



ANDHRA LOYOLA COLLEGE (AUTONOMOUS)
(Affiliated to Krishna University and Approved by the AICTE)
(Student - dreams since 1953)

Policies

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1. ACADEMIC POLICY

1. Academic Integrity

Andhra Loyola College upholds the highest standards of academic integrity. All students are expected to maintain honesty and ethical behavior in all aspects of their academic work. Any form of indiscipline, plagiarism, or academic dishonesty will not be tolerated and may result in disciplinary action, including but not limited to, failure of the assignment, course, or expulsion from the college.

2. Attendance

Regular attendance is essential for academic success. Students are expected to attend all classes, labs, and tutorials regularly. Attendance requirements may vary by course, and it is the responsibility of the student to familiarize themselves with the attendance policy outlined by each instructor.

3. Grading

Grading criteria will be clearly outlined in the course syllabus provided by the instructor at the beginning of each semester. Grades will be based on a combination of class participation, homework assignments, projects, exams, and other relevant assessments. The grading scale used by Andhra Loyola College is as follows:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: Below 60%

4. Course Registration

Students are responsible for registering for courses within the designated registration periods. Late registration may be subject to additional fees or restrictions. Changes to course registration, including dropping or adding courses, must be made within the specified deadlines outlined by the college.

5. Academic Advising

Academic advisors are available to assist students in planning their academic programs, selecting courses, and addressing any academic concerns. Students are encouraged to meet with their academic advisors regularly to ensure they are on track to meet their academic goals.

6. Academic Support Services

ALC offers a variety of academic support services to assist students in achieving academic success. These may include tutoring, writing centers, academic workshops, and counseling services. Students are encouraged to take advantage of these resources as needed.

7. Academic Appeals

Students have the right to appeal academic decisions, such as grades or disciplinary actions. The process for filing an academic appeal will be outlined in the college's academic policies and procedures.

8. Academic Honors

ALC recognizes and celebrates academic excellence through various honors and awards. These may include Dean's List recognition, academic excellence, memorial scholarships, endowment and graduation honors. Criteria for academic honors will be outlined by the college administration.

9. Academic Calendar

The academic calendar, including important dates such as registration periods, exam schedules, and holidays, will be published and distributed to all students at the beginning of each academic year. It is the responsibility of the student to be aware of and adhere to the academic calendar.

10. Academic Code of Conduct

All students, faculty, and staff are expected to adhere to the academic code of conduct set forth by Andhra Loyola College. This includes treating others with respect, maintaining a positive learning environment, and upholding the principles of academic honesty and integrity.

2. ADMISSION POLICY

1. Eligibility Criteria

1.1 Undergraduate Programs:

- Applicants must have completed secondary education (12 years of schooling) or its equivalent.
- Minimum academic requirements, including specific subject prerequisites, may vary depending on the program.
- Additional criteria such as entrance exams, interviews, or portfolio reviews may be required for certain programs.

1.2 Postgraduate Programs:

- Applicants must hold a Bachelor's Degree or its equivalent from a recognized institution.
- Minimum academic requirements, including GPA cutoffs and specific subject prerequisites, may vary by program.
- Additional criteria such as entrance exams, interviews, or submission of a statement of purpose may be required for certain programs.

2. Application Process

2.1 Submission of Application:

- Applicants must complete and submit the official application form within the specified deadline.
- All required documents, including academic transcripts, standardized test scores, recommendation letters, and any other supporting materials, must be included with the application.

2.2 Application Fee:

- A non-refundable application fee may be required to process the application. The fee amount and payment instructions will be provided in the application guidelines.

3. Selection Process

3.1 Review of Applications:

- Applications will be reviewed by the admission committee or designated faculty members.

- Criteria for selection may include academic performance, standardized test scores, extracurricular activities, letters of recommendation, personal statements, and other relevant factors.

3.2 Interview (if applicable):

- Applicants may be required to participate in an interview as a part of the selection process. The interview may be conducted in person, via phone, or through video conferencing.

4. Admission Decision

4.1 Notification:

- Applicants will be notified of the admission decision within a reasonable timeframe after the application deadline.
- Accepted applicants will receive an official admission offer letter outlining the terms and conditions of admission, including tuition fees, enrollment deadlines, and other relevant information.

