- **Two faculty members,** preferably committed to gender equality or having experience in social work or legal knowledge;

- **Two non-teaching employees**, preferably committed to gender equality or having experience in social work or legal knowledge;
- **Three student members**, where student representation is required, comprising one each from undergraduate, postgraduate and research levels, selected through a transparent procedure; and
- **One external member** from an NGO/association committed to the cause of women or a person familiar with issues relating to sexual harassment.

At least **50% of the members shall be women**.

The term of the ICC shall be **three years**, subject to applicable statutory provisions.

vi) Functions of the ICC

The ICC shall:

- Receive and process complaints;
- Assist a complainant in submitting a complaint where necessary;
- Conduct inquiries in accordance with applicable law;
- Maintain confidentiality;
- Ensure fairness and natural justice;
- Recommend interim protective measures where appropriate;
- Protect complainants and witnesses from retaliation;
- Facilitate access to counselling, medical, legal and other support;
- Recommend appropriate action to the competent authority;
- Monitor implementation of its recommendations;
- Conduct awareness and gender-sensitisation programmes; and
- Prepare and submit the required annual report.

DiST shall provide the ICC with adequate infrastructure, administrative assistance and other resources necessary for its effective functioning. The UGC requires HEIs to provide such institutional support and to conduct regular sensitisation and training programmes.

vii) Filing of Complaint

An aggrieved woman may submit a written complaint to the ICC within **three months from the date of the incident**, or within three months from the last incident in the case of a series of incidents.

The ICC may extend this period by a further period of up to **three months** where sufficient circumstances prevented the complainant from filing the complaint within the prescribed period.

Where a complainant is unable to make the complaint in writing, reasonable assistance shall be provided.

The complaint may be submitted directly to the ICC or through the institutional mechanism notified by DiST.

viii) Inquiry Procedure

On receipt of a complaint:

- The complaint shall be formally registered;
- The respondent shall be provided a copy of the complaint in accordance with the applicable procedure;
- The respondent shall be given an opportunity to submit a written response;
- Both parties shall be given a reasonable opportunity to be heard;
- Relevant documents and witnesses may be examined;
- Confidentiality shall be maintained throughout the proceedings; and
- The inquiry shall be conducted in accordance with the principles of natural justice.

The inquiry shall ordinarily be completed within **90 days**, and the ICC shall submit its

report to the competent authority within **10 days of completion of the inquiry**, in accordance with the UGC Regulations.

ix)Interim Measures

During an inquiry, the ICC may recommend appropriate interim measures to protect the complainant, including, where applicable:

- Leave;
- Relaxation of attendance requirements;
- Change of academic or work responsibilities;
- Change of supervisor or reporting arrangement;
- Transfer of the respondent;
- Restriction of direct contact between the parties; or
- Other appropriate protective measures permitted by law.

Such measures shall not be punitive in nature and shall be implemented in accordance with applicable law.

x)Confidentiality

The identity of the complainant, respondent and witnesses, the contents of the complaint, inquiry proceedings, evidence, findings and recommendations shall be kept confidential, except where disclosure is required or permitted by law.

No person shall publish or communicate such information in violation of the confidentiality requirements of the POSH Act.

xi)Conciliation

Where permitted by law, conciliation may be considered **only at the request of the aggrieved woman and before commencement of the inquiry**.

No monetary settlement shall form the basis of such conciliation.

Any settlement shall be dealt with strictly in accordance with the POSH Act and applicable regulations.

xii)Findings and Action

After completing the inquiry, the ICC shall submit a reasoned report containing its findings and recommendations.

Where the allegations are established, the ICC may recommend appropriate disciplinary or remedial action in accordance with the applicable service rules, student disciplinary regulations and law.

Possible action may include warning, reprimand, suspension, termination, dismissal, or appropriate student disciplinary measures, depending on the nature and gravity of the misconduct and the applicable rules.

Where compensation is applicable, the ICC may recommend compensation in accordance with the POSH Act and UGC Regulations, taking into account relevant statutory factors such as mental trauma, suffering, loss of career opportunity and medical expenses.

xiii)Protection Against Retaliation

- No complainant, witness or person assisting the ICC shall be subjected to retaliation, victimisation, intimidation, discrimination or adverse treatment for making a complaint or participating in proceedings.
- Any allegation of retaliation shall be brought to the notice of the ICC and dealt with appropriately.

xiv)False or Malicious Complaints

A complaint shall **not be considered false merely because it could not be substantiated**.

Action against a complainant shall be considered only where, after due inquiry, the ICC establishes that the complaint was knowingly false or malicious, or that forged or deliberately misleading information was provided.

The UGC Regulations expressly state that mere inability to substantiate a complaint shall not attract action against the complainant.

xv)Prevention and Gender Sensitisation

DiST shall undertake regular preventive and awareness measures, including:

- Student and employee orientation;
- Gender-sensitisation programmes;
- Workshops and seminars;
- Awareness campaigns;
- ICC orientation and capacity building;
- Dissemination of the Policy and complaint mechanism; and
- Display of relevant information at prominent locations and on the institutional website.

The UGC requires HEIs to publicly disseminate their policy, conduct training and sensitisation programmes, and maintain a zero-tolerance commitment towards sexual harassment.

xvi)Institutional Safety

DiST shall endeavour to maintain a safe campus through appropriate lighting, security, emergency contacts, safe transportation, hostel safety, counselling and other reasonable measures.

Safety measures shall not impose discriminatory restrictions on the legitimate movement, participation or educational opportunities of women or any other group. The UGC specifically cautions against

discriminatory hostel and campus-safety practices.

xvii)Annual Report and Review

The ICC shall prepare the annual report prescribed under applicable law and UGC regulations, including the required information regarding complaints received and action taken.

DiST shall ensure submission of statutory reports to the competent authorities within the prescribed time.

The implementation and effectiveness of the Policy shall be reviewed **at least half-yearly**, as required under the UGC Regulations.

xviii)Relationship with Other Institutional Mechanisms

Sexual-harassment complaints falling within the jurisdiction of the ICC shall be dealt with by the ICC.

Other grievances, including general student grievances, ragging, discrimination or matters falling under other statutory mechanisms, shall be dealt with by the appropriate competent committee in accordance with applicable regulations.

Where an incident may constitute a criminal offence, the affected person may approach the police or other competent authority. Nothing in this Policy shall prevent or restrict any person from exercising rights available under law.

xix)Legal and Regulatory Framework

This Policy shall be read with the following, as amended or replaced from time to time:

- Constitution of India, particularly Articles 14, 15 and 21;
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013;
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015;
- UGC advisories and guidelines concerning prevention of sexual harassment and gender sensitisation;
- Bharatiya Nyaya Sanhita, 2023 and other applicable criminal laws;
- Applicable UGC regulations relating to student grievances, equity and institutional safety; and
- Other applicable Central and State laws, regulations and judicial directions.

xx)Review and Amendment

This Policy shall be reviewed periodically and amended whenever required to remain

consistent with changes in legislation, UGC regulations, judicial directions or institutional requirements.

In case of any conflict between this Policy and a statutory provision, the applicable law or regulation shall prevail.

xxi) Institutional Commitment

DiST is committed to maintaining a campus where every individual can study, work and participate with dignity, safety and respect.

The institution shall adopt preventive, supportive and legally compliant measures to prevent sexual harassment and shall ensure appropriate and timely action through the prescribed institutional and statutory mechanisms.

16. COUNSELLING POLICY

i) Introduction

Students entering and pursuing higher education may experience several changes in their academic, personal, social, and emotional lives. Adjusting to a new academic environment, managing academic expectations, developing relationships, dealing with personal concerns, and making decisions about future

education and careers can sometimes affect a student's well-being and academic progress.

For some students, these changes may also lead to stress, worry, anxiety, adjustment difficulties, or other personal concerns. Counselling provides a safe, supportive, and confidential space where students can discuss their concerns, understand their needs, develop appropriate coping strategies, and seek professional support when required. Early support can help students manage difficulties effectively and contribute to their personal, emotional, academic, and professional development.

De Paul Institute of Science & Technology (DiST) provides professional counselling and psychological support to its undergraduate and

postgraduate students through its Department of Counselling. The counselling services are intended to support students in addressing academic difficulties, emotional and psychological concerns, interpersonal and family-related issues, adjustment difficulties, career-related concerns, addiction-related concerns, and other issues that may affect their well-being or academic life.

The Department of Counselling works in coordination with academic departments, faculty members, mentors, student support services, and other relevant departments of the Institution, wherever necessary, to provide appropriate and timely support to students. Parents or guardians may also be involved, where appropriate and necessary, in addressing concerns related to the student, while giving due consideration to the student's privacy, consent, safety, and applicable institutional requirements.

The counselling services at DiST are guided by principles of professional practice, respect, privacy, confidentiality, informed consent, and student well-being. The Institution is committed to providing accessible and appropriate counselling support and to referring students to specialised professional services whenever their needs extend beyond the scope of the services available within the Institution.

ii) Objectives of Counselling Services

The main objectives of the counselling services are:

- To provide professional counselling and guidance to students facing personal concerns, academic difficulties, or psychological and emotional challenges.
- To promote self-esteem, self-confidence, emotional well-being, and healthy adjustment among students, including students who may need additional support.
- To identify learning difficulties, behavioural concerns, and adjustment problems and provide suitable counselling support.

- To help students manage examination stress, anxiety, fear, and other academic pressures.
- To help students develop healthy coping skills, problem-solving abilities, and emotional resilience to deal with personal, academic, and interpersonal difficulties.
- To create awareness about mental health and encourage students to seek professional help when needed.
- To provide referral and follow-up support when a student requires help from a psychiatrist, clinical psychologist, medical professional, or another specialist.

iii) Consent and Confidentiality

Counselling services will begin only after obtaining the student's consent. The student will be informed about the counselling process and the nature of the support being offered.

Confidentiality is an important part of counselling. Information shared by students during counselling sessions, as well as communication between the student and counsellor, will be treated as confidential.

Every student has the right to privacy and to a safe and respectful counselling environment.

Counselling information will be handled with care and only used for purposes related to providing appropriate support.

However, confidentiality has certain limits. If a counsellor believes that there is a serious and immediate risk of harm to the student or to another person, necessary steps may be taken to ensure safety. In such situations, relevant information may be shared with appropriate persons or authorities, as required by professional responsibilities, institutional procedures, or applicable law.

iv) Record Keeping and Data Protection

Proper and systematic records will be maintained for counselling cases in accordance

with professional, ethical, institutional, and applicable legal requirements.

The counsellor will maintain a detailed case history and counselling record for each student. The record may include the presenting concern, relevant background information, observations, interventions, follow-up, referrals, and other information needed for the continuity of counselling support.

A brief summary of each counselling session will also be entered in the counselling application developed and operated through the College Intranet. Only essential information required for documentation, follow-up, continuity of support, and institutional purposes will be recorded in the application.

Relevant meetings or telephone conversations with parents or guardians, faculty members, staff, or other persons involved in supporting the student may also be documented when necessary.

All counselling records, whether maintained by the counsellor or recorded in the College Intranet application, will be kept confidential and securely maintained. Access to counselling records in the College Intranet application will be limited to the authorised counsellors.

The College will take reasonable technical and administrative measures to protect counselling records from unauthorised access, disclosure, alteration, loss, or misuse.

v) Referral and Follow-up Services

Students may be referred to qualified professionals or healthcare services when their concerns require support beyond the scope of the College counselling service. Depending on the student's needs, this may include psychiatrists, clinical psychologists, doctors, or other specialists.

Referrals will be considered based on the nature of the student's concern, its seriousness, and the type of professional support required. The counsellor will explain the reason for the

referral to the student. Parents or guardians may be involved in the referral process when necessary, taking into consideration the student's age, consent, safety, and applicable rules.

With the student's consent and, where required, the involvement of the parent or guardian, the counsellor may assist the student in arranging the referral and, where appropriate, coordinate with the external professional for continued support.

If there is a serious or immediate risk of harm to the student or another person, emergency or specialised professional help will be arranged in accordance with professional, institutional, and legal requirements.

vi)Support for Staff

DiST recognises that staff members may also experience personal, emotional, interpersonal, or work-related difficulties for which counselling support may be helpful. Counselling services will therefore be available to staff members who seek such assistance. Employees will be given a reasonable opportunity and time to attend counselling sessions, subject to institutional requirements and work responsibilities.

Staff members are encouraged to make use of counselling services when they experience stress, emotional difficulties, interpersonal concerns, work-related challenges, or other personal concerns affecting their well-being or functioning.

Any employee may contact the counsellor confidentially to request an appointment and discuss their concerns and possible ways of addressing them.

Counselling provided to staff will be treated as confidential, subject to the same professional and safety-related limits that apply to student counselling.

vii)Legal and Ethical Conduct

Counsellors at DiST will follow the ethical standards, professional guidelines, and codes of conduct applicable to their professional practice.

When counsellors face an ethical or legal concern or are unsure about how to proceed in a particular situation, they may seek professional consultation or guidance from qualified colleagues, the Director, or the Management, as appropriate. While doing so, the privacy and confidentiality of the student will be protected as far as possible.

The Counselling Policy shall be reviewed and updated from time to time, as necessary, to ensure that the counselling services remain responsive to the changing needs of students and staff and are consistent with professional, ethical, institutional, and applicable legal requirements.

viii)Review and Continuous Improvement

The Counselling Policy and counselling services shall be reviewed periodically by the Department of Counselling in coordination with the appropriate authorities of the Institution. The review shall consider the effectiveness of services, the needs of students and staff, referral and follow-up practices, and feedback received.

The Department of Counselling shall identify areas for improvement and recommend appropriate measures to the Institution. The Institution shall consider and implement approved measures, subject to institutional requirements and available resources.

The Department of Counselling shall monitor the implementation and effectiveness of such improvements and make further recommendations wherever necessary.

17. DIVYANGJAN POLICY

i)Introduction

Discrimination against persons with physical, intellectual, or other forms of disability is prohibited under the **Rights of Persons with Disabilities Act, 2016**. The principle of the Right to Education emphasises the importance of inclusive education, ensuring that students with learning difficulties and other impairments have their educational needs appropriately addressed.

De Paul Institute of Science & Technology (DiST) is committed to preventing all forms of discrimination, including discrimination based on disability. The institution follows an **inclusive approach to education** and seeks to make education accessible to all sections of society, including differently-abled persons.

The Divyangjan Policy provides guidelines for maintaining a **disabled-friendly and inclusive campus** and ensuring that students with disabilities are provided with an environment free from discrimination, supported by appropriate facilities, assistance, and equal opportunities.

ii)Objectives of the Policy

The objectives of the Divyangjan Policy are:

- To foster an inclusive campus culture that prevents discrimination and exploitation of students with disabilities.
- To develop and maintain campus infrastructure that is accessible and friendly to differently-abled students.
- To ensure that the facilities, services, and programmes available on campus are accessible to and can be effectively utilised by differently-abled students.
- To ensure the effective implementation of applicable legal provisions relating to persons with disabilities within the campus.
- To promote care, concern, assistance, and support from all members of the

College community towards differently-abled persons and thereby strengthen a disabled-friendly campus environment.

iii)Implementation of the Policy

DiST shall implement the Divyangjan Policy through the following measures:

- Facilitate admission of as many differently-abled students as possible by following the applicable guidelines and reservation requirements of the University relating to the admission of students with physical disabilities.
- Provide **fee concessions** and necessary assistance to differently-abled students during regular working days and examinations, wherever required.
- Maintain disabled-friendly infrastructure across the campus by providing facilities such as **ramps, lifts, and accessible toilets** with the required provisions.
- Provide necessary administrative assistance for the academic and non-academic requirements of differently-abled students in their classrooms.
- Encourage all staff and students to provide necessary assistance and support to differently-abled persons in all appropriate situations.
- Provide a **separate table in the canteen** for differently-abled students and ensure that a rinsing area is placed within their convenient reach.
- The library staff shall provide books to differently-abled students in their classrooms whenever requested through email or other digital platforms.
- Permit vehicles belonging to differently-abled students to park at the **closest accessible point to their respective classrooms**.

- In addition to the above provision, a **separate parking area** shall be allotted for vehicles of differently-abled students.
- Assist differently-abled students in applying for and arranging **scribes** after receiving the necessary orders from the University. The institution shall also provide an extension of examination time to candidates who require it.
- Facilitate access to **scholarships** for differently-abled students to support their equal right to education.
- Provide special attention to the **training and placement needs** of differently-abled students and facilitate appropriate support in this regard.

18. FINANCE POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) maintains a sound and systematic financial and accounting framework to support the effective achievement of the institution's mission and objectives. The Finance Policy is intended to safeguard the financial resources and assets of the College while ensuring **accuracy, efficiency, transparency, accountability, and consistency** in all financial operations.

The policy provides a structured framework for financial planning, budgeting, accounting, internal control, auditing, financial reporting, and the management of institutional resources.

ii)Objectives of the Policy

The major objectives of the Finance Policy are:

- To ensure the effective and appropriate utilisation of available financial resources for implementing institutional activities, with adequate mechanisms for reviewing outcomes and making necessary adjustments to plans during the budget period.
- To establish a basic framework for **internal financial controls**, including budgetary control.

- To provide guidelines for the preparation of financial statements and internal audit reports.
- To ensure that all faculty and staff members maintain continuous awareness of their important financial responsibilities.

iii)Departmental Structure of Finance

The financial administration of the institution shall function through the designated financial authorities, committees, and personnel as per the approved organisational structure of the College.

iv)Fund Mobilisation Mechanism

Funds may be mobilised through the following sources, subject to applicable laws, regulations, and guidelines of the Government and competent statutory authorities:

- **Tuition fees and other approved student fees** collected in accordance with the prescribed fee structure.
- **Grants and financial assistance** from Government, statutory bodies, funding agencies, and other eligible organisations.
- **Donations and contributions** from individuals, alumni, benefactors, charitable organisations, and other legitimate sources.
- **Endowments and designated funds** established for specific institutional or student-support purposes.
- **Corporate Social Responsibility (CSR) contributions**, wherever applicable and permissible.
- **Income from investments and other permitted financial activities**, subject to applicable regulations.
- **Loans and other borrowings**, where necessary and duly authorised, for approved institutional purposes.
- **Revenue generated from consultancy, training, extension activities, and other permissible institutional services.**
- **Fundraising activities and development initiatives** undertaken in accordance with the Institution's policies and applicable regulations.

v) Budgetary Process

a) The Finance Officer or a person authorised by the Finance Committee shall prepare the annual budget based on the departmental budget proposals.

The annual budget shall include:

- Expected income and expenditure for the subsequent financial year.
- Comparison with the current financial year.
- Explanatory comments on major deviations, wherever applicable.
- Cash flow projections.
- Expected capital and operating expenditure for the subsequent financial year.

b) Departmental budgets shall be prepared in consultation with the respective Heads of Departments.

c) The Finance Committee shall submit the proposed budget, following periodic review by the governing bodies of the College, for approval. The budget shall be ratified before the commencement of the new financial year.

d) Periodic reviews, as recommended by the Finance Committee, shall be undertaken to compare the budgeted expenditure with actual expenditure and to initiate appropriate remedial measures for achieving the financial objectives of the institution.

vi) Authorization table

All financial transactions shall be processed in accordance with the approved authorisation and approval matrix of the institution.

The prescribed levels of authority shall be followed for financial commitments, expenditure, procurement, payments, and other financial transactions.

Distribution of Funds	Board of Trustees	Manager	Principal	Finance Officer
Payment Above ₹1,00,000/-	✓			

Payment up to ₹1,00,000/-	✓	✓		
Payment up to ₹10,000/-	✓	✓	✓	
Payment up to ₹5,000/-	✓	✓	✓	✓

vii) Internal Controls

a) The Finance Officer shall verify and ensure the accuracy of day-to-day financial transactions through daily reports, including receipts and vouchers. These records shall be maintained for the purposes of internal as well as external audits.

b) The Finance Officer or any person appointed by the Finance Committee shall ensure compliance with the financial regulations, policies, and procedures prescribed in this manual. Periodic internal audits shall be conducted to verify such compliance and the efficiency of financial processes.

c) The primary objectives of financial auditing shall include:

- Preservation of assets;
- Prevention of fraud and mismanagement;
- Detection of errors; and
- Ensuring the accuracy and completeness of accounting and financial information.

d) Internal audits shall be conducted at regular intervals, either **quarterly or half-yearly**. The audit reports and recommendations shall be reviewed annually by the Finance Committee.

viii) Accounting Policies and Procedures

Accounting policies are essential for the systematic preparation and presentation of the financial statements of the institution.

