

## **QUALITY POLICIES**

### **VISION**

To achieve excellence by adopting holistic approaches and mould an egalitarian society through women's education and empowerment irrespective of caste, breed and creed, to dedicate opportunities for academic, professional, and lifelong learning in an environment of compassion and inclusivity

- To nurture noble values of social life, compassion, tolerance and patriotism fostering national integration and contributing towards nation building.
- To prepare the girls students for life skills management and comprehensive knowledge acquisition which leads them to the social empowered.
- To sensitise the learners and community about issues of gender exploitation, social equity and prompt affirmative action.
- To prompt students for acquiring career skills so that the learners will land in enticing career and job opportunities reinforcing their financial and social stability.
- To give insight, experience and expertise to students for enhancing their talents to become global leaders.

### **MISSION**

- Imparting holistic and man-making education with emphasis on character moulding and imbibing moral and ethical values.
- Offering courses and implementing the curriculum which would transform students into valuable and skilled human resources.

- Constantly updating academic and management practices to enhance quality improvement in all spheres.
- Extending comprehensive services to students to participate themselves in the formation of curriculum relevant to the student community and the society at large.
- Taking remedial steps to make education affordable and accessible by awarding scholarships to needy, meritorious and financially backward students.
- Moulding teachers to become role models for students, enabling them to dedicate for nation building

## **ADMISSION POLICY**

Kerala Jam-Iyyathul Ulama [Regd.] (Ahlussunnathi Val Jama-ath Ulema Sangham); The Parental/Governing body of Anvarul Islam Women's Arabic College Mongam has been decided to utilize the earn marked seats for the management category (20% for the admission of the Other Backward Class (OBC) students from the minority community, because it stands for the educational empowerment of the backward classes and inclusive development of the marginal section.

## **JYOTHIRGAMAYA MENTORING POLICY**

Mentoring is an effective process of guiding and encouraging a person. Mentoring, especially in educational institutions helps to boost the overall growth and personality

development of a student. The mentoring and Counseling Cell of our College plays a significant role in enriching the academic as well as personal development of students.

By constant guidance and encouragement, our mentors nurture the aspirations of the mentees, making them confident to face and resolve potential challenges. At the beginning of every year, a Mentor- Mentee List is prepared by each Department. The student community is divided into small units with a teacher as mentor. Our teacher- mentors help to resolve and avoid potential problems of the students and also help them to blossom and realize their true potential. The Mentors are allowed to decide the time and methods for mentoring. The students are also permitted to meet their mentors whenever they want. The teacher - mentor analyses the strength and weakness of the students and channelizes them to the right path. They assist the students to enhance their self-confidence and resolve the challenges in their life. They kept a record of each contact session in the Mentoring Register at the end of the year it was duly countersigned by the Head of the Department and the Principal.

Internal mentor's diary is the record of all activities of the mentor or student under the program to be maintained by the internal mentor.

### **Responsibilities of the mentors**

- Establish good rapport with the students assigned to the mentees.
- Give proper direction to mentees in the academic, social and cultural spheres.
- Inculcate values in students.
- Try to live as a role model for the students.
- To maintain a confidential data record about each mentee
- To encourage mentees to attend social service activities.
- To identify the strength and weakness of mentees and help them bring out their best.
- To counsel the mentees as and when required.
- To interact with parents and set a proper ambience for the full growth of the mentees

### **SCHOLARSHIP POLICY**

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

## Government Scholarships:

### E- GRANTS

Eligibility: The e-grants scholarship has a set of conditions based on current academic qualification, family income, etc., which must be fulfilled to be selected for the scholarship. After meeting the criteria, the candidates can apply for the program within the last date. Given below are the details of the e grants scholarship. eligibility criteria:

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

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

### **Post Matric Scholarship**

The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a post-matric scholarship scheme for meritorious students from minority communities would be implemented.

#### **Objectives:**

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

#### **Eligibility:**

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

### **Kerala state higher education scholarship**

The concept of instituting scholarships to meritorious students to pursue higher education was an offshoot of the declared motto of the Kerala State Higher Education Council; that is to bring about equity and excellence in higher education sector. Act 22 of 2007, by which the KSHEC was set up, empowers the council to

evolve schemes for providing equitable opportunities for higher education through scholarships and free ships and financial assistance to the needy students.

### **CH Muhammed Koya Scholarship**

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

Candidates must fulfil the following eligibility conditions:

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

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

#### **Institutional Free ships:**

- KP JUWAIRIYA TEACHER FELLOWSHIP
- RASHEED SAHIB FELLOWSHIP
- P K ZUBAIDA MADANIYYA SCHOLARSHIP
- NOOR MUHAMMED NOORSHA SCHOLARSHIP
- ANWAR & HABEEB FELLOWSHIP
- NOOR SAIT SCHOLARSHIP
- DR VEERANKUTTY SAHIB SCHOLARSHIP
- PG STUDENTS FELLOWSHIP
- POOR STUDENTS AID FUND
- BASHEER ALUNGAL SCHOLARSHIP
- SIRAJ METHAL SCHOLARSHIP

#### **RESOURCE MOBILIZATION POLICY**

The college have a planning board to monitor the proper mobilisation of funds especially in infrastructure. This planning board meets at least twice in a year and discusses infrastructural issues faced by the college. The committee takes initiatives to find out the sources of funds and prepares proposal in advance and will be sent to the concerned authority. A budget will be prepared for the infra structural development and the same will be submitted to the management for approval.