4.2 Enrollment Confirmation:

- Accepted applicants must confirm their enrollment by the specified deadline and pay any required enrollment deposit or fees to secure their place in the program.

5. Transfer Credit Policy (if applicable)

5.1 Evaluation of Transfer Credits:

- Transfer students may request an evaluation of transfer credits for courses completed at other institutions.
- Transfer credit policies, including maximum transferable credits and course equivalencies, will be determined by the college's academic regulations.

6. Admission Appeals

6.1 Procedure:

- Applicants who wish to appeal an admission decision may follow the designated appeals process outlined by the college.
- Appeals must be submitted in writing and include any relevant supporting documentation or information.

7. Admission Fraud

7.1 Consequences:

- Any form of misrepresentation or fraud in the admission application, including false information or submission of forged documents, will result in immediate rejection of the application.
- Admitted students found to have provided false information may face rescission of admission or dismissal from the college.

3. CODE OF CONDUCT POLICY

3.1 Policy Statement:

Andhra Loyola College strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

3.2 Objectives:

The Students of Andhra Loyola College (Autonomous) Vijayawada are expected to be aware of college code and abide by it to enable ALC to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

3.3. Responsibility:

Management, Principal and the faculty; related Committees

3.4 Code of Conduct:

Discipline, both in personal and professional matters, is essential for the success of a student. Orderly behavior on campus will improve one's self-esteem and will help in having good inter-personal relations. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

3.6 .Professional Ethics and Academic integrity:

The Institute prioritizes fostering a learning environment grounded in ethical principles, social responsibility, and professional integrity. This commitment extends to academic work, where students are expected to demonstrate honesty and responsible scholarship by acknowledging the contributions of others. In essence, the Institute seeks to cultivate future professionals who embody the highest ethical standards.

3.5 Guidelines:

The college upholds a professional environment. Students are expected to maintain decorum, wear uniforms, and represent the college positively. Strict action is taken against misconduct, ragging, substance abuse, and inappropriate behavior. Punctuality, attentiveness, and responsible use of technology are emphasized.

3.6 Breach of Code of Conduct:

The college has a laid-out procedure to address breaches of conduct. A committee investigates and determines the appropriate action. This could range from dismissing a complaint to issuing a formal reprimand documented in the student's record. In severe cases, the college may involve law enforcement.

4. CULTURAL POLICY

4.1. Policy Statement:

The ALC Cultural Committee with its strong team leads all the cultural, arts, literary and sports activities conducted in the college. The Committee ensures in providing a better campus experience by conducting various extracurricular activities on and off the campus.

4.2. Respect for Diversity:

Andhra Loyola College fosters a respectful and inclusive environment that celebrates the rich tapestry of cultures within its student body. The college recognizes that diversity of backgrounds, ethnicities, religions, and traditions contributes to a vibrant learning experience. This cultural appreciation is expected to permeate all aspects of college life, from classroom interactions to extracurricular activities. Students are encouraged to embrace and learn from each other's cultures, fostering mutual understanding and respect.

4.3 Ambassadors of Diversity:

Students are seen as representatives of the college, and a cultural policy encourages them to participate in activities that showcase this strength. These activities can include cultural events, community service, academic excellence, and responsible social media engagement, all contributing to a positive image that celebrates the college's rich diversity.

4.4 Enrichment Programme:

An effective cultural policy extends beyond academics, fostering well-rounded students. Enrichment programs encompass student-led initiatives exploring diverse cultures through workshops and presentations. Guest lectures by cultural practitioners broaden students' understanding of various expressions. Furthermore, the celebration of diversity through arts festivals fosters intercultural dialogue and a dynamic learning environment.

5. ENVIRONMENT POLICY

5.1 Resource Conservation and Management:

The college is committed to minimizing its environmental impact through responsible resource management. We implement strategies to conserve water and energy. This includes promoting practices such as powering down electronics in unoccupied spaces, repairing leaks promptly, and encouraging shorter showers. We actively explore renewable energy options and invest in water-saving technologies for long-term sustainability.

5.2. Waste Reduction and Recycling Strategy:

The college prioritizes waste reduction through responsible consumption and the promotion of reusable items. We actively encourage initiatives like using refillable water bottles and minimizing single-use plastics. A comprehensive recycling program is in place to divert waste from landfills. Clearly labeled bins guide proper segregation of paper, plastic, and organic waste, ensuring efficient recycling and composting processes.