1. Accounting Practices

- One of the methods of accounting followed shall be based on **cash collection**.

- Consistency shall be maintained in the application of accounting policies to financial transactions.
- Any deviation from the approved accounting policies shall require appropriate approval, and such deviations shall be disclosed in the financial statements wherever applicable.

2.General Accounting Policies

a) Revenue Recognition

Income shall be recognised in the books of accounts when fees and/or contributions are received.

b) Expenditure

Expenditure shall be accounted for when it is incurred.

c) Depreciation

Depreciation shall be charged using the **Written Down Value (WDV) Method**, based on the useful life of the respective asset.

d) Valuation of Fixed Assets

Fixed assets shall be stated at their cost of acquisition, including inward freight, duties, taxes, and other incidental and direct expenses associated with their acquisition.

e) Valuation of Investments

Investments shall be accounted for and valued in accordance with the applicable accounting principles and institutional financial procedures.

f) Financial Statements and Audit

DiST shall be subject to the following forms of audit:

- **Internal Audit**
- **External Audit**

g) Financial Statements

DiST shall prepare financial statements in the prescribed formats, including:

- Receipts and Payments Account

- Income and Expenditure Account
- Balance Sheet

h) Receipts and Payments Account

The Receipts and Payments Account shall contain all cash and bank transactions, including transactions of both capital and revenue nature.

It shall provide details of the opening and closing balances of cash and bank accounts.

i) Income and Expenditure Account

The Income and Expenditure Account shall provide a summary of all income and expenditure relating to the current accounting year.

The purpose of this statement is to determine the **surplus or deficit** arising from the income and expenditure of the current accounting year.

j) Balance Sheet

The Balance Sheet shall present the financial position of the institution in the prescribed format, reflecting the relevant assets, liabilities, and other financial balances.

k) Schedules to Financial Statements

Accounting schedules shall be maintained as supporting documents providing additional details and evidence for the information presented in the financial statements.

These may include supporting details such as the closing balances of bank accounts and other relevant financial information.

3.Guidance on General Accounting Procedures

a) Cash and Bank

- Bank Reconciliation Statements shall be prepared **monthly for active accounts and quarterly for inactive accounts**.
- The Bank Reconciliation Statements shall be independently reviewed by the Accounts Officer.
- Cash and cheque receipts shall be deposited into the relevant bank account on the next working day and duly accounted for.

- Cheques shall be issued only after the relevant voucher and supporting documents have been properly prepared by the Accountant and duly approved in accordance with the approved approval matrix.
- All cash receipts and payments shall comply with the applicable regulations prescribed by the Government and the Income Tax Department.
- Physical verification of cash shall be conducted monthly by the Internal Auditor.

b) Fixed Assets

- All purchases shall be made in accordance with the annual budget and the procurement procedures prescribed by the Finance Committee.
- A **Fixed Asset Register** shall be maintained by the Finance Officer or an authorised person.

The Fixed Asset Register shall contain, wherever applicable, the following information:

- Date of purchase;
- Description of the item purchased;
- Cost of the asset;
- Serial number of the asset;
- Vendor details; and
- Warranty period.

Physical verification of fixed assets shall be conducted annually by the Internal Auditors.

c) Loans and Advances

- Financial advances to staff members shall be sanctioned by the administrative body, and periodic reviews shall be conducted to ensure recovery.
- Travel and other authorised advances shall be provided as applicable.
- All staff members shall submit a statement of travel expenses within **15 days of completion of the trip.**

- Any payments or refunds arising from such claims shall be considered as part of the monthly payroll calculations.

d) Income and Expenditure

- Collections relating to fees, contributions, and grants shall be supported by appropriate receipts, invoices, sanction orders, or other relevant documents and shall be cross-referenced with the supporting records.
- Cash receipts and contributions shall comply with the applicable Government regulations.
- Reconciliation reports relating to fee dues and collections shall be prepared periodically to minimise the possibility of revenue leakage.
- All expenditure incurred by the institution shall be based on the approved budget and applicable procurement procedures.
- Appropriate tax deductions shall be made before the release of payments wherever applicable.

e) Payroll

- Personnel files of all staff members shall be maintained securely and shall be accessible only to authorised officers.
- Personnel files shall contain relevant documents, including:
 - Employment application or resume;
 - Offer and appointment letter;
 - Increment letters;
 - Date of employment;
 - Position/grade;
 - Pay scale and changes therein; and
 - Authorisation of payroll deductions.

f) Payroll Verification

Before processing the payroll, the following shall be verified:

- Attendance;
- Leave; and
- Loss of Pay.

The final payroll summary shall be reviewed and authorised by the Finance Officer.

All payroll payments shall be made through the banking system.

4. General Financial Procedures

- Documents, records relating to financial transactions, and accounting information shall be maintained in both **physical and digital formats**.
- Financial and accounting records shall be retained for a minimum period of **eight years**, or for such period as may be prescribed by applicable Government regulations.
- Accountants shall be responsible for maintaining the confidentiality and accuracy of financial records. All records shall be stored and archived appropriately and securely in accordance with the requirements of internal and external auditors.
- Removal of original financial documents from their designated custody shall require prior approval of the Finance Committee and the administrative body.
- The Finance Committee may consider amendments, modifications, or deviations to the provisions of this Finance Manual to address emerging practical requirements or unavoidable procedural circumstances, subject to the approval of the administrative body.

19. HR POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST), Angamaly, established in 2002 under the management of De Paul Education Trust, is

committed to providing quality higher education and fostering the holistic development of students and staff. With the conferment of autonomous status from the academic year 2026 onwards, the institution continues to strengthen its academic, administrative and human-resource systems in accordance with its vision, mission, institutional policies and all applicable statutory and regulatory requirements.

The institution recognizes its faculty and staff as its most valuable human resources and considers their professional competence, commitment, integrity and continuous development essential to institutional excellence. The Human Resource Policy provides a framework for recruitment, appointment, service conditions, professional development, performance appraisal, career progression, discipline, grievance redressal, separation from service and other matters relating to employees.

The policy seeks to promote a professional, inclusive, ethical and supportive work environment in which every employee can contribute effectively to the achievement of the vision, mission and quality objectives of the institution.

The HR Policy shall be implemented in accordance with the decisions of the competent authorities of the institution and the De Paul Education Trust, together with applicable provisions of statutory and regulatory bodies

ii)Vision

To build up a centre of excellence equipped to mould outstanding young professionals in relevant fields by integrating the physical, intellectual, emotional and spiritual dimensions of their lives through focused training and person-specific career counselling, enabling them to demonstrate an unwavering commitment to society.

iii)Mission

To bring out the best in every individual by providing excellent and contemporary education and training in emerging technologies and relevant disciplines,

integrating spiritual, intellectual and human dimensions, and preparing students to face global challenges and lead enriching and fulfilling lives.

iv)Quality Policy

De Paul Institute of Science & Technology (DiST) is committed to building a centre of excellence in higher education with a strong focus on the holistic development of students.

The institution strives to integrate physical, intellectual, emotional and spiritual dimensions into the teaching-learning process and to enable students to achieve academic excellence while developing into responsible, ethical and socially committed citizens.

The institution promotes quality through continuous interaction, exposure to real-life issues and challenges, collaborative learning, teamwork, appropriate use of modern technology and the involvement of qualified and committed faculty members.

The teaching-learning process is designed in accordance with the objectives of higher education, applicable national priorities and the core values reflected in the vision and mission of the institution. As an autonomous institution, DiST adopts outcome-based education and continuously evaluates the attainment of programme and course outcomes in accordance with its academic regulations and quality-assurance mechanisms.

The institution promotes skill development through additional training, value-added and certificate programmes, talent clubs, departmental associations, innovation and entrepreneurship initiatives, internships, projects and other student-development activities.

The institution also promotes respect for national values, diversity, all communities, human dignity and environmental responsibility. Faculty and staff are provided appropriate opportunities to raise academic, administrative and professional concerns through established institutional mechanisms. Student suggestions and feedback concerning academic and campus life are collected through

appropriate institutional forums and are considered for continuous improvement.

v)Code of Conduct for Non-Teaching Staff

De Paul Institute of Science & Technology is committed to maintaining a professional, respectful and congenial environment for all stakeholders. Non-teaching staff constitute an integral part of the institution and play an important role in the effective functioning of academic and administrative activities and in supporting the overall student experience.

All non-teaching staff members are expected to comply with the following principles and standards of conduct.

vi)Dealing with Students

- Treat all students fairly, respectfully and impartially, irrespective of religion, community, caste, creed, gender, economic status or social background.
- Contribute, wherever possible, to the personal development, welfare and legitimate interests of students.
- Maintain confidentiality of student information and disclose such information only to authorized persons or agencies, or where disclosure is required by law.
- Maintain a friendly, respectful and supportive attitude towards students and assist them in resolving legitimate difficulties.
- Avoid any form of corruption, favouritism or granting of unauthorized special privileges to students.
- Treat parents and guardians with courtesy, kindness and compassion, recognizing them as important stakeholders of the institution.
- Demonstrate integrity, honesty, fairness and respect in all interactions with students.

vii)Dealing with Faculty Members

Non-teaching staff shall maintain professional and cooperative relationships with teaching and technical staff.

- Treat faculty members with due respect and provide necessary administrative and technical support for the effective discharge of their responsibilities.
- Promote teamwork and cooperation in academic and administrative activities.
- Understand and respect the respective roles and responsibilities of teaching and non-teaching personnel.
- Perform duties within the scope of the responsibilities assigned to the position.
- Provide appropriate support for the effective functioning and maintenance of laboratories and other academic facilities.

viii)Dealing with Colleagues

Technical and administrative staff shall maintain healthy interpersonal relationships and contribute to a positive workplace.

- Treat colleagues with the same respect and courtesy that they expect from others.
- Extend cooperation in academic, administrative and professional activities.
- Refrain from spreading rumours, misinformation or unverified information concerning colleagues.
- Respect the privacy and confidentiality of information relating to colleagues and shall not disclose such information without authorization or legitimate reason.

ix)Dealing with Management

Employees shall maintain a professional and constructive relationship with the management

and contribute to the achievement of institutional goals.

- Follow the prescribed official channels for work-related communication and administrative matters.
- Maintain confidentiality regarding institutional matters and avoid unauthorized disclosure of official information outside the institution.
- Avoid commitments or activities that conflict with institutional policies, responsibilities or interests.
- Cooperate with the competent authorities in achieving the vision, mission and objectives of the institution.
- Refrain from conduct or communication that may unjustifiably damage the reputation of the institution or its authorities.
- Maintain honesty, integrity and fairness in all institutional matters.
- Refrain from unethical practices under all circumstances.

x)Dealing with Society

Members of the non-teaching staff are expected to recognize their responsibility towards society.

- Follow institutional guidelines while participating in activities representing or associated with the institution.
- Participate in appropriate community-oriented programmes and activities.
- Extend cooperation to institutional outreach and social responsibility initiatives.
- Contribute, within their role, to the intellectual, ethical, cultural and social well-being of the community.

xi)Use of Institutional Resources

Institutional resources, including communication systems, data-processing and

networking facilities, computers and peripherals, stationery, reprographic facilities, vehicles, equipment, infrastructure, library resources and the time and services of employees, shall be used responsibly and primarily for legitimate institutional purposes.

Institutional resources shall not be misused for personal gain or for any activity contrary to institutional policies, applicable law or the interests of the institution.

xii)Code of Conduct for Teaching Staff

Teaching staff are among the primary representatives of the institution and have a significant influence on students and other stakeholders. DiST therefore expects every teaching staff member to maintain high standards of professional competence, integrity, ethical conduct and commitment to teaching, learning, research and institutional development.

The service conditions and code of conduct applicable to teaching staff shall be governed by the approved institutional rules and regulations, together with applicable statutory and regulatory requirements.

xiii)Staff Identification and Recruitment

The requirement for faculty and non-teaching staff shall be assessed periodically based on institutional needs, workload, programme requirements, student strength, infrastructure and approved staffing provisions.

Before the commencement of each academic year, the Principal shall review the staffing requirements of departments and identify vacancies or additional requirements.

Where recruitment is required:

- Vacancies shall ordinarily be notified through appropriate institutional channels, including the official website where applicable.
- Applications received within the prescribed period shall be scrutinized and shortlisted based on the qualifications and eligibility prescribed for the post.

- Shortlisted teaching candidates may be required to attend a demonstration class and personal interview.
- The duly constituted Staff Selection Committee shall undertake the selection process.
- HR shall prepare the rank list based on the prescribed selection criteria and the recommendations of the Selection Committee.
- Appointment orders shall be issued to selected candidates by the competent authority.
- For non-teaching positions, the selection process shall be conducted as prescribed by the institution and may include personal interviews and other appropriate assessments.

For teaching appointments, the committee constituted for assessing the demonstration class shall ordinarily consist of three members, including two senior faculty members from the concerned department and one senior faculty member from another department.

The interview committee shall consist of the Manager, Principal and Director/Vice Principal or such other competent authorities as may be designated by the management.

xiv)Appointment

- Every selected employee shall receive an appointment order specifying the applicable terms and conditions of service, duties and responsibilities.
- The appointment order shall be issued by the competent authority, and an acknowledged copy shall be maintained in the employee's HR records.
- The management may consider eligible and deserving candidates for suitable vacancies even when an application has not been received in response to a specific notification, subject to

institutional requirements and applicable qualifications.

- Qualifications and eligibility for each post shall be as prescribed by the institution and applicable regulatory requirements.
- By accepting appointment, every employee agrees to comply with the rules, regulations, policies and procedures of the institution.
- Appointments may ordinarily be made on a contractual basis for one year and may be renewed subject to institutional rules, satisfactory performance and professional requirements.
- The competent authority may exercise its discretion regarding the terms and conditions of appointment wherever permitted under institutional rules.
- Regularization of service, wherever applicable, shall be subject to eligibility, satisfactory performance, institutional requirements and the decision of the competent authority.
- Retired persons may be engaged on a contractual basis with consolidated remuneration approved by the institution.

xv)Career Progression

An employee may be considered for career progression after completion of the stipulated period in a particular grade or level, or on the basis of performance and institutional requirements.

Career progression may be considered based on:

- Length of service in the relevant level, wherever applicable.
- Availability of a sanctioned or identified vacancy.
- Performance appraisal and professional competence.

- Satisfactory fulfilment of assigned duties and responsibilities.
- Institutional requirements and the decision of the competent authority.

Career progression shall normally be considered only when the employee's performance appraisal indicates that the prescribed expectations have been met.

xvi)Staff ID Card

Every employee shall apply for an institutional Staff ID Card at the time of joining duty.

The Staff ID Card shall be issued by the institution and shall be carried/worn by the employee while on campus, as prescribed by institutional rules.

xvii)Submission of Certificates

Teaching staff shall submit the required original certificates and other documents for verification and institutional record purposes as prescribed by the competent authority.

Such documents shall be retained or safeguarded by the institution in accordance with applicable institutional procedures and shall be returned as per the applicable rules and requirements.

xviii)Duty Hours

The regular functioning hours of the institution shall be determined by the management from time to time.

- Every employee shall observe the prescribed duty hours strictly.
- Late arrival, unauthorized early departure, absence during assigned duty hours or absence from the designated duty place may be treated as dereliction of duty.
- Duty hours may be modified by the management based on institutional requirements.
- Full-time staff shall normally complete the prescribed daily and weekly working hours.

- Sundays, second Saturdays and Government-declared holidays shall ordinarily be holidays, subject to institutional requirements and special programmes.
- Employees may be required to attend institutional programmes, academic activities or other duties scheduled on holidays when officially assigned.

xix) Attendance

- Attendance shall be recorded accurately through the prescribed institutional attendance system.
- Every employee is responsible for ensuring that attendance is marked correctly.
- Failure to record attendance may be treated as absence subject to the applicable institutional procedure.
- Attendance shall be recorded as prescribed for both forenoon and afternoon sessions.
- When an employee temporarily leaves the campus during working hours with permission, the prescribed sign-out and sign-in procedure shall be followed.
- Employees shall remain on campus during assigned working hours unless permission for absence or temporary departure has been obtained from the competent authority.
- Late attendance shall be governed by the institutional rules in force.
- An arrival exceeding 30 minutes after the prescribed reporting time shall ordinarily be treated as late attendance. For example, where the reporting time is 9.00 a.m., arrival up to 9.30 a.m. may be treated as within the permitted reporting period, while arrival after 9.30 a.m. shall be recorded as late attendance.

- Early departure shall ordinarily require prior permission from the Principal or competent authority.
- Where the prescribed limits for late attendance are exceeded, the attendance consequences applicable under institutional rules shall follow.
- Four instances of late attendance shall ordinarily be treated as equivalent to half-day Casual Leave or absence, subject to the applicable institutional provisions.
- Employees shall participate in officially scheduled special programmes and institutional activities, including those conducted on holidays, when assigned.

xx) Leave

- Leave shall be subject to eligibility and sanction by the competent authority and shall not be claimed as an automatic right.
- Full-time staff members shall ordinarily be eligible for 15 days of Casual Leave in an academic/yearly cycle as prescribed by the institution.
- Compensatory Leave may be granted in lieu of eligible duties performed on holidays, subject to institutional rules.
- Sanction of Casual Leave shall depend on eligibility, institutional requirements and the discretion of the competent sanctioning authority.
- Casual Leave shall ordinarily be divided into two periods, with 8 days available during the first six months and 7 days during the remaining period.
- Where leave exceeds the prescribed entitlement during the relevant period, the applicable salary deduction shall be made.
- Leave beyond the annual entitlement shall ordinarily result in salary deduction as per institutional rules.

- Leave applications shall be submitted through the prescribed institutional/intranet system.
- Casual Leave shall not ordinarily be carried forward to the following year.
- The Principal may grant relaxation in exceptional circumstances, subject to institutional rules, and any balance requiring closure shall be dealt with within the prescribed period.

xxi)Salary Disbursement

- Salary shall ordinarily be disbursed through bank transfer and not in cash.
- Salary slips shall be provided to employees through the prescribed institutional system.
- Salary advances shall not ordinarily be granted.
- Where excess salary has been disbursed, the excess amount shall be recovered either by refund or by adjustment from subsequent salary, as applicable.
- Employees shall comply with the prescribed acknowledgement/acquittance procedure for salary disbursement where applicable.

xxii)Statutory Benefits and Deductions

- Provident Fund (PF): Eligible employees shall be covered under PF as per applicable statutory provisions, and the prescribed employee contribution shall be deducted from salary.
- ESI: Employees covered under ESI shall be enrolled as per applicable provisions, with the prescribed employee contribution deducted from salary and the employer contribution remitted by the institution.
- Gratuity: Eligible employees shall be provided gratuity in accordance with the applicable statutory provisions and institutional rules.
- Income Tax / TDS: Income tax shall be deducted from the salary of employees

wherever applicable and remitted to the Government as per prevailing tax regulations. Necessary tax statements/certificates shall be provided to employees.

xxiii)Dress Code

The institution prescribes an institutional dress code for staff members, with appropriate exemptions for priests and nuns.

- Staff members shall comply with the prescribed dress code while on campus and during official institutional activities.
- For male staff, the general dress code shall ordinarily consist of formal shirts and trousers; jeans and T-shirts shall not ordinarily be permitted.
- For female staff, the general dress code shall ordinarily consist of saree or decent churidar.
- The Principal may grant relaxation in genuine or exceptional circumstances.

xxiv)Charge Taking and Handover

At the time of assuming charge of an office, section, laboratory or other responsibility, the employee shall receive the relevant records, files, materials, equipment and details of responsibilities.