- Tution Fee
- NSS Funds
- PTA & Alumni
- Grant in Aid for salary of Staff
- Philanthropists
- Financial support for WDC
- Scholarships from central and state governments
- Staff donations
- Management fund utilisation

## Audit

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

The college is having a proper auditing mechanism for effective utilisation of financial resources. A two-tier auditing system functions in the college Internal audit mechanism

### *The college conducts;*

- Audit by External Chartered Accountant
- Directorate of Collegiate Education
- Accountants General, Kerala

- Internal Audit
- External Audit by CA

## **WASTE MANAGEMENT POLICY**

- **Solid Waste Management:**

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

- **Liquid Waste Management:**

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

- **Rain water harvesting.**

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

#### **E –Waste Management:**

The college adopts most scientific and eco-friendly e-waste disposal mechanisms and an AMC is maintained to periodically review the effective functioning of CPU's and Monitors and then expert recommendations are followed to dispose the same in the market with the AMC partner at Kondotty. All Electronic waste, CPU's, Hard disks, other Equipment scrap are sent periodically to the market for sale. The cartridges of printers are refilled outside the college campus. UPS Batteries are recharged and repaired by the suppliers. Suitable budget is allocated to upgrade the systems.

#### **Clean and Green Campus Policy**

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

time. Inclusion of all approaches to problem solving will be necessary to effect a meaningful change.

### **Ban on Plastics in the Campus**

The college has been constantly adopting practices and revising its policies towards a cleaner and plastic-free campus. Following the MHRD and UGC guidelines on 2 October 2019 to educational institutions across the country, The College has issued a notification to Students and all Stakeholders that there would be a ban implemented on the use of single use plastics on the campus with effect from 15 October 2019. The College through Environmental Club conducts sensitization programs on the harmful impact of single-use plastics and mandates all the students to avoid bringing non-bio-degradable plastic items to the institution, which include plastic bags, cups, plates, small drinking water bottles, straws and sachets. The College facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates, the canteen to serve only in paper plates and paper cups to systematically ban the use of plastics on the campus. The Environmental club also encourages the students to sensitize their respective households about the harmful effects of plastics and make their households plastic free.

### **Environmental Policy**

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

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

#### **Tree Plantation:**

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

#### **Energy Use and Conservation:**

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

- Use of LED Bulbs
- Conducting Energy Audit:
- Noise Pollution Management

#### **Air Pollution Management:**

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

No Smoking, No Tobacco Zone: Tobacco and tobacco products are strictly prohibited in the college premises and consuming tobacco and tobacco products is a

punishable offence. The instructions regarding this are given to the students and the staff members.

### **Restricted Use of Automobiles:**

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

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

- All the stakeholders of the college should consider the opportunity to serve the differently abled students as a privilege
- The admission process of Divyangjan students should be done in an easy and smooth manner
- All students and staffs should provide their help to Divyangjan students at any time
- No stakeholder should ever discriminate a student belonging to the Divyangjan
- Divyangjan students should have easy access to the college library
- Canteen facilities should be disabled friendly.
- Special parking area is provided for the vehicles of the differently abled students
- Audio lessons should be provided to the differently abled students

- Scribes should be allowed to the differently abled students on request
- Ramps should be set up in appropriate places so the differently abled.
- Students should have an easy access to the facilities
- Special toilets provided for the differently abled students.

### **Inclusiveness Policy**

The college takes initiatives to ensure equal opportunities for all members of AIWA College fraternity, regardless of cast, religion, economic status etc. so that they can achieve their full potential in life. It is a multi-dimensional process aimed at creating conditions which enable full and active participation of every member of the society in all aspects of life, including civic, social, economic, and political activities, as well as participation in decision making processes. The Policy conveys commitment to

- The principle of equality, in all spheres of life.
- The importance of seeking balance between inclusive practices and healthy academic discourses.
- Non-discrimination based on gender and psychosocial profile.
- Diversity as one of the foundations of excellence in teaching and learning engagement.
- Merit based student admission.
- Days of national importance are observed.

## IQAC Initiative Policy

- Conduct Academic and Administrative Audits
- Conduct Green, environmental and energy audits regularly
- Conduct Faculty Development Programs
- Conduct orientation programme for new admitted students
- Collect and analyse feedbacks from different stake holders like students, teachers, alumni, employer and parents
- Preparation and evaluation of annual plans of departments and other clubs/ forums/ cells
- Collaborations and MoUs for conferences and STPs
- Participation in NIRF, AISHE, and other rankings
- Timely submission of AQAR
- Give suggestion on construction and modernization of intuitional facilities
- Support faculty members and research scholars for research projects
- Enhance the quality of researchers and research centres
- Provide best student/ scholar/ faculty awards as an acknowledgment of quality works
- Introduce Skill Hub initiative
- Motivate departments to conduct project works, internships, industrial visits for enhancing skills
- Conduct workshops on Research and publication ethics, IPR, Copy rights and patents
- Provide sufficient guidelines of syllabus revisions
- Conduct result analysis
- Strengthen the publications of faculty members and students
- To document the college activities in college website