5.3. Green Infrastructure and Sustainable Practices:

We strive to create a green and sustainable campus environment. Planting trees and maintaining green spaces provide shade, improve air quality, and promote biodiversity. We implement sustainable landscaping practices, minimizing the use of pesticides and promoting water-efficient plant species. We continuously seek ways to improve the campus infrastructure for increased environmental friendliness.

5.4. Environmental Education and Awareness Initiatives:

The college fosters environmental awareness among students, faculty, and staff. We organize workshops, seminars, and targeted campaigns to educate the college community on sustainable practices. Information and resources on environmental issues are readily available through various channels. This encourages eco-conscious behavior as a collective effort towards a sustainable future.

5.5. Collaboration and Community Outreach:

We believe in building a culture of environmental responsibility that extends beyond the college walls. The college actively collaborates with local communities and environmental

organizations to promote sustainable practices in the wider region. We encourage participation in environmental cleanup drives and community education initiatives, fostering a collaborative approach to environmental stewardship.

6. GENDER EQUITY POLICY

Andhra Loyola College is committed to foster a learning environment that is equitable and inclusive for all genders. This policy outlines key principles to ensure equal opportunities and respect for all students, faculty, and staff.

6.1 Equal Access and Participation:

The college strives to provide equal access to academic programs, extracurricular activities, leadership opportunities, and scholarships for all genders. This includes actively addressing any existing barriers or biases that may hinder participation.

6.2 Inclusive Curriculum and Pedagogy:

The curriculum will be reviewed to ensure it reflects diverse perspectives and avoids gender stereotypes. Inclusive teaching methods will be encouraged, promoting active participation from all students regardless of gender identity.

6.3 Safe and Respectful Environment:

The college will maintain a zero-tolerance policy for all forms of gender-based harassment, discrimination, or violence. Clear reporting mechanisms will be established to ensure prompt and effective action against any such behavior.

6.4 Professional Development and Awareness:

Faculty and staff will be provided with opportunities for professional development to enhance their understanding of gender equity issues. This will foster a more inclusive and respectful college environment.

6.5 Monitoring and Evaluation:

The implementation of this policy will be monitored regularly. Data on student and staff experiences will be collected and analyzed to identify areas for improvement and ensure continued progress towards gender equity.

7. GRIEVANCE REDRESSAL POLICY

Andhra Loyola College prioritizes an inclusive learning environment. To uphold this commitment, the college establishes a comprehensive grievance redressal policy. This policy ensures a fair and accessible process for students to voice concerns regarding academic or non-academic matters fostering a culture of mutual respect and equal opportunity.

7.1 Scope of Grievances:

This policy encompasses a broad range of concerns, including academic matters (grading, assessments), non-academic issues (housing, financial aid), and instances of perceived discrimination or harassment. Any student who feels their rights have been violated or who is facing an unfair situation may file a grievance.

7.2 Formal Grievance Process:

The process typically involves submitting a written complaint outlining the details of the grievance. A designated committee, comprised of impartial individuals, will review the complaint and may hold meetings to gather information from all parties involved.

7.3 Resolution and Appeal:

The committee will strive for a fair and timely resolution of the grievance. The student will be notified of the decision in writing. In the event of disagreement, an appeals process may be available, allowing for further review by the higher college authority.

7.4 Confidentiality and Support:

The college is committed to maintaining confidentiality throughout the grievance process. Support services are also available to assist students in navigating the process and accessing resources they may need. We encourage all students to familiarize themselves with this policy and to feel empowered to voice any concerns they may have.

8. IT POLICY

This policy outlines the responsible and secure use of Information Technology resources at Andhra Loyola College (Autonomous), Vijayawada. It aims to ensure a productive learning environment while protecting college data and user privacy.

8.1. Acceptable Use:

College IT resources are for academic purposes, college business, and authorized activities. Users must refrain from illegal activities, copyright infringement, or accessing unauthorized information. Downloading unauthorized software or engaging in cyberbullying is strictly prohibited.

8.2. User Accounts and Passwords:

Strong and unique passwords are required for all college IT accounts. Sharing passwords is forbidden. Users are responsible for maintaining the security of their accounts. Reporting any suspicious activity or compromised accounts is mandatory.