When handing over charge:

- The employee shall prepare and submit a list of records, files, materials and other items handed over.
- The receiving authority shall acknowledge the handover as prescribed.
- The handover shall be completed with the required countersignature/approval of the competent authority.
- The same procedure shall be followed when an employee proceeds on long leave or is otherwise required to hand over responsibilities.

xxv)Academic Responsibilities

- The academic year shall be governed by the academic calendar approved by the autonomous institution and applicable regulatory requirements.
- Faculty members shall complete the prescribed curriculum within the stipulated period in accordance with the approved academic regulations and academic calendar of the institution.
- Where completion of the prescribed academic work is delayed, additional classes or appropriate academic arrangements shall be made in consultation with the concerned department and competent authorities.
- Faculty members shall comply with the academic responsibilities, assessment requirements and quality-assurance procedures prescribed by the institution.

xxvi) Library Rules

- All eligible staff members shall be members of the institutional library.
- Library services shall be used in accordance with the approved library rules.
- Silence and discipline shall be maintained in the library.
- Disturbances, inappropriate use of mobile phones and misconduct are prohibited.
- The number of books that may be issued to staff members shall be determined by the institution from time to time.
- Books shall be returned within the prescribed period.
- Renewal may be permitted in accordance with library rules.
- Delay in returning books shall attract the applicable fine prescribed by the institution.

- No staff/faculty member other than authorized library personnel shall open or operate the library without permission from the Principal.
- Staff members shall not issue library books on behalf of students or outsiders unless specifically authorized.
- Outsiders may use the library for reference purposes subject to institutional rules, prescribed fees and permission from the competent authority.

xxvii)Outside Service

- Full-time staff members shall not ordinarily undertake employment or professional service outside the institution without prior approval of the competent authority.
- Part-time employees and guest lecturers shall disclose their external professional engagements to the Principal as prescribed.
- No external engagement shall be undertaken where it creates a conflict of interest or interferes with the employee's institutional responsibilities.

xxviii)Communication and Public Relations

- Institutional telephones and communication facilities shall be used primarily for official purposes.
- Mobile phones shall not be used in classrooms, libraries and meetings in a manner that causes disturbance or interferes with official activities.
- Mobile phones shall ordinarily be kept in silent mode within the campus where appropriate.
- No employee shall publish or circulate institutional notices, news, booklets, advertisements, magazines or other official material without the required approval.

- Institutional programmes shall be conducted only with the approval of the competent authority.
- Employees shall not officially represent DiST before external agencies, organizations or the public without authorization.
- No meeting, gathering or organized activity shall be convened on campus without the required permission.

xxix) Powers and Accountability

- Employees shall exercise authority only within the jurisdiction and responsibilities assigned to their respective positions.
- Delegation of authority shall be exercised only as permitted by institutional rules and orders of competent authorities.
- Employees shall not interfere with or encroach upon the responsibilities assigned to others.
- Official correspondence and file movement shall be clear, specific, timely and confidential wherever required.
- Every section and supervisory officer shall be accountable for the files, records and reports under their responsibility.
- Files and records shall be maintained systematically and securely to facilitate efficient retrieval and institutional functioning.

xxx) Professional and Ethical Conduct

Education is concerned not only with academic achievement but also with the development of responsible and ethical individuals. Staff members are therefore expected to demonstrate professional integrity, responsible behaviour and respect for institutional values and serve as positive role models for students and society. All employees shall maintain appropriate standards of professional behaviour in their

interactions with students, colleagues, management and external stakeholders.

xxxi) Office Conduct

- Institutional movable resources such as library books, journals, CDs, software, computers, laptops, audio equipment and other materials shall not be transferred or handed over to another person without appropriate authorization.
- Institutional materials shall not be taken outside the campus without prior permission from the competent authority.
- Official files, documents and records shall not be removed, transferred or disclosed without authorization.
- Employees shall comply with lawful and legitimate directions of competent authorities promptly and responsibly.
- Negative, disruptive or unprofessional conduct shall be avoided.
- Offices, cabins and workspaces shall be maintained neatly and systematically.
- Files, books and other materials shall be arranged properly.
- Materials or files shall not be taken from another section without permission from the concerned section in-charge.
- Employees shall avoid unnecessary disturbance of office personnel during working hours.
- Office sections shall be visited for legitimate official purposes.
- Employees shall maintain courtesy, mutual respect and professional conduct in all official interactions.
- Every employee shall enjoy appropriate professional dignity while remaining accountable for the duties assigned to them.

- Confidential documents and records shall be accessed only by authorized persons.
- Employees shall not attempt to access, open, copy or read confidential documents without authorization.
- Official matters shall be treated with appropriate confidentiality.
- Institutional correspondence and communication shall be clear, accurate, professional and specific.
- Interactions with colleagues, students, parents and outsiders shall be courteous and respectful.
- Employees shall not engage in unauthorized political activities within the campus.

xxxii)Disciplinary Actions

The following acts may invite disciplinary action in accordance with institutional rules and principles of natural justice:

- Misappropriation or misuse of institutional funds and accounts.
- Unauthorized or improper use of institutional equipment, materials or library resources.
- Conduct that dishonours, disgraces or humiliates members of the institution.
- Insubordination or deliberate refusal to comply with lawful directions of competent authorities.
- Any other violation of institutional rules, policies, service conditions or applicable law.

Where institutional property is misused or damaged through negligence or misconduct, appropriate recovery or compensation may be required in accordance with applicable rules.

xxxiii)Disciplinary Measures

Where an employee violates the code of conduct, institutional rules or applicable service conditions, appropriate disciplinary measures

may be imposed following the prescribed procedure.

Disciplinary measures may include:

a) Major Penalties

For serious or major offences, penalties may include suspension, termination of service or other major disciplinary measures as applicable to the nature and gravity of the charge.

b) Minor Penalties

For comparatively minor offences, appropriate measures may include:

- Warning
- Written explanation/memo
- Adverse remarks where applicable
- Withholding of increment
- Other appropriate corrective or disciplinary measures.

The employee shall ordinarily be given an opportunity to explain the allegations or charges before a disciplinary decision is taken, in accordance with the applicable procedure.

xxxiv)Grievance Redressal

Every employee shall have the right to submit genuine grievances concerning employment, working conditions or other legitimate institutional matters through the prescribed grievance-redressal mechanism.

The institution shall consider such grievances objectively, fairly and, wherever possible, within a reasonable period.

Employees are expected to use the appropriate institutional channels for submitting grievances.

xxxv)Resignation

An employee intending to resign from service shall submit a written resignation addressed to the Manager/Principal or other competent authority, ordinarily at least three months before the proposed date of resignation, unless otherwise permitted by the applicable service conditions.

The Manager/Principal or competent authority shall have the authority to accept or reject the resignation in accordance with institutional rules.

A resigned employee shall not ordinarily have a claim for compensation solely on account of resignation, except where specifically provided under applicable rules or contractual terms.

xxxvi) Termination

The Manager/Principal or other competent authority shall have the power to terminate the appointment of an employee for serious irregularities, misconduct, inefficiency or other grounds recognized under the applicable service rules.

Where termination is based on alleged misconduct or irregularities, the employee shall ordinarily:

- Be informed of the charges;
- Be provided a reasonable opportunity to present an explanation; and
- Be dealt with in accordance with the applicable disciplinary procedure.

Where an employee has submitted an application for NLC/NOC in connection with termination or relieving, official transactions may be restricted as per institutional procedure. Any exceptional official transaction shall require specific approval from the Principal or competent authority.

xxxvii) Retirement

- The normal retirement age of Teaching staff shall be 55 years & Non-Teaching staff shall be 58 years, subject to the service conditions applicable to the employee.
- In the case of academic staff, where the employee attains the age of 55 during an academic semester, the date of retirement shall ordinarily be the last working day of the academic year/semester, as applicable.

- Non-teaching personnel shall ordinarily retire on the last working day of the month in which they attain the prescribed retirement age.
- Where the employee completes required years on the first day of a month, the retirement date shall ordinarily be the last day of the preceding month.
- In exceptional circumstances, the management may extend the period of service based on institutional requirements and its discretion.

xxxviii) Creation of Posts and Service Benefits

- Creation of new posts shall be undertaken from time to time based on institutional requirements, sanctioned positions, workload, financial considerations and the decision of the De Paul Education Trust and competent authorities.
- Deployment, reassignment or termination of an employee may be considered in cases of inadequate performance, misconduct, redundancy or lack of a sanctioned vacancy, subject to applicable service rules and due procedure.
- Increments, incentives and promotions shall be governed by institutional rules and the decisions of the competent authorities.
- Professional efficiency, performance appraisal, institutional contribution and other prescribed criteria may be considered while determining service benefits.

xxxix) Legal Matters

Legal matters concerning the institution and its employees shall be handled by the management through the appropriate competent authorities and legal advisors.

Any dispute arising in connection with institutional matters shall be dealt with in

accordance with applicable law and the competent courts having jurisdiction, subject to applicable legal provisions.

xxxx) Performance Appraisal

DiST follows a 360-degree performance appraisal system to assess the professional performance and institutional contribution of faculty members.

The appraisal may consider:

- Student feedback
- Self-assessment
- Assessment by the Head of the Department
- Assessment by colleagues in the department
- Assessment by the Principal
- Academic performance
- Administrative responsibilities
- Participation in co-curricular and extracurricular activities
- Research and publication activities
- Institutional development activities
- Other relevant professional contributions.

Faculty members shall complete the prescribed self-assessment format covering them

academic, administrative, research, extension and other institutional activities.

The 360-degree performance appraisal shall ordinarily be conducted annually and may be considered for increments, career progression and other service-related decisions in accordance with institutional rules.

xxxxi) Staff Training and Professional Development

De Paul Institute of Science & Technology recognizes continuous professional

development as an essential component of institutional quality.

The institution shall provide appropriate opportunities for teaching and non-teaching staff to update their knowledge, skills and professional competencies.

Training initiatives may include:

- Faculty Development Programmes
- Workshops
- Seminars
- Conferences
- Refresher programmes
- Orientation programmes
- Training in teaching-learning methodologies
- Research methodology programmes
- Technology-enabled professional development
- Administrative and technical training
- Programmes related to emerging developments in relevant disciplines.

The institution shall encourage staff members to participate in appropriate professional-development activities in alignment with institutional requirements and applicable regulatory expectations.

xxxxii) Faculty Induction Programme

A newly appointed faculty member shall undergo an induction programme after joining the institution.

The induction shall familiarize the faculty member with:

- Institutional vision, mission and values
- Institutional culture and practices
- Teaching-learning processes
- Academic regulations applicable to the autonomous institution
- Outcome-based education

- Assessment and evaluation practices
- Institutional examination procedures
- Internal quality-assurance mechanisms
- Use of institutional intranet and digital systems
- Relevant institutional policies and procedures
- Applicable statutory and regulatory requirements
- Documentation and reporting procedures
- Academic, administrative and professional responsibilities.

➤ **Objectives of Faculty Induction**

The Faculty Induction Programme aims to:

- Develop competence in systematic lesson planning and effective classroom interaction.
- Strengthen communication and teaching skills.
- Introduce universal human values and professional ethics.
- Develop an understanding of the teaching-learning processes followed by the institution.
- Promote continuous professional development and lifelong learning.
- Enable effective implementation of curriculum and academic regulations.
- Develop ethical and responsible professional behaviour.
- Familiarize faculty with curricular development, infrastructure development and institutional-development processes.
- Provide orientation to academic administration, discipline, quality assurance and relevant institutional policies.

xxxiii) Training of Faculty Members with up to 10 Years of Service

Faculty members with up to ten years of service shall be encouraged and supported to continuously update their knowledge and professional competencies.

They shall:

- Update their knowledge of recent developments and emerging areas in their respective disciplines.
- Participate in FDPs, workshops, seminars, conferences and other relevant professional-development programmes.
- Develop competence in research methodology and good practices in teaching and research.
- Participate in at least two seminars/workshops/FDPs during an academic year, subject to institutional provisions and professional relevance.
- Complete at least one relevant technology-enabled or online professional-development course annually, wherever applicable.
- Attend at least one refresher course within the first ten years of service.

The institution shall facilitate such professional development subject to availability of resources and applicable institutional procedures.

xxxiv) Training of Faculty Members with More Than 10 Years of Service

Faculty members with more than ten years of service shall continue to update their professional knowledge and competencies.

They shall:

- Attend at least two refresher programmes within the subsequent ten-year period, subject to institutional provisions.
- Participate in FDPs related to research methodology, emerging developments

and good practices in teaching and research.

- Participate in at least three relevant seminars, workshops or conferences during an academic year, subject to institutional provisions and professional relevance.
- Engage in continuous professional development and remain updated with emerging developments in their respective disciplines.

xxxxvi) Financial Support for Professional Development

Subject to institutional approval, availability of funds and applicable procedures:

- The institution may reimburse registration fees for FDPs and refresher programmes up to a maximum of Rs. 4,000/- per programme.
- Registration fees for relevant seminars and workshops may also be reimbursed as per institutional provisions.
- Prior approval shall ordinarily be obtained before participation where reimbursement is sought.
- Reimbursement shall be subject to submission of the prescribed supporting documents and compliance with institutional financial procedures.

xxxxii) General Provisions

1. This HR Policy shall be read together with the service rules, institutional regulations, orders and other policies approved by the competent authorities.
2. Where statutory or regulatory requirements are amended, the institution shall make corresponding modifications to its procedures wherever necessary.
3. As an autonomous institution, DiST shall exercise its institutional powers and responsibilities within the framework of applicable laws,

regulations and norms of competent authorities.

4. Matters not specifically covered by this policy shall be decided by the competent authority in accordance with applicable rules and institutional requirements.
5. The management reserves the right to amend, modify, supplement or revise this policy when necessary to meet institutional, statutory, regulatory or operational requirements.
6. Any amendment to this policy shall take effect from the date specified by the competent authority.

IT POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) recognizes Information Technology (IT) as an essential component in supporting teaching and learning, research, administration, communication and institutional management. The effective use of IT resources contributes significantly to institutional efficiency, academic excellence, digital governance and the overall development of the campus community.

The Institute provides a range of IT facilities, including intranet and internet connectivity, computing systems, network infrastructure, digital applications, institutional email, data storage and other technology-enabled services. These resources are intended primarily to support the legitimate academic, research, administrative and institutional activities of the Institute.

The IT infrastructure of DiST is a shared institutional resource. Responsible and appropriate use is therefore essential to ensure availability, security, reliability and equitable access for all users. Unnecessary downloads, uncontrolled browsing, unauthorized software, malware and inappropriate network activities may adversely affect bandwidth, system performance, data security and the continuity of institutional services.

The campus management intranet, including the in-house developed **DiST campus management system (Dicoman)**, internet connectivity and associated digital services are managed by the IT Department under the supervision of the designated institutional authority. The IT Department is responsible for the operation and maintenance of firewall security, proxy services, DNS, email, web and application servers and the institutional network.

This policy establishes the principles, responsibilities, acceptable-use requirements and security practices governing the use of IT resources at DiST. The policy seeks to maintain an appropriate balance between information security and the legitimate academic, research, administrative and professional requirements of users.

ii) Objectives

The objectives of the IT Policy are:

- To provide the students, faculty, staff and administration with appropriate IT resources and technologies required for academic, research and administrative activities.
- To facilitate the systematic adoption of emerging technologies in accordance with institutional requirements and technological developments.
- To prepare an annual plan for the maintenance, upgradation and improvement of existing IT infrastructure.
- To regulate the use of institutional IT resources and prevent inappropriate or excessive use of network and computing facilities.
- To create awareness among users regarding responsible, ethical, secure and lawful use of IT resources.
- To maintain an appropriate balance between information security and the legitimate functional requirements of users.
- To ensure effective utilization, security, reliability and continuity of the Institute's IT infrastructure.

iii) Scope and Applicability

This IT Policy applies to all technology resources administered centrally by DiST or by its academic and administrative units. It applies to students, faculty members, non-teaching staff, visiting faculty, guests, service providers and other persons who are authorized to access the Institute's IT infrastructure.

The policy applies to:

- Institutional wired and wireless networks.
- Internet connectivity and network services.
- Official websites and web applications.
- Institutional email services.
- Data storage and databases.
- Desktop, laptop and server computing facilities.
- Printers, scanners and other documentation facilities.
- Multimedia and digital resources.
- Network devices and associated infrastructure.
- IT facilities available in departments, laboratories, library, offices and other institutional locations.
- Personally owned computers and devices when connected to the institutional network.

All users provided access to the IT infrastructure of DiST are required to comply with this policy.

Any violation of the policy may result in appropriate disciplinary action in accordance with the rules and procedures of the Institute. Where an act constitutes a violation of applicable law, appropriate legal action may also be initiated.

iv)IT Hardware Installation Policy

Users shall observe appropriate precautions while installing computers and peripheral devices in order to minimize hardware failures, network problems and disruption of institutional services.

- Computers purchased by the Institute should preferably have a three-year comprehensive onsite warranty. After expiry of the warranty period, such systems should be covered under an appropriate annual maintenance contract.
- Maintenance arrangements should include operating system reinstallation and checking for virus-related problems, wherever required.
- Computers and peripheral devices shall be connected to electrical points through UPS systems.
- The power supply to UPS systems should not be switched off unnecessarily, as continuous power is required for battery charging.
- UPS systems shall be connected only to properly earthed electrical points with appropriate electrical wiring.
- Network cables connected to computers should be positioned away from electrical and electronic equipment that may interfere with network communication.
- Other electrical or electronic equipment should not be connected to the same power supply point used by computers and their peripherals where such sharing may affect system performance or safety.
- File and printer sharing facilities over the institutional network should be enabled only when necessary.
- Network-shared files should be protected through appropriate passwords and access restrictions,

including read-only access wherever appropriate.

- A computer system may be shifted from one location to another only after prior written intimation to the IT Department, since computer identification details and corresponding network information are maintained by the Department.
- Users who fail to comply with the hardware installation requirements may expose themselves, other users and institutional systems to network-related problems, data loss or equipment failure.
- Where a non-compliant computer is found to be adversely affecting the network, the IT Department shall inform the responsible user and require the system to be brought into compliance through appropriate communication such as email or telephone.

v)Software Installation and Licensing Policy

The Institute shall ensure that software installed on institutional computers is appropriately licensed and used in accordance with applicable laws and licensing conditions.

- Computers purchased by the Institute shall preferably be provided with licensed operating systems, antivirus software and required application software.
- Installation or use of pirated, unauthorized or illegally obtained software on Institute-owned computers or computers connected to the institutional network is prohibited.
- The IT Department shall ensure that operating systems receive appropriate service packs, security patches and updates through the internet.
- Operating system updates should be checked and installed regularly,

preferably at least once a week where applicable.

- DiST encourages the use of legitimate open-source software such as Linux and OpenOffice wherever appropriate.
- Computers connected to the institutional network shall have appropriate antivirus protection installed and active.
- Users are responsible for taking regular backups of important data.
- Users shall immediately report suspected virus infections or other security problems to the IT Department.
- Important data may be backed up using appropriate external storage media or other approved storage facilities.

vi) Intranet and Internet Use Policy

The network connectivity provided by DiST, hereafter referred to as the **Institutional Network**, shall be used in accordance with this IT Policy.

The IT Department is responsible for the maintenance, monitoring and support of the institutional network. Network-related problems shall be reported to the IT Department.

- The IT Department may disconnect a computer or device from the institutional network if potentially harmful software is detected.
- A device may also be disconnected if its activities adversely affect network performance or security.
- Institutional network and computing resources shall not be used for personal commercial activities.
- Network traffic may be monitored for security, maintenance and performance management.
- Users shall not impersonate or attempt to use the identity or credentials of an

authorized user while accessing institutional network resources.

- Any activity that compromises network security, integrity or performance may result in suspension or termination of network access and appropriate disciplinary action.

viii) Institutional Email Account Use Policy

DiST provides institutional email facilities to facilitate formal academic, administrative, research and other official communication.

Students, faculty and staff may be provided with institutional email IDs and passwords by the IT Department. Users are responsible for maintaining the security of their accounts and complying with the following requirements:

Institutional email IDs shall primarily be used for academic, research, administrative and official purposes.

Institutional email accounts shall not be used for illegal or unauthorized commercial activities, including unauthorized copying or distribution of software, unsolicited bulk emails, threatening, abusive, obscene, fraudulent or harassing communications.

- Users should maintain their mailbox usage within approximately 80% of the available capacity.
- Users should not open emails or attachments received from unknown or suspicious sources.
- Users shall not share their institutional email account credentials with others. The individual account holder shall remain responsible for misuse of the account.
- Users shall not attempt to access, break into or interfere with another person's email account.
- Users shall sign out of their institutional email accounts when using shared computers.
- Impersonation of another person's email account shall be treated as a serious violation of the IT Policy.
- Confidential or sensitive institutional information shall not be communicated to

unauthorized persons without formal approval from the competent institutional authority.

- Unauthorized copying or distribution of copyrighted institutional content is prohibited.
- Institutional usernames and passwords shall not be provided to guests. Where necessary, guest access credentials may be issued by the IT Department.
- Institutional email accounts shall not be used to distribute derogatory, pornographic, sexually explicit, racist, harassing or otherwise offensive material.
- Institutional email accounts shall not be used for personal commercial gain or for promoting personal religious, social or political views.

ix) College Database and Institutional Data

Institutional data is an important resource supporting digital governance, academic administration, research, planning and decision-making. All institutional databases shall therefore be protected against unauthorized access, alteration, disclosure or destruction.

DiST shall be regarded as the owner of institutional data generated in connection with its academic, administrative and other institutional activities. Departments and authorized units may generate and maintain data relevant to their functions, while overall data administration shall remain under the responsibility of the designated institutional authority/IT Department.

The following principles shall apply:

- Institutional databases shall primarily be used for authorized institutional purposes.
- Users shall access only the information necessary for performing their assigned responsibilities.
- Institutional data shall not be shared with persons or organizations outside the Institute without appropriate authorization.
- Personally, identifiable or sensitive information shall not be disclosed to

external persons or agencies without proper approval from the competent authority, except where disclosure is legally required.

- Requests received from courts or law-enforcement authorities shall be forwarded to the Principal/competent institutional authority for appropriate action.
- Departments shall not independently respond to such requests unless authorized to do so.
- Institutional information shall not be shared externally for commercial, marketing, solicitation or other unauthorized purposes.
- Reports and official information required by statutory, regulatory, affiliating or governmental authorities shall be compiled and submitted through the designated institutional authorities.
- Unauthorized alteration or manipulation of institutional databases constitutes a violation of this policy.

x) Database Tampering

Database tampering includes, but is not limited to:

- Unauthorized modification or deletion of data or software components through illegal access methods.
- Deliberate modification or deletion of data or software components by an authorized user or department for unauthorized purposes.
- Deliberately causing the failure of a database, hardware system or system software resulting in destruction or loss of part or all of the database.
- Attempting to circumvent or compromise the security mechanisms of database servers.

Such acts shall attract appropriate disciplinary action under the rules of the Institute. Where the activity involves a violation of law, the matter may also be reported to the appropriate law-enforcement authority.

xi)Responsibilities of the IT Department

The IT Department shall be responsible for the effective management, maintenance and support of institutional IT facilities.

Its responsibilities include:

- Monitoring the institutional network to ensure appropriate use of IT and network services.
- Providing authorized users with network access IDs and institutional email accounts.
- Maintaining the campus network and internet facilities.
- Addressing network failures, connectivity issues and excessive utilization.
- Monitoring network traffic where necessary to protect network security, integrity and performance.
- Identifying activities or devices that compromise network performance or security and applying appropriate restrictions until the problem is resolved.
- Reporting serious violations to the appropriate institutional authorities.
- Taking reasonable measures to implement institutional network policies and technology standards.
- Coordinating with network hardware/service providers or internal technical teams to resolve reported network problems within a reasonable period.
- Disconnecting departments or individual users whose network activities violate this policy.
- Maintaining computer hardware and peripherals covered under warranty or annual maintenance arrangements.
- Providing technical support for legally purchased and appropriately installed operating systems and application software.
- Avoiding installation or encouragement of unauthorized software.

- Reporting applications that interfere with network operations or violate
- institutional IT policies to the competent authority.
- Informing users in advance, wherever practicable, before reformatting systems or reinstalling operating systems and applications so that users can secure their data.
- Ensuring that standard hardware and software configurations are maintained wherever applicable.

xii)Preservation of Network Equipment and Accessories

Routers, switches, network access points, racks, UPS systems, batteries, connecting inlets and other network equipment installed at various locations are institutional property and shall be maintained by the IT Department.

Tampering with, damaging, relocating or otherwise interfering with such equipment without authorization shall constitute a violation of the IT Policy and may result in appropriate disciplinary action.

xiii)Responsibilities of Administrative Units

Administrative units shall provide timely and accurate information to the IT Department to facilitate the provision and withdrawal of IT facilities and the maintenance of institutional digital platforms.

Such information may include:

- New appointments.
- Promotions.
- New admissions/enrolments.
- Completion or expiry of studentship.
- Removal of names from institutional rolls.
- Important institutional events.
- Major developments and achievements.
- Other information necessary for maintaining institutional websites, systems and user access.

xiv)Compliance

All users of institutional computer and network facilities shall comply with this IT Policy.

Any user who becomes aware of improper or unauthorized use of institutional IT resources should report the matter promptly to the IT Department or the appropriate institutional authority.

Improper use of IT equipment, network facilities or software may result in disciplinary action in accordance with the applicable institutional rules and procedures.

xv)IT Training

IT systems, software applications and network infrastructure may undergo periodic upgrades and modifications. The IT Department may introduce changes or additions to institutional systems, particularly during vacation periods, to improve functionality, security and efficiency.

Accordingly:

- Training may be provided to employees whenever significant changes or upgrades are introduced.
- IT orientation/training may preferably be organized at the beginning of the academic year.
- Non-teaching/support staff may be provided training in basic computer operation, internet access and institutional email use.
- Newly admitted students may be provided orientation regarding the appropriate use of the institutional network and digital facilities.
- Additional training may be provided whenever required for effective use of newly introduced systems or technologies.

xvi)IT Support

Employees and other authorized users requiring assistance with hardware, operating systems or software-related issues shall approach the IT Department.

Users should not attempt unauthorized repairs or modifications to institutional IT equipment, as such actions may result in further damage to hardware, software or data.

xvii)Inventory Management

The IT Department shall maintain a systematic inventory of institutional IT hardware, software and related equipment.

The inventory shall include, wherever applicable:

- Item/equipment details.
- Brand and manufacturer.
- Serial number.
- Basic configuration.
- Physical location.
- Date of purchase.
- Purchase price.
- Person/department responsible for the equipment.

Departments shall also maintain appropriate inventory records for IT equipment assigned to them. The Head of the Department shall designate an appropriate person for departmental inventory management.

All institutional technological assets shall be appropriately tagged for identification.

The IT Department shall conduct periodic verification/audit of IT assets in the departments to ensure that the equipment is available and maintained in proper condition.

Any complaint regarding the functioning of IT equipment shall be reported to the IT Department through the prescribed complaint mechanism.

No employee shall take institutional IT equipment to their residence without prior written permission from the Principal.

Equipment assigned to an employee shall be returned to the IT Department when the employee leaves the Institute or when the equipment is otherwise required to be returned.

xviii) Bring Your Own Device (BYOD) Policy

DiST has introduced a **Bring Your Own Device (BYOD)** facility for faculty members to support technology-enabled teaching and academic activities.

Under the existing arrangement:

- Faculty members may purchase and use their own computer/laptop systems for institutional academic purposes.
- The Institute shall provide **Rs. 5,000 per year per faculty member for three years** towards maintenance of the personally owned device, subject to the applicable institutional procedure.
- Where a faculty member requires financial assistance for purchasing a new laptop, the Institute may provide an advance of **Rs. 15,000**, which shall be repaid within one year.
- With the implementation of the BYOD arrangement, personal computers previously provided to faculty members in their cabins may be withdrawn by the Institute.
- Faculty members shall carry their own laptops for classes where required, as departmental laptops may not be provided for individual faculty use.
- Other IT equipment and facilities required for academic and institutional activities shall continue to be made available as per institutional arrangements.

The BYOD facility shall be implemented subject to the financial, administrative and IT procedures of the Institute.

21. MAINTENANCE POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) is committed to ensuring the effective maintenance, safe utilization and optimum functioning of its physical, academic, technological and support infrastructure. While infrastructure and facilities generally function at their highest efficiency when newly

established, regular use and normal wear and tear require systematic maintenance, timely repair, periodic upgradation and appropriate replacement.

The Institution has established appropriate committees and designated personnel to monitor the condition and maintenance requirements of its infrastructure and facilities. These mechanisms facilitate timely identification of maintenance needs and ensure the uninterrupted functioning of academic, administrative and support services.

The Maintenance Policy aims to:

- Ensure the optimum utilization of institutional facilities and services according to identified requirements.
- Ensure the uninterrupted and smooth functioning of academic, administrative and support facilities.
- Facilitate timely upgradation, replenishment, repair and replacement of resources and services.
- Prevent misuse, damage and unnecessary wastage of institutional resources.
- Ensure the safe and responsible use of all facilities and infrastructure.

ii) Committees and Teams Responsible for Maintenance

a) Management Team

The Management Team comprises the Manager, Educational Counsellor, Principal, Vice Principal and Finance Director. The team is responsible for taking appropriate decisions concerning the maintenance, improvement and development of physical, academic and other institutional facilities.

The Management Team meets periodically, normally on a weekly basis, to review institutional requirements and take necessary decisions regarding maintenance and infrastructure development.

b) General Maintenance Team

The General Maintenance Team functions under the leadership of the Principal and Finance Director. The Maintenance Supervisor is responsible for coordinating the day-to-day maintenance activities and overseeing the infrastructure maintenance staff.

The team includes personnel such as plumbers, electricians, carpenters and other support staff as required. Routine maintenance is carried out by the institutional maintenance team, while major repairs, renovation and specialized works are referred to the Management Team for appropriate action and, where necessary, outsourced to competent agencies.

The General Maintenance Team meets regularly and undertakes the following routine activities:

- Cleaning of common areas, laboratories, staff rooms, libraries and classrooms on a daily basis.
- Cleaning of boys' and girls' restrooms twice a day.
- Ensuring the continuous availability of water in restrooms.
- Regular replenishment of sanitary napkin dispensing machines.
- Attending to routine maintenance and repair requirements reported by the respective departments and institutional units.

c) Technical Team

The Technical Team functions under the supervision of the Principal and System Administrator and consists of technical personnel with relevant expertise.

The team is responsible for ensuring the regular maintenance and uninterrupted functioning of technical and ICT-enabled facilities of the Institution. The Technical Team meets at least once in two weeks or more frequently whenever required, based on the maintenance needs of the Institution.

iii) Maintenance Highlights

- The academic calendar and institutional schedule shall determine the appropriate period for major maintenance activities. Maintenance of college buildings and hostel facilities, including civil, electrical, plumbing, painting and related works, shall be undertaken periodically, with major annual maintenance activities generally scheduled during the vacation period.
- The Finance Director receives and coordinates maintenance requirements submitted by Heads of Departments and other concerned stakeholders.
- The System Administrator and Technical Team are responsible for the regular maintenance of computer systems, printers, peripherals and other ICT facilities.
- Antivirus and anti-malware software shall be installed and updated regularly to safeguard computer systems.
- UPS facilities shall be provided and maintained for computer systems wherever required to ensure uninterrupted power supply and reduce the risk of hardware and software damage.
- Annual Maintenance Contracts (AMCs) shall be utilized for the maintenance of facilities such as elevators, biometric attendance systems and other equipment wherever required.
- Contract-based carpenters shall undertake the maintenance and repair of furniture and other fittings.
- A stock register is maintained, which shall be updated periodically with details of items purchased and held under various schemes and institutional provisions.
- Sports and gaming equipment shall be purchased and replaced periodically based on institutional requirements and student strength.
- The gardens on the campus, including fruit, flower, vegetable and herbal gardens, shall

be maintained by the designated gardening staff.

- At the end of each working day, the House Maintenance Team shall ensure that the buildings are secured and that unused electrical and electronic equipment is switched off.
- Housekeeping personnel shall be responsible for the regular cleaning and maintenance of all restrooms.

iv) Procedure for Maintenance and Utilization of Facilities

a) Classrooms

Classrooms shall be allotted based on the number of students and academic requirements. Each class shall have a designated class teacher/class instructor who shall monitor the condition and proper utilization of the infrastructure provided in the classroom.

The scheduling and utilization of classrooms shall be coordinated with the academic timetable and the requirements approved by the competent institutional authorities.

Any damage, defect or maintenance requirement identified in a classroom shall be reported by the class teacher to the concerned Head of the Department. The Head of the Department shall forward the requirement to the General Maintenance Team for necessary action.

The cleanliness and general upkeep of classrooms shall be ensured with the assistance of the designated support staff.

In addition to regular academic activities, classrooms may be utilized for:

- Conducting certificate courses.
- Conducting remedial classes.
- Organizing training programmes and workshops for students and staff.
- Conducting semester examinations.
- Conducting competitive examinations and other approved institutional examinations.

b) Laboratories

Laboratories shall be allocated according to the requirements of the academic programmes and courses offered by the Institution. Each department shall prepare laboratory schedules for the respective semesters and academic years to ensure effective utilization of laboratory facilities.

Faculty members shall be responsible for the proper and efficient utilization of laboratory facilities during academic activities. Laboratory assistants shall provide necessary technical and operational support during laboratory sessions.

Purchase requirements for laboratory equipment, instruments and consumables shall be submitted by the laboratory in-charge through the Head of the Department to the competent authority for approval.

A stock register shall be maintained for all laboratory equipment, instruments and other materials and shall be updated regularly.

Stock verification and inspection shall be carried out periodically by the concerned Heads of Departments and competent institutional authorities, including the Vice Principals and Principal, as applicable. Laboratory equipment and instruments shall be serviced periodically, including annual servicing wherever required.

c) Computers and ICT-Enabled Facilities

The Institution maintains computer laboratories and other ICT-enabled facilities, including language and media laboratory facilities, to support teaching, learning, research and administrative activities.

Computer laboratory hours shall be scheduled according to course requirements and the approved academic timetable. Laboratory timetables shall be prepared to ensure optimum utilization of the available facilities.

Projectors, speakers, microphones, cables and other supporting equipment shall be made available as required to enhance the effectiveness of teaching and learning.

Departments shall be provided with appropriate desktops, laptops, printers, speakers,

microphones, projectors and other ICT equipment for academic and administrative purposes.

The System Administrator and designated technical support personnel shall oversee the maintenance of computers and other ICT-enabled facilities.

Requests for the purchase or replacement of computers, laptops and other ICT equipment shall be forwarded through the appropriate institutional authorities for consideration and approval.

Regular preventive and corrective maintenance of computers and ICT-enabled facilities shall be undertaken by the Technical Team or authorized service providers.

In order to minimize electronic waste, equipment shall, wherever technically feasible, be serviced, repaired and reused. Equipment that is identified as beyond economical repair shall be disposed of in accordance with the Institution's approved disposal procedures and applicable norms.

d) Library

The Institution maintains a well-equipped library with collections of books, journals, periodicals, magazines and other learning resources. The library shall function on working days according to the institutional schedule.

The library is supported by automated, web-based library management facilities. Access to the library and its resources shall be governed by the rules prescribed by the Institution.

The library shall maintain separate facilities and sections for books, journals, reference resources and reading. Appropriate study spaces and computer facilities shall be provided to facilitate access to electronic resources.

The Library Committee shall work in coordination with the Librarian to ensure the effective functioning, maintenance and development of library services.

New books, journals, magazines and other learning resources shall be procured

periodically based on academic requirements and recommendations received from departments and the Library Committee, subject to approval by the competent authority.

A fine of ₹1 per book per day shall be charged for delayed return of books, excluding Sundays and other holidays, as applicable under the existing library rules.

Books that are lost shall be replaced in accordance with the applicable library provisions.

Physical verification of library holdings shall be undertaken periodically to identify loss, misplacement, damage or mutilation of library resources and to maintain accurate records.

e) Sports Facilities

The Physical Instructor shall coordinate and monitor the sports and athletic activities of the

Institution. DiST shall maintain facilities to encourage students to participate in a range of sports and physical activities.

Professional training and facilities shall be provided for sports such as:

- Badminton
- Basketball
- Football
- Throwball
- Volleyball
- Cricket

The Institution shall encourage students to participate in intra-institutional, inter-institutional and inter-university sporting activities at appropriate levels, including university, zonal, state and national competitions.

The Annual Sports Meet shall be organized periodically to promote participation and sportsmanship among students. A March-Past competition may also be conducted as part of the Annual Sports Meet.

Sports equipment shall be stored systematically in the designated sports room. The Sports Department shall maintain proper records of available sports facilities and equipment.

Requests for the purchase of new sports equipment shall be submitted by the Sports Department through the prescribed institutional procedure.

The Sports Department shall undertake regular inspection, repair and replacement of damaged equipment. Periodic cleaning, weeding and levelling of sports grounds shall also be carried out.

Non-teaching and support staff shall assist in the periodic cleaning and maintenance of sports facilities and equipment.

v)General Principles for Facility Utilization and Maintenance

All members of the Institution shall use institutional facilities responsibly and ensure that infrastructure, equipment and other resources are protected from misuse, negligence and avoidable damage.

Maintenance requirements shall be reported promptly to the appropriate authority or designated maintenance team. Departments and institutional units shall cooperate with the maintenance teams to facilitate timely inspection, repair and restoration of facilities.

The Institution shall periodically review its infrastructure and maintenance requirements and take appropriate measures for repair, replacement, upgradation and improvement in accordance with institutional priorities, availability of resources and decisions of the competent authorities.

The Maintenance Policy shall be reviewed and updated periodically by the competent institutional authorities to ensure its continued relevance to the academic, administrative and infrastructural requirements of the autonomous Institution.

22. MENTORING POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) recognizes mentoring as an important component of student support and holistic development. Effective mentoring enables students to understand and develop their strengths and capabilities, identify areas requiring improvement, address academic and personal challenges, and work towards meaningful academic and career goals.

Through regular interaction, mentors can understand the individual needs, capabilities, interests, and concerns of their mentees and provide appropriate guidance and support. The mentoring system at DiST is therefore designed to provide continuous academic, personal, and career-related guidance throughout the student's programme of study.

ii)Objectives

The Mentoring Policy aims to:

- Identify the potential, strengths, and areas for improvement of each mentee and provide appropriate support to help them realize their potential.
- Assist students in setting realistic academic, personal, and career goals.
- Provide timely guidance and support to students who experience academic difficulties or other challenges that may affect their continuation of studies.
- Familiarize students with the academic, learning, library, and other support facilities available in the Institution and encourage their effective utilization.
- Encourage students to participate actively in co-curricular and extracurricular activities that contribute to their overall and holistic development.
- Provide appropriate guidance and support to students experiencing personal or emotional difficulties and, wherever necessary, refer them to the professional

counselling services available in the Institution.

- Encourage students to develop self-confidence, responsibility, and independent decision-making skills.
- Maintain regular interaction with mentees to monitor their academic progress, overall development, and well-being.
- Encourage open communication and create a supportive environment where students feel comfortable sharing their academic and personal concerns.

iii)Mentors and the Mentoring Process

Every faculty member shall receive appropriate orientation or training in mentoring and shall be assigned a specified number of students as mentees.

Students shall be distributed among the available faculty members at the beginning of the programme in such a manner that the number of mentees assigned to each mentor remains manageable and permits meaningful individual interaction.

The allocation of mentees shall normally be made at the beginning of the programme, and the mentor shall continue to guide the assigned students throughout the programme. In the event of a mentor leaving the Institution or becoming unavailable for mentoring responsibilities, the assigned mentees shall be transferred to another designated mentor. Relevant mentoring records shall also be transferred to the new mentor while maintaining confidentiality.

iv)Roles and Responsibilities of Mentors

Every faculty member who functions as a mentor shall receive an orientation from the Department of Counselling on joining the Institution. The orientation will introduce the mentoring process and the responsibilities of mentors at DiST. Refresher programmes on mentoring may also be conducted by the Department of Counselling for experienced mentors at the beginning of a new academic year.

Every mentor shall be assigned a specified number of mentees, preferably from their own parent department. The number of mentees assigned shall be based on the student strength of the department and shall be kept manageable to enable meaningful individual interaction.

Students shall be distributed among the available faculty members at the beginning of each academic year. The distribution and allocation of mentees shall be carried out by the Department of Counselling. As far as possible, faculty members within a department shall be assigned an equal number of mentees based on the student strength of the department. Heads of Departments and Coordinators may be assigned fewer mentees, depending on their administrative responsibilities and the student strength of the department.