8.3. Network Security:

Tampering with network equipment or attempting unauthorized network access is strictly prohibited. Users should avoid connecting unauthorized devices to the college network. Installing unapproved software on college computers can pose security risks and is forbidden.

8.4. Data Security and Privacy:

Users must respect the privacy of others and avoid accessing unauthorized data. Downloading or sharing confidential college information is prohibited. College reserves the right to monitor network activity to maintain security and enforce this policy.

8.5. Consequences of Violations:

Violations of this policy may result in disciplinary action, including suspension or termination of IT privileges. Users may be held liable for damages caused by misuse of IT resources. Serious violations may be reported to law enforcement agencies.

9. ENERGY POLICY

9.1. Institutional Commitment to Sustainability:

Committed to environmental responsibility, this college implements an energy conservation policy to minimize consumption and promote sustainability.

9.2. Prioritizing Energy Efficiency Measures:

The strategy incorporates upgrading lighting infrastructure to energy-efficient LED technology, optimizing building systems through occupancy sensors, and implementing a robust preventative maintenance program for HVAC systems. Furthermore, the college fosters a culture of responsible energy use by promoting practices like powering down equipment through educational campaigns for staff and students. This collaborative approach strengthens the college's commitment to environmental stewardship.

9.3. Renewable Energy Integration Strategy:

The college is actively seeking ways to incorporate renewable energy sources on campus. This includes feasibility studies to assess the potential of solar panels for clean electricity generation. This multi-faceted approach demonstrates their commitment to a sustainable future and reducing their environmental impact.

9.4. Continuous Improvement and Monitoring:

Regular energy audits will identify areas for further conservation, while measurable goals track progress. The college will also periodically review and adapt the policy to leverage advancements in technology and best practices. Ultimately, this approach aims to create a sustainable campus, reduce reliance on fossil fuels, and contribute to a greener future.

10. RESEARCH POLICY

10.1. Introduction:

The Research Promotion Policy of the College aims at creating and nurturing a Research Culture among Teachers, Research Students and UG-PG students and leverage it for enhancing professional competence of the faculty at Andhra Loyola College (ALC). The Research Promotion Policy promotes scientific temper of all Teaching Staff, build an institutional fund and plan for facilitating participation in Research activities. It also aims at ensuring the Research activities of the College within all application rules and regulations as well as to establish standards relating to safe and ethical conduct of Research. Taking these into consideration, the following ALC Research Promotion Policy is implemented.

10.2. Purpose:

The purpose of the Research Policy is to create a vibrant atmosphere of Research among Faculty and students in ALC. The policy shall serve as an overall framework within which Research activities may be carried out.

10.3. Scope:

This is a College Research Policy. It is implementable in all the Departments of ALC and could serve as a guide.

10.4. Objectives:

- To create an enabling environment within the College in order to foster a Research Culture as well as provide required support through Research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and students in their Research activities.
- To ensure publications in UGC recommended Journals, indexed in PubMed/Scopus/Web of Science and/or with Impact Factor.
- To nurture an environment of undertaking socially useful Research with potential for commercialization.
- Establish Research Centers within College with potential for Excellence.
- Forge interdisciplinary collaborations within and outside College campus and build partnerships nationally and globally.

10.5. Policy and Guidelines:

- Faculty of ALC are expected to undertake Research, leading to quality Research publications, presentations in National/International Conferences of repute; generation of Intellectual property with potential for commercialization, socially useful outcome and other similar Research activity.
- Obligations of faculty (Including Teachers Aided/Unaided: Research output will be considered one of the criteria for Faculty recruitment and promotion along with other academic responsibilities.
- Recruitment and Promotion ALC shall recruit such faculty members who have demonstrable/ demonstrated capability in Research. Faculty promotion may significantly depend on Research undertaken. The quality of Research output, especially Research Publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time appropriately.
- Academic Dishonesty and Disciplinary Committee It is expected that each member involved in Research – Faculty, Researchers and Postgraduate Researchers will adhere to the highest ethical standards of conduct. Highest ethical standards of conduct include data integrity, adhering to ethical guidelines, given from time to time, for carrying out Research. Each Faculty and Researcher shall follow academic honesty in his/her Research work. Faculty and Researchers shall be careful not to fall a prey to academic dishonesty. A Disciplinary Committee, on instruction of Principal, shall be formed in order to carry out inquiry when academic dishonesty is reported against an individual/group. Suitable disciplinary action may be initiated, if found guilty, against such individual/group.
- Resources for Research Support (Start-up grant): ALC will provide intramural funding through seed money based on the quality and impact or Research after sanction from the Governing Body.
- Start-up Grant for ALC Faculty: ALC faculty will prepare strictly interdisciplinary projects by collaborating with other Science Department Faculty and then submit the proposal to Principal's office and then to Research Committee. Based on the recommendations, decisions can be made.