The allocation shall be made in a manner that allows mentors to provide regular and meaningful guidance to their mentees. In cases where the faculty strength of a parent department does not match the number of students, some mentees may be assigned to mentors from other departments, such as the School of Professional Development or the Department of Languages.

The allocation of mentees shall normally be made at the beginning of the academic programme, and the mentor shall continue to guide the assigned students throughout their programme of study. If a mentor leaves the Institution or becomes unavailable to continue the mentoring responsibilities, the assigned mentees shall be transferred to another designated mentor.

v)Roles and Responsibilities of Mentees

Students assigned to the mentoring system are expected to participate sincerely and regularly in the mentoring process.

The mentee shall:

- Attend mentoring sessions regularly and participate actively in the mentoring process.

- Communicate their academic, personal, career-related, or other concerns with the mentor as appropriate.
- Make use of the guidance and support provided by the mentor.
- Take responsibility for their academic progress and personal development.
- Set realistic academic and career goals in consultation with the mentor and make efforts to achieve them.
- Make appropriate use of the academic, learning, library, counselling, and other support facilities available in the Institution.
- Participate actively in co-curricular and extracurricular activities that contribute to their overall development.
- Complete the tasks or follow-up activities agreed upon during mentoring sessions.
- Inform the mentor when additional support is required and cooperate with any appropriate referral or support process.
- Respect the mentoring relationship and maintain appropriate communication with the mentor.

vi)Mentor Vault

DiST has developed a dedicated digital mentoring application called Mentor Vault, which can be accessed by mentors through the college intranet. The application can be accessed through mobile phones as well as computers, using the college intranet. It is used to maintain mentoring records and support the mentoring process.

At the end of the admission process for each academic year, the Department of Counselling shall coordinate the allocation of mentees. Students who have completed their programme of study shall be removed from Mentor Vault, and newly admitted students shall be added.

As far as possible, care shall be taken to retain the existing mentor-mentee allocation so that students do not have to change mentors unnecessarily. Once the admission process is completed and the mentoring list is finalised,

mentors may begin the mentoring process for the academic year.

vii)Recording the Mentoring Process

Each mentor shall receive the list of assigned mentees through Mentor Vault. Mentors can log in to their respective Mentor Vault accounts and access the list of their mentees.

After each mentoring session, the mentor shall record a brief summary of the interaction in Mentor Vault. The summary need not be lengthy and may include the main areas discussed and any guidance or support provided to the mentee.

Mentor Vault also provides an option for mentors to refer a mentee to the Department of

Counselling when further support is required. Based on the referral, the counsellor can meet the mentee and provide appropriate counselling or further support, as required.

The mentoring records shall be maintained with due regard to the confidentiality and privacy of student information.

viii)Initial Interaction and Identification of Needs

The mentor shall meet the assigned mentees at the beginning of the mentoring period and establish a professional and supportive relationship with them.

Through personal interaction, the mentor shall seek to understand the student's:

- Academic performance and learning needs.
- Strengths, interests, and capabilities.
- Areas requiring improvement.
- Academic and career aspirations.
- Personal or other difficulties affecting academic progress.
- Participation in co-curricular and extracurricular activities.

Relevant information obtained through the mentoring process shall be recorded in the prescribed mentee records and maintained with due confidentiality.

ix)Individual Mentoring Strategy

Based on the needs and goals of each student, the mentor shall develop an appropriate mentoring strategy. The mentor may provide specific guidance, tasks, activities, or follow-up measures to assist the mentee in achieving the identified objectives.

The mentor shall meet the mentees periodically to review their progress. During subsequent interactions, the mentor shall assess the progress made by the mentee with respect to the goals, tasks, and activities identified during previous meetings and provide further guidance wherever necessary.

x)Academic Support

Students experiencing academic difficulties shall be identified through the mentoring process and provided with appropriate guidance.

Where required, the mentor shall direct academically weak students to remedial coaching or other academic support programmes organized by the Institution for students who require additional academic support. The mentor shall monitor the student's progress and encourage the mentee to make effective use of the academic support mechanisms available within the Institution.

xi)Career and Internship Support

Mentors shall provide appropriate guidance to students in relation to internships, career development, and placement opportunities.

The mentor shall encourage students to identify suitable career pathways, make effective use of available opportunities, and prepare themselves for further studies, employment, and professional development.

xii)Confidentiality & Privacy

Information shared by a mentee during the mentoring process shall be treated with appropriate confidentiality. Mentors shall maintain the privacy of mentoring records and shall disclose information only when such disclosure is necessary for providing

appropriate institutional support or is required by applicable institutional or legal provisions.

xiii)Monitoring &Auditing of the Mentoring Process

Each mentor is expected to meet their assigned mentees at least three times during an academic year. To monitor the mentoring process, an audit shall be conducted three times in an academic year, normally in September, December, and March. The audit shall be carried out by the Department of Counselling. The schedule may be modified based on the needs and requirements of the Institution.

The audit shall review the regularity of mentoring interactions, maintenance of mentoring records, and the progress of the mentoring process. Relevant reports and observations shall be submitted to the Management periodically for institutional review and quality improvement.

The Department of Counselling shall give due importance to the privacy and confidentiality of mentees while conducting the audit. The audit shall focus primarily on the completion and quality of the mentoring process rather than on unnecessary personal details shared by students. Personal or sensitive information shall be accessed only when necessary for the purpose of the audit or for the well-being and safety of the student.

Mentoring records and information obtained during the audit shall be handled responsibly and accessed only by authorized persons. Individual student information shall not be disclosed unnecessarily and shall be shared only when required for the student's well-being, safety, or in accordance with institutional procedures.

xiv)Review and Continuous Improvement

The mentoring process shall be reviewed periodically by the Department of Counselling in coordination with the concerned departments. The review shall consider the regularity of mentoring sessions, maintenance of mentoring records, student participation, academic progress, and the support provided to students.

The observations and findings from the mentoring audits and feedback received from mentors and mentees may be used to identify gaps and areas requiring improvement in the mentoring system.

Based on the review, the Institution may introduce suitable measures such as additional mentor orientation or refresher programmes, changes in the mentoring process, or other support measures as required. The mentoring system shall be reviewed and strengthened from time to time to ensure that it continues to meet the academic, personal, and developmental needs of students.

23. ONLINE PAYMENT POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) facilitates online payment of fees and other applicable institutional charges through authorized payment gateway and banking service providers. The online payment facility is intended to provide students, parents, guardians and other authorized users with a secure, convenient and efficient mechanism for making payments to the Institution.

The online payment facility shall be governed by the terms and conditions specified in this policy and by the applicable rules of the Institution, banking institutions, payment gateway providers and relevant statutory authorities.

DiST is domiciled in India, and all transactions under this facility shall be governed by the applicable laws and regulations of India.

The Institution reserves the right to review, modify or update the terms of this policy from time to time. Any revised provisions shall become applicable upon being duly notified or published through the appropriate institutional channels.

ii)Terms and Conditions

Users are advised to read and understand the following terms and conditions before using the online payment facility. By initiating or completing an online payment through the Institution's designated payment facility, the user shall be deemed to have accepted these terms and conditions.

The following provisions shall apply to all online payments:

- All fees and charges payable through the online payment facility shall be denominated in Indian Rupees (INR).
- Payments made through the online payment gateway will normally be credited to the designated DiST account within three working days, subject to successful processing and settlement by the concerned bank or payment service provider.
- The user is responsible for entering the correct account, registration, transaction and personal details while making the payment.
- DiST shall not be responsible for delays or non-credit of payments arising from incorrect account details, incorrect personal information or other errors attributable to the user.
- DiST shall not be responsible for a payment being declined, rejected or otherwise unsuccessful due to reasons attributable to the internet banking service, credit/debit card issuer, bank or payment gateway service provider.
- Where a payment is declined or unsuccessful, the user should verify with the concerned bank, credit/debit card issuer or payment service provider whether the amount has been debited from the user's account.
- Users are responsible for retaining the transaction details, payment confirmation, reference number and other relevant records until the payment has been duly confirmed by the Institution.
- DiST shall not be responsible for losses or damages arising from the use or inability to use the online payment facility, except to the extent required under applicable law.
- The Institution shall not be responsible for the content, security or functioning of third-party websites or services accessed through links associated with the online payment facility.

iii) Refund and Cancellation Policy

- Users are responsible for ensuring that all details entered during the payment process are accurate before confirming the transaction.
- If a user exits the DiST website or payment gateway before completing the transaction, DiST shall not be responsible for any resulting payment failure or refund unless the amount has actually been debited and is subsequently determined to be refundable.
- Refunds, wherever applicable, shall be processed in accordance with the applicable rules of the Institution and the circumstances of the transaction.
- Any refund approved by the Institution shall ordinarily be credited only to the same internet banking account or debit/credit card through which the original transaction was made.
- The mere initiation or attempted completion of a transaction shall not create an automatic right to a refund.
- No refund of fees or any portion thereof shall be made unless the relevant amount has previously been received by the Institution and the refund is otherwise permissible under the applicable institutional rules.
- Where a payment has been deducted from the user's account but is not reflected in the Institution's records, the user shall contact the DiST Accounts Section with the relevant transaction details for verification and resolution.

iv) Security

All payment information entered through the designated payment gateway shall be transmitted using appropriate encryption and security mechanisms provided by the authorized payment service provider.

Communications between the user and the payment service provider's website shall be protected through appropriate security measures adopted by the service provider.

Users are responsible for maintaining the confidentiality of their payment credentials, passwords, card details, banking information and other authentication information. Users should exercise appropriate care to prevent unauthorized persons from viewing or accessing such information during the payment process.

DiST shall not be responsible for any failure on the part of a student or other person making payment to adequately protect their personal or payment information, or for inaccurate information entered by the user during the online payment process.

Any suspected unauthorized transaction or security-related incident should be reported promptly to the concerned bank/payment service provider and the appropriate DiST authority.

v) Authorized Payment Service Providers

DiST may facilitate online payments through authorized banks, payment gateways or other service providers engaged by the Institution from time to time.

The Institution may use services provided by authorized agencies such as banks and payment gateway providers, including Federal Bank, South Indian Bank, Worldline, TechProcess or other duly authorized service providers, as applicable.

DiST shall not directly process or control all stages of an online payment transaction. The concerned payment service provider shall process the transaction and communicate the status of the payment to the Institution.

Once the payment has been successfully processed and the funds have been received or confirmed by the service provider, the relevant transaction details shall be communicated to DiST for reconciliation and confirmation.

vi) Payment Confirmation

Upon receiving confirmation of a successful payment from the concerned payment service provider, DiST shall update its records and provide appropriate confirmation to the student/user through the designated system or communication mechanism.

Users are advised to retain the payment receipt, transaction reference number and other payment-related records for future verification.

If a student/user does not receive payment confirmation within **seven days** of completing the transaction, the student/user shall contact the DiST Accounts Section and provide the relevant transaction details for verification.

Until the payment is duly confirmed in the records of DiST, the student/user shall remain responsible for ensuring that the applicable fee or other amount due to the Institution has been successfully paid.

vii)User Responsibility

Users of the online payment facility shall:

- Verify the fee amount and payment details before initiating the transaction.
- Enter accurate personal, registration and payment information.
- Ensure that sufficient funds or credit are available in the selected payment account or instrument.
- Follow the security instructions provided by the bank or payment service provider.
- Avoid sharing passwords, OTPs, card details, banking credentials or other confidential information with any person.
- Retain payment receipts and transaction references until the payment has been confirmed by DiST.
- Contact the DiST Accounts Section promptly in case of any discrepancy, failed transaction, duplicate payment or payment deducted without confirmation.

viii)Institutional Review

The online payment facility and this policy shall be reviewed periodically by the competent authorities of DiST to ensure secure, efficient and transparent financial transactions and to

incorporate changes in technology, banking practices, statutory requirements and institutional procedures.

24. PLACEMENT POLICY

i)Introduction

De Paul Institute of Science & Technology, Angamaly (DiST), approved by AICTE New Delhi and affiliated to M G University, Kottayam has made its mark in the educational landscape of higher education in Kerala since its inception in the year 2002. Over these two decades of its existence DiST has embraced a system which caters to the holistic development of its student community. DPCR, strive to extend all possible support to provide the right career opportunities to our students to fruitfully pursue their career interests. The DPCR only acts as the facilitator in inviting companies to the campus for placements as well as internships. Registration for the campus placement does not guarantee placement.

ii)DPCR Policy

- To provide maximum number of opportunities for students to get 'on-campus' placement.
- To maintain the quality standards of the jobs offered.
- To ensure that the whole team works according to the defined processes of DPCR to achieve the common objectives.
- DPCR will take the initiative to build the bridge between the students and the potential job providers and facilitate interactions between them.
- All the placements related activities will be coordinated by DPCR.

iii)Eligibility

All interested students both UG & PG from the institute are eligible to participate in the placement activities. Eligibility criteria communicated by the companies shall apply on a case to-case basis.

iv)Preparing for placements

DPCR enables the students of DiST to bridge the gap between the Academia and Corporate world. Feedback from industry is collected and used to design Pre-Placement Training Programs. This important activity is to enable the students to achieve desired career objectives. Various components of the Pre-Placement Training Programs include modules on current affairs, general aptitude, technical aptitude, presentation skills, group discussion skills, debate skills, interviews skills & mock interviews (Technical & HR), industrial analytics workshops, etc. Training is also proposed based on the modern techniques of psychometric testing to give scientific career counseling to students to equip them to grab the opportunities available. Company-specific orientation is conducted for students prior to all the placement drives organized by the institution.

v)Campus recruitment process

Requirements of a company are received by DPCR through Placement Directors for campus recruitment. The same is followed by initiating a meeting of the DPCR members. The committee approves the campus placement and a circular is sent to department heads and students about the recruitment through Placement Directors. The department shortlists the candidates and send the same to the DPCR. The list of students will be forwarded to the corporate with essential details.

vi)Off campus recruitment

The DPCR will shortlist the students from the database matching with the company requirements and sends the list to Head of Departments for approval. The list is displayed on the 'Department Placement' notice board and the same is sent to the corporate for further step ahead.

vii)Placement Procedures

- Companies are expected to give a Pre-Placement Talk [PPT] laying out the details of the company and the offer before the process.

In case there is no PPT by the company, then the DPCR would give a PPT.

- If the student appears for the process, the student is not permitted to reject the offer made by the company
- In case a company has a specific requirement / request, the recruitment committee has all the rights to nominate a set / individual student(s) and it is mandatory that student/s has to attend the interview. In case selected and an offer is made, then student is free to decide about the same. Each student shall be eligible for only one offer from a dream company. But the students can attend the recruitment process until he receives a confirmed offer letter from the company which has selected him/her.
- It is the prerogative of the company to make their choice of students irrespective of their specialization.
- In case a student who is placed through the institute placement process takes up private placement as well in another company, the DPCR, in consultation with the companies concerned, shall nullify both the offers
- All correspondence to and from the company will be routed through the DPCR

viii)Ineligible from the placement activity.

- Students will be considered ineligible for placement activities if any of the below mentioned is true:
 - ✓ If students have not cleared the tuition fee dues
 - ✓ Students who have less than 80% attendance
 - ✓ Students who fail to achieve 100% attendance in pre-placement training
 - ✓ Student registers to attend a company's interview and fail to turn up on the day of interview.
 - ✓ If there is disorderly conduct / indiscipline on the part of the student during the interview process

Ineligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria according to the approval by the recruitment committee.

Institute can stop a student from attending the interviews if they have fee dues of more than one semester. Institute has every right to allow a student to attend the interview if there is a genuine case upon the submission of substantial evidence.

Recruitment committee members:

- ✓ Principal
- ✓ Placement Coordinator - DiST – DPCR Chairman
- ✓ Placement Director – PO's from different departments – DPCR Executive Members

ix) Guidelines for the Functioning of DiST Placements and Corporate Relations (DPCR)

The management and the placement officers of the different departments felt the need for a common cell for placements and corporate relations in the college as a whole. The purpose of having a common placement cell is to coordinate the placement activities of the college and to avoid duplication in contacts, and confusions in the corporate sector about the placement activities of the college. This will also make sure that the activities of the cell will continue undisturbed even if some members of the cell change due to unavoidable circumstances. The formation of the common cell does not do away with the duties, responsibilities and identity of placement directors of each department. It only means that every activity related to placements and corporate relations should be channeled through the placement cell of the college.

a) The Organizational Structure

Apart from the Principal and Director, the placements-in-charge from each department

will be the members of the placement cell. Thus, there will be one member each from the School of Management, School of Computer Science (PG), School of Computer Science (UG), School of Commerce, School of Social Work, and three members from the School of Media and Communication in the Cell. The cell will have a coordinator who will take the leadership in the placement activities. The placement coordinator convenes the meetings of the cell once in a month and as and when requirements arise. The placements in charge from the different departments will have a common designation, i.e., 'Placement Director' with the name of the respective department. In the communications sent by each placement director, the department which he/she represents should be specified. The placement coordinator will send the communication under the designation of 'Placement Coordinator, DiST'. The below given guidelines are followed when the placement cell comes into practice.

b) De Buds Induction & Trainers List (Internal & External)

De Buds induction or orientation classes will be organized by the placement cell according to the requirements of the departments. The training may be by internal or external trainers as per the requirements of the departments. Internal trainers should be mobilized through the placements cell instead of each department approaching the trainers individually. If external trainers are required, they should be mobilized by the placement cell after considering the quotations from different agencies and the feedback about their efficacy. An ISO file will be kept for keeping the details of the list of internal and external trainers in connection with De Buds induction and orientation programs, trainings conducted for each department, the details of the external trainers who conducted the training, cost of training, if any, number of hours of training, period of training, the contract signed by the trainers, etc.

c) Aptitude Test Training (Internal & External)

Aptitude test training will be organized by the placement cell as per the requirements of each department. An ISO file will be kept for keeping the details separately about internal and external trainers, trainings conducted for each department, the details of the external trainers who conducted the training, cost of training, if any, number of hours of training, period of training, the contract signed by the trainers, etc.

d) Placement and soft skill Training (Internal & External)

Soft skill training needed for placements in the various departments will be organized by the Placement cell. The requirements for the students of each department will be intimated to the cell by the respective placement director and communications for the same will be conducted by himself/herself, if it is by the external trainers, with a copy to the placement coordinator, Principal and Director. The external trainers should be decided by the placement cell after considering the cost of training and the feedback about the trainers. Internal trainers from other departments can be mobilized through the cell. Apart from this any department can plan and organize training required for their wards by the faculty members of the department as part of daily time table. An ISO file will be maintained for keeping the details regarding the list of internal and external trainers, trainings conducted for each department, the details of the external trainers who conducted the training, cost of training, if any, number of hours of training, period of training, the contract signed by the trainers, etc.

e) Add-on Courses & Trainers List (Internal & External)

The students from different programs may be given customized add-on Courses as per the requirements of the students in the concerned departments so that quality placements become easier. The different departments can approach the placement cell with their requirements regarding the same. The agencies providing these courses will be contacted by the placements cell through the respective

department placement director and discussions regarding the different aspects of implementation will be done by the placement cell. Placement Directors going for company visit will collect the information regarding the latest industry requirements and should communicate the same to the respective departments and the placement cell.

f) Coordination of Placement Drives and Responsibilities

All the Placement Directors will work as a team for conducting any recruitment drive at DiST. The Placement Director from the specific department will be leading the drive while other members of the cell will extend their support.

g) Initiatives for Contacting & Inviting Recruiters

The initiative for contacting and inviting the recruiters should come from the particular department and it should be properly communicated to the Placement cell.

h) Interdepartmental Resource Sharing

Sharing of resources, manpower or other resources, should be through the placement cell. The placement cell coordinator should consult the respective Head of the Departments prior to any intra-departmental arrangement of resource persons.

i) Organizing Industrial Visits

Industrial Visits should be arranged by the respective department Placement Directors and should be properly communicated to the Coordinator, Principal and Director. Proper documentation of the same should be done by the coordinator of the placement cell.

j) Corporate Visits by Placement Directors

All Placement Directors should try to keep very good rapport with the corporates and should visit the corporate heads to bring more qualitative placements in the campus. The placement cell should make sure that every year new companies are brought to the campus for

placements besides the existing recruiters. When the placement directors go to visit the corporates for placement purposes and industry interactions, it should be with the consent of the respective Heads of Departments and should be intimated to the placement cell Coordinator. A detailed report must be submitted to the placement cell regarding the visit. From the college's point of view, it is good that one more member from the cell accompany the placement director during the company visit. Contacts should be kept centralized and a separate file should be kept for each department. The contacts or leads of any company or placement agency that one member of the cell receives should be shared with the placement cell and an ISO file should be maintained for the maintenance of this database.

k) Industry Interactions

Industry interactions should be arranged by the departments. The initiative for this should come from the placement directors of respective departments. The industry interaction sessions should be properly documented and kept by the placement cell coordinator.

l) Line of communication

The placement directors should report to the Coordinator of the Placement Cell and the Head of various Departments.

m) Signing of MOUs with External Agencies

Before finalizing the training by external agencies for de bud's induction, aptitude, soft skill or add on courses, MOUs should be signed. Arrangements regarding MOU's signing related to training and placement should be carried on by the placement cell under the initiative of respective placement directors.

n) Arranging Hospitality

Hospitality and other requirements of the corporate officials who come for placement drives in the campus should be made by the

Placement cell. The requirements of the officials should be intimated to the coordinator by the concerned placement director sufficiently in advance.

Student Placement Cells Student cells should be formed for supporting the recruitment procedures (Preferably pre-final year students) in the respective departments. This should be done by the respective placement directors

o) Participation in Professional Body Programmes

Placement cell is responsible for making the arrangements for taking students for the programmes of the professional bodies. However, the initiatives for the programmes of the professional bodies connected to each department should be organized by respective placement directors. The participation of students in the programmes of the professional bodies should be properly documented and maintained by the placement cell coordinator.

p) Training Syllabus

The different departments can have customized syllabus for aptitude and soft skill training.

q) Internship Arrangements

The placement cell should make use of their corporate relations for making arrangements for the internship of students. This will help the students to do their projects and internships in better organizations.

r) English Speaking

The placement cell should plan and implement methods and programs in association with the School of Professional Development to inculcate English Speaking in the Campus. They should take the leadership in monitoring the same in coordination with the faculty members of the departments.

s) Alumni Association and Alumni Talks

Placement cell will take the initiative for keeping constant contact with the alumni and to conduct the annual alumni association meetings with as much participation as possible and also to organize other alumni activities. Departmental alumni activities like alumnus Talks and departmental alumni meet will be organized and conducted by the respective departments under the initiative of the departmental placement directors.

t) Placement Information

All information related to placement should be intimated to the placement cell.

25. QUALITY POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) is committed to fostering a culture of excellence in higher education through the holistic development of its students. As an autonomous institution, DiST strives to exercise academic freedom and institutional responsibility in designing and implementing quality-oriented academic and administrative practices in accordance with applicable statutory and regulatory requirements.

The institution seeks to integrate the physical, intellectual, emotional, social, ethical and spiritual dimensions of student development through a learner-centred teaching-learning process. DiST is committed not only to academic excellence but also to nurturing responsible, competent and socially committed individuals who are prepared to contribute meaningfully to society.

The quality of the institution is strengthened through continuous interaction among students, faculty and other stakeholders; exposure to real-life situations and emerging challenges; collaborative and experiential learning; effective use of technology; research and innovation; and the sustained commitment of qualified and competent faculty and staff.

ii)Outcome-Based Education

DiST follows an Outcome-Based Education (OBE) framework to ensure that teaching-learning, assessment and academic practices are aligned with clearly defined learning outcomes.

The institution develops and implements its academic programmes in accordance with its vision and mission, the objectives of higher education and applicable national and regulatory frameworks. As an autonomous institution, DiST has the responsibility to design, review and update its academic programmes and curricula in accordance with

the academic requirements and procedures approved by the competent statutory and academic bodies of the institution.

The achievement of Course Outcomes, Programme Outcomes and other prescribed learning outcomes is periodically assessed through appropriate direct and indirect assessment mechanisms. The results of outcome attainment are used for continuous improvement of curriculum, teaching-learning strategies and student support systems.

iii)Co-curricular and Extracurricular Development

DiST believes that quality education extends beyond classroom learning. The institution therefore promotes the holistic development of students through co-curricular and extracurricular activities.

Students are encouraged to participate in:

- Add-on and certificate courses;
- Skill development and capacity-building programmes;
- Departmental associations;
- Student clubs and talent development initiatives;
- Innovation and entrepreneurship activities;
- Seminars, workshops and competitions;
- Sports and cultural activities;
- Community engagement and extension programmes; and
- Other academic and developmental initiatives.

These activities are intended to enhance students' creativity, communication, leadership, teamwork, problem-solving abilities and employability.

iv)Value Education and Social Responsibility

The institution seeks to develop students who demonstrate integrity, empathy, ethical awareness and social responsibility. Value-

based education is integrated into the academic and institutional environment to promote respect for constitutional and national values, diversity, human dignity, different communities and cultures, and environmental sustainability.

Students are encouraged to develop a sense of responsibility towards society and to participate actively in initiatives that contribute to community welfare and sustainable development.

v)Grievance Redressal and Student Support

DiST maintains appropriate mechanisms through which students, faculty and staff can raise academic and non-academic grievances, concerns and suggestions.

Grievances are addressed through the designated institutional mechanisms in a fair, transparent and time-bound manner, subject to the applicable rules and procedures.

The institution also obtains student suggestions through appropriate forums, including class committees and other stakeholder interaction mechanisms. Such feedback and suggestions are reviewed by the competent authorities and used, wherever appropriate, for institutional improvement.

vi)Feedback and Stakeholder Engagement

DiST follows a systematic feedback mechanism to assess and enhance the quality of its academic, administrative and support services.

Feedback may be obtained from:

- Students;
- Parents;
- Alumni;
- Faculty and staff;
- Employers and industry representatives;
- Academic and professional stakeholders; and
- Other relevant stakeholders.

Feedback is analysed periodically and appropriate improvement measures are initiated by the concerned departments or institutional authorities. The feedback mechanism forms an important component of the institution's continuous quality improvement process.

vii)Quality Management and Continuous Improvement

DiST is committed to establishing a culture of continuous quality improvement in all its academic and administrative processes. The institution periodically reviews its policies, procedures, academic practices, student support systems, infrastructure and institutional outcomes to identify strengths, gaps and areas requiring improvement.

The Internal Quality Assurance Cell (IQAC), together with the competent institutional bodies and committees, facilitates quality enhancement initiatives, monitors their implementation and promotes evidence-based improvement practices.

The institution also undertakes periodic academic and administrative reviews to assess institutional performance against its objectives, quality benchmarks and strategic priorities.

viii)Mentoring and Student Development

DiST considers mentoring an integral component of student support and holistic development. Each student is associated with a mentor who provides academic guidance, monitors progress and supports the student in identifying and addressing academic, personal and career-related concerns within the scope of the mentoring system.

Mentors assist students in:

- Identifying their strengths and areas for improvement;
- Setting academic and career goals;
- Improving academic performance;
- Making effective use of institutional learning resources;
- Participating in co-curricular and extracurricular activities;

- Exploring internship, placement and career opportunities; and
- Accessing appropriate counselling and support services whenever required.

The mentoring system is periodically reviewed by the concerned academic authorities to ensure its effectiveness.

ix)Quality Faculty Recruitment and Development

DiST recognises that competent and committed faculty members are fundamental to maintaining the quality of higher education. Faculty requirements are identified based on academic workload, programme requirements and institutional priorities.

The institution follows a systematic recruitment and selection process based on prescribed qualifications, competence, experience and institutional requirements. Appropriate academic and professional criteria are considered while selecting teaching and non-teaching personnel.

DiST also promotes continuous professional development through Faculty Development Programmes (FDPs), workshops, seminars, conferences, research activities & assistance, training programmes and other capacity-building initiatives.

x)Academic Review and Retreat

DiST conducts institutional academic review and planning activities to evaluate the effectiveness of academic and non-academic practices and to identify areas for improvement.

The Academic Retreat serves as an institutional platform for reviewing academic performance, analysing departmental outcomes, identifying gaps and challenges, sharing good practices and formulating strategies for quality enhancement.

The outcomes of such deliberations are considered in academic planning, departmental development and institutional decision-making.

xi)Parent and Stakeholder Participation

DiST recognises parents and other stakeholders as important partners in the educational

process. The institution facilitates regular interaction with parents through Parent-Teacher Association (PTA) meetings and other appropriate engagement mechanisms.

The feedback and suggestions received from parents are reviewed by the concerned authorities and, where appropriate, incorporated into institutional improvement initiatives.

The institution also promotes stakeholder engagement with alumni, employers, industry representatives and other relevant groups to strengthen academic relevance, employability, experiential learning and institutional development.

xii)Quality Commitment

DiST is committed to:

- Maintaining high standards of academic and administrative quality;
- Promoting learner-centred and outcome-based education;
- Encouraging academic autonomy, innovation and continuous improvement;
- Providing a supportive and inclusive learning environment;
- Strengthening research, innovation and industry engagement;
- Developing the professional competence of faculty and staff;
- Promoting ethical values, social responsibility and sustainability;
- Ensuring effective stakeholder participation;
- Periodically reviewing institutional processes and outcomes; and
- Implementing corrective and improvement measures based on evidence and stakeholder feedback.

The institution shall continuously strive to enhance the quality of its educational processes and institutional practices in accordance with its

vision, mission, core values and the responsibilities associated with its autonomous status.

26. SPORTS POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) recognises sports and physical activity as integral components of holistic education and overall personality development. The institution believes that participation in sports contributes to physical fitness, emotional well-being, discipline, teamwork, leadership, perseverance, responsibility and sportsmanship.

DiST encourages students and staff to participate actively in recreational, competitive and fitness-oriented activities. The institution strives to nurture students who are physically active, disciplined, committed to teamwork and capable of accepting both success and failure with a positive attitude.

As an autonomous institution, DiST is committed to providing appropriate opportunities and support for the development of sporting talent while integrating sports and physical well-being into the broader student development framework.

ii)Objectives of the Sports Policy

The Sports Policy aims to:

- Motivate students to participate actively in recreational, fitness and competitive sports programmes.
- Create awareness among students about the physical, psychological and social benefits of an active lifestyle.
- Encourage faculty and staff members to support and promote sports and physical activities among students.
- Provide opportunities for students to identify and develop their sporting abilities.
- Identify talented sportspersons through appropriate talent identification and selection programmes.
- Provide systematic coaching and training for students participating in different sports.
- Facilitate participation in intercollegiate, university, state, national and other recognised competitions.
- Promote teamwork, leadership, discipline, sportsmanship and a sense of responsibility among students.
- Support students with exceptional sporting talent through appropriate institutional scholarships and other facilities, subject to institutional norms.
- Develop and maintain adequate sports infrastructure and facilities for training and recreational activities.
- Encourage a healthy balance between academic pursuits, sports and overall student development.

iii)Sports Initiatives

DiST promotes sports through various institutional initiatives, including:

- Formation of college sports teams for participation in university and other recognised tournaments.
- Identification and encouragement of students with exceptional sporting talent.
- Provision of scholarships and other forms of institutional support to eligible students who excel in sports, subject to applicable rules.
- Engagement of qualified part-time or full-time trainers/coaches for selected sports disciplines based on institutional requirements.
- Development, maintenance and periodic improvement of sports facilities and arenas for Volleyball, Basketball, Football, Cricket, Badminton and other relevant activities.
- Organisation of intercollegiate and institutional sports competitions and tournaments.

- Provision of appropriate residential or hostel facilities for students participating in organised sports programmes, wherever available.
- Encouragement of participation in university, zonal, state, national and other recognised sporting events.
- Organisation of annual sports and fitness-related activities to encourage wider participation among students and staff.

iv)Administration of Sports Activities

The Physical Education/Sports Coordinator shall be responsible for coordinating and facilitating the institution's sports activities under the supervision of the competent institutional authority.

The Sports Coordinator shall:

- Plan and coordinate competitive, recreational and leisure-time sports activities.
- Prepare sports programmes and schedules in consultation with the concerned authorities.
- Coordinate the functioning of institutional sports teams.
- Facilitate the participation of students in recognised competitions.
- Coordinate with coaches, trainers, faculty members and other support personnel.
- Maintain appropriate records of sports activities, participation and achievements.
- Monitor the utilisation and maintenance of sports facilities and equipment.
- Identify requirements for new sports equipment and facilities and submit proposals through the prescribed institutional procedures.
- Promote an inclusive and encouraging sports environment for students.

v)Talent Identification and Development

DiST shall encourage the identification of sporting talent among students through appropriate talent search, trials, selection programmes and participation in competitions.

Students demonstrating exceptional ability in sports may be provided with appropriate opportunities for advanced training, coaching and participation in higher-level competitions, subject to institutional provisions and available resources.

The institution may provide scholarships, fee concessions, hostel support or other approved forms of assistance to deserving sportspersons in accordance with the prevailing institutional norms.

vi)Participation of Students

Students are encouraged to actively participate in sports and physical activities and to make effective use of the facilities provided by the institution.

Students participating in sports shall:

- Maintain discipline and sportsmanship during training and competitions.
- Respect coaches, officials, teammates, opponents and institutional regulations.
- Take responsibility for the proper use of sports equipment and facilities.
- Represent the institution responsibly during external competitions.
- Maintain a reasonable balance between academic responsibilities and sporting commitments.
- Encourage and motivate fellow students to participate in sports and physical activities.

vii)Role of Faculty Members

Faculty members play an important role in promoting a healthy sporting culture within the institution. They are encouraged to:

- Motivate students to participate in sports and physical activities.

- Support the Department/Unit of Physical Education in organising and supervising sports programmes.
- Encourage students with sporting abilities to participate in appropriate competitions and training programmes.
- Recognise and appreciate the sporting achievements of students.
- Support student participation in approved external training programmes and competitions, subject to institutional procedures.
- Where feasible, provide appropriate academic support to students who are absent due to authorised participation in recognised sporting events, training programmes or tournaments.
- Encourage students to maintain a healthy balance between academic, sporting and other developmental activities.

viii) Academic Support for Sportspersons

DiST recognises that students representing the institution or participating in recognised external sporting events may occasionally be required to be absent from regular academic activities.

Subject to institutional rules and approval by the competent authority, appropriate academic support may be provided to such students to enable them to complete missed academic requirements. Faculty members shall provide reasonable academic guidance and support within the applicable academic framework.

As an autonomous institution, DiST may establish appropriate institutional mechanisms for supporting student participation in sports while ensuring that prescribed academic requirements and learning outcomes are maintained.

ix) Sports Infrastructure and Equipment

The institution shall endeavour to provide and maintain suitable sports infrastructure and

equipment based on student requirements, available resources and institutional priorities.

Sports facilities shall be used responsibly and maintained in good condition. Sports equipment shall be properly recorded, stored, periodically inspected and replaced or repaired as required.

Students and staff using sports facilities shall follow the safety instructions and usage guidelines prescribed by the institution.

x) Sports Achievements and Recognition

The institution encourages and recognises outstanding sporting achievements of its students and teams.

Achievements at institutional, university, zonal, state, national and other recognised levels may be appropriately documented and recognised through institutional communication, awards, certificates or other suitable means.

The achievements of students may also be considered as part of institutional efforts to promote student development and a culture of excellence.

xi) Promotion of Sportsmanship and Healthy Lifestyle

DiST seeks to develop an institutional culture that values physical fitness, healthy living, teamwork, discipline, fair play and responsible competition.

Sports activities shall be promoted not merely for competitive achievement but also as an important means of developing confidence, leadership, resilience, interpersonal skills and responsible citizenship.

Students and staff are encouraged to adopt physically active and healthy lifestyles and to participate in activities that contribute to their overall well-being.

xii) Review of the Sports Policy

The Sports Policy shall be reviewed periodically by the competent institutional authority to ensure that it remains relevant to student needs, emerging sporting opportunities and institutional priorities.

Recommendations for improvement in sports facilities, training, scholarships, participation and student support may be considered based on feedback, participation levels, achievements and available resources.

The institution shall continuously strive to strengthen its sports ecosystem and provide students with opportunities to develop their sporting potential alongside their academic and personal growth.

27. ALUMNI POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) recognises its alumni as an important and valued stakeholder group and considers their continued association with the institution an integral part of its growth and development. Alumni contribute to the academic, professional and social advancement of the institution through their knowledge, experience, achievements, networks and continued engagement.

The institution seeks to establish and maintain meaningful and mutually beneficial relationships with its alumni. As an autonomous institution, DiST encourages alumni participation in academic development, curriculum enrichment, career guidance, mentoring, research, innovation, entrepreneurship, industry interaction, student development and institutional quality enhancement.

The Alumni Policy provides a framework for maintaining systematic interaction with alumni and facilitating their meaningful contribution to the institution and its students.

ii)Objectives

The Alumni Policy aims to:

- Maintain sustained and meaningful relationships between DiST and its alumni.
- Create opportunities for alumni to remain connected with the institution.
- Facilitate alumni participation in academic, professional and institutional activities.

- Utilise the knowledge, expertise and professional experience of alumni for student development.
- Encourage alumni involvement in mentoring, career guidance, placement support and entrepreneurship.
- Facilitate interaction between alumni, students, faculty and industry.
- Encourage alumni participation in curriculum enrichment and academic development.
- Promote alumni contributions to research, innovation and consultancy.
- Recognise and document the achievements and contributions of distinguished alumni.
- Encourage alumni participation in institutional development and quality enhancement.
- Strengthen the alumni network at local, national and international levels.

iii)Alumni Association

DiST shall facilitate an appropriate Alumni Association/Alumni Forum to coordinate alumni activities and maintain systematic engagement with former students.

The Alumni Association shall function in accordance with its approved constitution, institutional guidelines and applicable regulations.

The Association may organise meetings, reunions, professional interactions, lectures, mentoring programmes, career guidance sessions, networking events, social initiatives and other activities beneficial to alumni and the institution.

iv)Alumni Database

The institution shall endeavour to maintain an updated database of its alumni.

The database may include relevant information such as:

- Name and year of graduation;

- Programme and department;
- Current professional position;
- Organisation and sector of employment;
- Higher education details;
- Contact information voluntarily provided by alumni;
- Professional achievements and recognitions; and
- Areas in which the alumnus/alumna may be willing to support the institution.

Alumni information shall be maintained and used responsibly in accordance with institutional procedures and applicable data protection requirements.

v)Alumni Participation in Academic Development

Alumni may be invited to contribute to academic development through:

- Guest lectures and expert sessions;
- Curriculum enrichment activities;
- Industry interaction;
- Workshops and seminars;
- Professional and career-oriented programmes;
- Mentoring of students;
- Project and internship guidance;
- Research collaboration;
- Entrepreneurship and innovation initiatives; and
- Feedback on the relevance of academic programmes.

As an autonomous institution, DiST may utilise appropriate alumni expertise and feedback in the periodic review and enrichment of academic programmes through the prescribed institutional academic mechanisms.

vi)Alumni Mentoring and Career Support

Alumni with relevant professional and academic experience may be encouraged to mentor students in areas such as:

- Higher education;
- Career planning;
- Employability skills;
- Professional development;
- Entrepreneurship;
- Industry practices;
- Internships and projects; and
- Competitive examinations and professional opportunities.

The institution may establish structured alumni-student mentoring initiatives based on identified student needs.

vii)Alumni Engagement and Networking

DiST encourages alumni to participate in institutional activities and maintain professional networks among themselves.

The institution and Alumni Association may organise:

- Alumni meets and reunions;
- Chapter meetings;
- Professional networking events;
- Alumni lectures;
- Career interaction programmes;
- Student-alumni interaction sessions;
- Social and community initiatives; and
- Other appropriate engagement activities.

viii)Alumni Contributions and Institutional Support

Alumni may contribute to institutional development through financial or non-financial support, subject to applicable institutional procedures and regulations.

Support may include:

- Scholarships and student assistance;
- Academic resources;
- Infrastructure development;
- Equipment and learning resources;
- Research and innovation support;
- Student development initiatives;
- Professional mentoring; and
- Other approved institutional initiatives.

All financial contributions shall be received, recorded and utilised through the authorised institutional mechanisms.

ix) Recognition of Alumni Achievements

DiST encourages the recognition of distinguished alumni who have made notable contributions in academic, professional, entrepreneurial, social, cultural, sporting or other fields.