- Student Research: To enhance quality research output, student mentorship/internship during academic year and/or during vacations shall be facilitated to encourage Undergraduate/Postgraduate students to pursue Research activities leading to tangible output.
- Quality of Publications: The Research carried out in ALC should be of good quality adhering to highest standards of ethics. In order to recognize the Research contribution, currently ALC considers Impact Factor provided by Thomson Reuters. ALC encourages publications in journals indexed in PubMed/Scopus/Web of Science. ALC may revise such policy as deemed necessary in future.
- Periodic Review of Research Output: Periodic review of Research output shall be carried out by each Department and provide such information to Research Promotion Committee, periodically for assessment and required corrective actions, if any.
- Intra-Institutional/ Within ALC Research Presentation: ALC Faculty will present their Research output in the form of Oral or Poster presentation in annual seminars of different Departments. ALC, as an Institution, will be acknowledged by the Faculty in peer-reviewed publications and poster presentations.

11. WATER MANAGEMENT POLICY

11.1. Commitment to Conservation and Efficiency:

We are committed to implementing a comprehensive water conservation strategy. This will include the installation of water-efficient fixtures throughout campus buildings. We will also prioritize leak detection and repair programs to minimize water waste. Educational campaigns will be developed and implemented to raise awareness about water conservation practices among all students, faculty, and staff.

11.2. Rainwater Harvesting and Sustainability:

The college will actively explore the feasibility of installing rainwater harvesting systems. Captured rainwater can be utilized for non-potable purposes such as irrigation, cleaning, and potentially flushing toilets. This approach will not only reduce our reliance on municipal water supplies but also contribute to the recharge of groundwater reserves, promoting long-term sustainability.

11.3. Responsible Landscape Management:

Landscape practices will be adapted to promote water conservation principles. We will prioritize the selection of drought-resistant plants and native species requiring minimal irrigation. Watering schedules will be optimized based on weather conditions to ensure efficient use of water. Additionally, techniques like mulching around plants will be employed to retain soil moisture, further reducing water consumption in our landscaping efforts.

11.4. Promoting Responsible Water Use Behavior:

Clear and informative signage will be displayed in restrooms, kitchens, and other water usage areas to remind students, faculty, and staff of best practices for water conservation. Strategies such as turning off faucets while brushing teeth or washing hands will be actively encouraged.

12. WASTE MANAGEMENT POLICY

12.1 Prioritizing Waste Reduction:

Double-sided printing is encouraged, along with the use of refillable water bottles and reusable lunch containers. To further reduce plastic bag use, reusable bags will be provided for bookstore purchases. Additionally, whenever possible, easily repairable items will be prioritized over disposable ones.

12.2. Streamlined Segregation and Collection:

To facilitate proper waste management, clearly labeled bins will be strategically placed throughout campus for designated waste streams. These streams will typically include organic waste (food scraps), recyclable materials (paper, plastic, glass, metal), and general waste (non-recyclable items). Regularly scheduled collections ensure the timely and proper disposal of each waste type.

12.3. Onsite Organic Waste Management:

Food waste generated by cafeterias and kitchens will be diverted from landfills whenever possible. We aim to implement an onsite composting program, transforming food scraps into a valuable resource for college gardens and landscaping. This not only reduces waste but also promotes sustainable practices through the creation of nutrient-rich compost.

12.4. Responsible Management of Hazardous Waste:

Hazardous waste, such as chemicals from laboratories or cleaning supplies, will be handled with the utmost care and in strict adherence to regulations. Designated personnel will receive comprehensive training in safe handling and storage procedures.

12.5. Fostering a Culture of Sustainability:

Promotes waste reduction and responsible waste management practices. We will conduct educational campaigns and display informative materials throughout campus to raise awareness within the college community. Additionally, student-led initiatives focused on sustainability will

be encouraged and supported, fostering a collaborative environment that prioritizes environmental responsibility.