Outstanding alumni may be recognised through appropriate awards, honours, institutional publications, alumni events or other suitable platforms.

x) Alumni Feedback

Alumni feedback shall be obtained periodically to understand their experiences and obtain suggestions regarding academic programmes, student development, employability, institutional facilities and other relevant areas.

The feedback may be analysed and used as an input for continuous quality improvement.

xi) Roles and Responsibilities

The institution shall provide appropriate support for maintaining alumni engagement. The Alumni Association/Coordinator shall facilitate communication, maintain alumni records, coordinate alumni activities and support alumni-student interaction.

Departments may also maintain appropriate engagement with their alumni and involve them

in academic and professional activities wherever relevant.

xii) Review of the Policy

The Alumni Policy shall be reviewed periodically by the competent institutional authority based on the needs of students, alumni and the institution and in accordance with applicable regulations and institutional priorities.

28. HOSTEL POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) recognises hostel accommodation as an important component of student support and campus life. The institution is committed to providing a safe, secure, hygienic and conducive residential environment that supports the academic, personal, social and overall development of resident students.

The hostel is intended to provide students with a disciplined and supportive living environment where they can pursue their academic activities effectively while developing responsibility, self-discipline, cooperation, mutual respect and social awareness.

The Hostel Policy establishes the general framework for admission, residence, discipline, safety, facilities, responsibilities and welfare of students residing in the institution's hostels.

ii) Objectives

The Hostel Policy aims to:

- Provide safe, secure and comfortable accommodation for eligible students.
- Create a peaceful environment conducive to academic learning.
- Promote discipline, responsibility and mutual respect among residents.
- Ensure proper utilisation and maintenance of hostel facilities.
- Provide appropriate facilities for the health, hygiene and well-being of residents.

- Encourage cooperation, community living and positive interpersonal relationships.
- Establish clear procedures for hostel administration and student conduct.
- Provide appropriate support mechanisms for addressing student concerns and grievances.
- Ensure compliance with institutional rules and applicable statutory requirements.

iii) Hostel Administration

The hostel shall function under the overall supervision of the competent institutional authority.

The institution may appoint a Hostel Warden/Resident Warden and other appropriate staff to oversee the day-to-day administration of the hostel.

The Hostel Warden shall be responsible for:

- Maintaining discipline and orderly functioning of the hostel;
- Monitoring student attendance and residence;
- Supervising hostel facilities and services;
- Coordinating maintenance and housekeeping requirements;
- Addressing routine student concerns;
- Maintaining relevant hostel records;
- Reporting serious incidents to the competent authority; and
- Implementing institutional decisions relating to hostel administration.

iv) Hostel Admission

Hostel accommodation shall be provided to eligible students subject to availability of rooms and the rules prescribed by the institution.

Admission to the hostel shall be made through the prescribed application and allotment procedure. Priority, wherever applicable, may be given based on institutional criteria and availability.

Students shall provide accurate information and required documents at the time of admission.

Hostel admission shall not be considered complete until the prescribed formalities and applicable fees have been completed.

v) Room Allotment

Rooms shall be allotted by the authorised hostel authorities.

Students shall occupy only the room allotted to them and shall not exchange or transfer rooms without prior permission.

The institution may re-allot rooms whenever required for administrative, academic, maintenance or other legitimate institutional purposes.

Students shall be responsible for keeping their allotted rooms clean and in good condition.

vi) Hostel Facilities

The institution shall endeavour to provide appropriate residential facilities based on availability and institutional resources, including:

- Furnished accommodation;
- Electricity and water supply;
- Sanitation and washroom facilities;
- Dining and food services, wherever applicable;
- Study facilities;
- Common areas;
- Internet and other learning facilities, where available;
- Security arrangements;
- First-aid and health support mechanisms; and
- Other essential residential facilities.

The facilities shall be periodically reviewed and maintained according to institutional requirements.

vii)Discipline and Code of Conduct

All residents shall comply with the hostel rules and the general code of conduct of the institution.

Residents shall:

- Maintain discipline and decorum within the hostel;
- Respect fellow residents, wardens, staff and visitors;
- Maintain cleanliness and hygiene;
- Avoid activities that disturb other residents;
- Protect hostel property and facilities;
- Follow prescribed timings and entry/exit procedures;
- Comply with safety and security instructions; and
- Cooperate with hostel authorities in maintaining a peaceful residential environment.

Any conduct that adversely affects the safety, dignity, discipline or well-being of residents shall be dealt with in accordance with institutional procedures.

viii) Entry, Exit and Attendance

Residents shall follow the prescribed hostel entry and exit procedures.

The institution may maintain appropriate records of student movement and hostel attendance for safety and administrative purposes.

Students leaving the hostel for academic, personal or other purposes may be required to obtain prior permission and provide the necessary details as prescribed by the hostel authorities.

Students shall return to the hostel within the prescribed timings unless prior permission has been obtained.

ix)Visitors

Visitors shall be permitted only in accordance with the hostel's prescribed visitor regulations.

Visitors may be required to register at the designated location and produce appropriate identification when requested.

Unauthorised persons shall not be permitted to stay overnight in the hostel.

Residents shall be responsible for ensuring that their visitors comply with institutional rules.

x)Safety and Security

The institution shall take appropriate measures to ensure the safety and security of hostel residents.

Students shall:

- Follow all fire and emergency safety instructions;
- Avoid unauthorised electrical installations or unsafe appliances;
- Report safety hazards immediately;
- Not tamper with fire safety, electrical, security or other essential equipment;
- Cooperate during emergency drills and safety procedures; and
- Inform the hostel authorities of any incident that may affect the safety of residents.

Emergency situations shall be reported immediately to the Hostel Warden or the designated institutional authority.

xi)Health, Hygiene and Well-being

Students are expected to maintain personal hygiene and cleanliness in their rooms and common areas.

The institution shall endeavour to maintain hygienic hostel surroundings, sanitation facilities and common areas.

Students requiring health or counselling support may be guided to the appropriate institutional support services.

Any contagious illness or other situation requiring institutional attention shall be reported to the appropriate authority in accordance with applicable procedures.

xii)Food and Dining Facilities

Where hostel dining facilities are provided, residents shall follow the rules prescribed for the dining facility.

Students shall maintain proper conduct and hygiene in the dining area and avoid unnecessary wastage of food.

Feedback regarding food quality, hygiene and dining services may be submitted through the designated hostel mechanism.

xiii)Use and Maintenance of Hostel Property

Hostel furniture, electrical appliances, fixtures, equipment and other facilities are institutional property.

Residents shall use such facilities responsibly and shall not:

- Damage or misuse hostel property;
- Remove institutional property from the hostel;
- Make unauthorised alterations to rooms or facilities; or
- Transfer hostel property from one room to another without permission.

Damage caused through negligence or deliberate misuse may require appropriate compensation in accordance with institutional rules.

xiv)Prohibited Activities

Activities that compromise the safety, discipline, dignity or peaceful functioning of the hostel are prohibited.

These include, among others:

- Ragging or any form of harassment;
- Violence or threatening behaviour;
- Damage to institutional property;

- Unauthorised entry or accommodation of outsiders;
- Activities that create serious disturbance to other residents;
- Possession or use of prohibited substances or materials;
- Unauthorised electrical or structural modifications; and
- Any other activity prohibited under institutional rules or applicable law.

Ragging in any form shall be dealt with strictly in accordance with applicable regulations.

xv)Academic Environment

The hostel shall provide a conducive environment for study and academic activities.

Residents shall observe designated study hours and maintain silence during prescribed quiet periods.

Students are expected to balance their residential responsibilities with academic commitments and make responsible use of available learning resources.

xvi)Leave and Outstation Stay

Students intending to stay away from the hostel overnight or for an extended period shall obtain prior permission through the prescribed procedure.

Parents/guardians may be contacted for verification wherever required by institutional rules or in situations concerning student safety.

Students shall provide accurate information regarding their leave and expected date of return.

xvii)Grievance Redressal

Students residing in the hostel may submit complaints, concerns or suggestions regarding accommodation, food, facilities, safety, discipline or other hostel-related matters through the designated grievance mechanism.

Hostel authorities shall examine such matters and take appropriate action in accordance with institutional procedures.

Serious matters may be referred to the competent institutional authority for further action.

xviii)Disciplinary Action

Violation of hostel rules may result in appropriate disciplinary action in accordance with the institutional code of conduct and applicable regulations.

Depending on the nature and seriousness of the violation, action may include warning, counselling, recovery of damages, restriction of hostel privileges, suspension of hostel accommodation or other disciplinary measures as applicable.

Students shall be given an appropriate opportunity to present their explanation wherever required under the applicable disciplinary procedure.

xix)Responsibilities of Residents

Every hostel resident is expected to:

- Maintain personal and common-area cleanliness;
- Follow hostel rules and prescribed timings;
- Respect fellow residents and hostel staff;
- Safeguard institutional property;
- Maintain discipline and academic decorum;
- Report safety, maintenance or security concerns promptly;
- Cooperate with hostel authorities; and
- Contribute to a positive and inclusive residential environment.

xx)Review of the Hostel Policy

The Hostel Policy shall be reviewed periodically by the competent institutional authority to ensure that it remains responsive to student needs, safety requirements, institutional priorities and applicable regulations.

The institution may introduce or revise hostel procedures, facilities and operational guidelines as required for the effective administration and welfare of resident students.

29. SAFETY & SECURITY POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) is committed to providing and maintaining a safe, secure, healthy and inclusive environment for all students, faculty members, administrative and non-teaching staff, visitors and other stakeholders of the institution.

The Safety & Security Policy establishes the institutional framework, responsibilities, procedures and preventive measures required to ensure safety and security across the campus. The policy is implemented in accordance with applicable statutory requirements, regulatory guidelines and institutional norms, including those prescribed by competent higher education authorities.

With the attainment of autonomous status from the academic year 2026 onwards, DiST shall continue to strengthen its institutional mechanisms for safety, security, student welfare and grievance redressal while ensuring that all academic, administrative and campus activities are conducted in a safe and responsible environment.

The institution encourages all stakeholders to participate actively in maintaining campus safety and to report any safety, security or emergency concern promptly to the appropriate authority.

ii)Objectives

The objectives of the Safety & Security Policy are to:

- Provide a safe, secure and healthy environment for teaching, learning, research and administrative activities.
- Establish preventive and responsive mechanisms for managing safety and security concerns.

- Ensure timely assistance during accidents, medical emergencies and other unforeseen situations.
- Create awareness among students and employees regarding campus safety procedures.
- Protect institutional infrastructure, equipment and other resources.
- Promote a culture of responsibility, preparedness and mutual cooperation among all stakeholders.
- Ensure appropriate mechanisms for addressing concerns relating to harassment, ragging, discrimination, grievances and other threats to individual safety.
- Periodically review and strengthen safety and security practices based on institutional requirements.

iii) Safety and Security Committee

The Safety and Security Committee shall coordinate the overall safety and security measures of the institution. The committee may comprise:

1. Principal – Chairperson
2. Vice Principals
3. Finance Director
4. Heads of Departments
5. Public Relations Officer
6. Security representatives
7. College Maintenance Manager
8. Convener – Internal Committee for Students with Disabilities (ICSD)
9. Chairperson – Women Non-Harassment Committee/appropriate statutory committee
10. Member – Grievance Redressal Committee
11. Member – Anti-Ragging Committee/Squad
12. HR representative

13. Such other members as may be nominated by the Principal

The committee shall periodically review campus safety, security arrangements, emergency preparedness and preventive measures and recommend appropriate improvements to the competent authority.

iv) Accidents and First Aid

The institution shall take reasonable and necessary measures to prevent accidents and respond effectively to emergencies occurring within the campus.

In the event of an emergency, the following contact points may be approached:

- Campus Security
- HR Manager
- Head of the Department
- Class Tutor/Mentor
- Public Relations Officer
- College First Aid/Sickroom facility
- Office/Administrative authorities

Any accident occurring outside the campus during an officially organised educational tour, excursion, internship, field visit, institutional programme or other authorised institutional activity shall be reported immediately to the concerned Head of Department and/or Principal. Appropriate assistance and guidance shall be provided by the institution as per the circumstances and applicable procedures.

v) First Aid and Hospital Facilities

Students and employees requiring first-aid assistance may approach the designated first-aid/sickroom facility or contact the office/HR authorities.

Where further medical attention is considered necessary, arrangements shall be made for transportation to an appropriate medical facility. The institution may utilise its emergency vehicle facility for such purposes, subject to availability and the nature of the emergency.

The institution may maintain arrangements or understandings with suitable hospitals and healthcare facilities for providing emergency medical assistance to students and employees.

vi)Emergency Vehicles

The institution shall maintain emergency transportation facilities, subject to availability, for responding to medical and other campus emergencies.

Students and employees requiring emergency transportation shall contact the HR Manager, office staff or other designated institutional authority so that appropriate arrangements can be made without undue delay.

vii)Emergency and Evacuation Procedures

In the event of a fire, natural disaster, structural emergency or any other mass emergency:

- Leave the building through the nearest safe exit or as instructed by authorised personnel/fire marshals.
- Follow the designated evacuation routes and emergency signage.
- Proceed calmly to the designated assembly point.
- Do not use elevators/lifts during an emergency evacuation.
- Do not delay evacuation to collect personal belongings.
- Assist persons who require support, wherever it is safe to do so.
- Do not re-enter the building until authorised personnel declare it safe.
- Follow instructions issued by the emergency response team, security personnel and institutional authorities.

The institution shall periodically review evacuation procedures and conduct appropriate emergency preparedness activities and mock drills.

viii)Visitor Management

The institution welcomes authorised visitors to the campus while maintaining appropriate security measures.

- Visitor details shall be recorded by the security personnel at the campus entrance.
- Details may include the visitor's name, contact information, vehicle number, purpose of visit and entry/exit time.
- Visitors may be issued visitor passes/cards as applicable.
- Visitors shall comply with campus safety and security requirements.
- Access to restricted areas shall be permitted only with appropriate authorisation.

ix)Safety and Security of Women on Campus

The institution is committed to providing a safe and respectful environment for women students and employees.

The Internal Complaints Committee (ICC) / appropriate statutory committee shall function in accordance with applicable legal and regulatory requirements (including the POSH Act) to address complaints relating to sexual harassment and ensure a safe working and learning environment.

Awareness programmes, orientation sessions and preventive measures shall be undertaken periodically to promote gender sensitivity, dignity, equality and respect within the campus.

x)Grievance Redressal

The institution shall maintain appropriate grievance redressal mechanisms for students and employees.

The Grievance Redressal Committee shall address grievances in accordance with the institutional procedures and applicable regulations. Specific mechanisms may be followed for academic, examination-related, administrative and other grievances.

Students and employees shall be provided appropriate channels to submit their concerns without fear of discrimination or retaliation.

xi)Anti-Ragging Measures

The institution shall maintain appropriate mechanisms for preventing and addressing ragging in accordance with applicable statutory and regulatory requirements.

The Anti-Ragging Committee and Anti-Ragging Squad shall undertake preventive, awareness and monitoring activities and shall respond appropriately to complaints or incidents of ragging.

Awareness programmes shall be conducted for students, particularly during their induction and orientation. Any reported incident shall be dealt with through the prescribed institutional and legal procedures.

xii)Vehicle Entry and Campus Traffic Safety

Appropriate identification/entry stickers may be issued for authorised staff and student vehicles.

- Vehicles without appropriate authorisation may be restricted from entering the campus.
- Students and staff are encouraged to use public transportation and environmentally sustainable modes of transportation wherever feasible.
- Students using two-wheelers shall comply with applicable helmet and traffic-safety requirements.
- Unnecessary honking, speeding and other activities that disturb the campus environment are prohibited.
- Students shall not take vehicles out of the campus during college hours without appropriate permission where such permission is required.
- All users of vehicles within the campus shall follow the directions of security personnel and applicable traffic-safety norms.

xiii)Mobile Phones, Cameras and Electronic Devices

The use of mobile phones and cameras by students shall be governed by the institutional

rules and applicable government/regulatory directions.

Where restrictions are applicable, students shall comply with the instructions issued by the institution and concerned departments.

Mobile phones and electronic devices shall not be used in a manner that:

- Disrupts teaching-learning activities;
- Compromises the privacy or dignity of another person;
- Facilitates unauthorised recording or dissemination of institutional information;
- Violates examination or academic regulations; or
- Creates a safety or security risk.

Any specific restrictions applicable during examinations, classes, meetings or other institutional activities shall be communicated separately by the competent authority.

xiv)Identity Cards

Students, faculty members and staff shall carry/wear their valid institutional identity cards as prescribed by the institution.

- Entry to designated institutional facilities may be restricted to authorised persons.
- Lost identity cards shall be reported immediately to the concerned office.
- Identity cards shall not be transferred or misused by another person.
- The identity card shall be surrendered or deactivated, as applicable, when the individual's association with the institution ends.

xv)CCTV Surveillance and Security Personnel

The institution shall maintain CCTV surveillance in appropriate areas of the campus for safety, security and monitoring purposes.

Security personnel shall undertake regular monitoring and patrolling of the campus.

CCTV footage and security-related information shall be handled responsibly and accessed only by authorised personnel for legitimate institutional, safety, disciplinary or legal purposes, subject to applicable requirements.

xvi)Fire Safety

Fire extinguishers and other appropriate fire-safety equipment shall be installed at identified locations across the campus.

- Fire-safety equipment shall be periodically inspected and maintained.
- Emergency exits and evacuation routes shall be appropriately identified.
- Students and employees shall be familiarised with basic fire-safety procedures.
- Periodic fire-safety awareness programmes and mock drills may be conducted.
- Fire-safety instructions displayed on campus shall be followed at all times.

xvii)Hostel Safety and Security

The institution shall maintain appropriate safety and security measures in its hostels.

The hostel premises shall have suitable access control, security arrangements and surveillance facilities.

- Hostel entry and exit shall be regulated according to prescribed timings.
- Visitor details shall be recorded appropriately.
- Students shall follow hostel rules relating to safety, discipline, entry and exit.
- Special procedures may be prescribed for weekends, holidays and vacation periods.
- Emergency situations in hostels shall be immediately reported to the hostel authorities, security personnel or designated institutional authorities.

xviii)Attendance and Emergency Communication

The institution may use its digital communication systems to provide attendance and other relevant notifications to parents/guardians, wherever applicable.

In emergency situations, appropriate communication channels shall be used to inform students, employees and, where necessary, parents/guardians.

xix)Sickroom and Medical Support

A designated sickroom/first-aid facility shall be available for students and employees requiring immediate medical assistance.

The designated staff shall maintain appropriate records of users of the facility while ensuring confidentiality of personal information.

Where necessary, the concerned person shall be referred or transported to an appropriate medical facility.

xx)Electrical Backup and Maintenance Services

The institution shall maintain appropriate electrical and power-backup facilities to support uninterrupted functioning and emergency preparedness.

Electrical, plumbing and related maintenance services shall be made available as required.

The institution shall periodically inspect and maintain electrical installations, backup systems and related infrastructure to minimise safety risks.

xxi)Accessibility and Assistance for Persons with Disabilities

The institution shall endeavour to provide accessible infrastructure and appropriate assistance for persons with disabilities.

Facilities may include:

- Ramps
- Elevators/lifts
- Walking aids

- Accessible pathways and other support facilities

The institution shall periodically review accessibility requirements and undertake improvements based on institutional needs and applicable standards.

xxii)Drinking Water and Food Safety

Safe drinking water shall be made available at designated locations on the campus.

Water purification systems shall be periodically maintained and water quality shall be tested at appropriate intervals.

Food preparation and service within the campus shall follow applicable food-safety standards and statutory requirements. Institutional food

facilities shall comply with the requirements of the competent authorities, wherever applicable.

xxiii)Employee Social Security

Eligible employees shall be provided statutory social-security benefits, including Employees' State Insurance (ESI), wherever applicable, in accordance with prevailing government rules and institutional provisions.

xxiv)Lightning Protection

The institution shall maintain appropriate lightning protection arrangements for safeguarding buildings, infrastructure, equipment and persons on campus.

The lightning protection system shall be periodically inspected and maintained to ensure effective functioning.

xxv)Waste Management and Campus Hygiene

The institution shall promote responsible and scientific waste management practices.

Waste shall be segregated, collected, processed and disposed of through appropriate methods in accordance with applicable environmental and statutory requirements.

The institution shall take appropriate measures to maintain a clean, hygienic and environmentally responsible campus.

xxvi)Sanitary Napkin Vending and Disposal Facilities

Sanitary napkin vending facilities shall be provided at appropriate locations for the convenience and hygiene of women students and employees.

Suitable disposal mechanisms shall also be maintained in accordance with applicable health, hygiene and environmental requirements.

xxvii)Safety Orientation and Training

Safety awareness shall form an integral part of student and employee orientation.

- New students shall be briefed about important campus safety and security procedures during induction/orientation.
- Anti-ragging and other safety-related awareness programmes shall be conducted.
- Employees shall be oriented regarding emergency procedures and institutional safety practices.
- Relevant committees and departments shall organise awareness programmes as required.
- Mock drills for fire, evacuation and other emergencies may be conducted periodically.
- Students shall be encouraged to report unsafe conditions, hazards or security concerns immediately to the appropriate authority.

xxviii)Roles and Responsibilities of Stakeholders

a) Students

Students shall:

- Follow all safety and security instructions.
- Carry valid identity cards.

- Comply with campus, hostel and vehicle-safety regulations.
- Avoid activities that endanger themselves or others.
- Report accidents, hazards, suspicious activities and emergencies promptly.
- Cooperate during emergency evacuation and safety drills.

b) Faculty and Staff

Faculty and staff shall:

- Follow institutional safety procedures.
- Ensure that students are appropriately guided during emergencies.
- Report safety hazards and incidents to the competent authority.
- Cooperate with safety, security and emergency-response mechanisms.
- Participate in safety-awareness and emergency-preparedness activities.

c) Security Personnel

Security personnel shall:

- Monitor entry and exit points.
- Maintain visitor and vehicle records as required.
- Conduct regular campus surveillance and patrolling.
- Respond promptly to security-related incidents.
- Coordinate with institutional authorities during emergencies.

d) Maintenance and Technical Personnel

Maintenance and technical personnel shall:

- Periodically inspect relevant infrastructure and equipment.
- Attend to reported safety and maintenance issues promptly.
- Maintain electrical, plumbing, fire-safety and other essential systems.

- Report major safety risks to the competent authority.

xxix)Reporting and Review of Safety Incidents

Any accident, security incident, unsafe condition or emergency shall be reported promptly to the concerned authority.

The institution may document significant incidents and review their causes in order to identify preventive and corrective measures.

The Safety and Security Committee shall periodically review the effectiveness of safety mechanisms and recommend improvements wherever necessary.

xxx)Compliance

All students, faculty members, administrative and non-teaching staff, visitors and other authorised users of the campus are expected to comply with this Safety & Security Policy.

Violation of safety, security or institutional rules may result in appropriate action under the applicable institutional regulations. Where an incident involves a violation of law, the matter may be dealt with in accordance with the applicable legal provisions.

xxxi)Policy Review

The Safety & Security Policy shall be reviewed periodically by the competent institutional authority to ensure its continued relevance and effectiveness.

As an autonomous institution, DiST may revise, supplement or introduce appropriate safety and security procedures based on institutional requirements, statutory provisions, regulatory directions, emerging risks and recommendations of the Safety and Security Committee.

Any amendment to the policy shall be approved through the appropriate institutional mechanism and communicated to the concerned stakeholders.

30. VEHICLE POLICY

i)Introduction

De Paul Institute of Science & Technology (DiST) is committed to ensuring the safety and security of students, faculty members, staff, visitors and other stakeholders within the campus. Effective regulation of vehicular movement is essential for maintaining a safe, disciplined, accessible and environmentally responsible campus.

The Vehicle Policy establishes guidelines for the entry, movement and parking of vehicles within the campus and hostel premises. All students, faculty members, staff and other authorised users of vehicles are expected to comply with this policy and with all applicable traffic and road-safety regulations.

As an autonomous institution from the academic year 2026 onwards, DiST shall periodically review and update its vehicle-management practices in accordance with applicable statutory requirements, institutional needs and campus-safety considerations.

ii)Objectives

The Vehicle Policy aims to:

- Ensure the safety and security of all persons within the campus.
- Regulate the entry and movement of vehicles within the institution.
- Ensure systematic and efficient utilisation of the available parking facilities.
- Prevent unauthorised vehicle movement in restricted areas.
- Promote responsible driving and adherence to road-safety norms.
- Encourage environmentally sustainable modes of transportation.
- Support the development and use of electric-vehicle charging facilities on campus.

iii)General Guidelines

a) Restriction on Vehicles During Celebrations

In accordance with applicable Government of Kerala directions and institutional safety requirements, vehicles shall not be used during celebrations or similar activities conducted within the college campus or hostel premises where such restriction is applicable.

The institution may issue additional directions regarding vehicle movement during major events, celebrations, examinations, emergencies or other programmes whenever necessary.

b) Designated Vehicle Entry and Parking

- Vehicles shall be permitted only up to the designated parking areas.
- Entry beyond authorised points or into restricted areas is prohibited unless specific permission is granted.
- Vehicles shall be parked only in the area allotted or designated for them.
- Parking in pathways, emergency access routes, entrances, exits or other unauthorised areas is prohibited.
- Security personnel and authorised institutional authorities shall regulate vehicle movement and parking as required.

c) Allocation of Parking Facilities

Parking facilities on campus are limited and shall be allotted subject to availability.

- Parking spaces may be allotted on a first-come-first-served basis.
- Where the number of applications exceeds the available parking capacity, the institution may adopt a suitable allocation or lottery system.
- The institution reserves the right to revise the parking-allocation procedure based on campus requirements.

- Applications for parking facilities shall be invited and notified through appropriate institutional communication channels at the beginning of the academic year or whenever required.

d) Vehicle Permission Sticker

- Vehicles authorised to enter and park on campus shall display the prescribed institutional vehicle permission sticker.
- The sticker shall be issued after verification of the required vehicle details.
- The prescribed fee, if any, shall be notified by the institution from time to time.
- The existing fee may be maintained at **₹50 for a two-wheeler and ₹100 for a four-wheeler**, subject to periodic revision by the competent authority.
- The vehicle permission sticker is non-transferable and shall be used only for the vehicle for which it was issued.
- A duplicate sticker may be issued in exceptional circumstances on payment of the prescribed fee, which may presently be **₹10**, subject to institutional approval.

e) Traffic and Road-Safety Regulations

All applicable motor vehicle and road-safety regulations shall be followed within the campus.

In particular:

- Drivers shall possess the required and valid driving licence.
- Vehicles shall have valid registration and other legally required documents.
- Appropriate safety equipment, including helmets for two-wheeler riders, shall be used as required by law.
- Reckless driving, racing, unnecessary honking and dangerous manoeuvres are prohibited.

- Drivers shall follow the directions issued by security personnel and authorised institutional authorities.
- The use of vehicles in a manner that causes inconvenience, danger, excessive noise or obstruction to pedestrians is prohibited.

f) Speed Limit

The maximum permissible vehicle speed within the campus shall be **10 km/hr**, unless a lower speed is specifically prescribed for a particular location.

Drivers shall exercise additional caution near:

- Academic blocks
- Hostels
- Pedestrian pathways
- Crossings
- Parking areas
- Playgrounds
- Areas with high student movement
- Event venues and other crowded locations

g) Parking Discipline

All vehicle users shall:

- Park only in the designated/allotted parking area.
- Ensure that the vehicle does not obstruct other vehicles, pedestrians or emergency access.
- Follow the instructions of security and parking personnel.
- Keep the parking area clean and free from avoidable obstruction.
- Not undertake unauthorised repairs, servicing or modifications in the parking area.

The institution shall not ordinarily be responsible for loss or damage to vehicles or personal belongings left inside vehicles.

Vehicle users are responsible for securing their vehicles and belongings.

iv)Electric Vehicles and Green Transportation

DiST encourages sustainable and environmentally responsible transportation practices.

The institution shall encourage:

- Use of public transportation.
- Walking and cycling wherever feasible.
- Carpooling and shared transportation.
- Use of electric and other low-emission vehicles.

The revenue collected through vehicle permission fees may be utilised, subject to institutional approval, towards the development and maintenance of **solar-powered/electric vehicle charging facilities** and other environmentally sustainable campus initiatives.

Electric-vehicle charging facilities, where available, shall be used in accordance with the procedures and conditions prescribed by the institution.

v)Vehicle Movement During Institutional Activities

The institution may temporarily regulate or restrict vehicle entry and movement during:

- College celebrations and major events.
- Examinations.
- Sports and cultural programmes.
- Emergency situations.
- VIP or official visits.
- Construction or maintenance activities.
- Other situations where restriction is necessary for safety and security.

Students and staff shall comply with such temporary directions issued by the competent authority.

vi)Responsibilities of Vehicle Users

Every student, faculty member and staff member using a vehicle on campus shall:

- Comply with this policy and applicable traffic regulations.
- Drive responsibly and cautiously.
- Maintain the vehicle in a safe and roadworthy condition.
- Display the authorised vehicle sticker wherever required.
- Park only in the designated area.
- Follow the prescribed campus speed limit.
- Cooperate with security personnel and institutional authorities.
- Immediately report accidents or significant vehicle-related incidents to the concerned authority.

vii)Responsibilities of Security Personnel

Security personnel shall:

- Regulate vehicle entry and exit.
- Verify vehicle permission stickers where required.
- Monitor compliance with parking and traffic regulations.
- Prevent unauthorised vehicle entry into restricted areas.
- Assist in managing traffic during major institutional programmes.
- Report violations or safety concerns to the appropriate institutional authority.

viii)Violation of the Policy

Violation of the Vehicle Policy, reckless or unsafe driving, unauthorised parking, misuse of vehicle permission stickers or non-compliance with directions issued by authorised personnel may result in appropriate institutional action.

Serious or repeated violations may lead to withdrawal or suspension of vehicle-

entry/parking privileges and/or disciplinary action in accordance with the applicable institutional regulations.

Where an incident involves violation of applicable law, the matter may also be dealt with under the relevant legal provisions.

ix) Policy Review and Amendment

The Vehicle Policy shall be reviewed periodically by the competent institutional authority to ensure that it remains appropriate to the changing requirements of the campus.

As an autonomous institution, DiST may modify parking arrangements, vehicle-entry procedures, applicable fees, speed restrictions, electric-vehicle facilities and other operational provisions based on safety requirements, infrastructure availability, statutory directions and institutional needs.

Any significant amendment shall be approved through the appropriate institutional mechanism and communicated to the concerned stakeholders.

31. INDUSTRY VISIT POLICY

i) Introduction

De Paul Institute of Science & Technology (DiST) recognises industry exposure as an important component of higher education that complements classroom learning with practical experience. Industry visits provide students with opportunities to observe professional practices, understand workplace environments, interact with industry professionals and relate academic concepts to real-world applications.

As an autonomous institution from the academic year 2026 onwards, DiST encourages departments to integrate meaningful industry exposure into academic programmes in accordance with the curriculum, programme outcomes, course outcomes and institutional objectives.

The institution shall facilitate industry visits in a planned, safe and academically purposeful manner. Such visits may be organised in collaboration with industries, organisations, institutions, enterprises, professional bodies,

research centres and other relevant establishments.

ii) Objectives

The Industry Visit Policy aims to:

- Provide students with practical exposure to industrial and professional environments.
- Bridge the gap between theoretical knowledge and practical application.
- Familiarise students with current technologies, processes, systems and professional practices.
- Enable students to understand workplace organisation, management practices and professional responsibilities.
- Develop employability, communication, teamwork and problem-solving skills.
- Create opportunities for interaction between students, faculty members and industry professionals.
- Support experiential and application-oriented learning.
- Promote industry-academia interaction and facilitate future collaboration.
- Enable students to understand emerging trends and career opportunities in their respective fields.
- Contribute to the attainment of relevant Course Outcomes and Programme Outcomes.

iii) Scope

This policy applies to industry visits and related academic exposure programmes organised by DiST for students of undergraduate, postgraduate and other academic programmes, wherever applicable.

Industry visits may include visits to:

- Manufacturing and production units

- Information technology and software companies
- Financial and business organisations
- Media and communication organisations
- Hotels and hospitality establishments
- Social service and community organisations
- Research and development centres
- Start-ups and entrepreneurial ventures
- Laboratories and technical facilities
- Government and public-sector organisations
- Professional institutions
- Other organisations relevant to the academic programme

The nature and frequency of visits shall be determined by the concerned department based on academic relevance, curriculum requirements, student needs and available opportunities.

iv)Planning of Industry Visits

Industry visits shall be planned sufficiently in advance by the concerned department.

The department shall:

- Identify organisations relevant to the programme or course.
- Define the academic purpose and expected learning outcomes of the visit.
- Identify the students and faculty members participating in the visit.
- Establish communication with the host organisation.
- Finalise the date, duration and programme schedule in consultation with the host organisation.
- Assess transportation, safety and other logistical requirements.

- Obtain the necessary institutional approvals.
- Communicate the visit schedule and instructions to students and accompanying faculty members.

Priority shall be given to visits that have clear academic relevance and provide meaningful learning opportunities.

v)Approval Process

Industry visits shall be organised only after obtaining the required approval from the competent institutional authorities.

The concerned faculty member/department shall submit a proposal containing, wherever applicable:

- Name and location of the organisation.
- Purpose and academic objectives of the visit.
- Proposed date and duration.
- Number of participating students.
- Names of accompanying faculty/staff members.
- Proposed itinerary.
- Transportation arrangements.
- Estimated expenditure.
- Safety and emergency arrangements.
- Expected learning outcomes.
- Any other relevant information.

The Head of the Department shall scrutinise the proposal and forward it to the competent authority for approval.

vi)Selection of Host Organisation

The concerned department shall identify suitable organisations based on:

- Relevance to the programme and curriculum.
- Scope for practical and experiential learning.

- Reputation and professional standing of the organisation.
- Availability of suitable facilities for student exposure.
- Safety and accessibility considerations.
- Opportunities for interaction with industry professionals.
- Possibilities for future industry–academia collaboration.

Where appropriate, preference may be given to organisations with which the institution has an existing collaboration, MoU or other formal academic/industry relationship.

vii)Academic Preparation

Before the visit, students shall be adequately briefed regarding the academic purpose and expected outcomes of the programme.

The department may provide:

- Background information about the host organisation.
- A brief orientation on the industry sector.
- Specific areas to be observed during the visit.
- Questions or activities to be completed during the visit.
- Instructions regarding professional behaviour and confidentiality.

Faculty members shall ensure that the visit is connected, wherever appropriate, with relevant courses, Course Outcomes and Programme Outcomes.

viii)Student Eligibility and Participation

Students participating in an industry visit shall:

- Meet the eligibility requirements prescribed by the department.
- Obtain the required permission from the parent/guardian wherever applicable.

- Comply with institutional rules and instructions.
- Maintain discipline and professional conduct throughout the visit.
- Carry the prescribed institutional identity card.
- Follow the safety instructions of the host organisation and accompanying faculty members.

Participation may be made subject to attendance, academic requirements, conduct and other conditions prescribed by the department.

ix)Faculty and Staff Responsibilities

The faculty members accompanying students shall be responsible for:

- Ensuring that students are properly briefed before the visit.
- Maintaining the list of participating students.
- Coordinating with the host organisation.
- Ensuring discipline and appropriate student conduct.
- Monitoring student safety during travel and the visit.
- Maintaining communication with the institution during the programme.
- Responding appropriately to emergencies.
- Ensuring that students complete the required academic activities related to the visit.
- Submitting the visit report and relevant documentation after completion.

The department shall ensure appropriate faculty/student supervision based on the nature and duration of the visit.

x)Safety and Security

Student safety shall be given the highest priority during all industry visits.

The department shall make appropriate arrangements regarding:

- Safe transportation.
- Accommodation, where required.
- Emergency contact information.
- Medical and first-aid requirements.
- Communication with parents/guardians, wherever necessary.
- Identification of students and accompanying faculty members.
- Compliance with the safety requirements of the host organisation.

Students shall strictly follow the safety instructions provided by the host organisation and accompanying faculty members.

No student shall engage in activities that may endanger themselves or others.

xi)Transportation

Transportation arrangements shall be made through appropriate and reliable means.

Where institutional or hired transportation is used:

- The vehicle shall comply with applicable legal and safety requirements.
- The driver shall possess the required licence and documents.
- The vehicle shall be suitable for the number of passengers travelling.
- Students shall follow all travel-safety instructions.
- Unauthorised changes to the travel itinerary shall not be permitted without approval.

Students shall not travel separately from the authorised group without prior permission from

the accompanying faculty member and competent authority, except in genuine emergencies.

xii)Code of Conduct During Industry Visits

Students shall maintain professional behaviour throughout the visit.

They shall:

- Be punctual and follow the prescribed schedule.
- Respect the host organisation, its employees and facilities.
- Follow instructions given by industry personnel and faculty members.
- Maintain appropriate dress and professional etiquette.
- Avoid disturbing workplace activities.
- Not enter restricted areas without permission.
- Not photograph, record or share confidential information without authorisation.
- Not damage or misuse equipment or property.
- Avoid inappropriate language or behaviour.
- Maintain discipline during travel and at the host organisation.

Any misconduct may result in appropriate institutional disciplinary action.

xiii)Confidentiality and Intellectual Property

Students and faculty members shall respect the confidentiality of information obtained during an industry visit.

No participant shall reproduce, record, publish or distribute confidential documents, photographs, videos, data, software, designs, processes or other proprietary information without permission from the host organisation.

Any intellectual property belonging to the host organisation shall be treated in accordance with the organisation's policies and applicable law.

xiv)Financial Arrangements

The expenditure associated with an industry visit shall be determined based on the nature and requirements of the programme.

Expenses may include:

- Transportation.
- Accommodation, where applicable.
- Food and refreshments.
- Entry or participation fees, where applicable.
- Other approved expenses.

Where student contributions are required, the amount shall be communicated in advance and collected through the prescribed institutional process.

All financial transactions shall be carried out in accordance with the applicable institutional financial procedures.

xv)Attendance and Academic Consideration

Participation in an approved industry visit may be recognised as an academic or co-curricular learning activity, as applicable.

Departments may provide appropriate academic consideration for students participating in officially approved industry visits, subject to institutional regulations.

The visit may be integrated with relevant courses, assignments, projects, practical learning or other academic activities wherever appropriate.

xvi) Cancellation or Modification of Visits

The institution reserves the right to postpone, modify or cancel an industry visit in circumstances such as:

- Safety concerns.
- Adverse weather or natural calamities.

- Changes in the host organisation's availability.
- Transportation or logistical difficulties.
- Government or regulatory restrictions.
- Insufficient participation.
- Any other situation considered necessary by the competent authority.

The safety and well-being of students and staff shall take precedence over the continuation of any planned visit.

xvii)Emergency Management

In the event of an accident, illness, security concern or other emergency during an industry visit:

- Immediate assistance shall be provided to the affected student or staff member.
- The accompanying faculty member shall inform the appropriate institutional authority.
- Emergency medical or other necessary assistance shall be arranged.
- Parents/guardians shall be informed where appropriate.
- The host organisation shall be contacted for necessary support.
- The incident shall be documented and reported to the competent institutional authority.

xviii)Responsibilities of the Department

The concerned department shall be responsible for:

- Academic planning of the visit.
- Selection and coordination with the host organisation.
- Obtaining institutional approval.
- Student and faculty coordination.
- Safety and logistical planning.
- Maintaining required records.

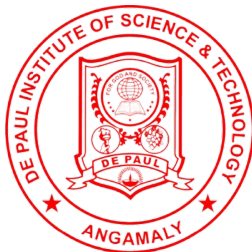
- Collecting student feedback.
- Preparing the post-visit report.
- Reviewing the academic effectiveness of the visit.

xix)Policy Review and Amendment

The Industry Visit Policy shall be reviewed periodically by the competent institutional authority.

As an autonomous institution, DiST may modify or supplement the provisions of this policy based on academic requirements, student welfare, safety considerations, industry practices, statutory requirements and institutional experience.

Any significant amendment to the policy shall be approved through the appropriate institutional mechanism and communicated to the concerned stakeholders.



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