INSTITUTION POLICIES

Valummel Institute of Teacher Education, Moolankave

Preamble

Valummel Institute of Teacher Education, Moolankave is committed to providing quality teacher education that promotes academic excellence, professional competence, ethical values, social responsibility, inclusiveness, and holistic development. The institution shall function in accordance with applicable laws, regulations, and guidelines of competent authorities and shall continuously strive to improve the quality of its academic and administrative practices.

1. Academic Policy

The institution shall provide a learner-centred and outcome-oriented teacher education programme. Teaching-learning shall integrate appropriate pedagogical approaches, technology, practical experiences, internships, seminars, discussions, projects, and continuous assessment. Academic activities shall be planned and monitored to ensure the attainment of prescribed learning outcomes.

2. Admission Policy

Admissions shall be conducted in a transparent, fair, and non-discriminatory manner in accordance with the rules and regulations of the concerned statutory and affiliating authorities. No student shall be denied admission on the basis of caste, religion, gender, disability, language, economic status, or other prohibited grounds.

3. Student Discipline Policy

Students are expected to maintain discipline, dignity, punctuality, and professional conduct within the institution. Any behaviour that adversely affects the academic environment, safety, dignity, or well-being of others

shall be dealt with according to institutional regulations and applicable rules.

4. Anti-Ragging Policy

The institution shall maintain a **zero-tolerance policy towards ragging**. Awareness programmes shall be conducted regularly, and complaints of ragging shall be addressed promptly and confidentially in accordance with applicable anti-ragging regulations.

5. Gender Equality and Women Empowerment Policy

The institution shall promote gender equality, mutual respect, dignity, and equal opportunities for all. Activities shall be undertaken to create awareness regarding women's rights, safety, empowerment, and prevention of gender-based discrimination and harassment.

6. Prevention of Sexual Harassment Policy

The institution shall maintain a safe and respectful environment free from sexual harassment. An appropriate mechanism shall be established for receiving, addressing, and resolving complaints in accordance with applicable legal provisions.

7. Equal Opportunity and Inclusiveness Policy

The institution is committed to providing equal opportunities to all students and staff. Special attention shall be given to the educational and developmental needs of students from disadvantaged and differently abled backgrounds. Discrimination of any kind shall not be tolerated.

8. Grievance Redressal Policy

The institution shall maintain a transparent and accessible grievance-redressal mechanism for students, teaching staff, non-teaching staff, and other stakeholders. Complaints shall be received, examined, and resolved

fairly and within a reasonable period while maintaining confidentiality wherever required.

9. Academic Integrity and Professional Ethics Policy

The institution shall uphold academic honesty, integrity, originality, and ethical conduct. Plagiarism, cheating, fabrication of information, and other forms of academic malpractice shall be discouraged and dealt with appropriately. Teacher trainees shall be encouraged to follow professional ethics and demonstrate responsible conduct.

10. Attendance Policy

Regular attendance is essential for successful completion of the teacher education programme. Students shall maintain the minimum attendance prescribed by the competent authorities. Attendance shall be recorded accurately and monitored regularly.

11. Examination and Assessment Policy

Assessment shall be fair, transparent, continuous, and aligned with the prescribed curriculum and learning outcomes. Internal assessments, assignments, examinations, practical activities, projects, and internship performance shall be evaluated objectively according to established criteria.

12. Faculty Development Policy

The institution shall encourage faculty members to continuously improve their professional knowledge and teaching competencies through orientation programmes, workshops, seminars, conferences, refresher courses, research, publications, and other professional-development activities.

13. Research and Innovation Policy

The institution shall promote research, innovation, action research, educational experimentation, and scholarly activities among faculty and students. Ethical standards shall be maintained in all research activities.

14. Internship and School-Community Engagement Policy

Teacher trainees shall be provided meaningful opportunities for school internship, teaching practice, community engagement, and field-based learning. The institution shall collaborate with suitable schools and community organisations to develop professional competence and social responsibility.

15. ICT and Digital Learning Policy

The institution shall promote the responsible and effective use of information and communication technologies in teaching, learning, assessment, administration, and communication. Students and staff shall use digital resources ethically and responsibly.

16. Library and Learning Resources Policy

The institution shall maintain a learner-friendly library with adequate textbooks, reference materials, journals, digital resources, and other learning materials. Students and staff shall be encouraged to make effective use of library and digital resources.

17. Environmental Sustainability Policy

The institution shall promote environmental consciousness and sustainable practices through waste management, energy conservation, water conservation, biodiversity protection, campus cleanliness, tree planting, and awareness programmes. The institution shall encourage students to become responsible environmental citizens.

18. Health, Hygiene and Wellness Policy

The institution shall promote physical, mental, and emotional well-being among students and staff. Health awareness, hygiene, sanitation, fitness, nutrition, first aid, and wellness programmes shall be encouraged. A clean and healthy campus environment shall be maintained.

19. Safety and Security Policy

The institution shall take appropriate measures to ensure the safety and security of students, staff, and visitors. Emergency procedures, fire safety, first-aid facilities, safe infrastructure, and appropriate supervision shall be maintained.

20. Information and Communication Policy

Official communication shall be conducted through authorised institutional channels. Notices, circulars, academic information, and other important communications shall be disseminated accurately and in a timely manner. Confidential institutional and personal information shall be protected.

21. Social Responsibility and Community Outreach Policy

The institution shall encourage students and staff to participate in community-oriented activities, social service, awareness campaigns, extension programmes, and initiatives addressing local and societal needs.

22. Code of Professional Conduct for Staff

All staff members shall perform their duties with professionalism, integrity, impartiality, punctuality, confidentiality, and commitment to the institution and the teaching profession. Staff shall maintain respectful relationships with students, colleagues, parents, and the community.

23. Student Support and Mentoring Policy

The institution shall provide appropriate academic, personal, career, and professional guidance to students. Mentoring shall be used to identify students' needs, monitor progress, encourage participation, and support their overall development.

24. Financial Management Policy

Institutional funds shall be utilised responsibly, transparently, and only for approved academic, administrative, developmental, and welfare purposes. Financial transactions shall be properly documented and subject to applicable audit and regulatory requirements.

25. Infrastructure and Maintenance Policy

The institution shall maintain classrooms, laboratories, library, ICT facilities, sanitation facilities, furniture, playgrounds, and other infrastructure in a safe, functional, accessible, and learner-friendly condition. Regular inspection and maintenance shall be undertaken.

26. Feedback and Quality Improvement Policy

Feedback from students, faculty, alumni, parents, schools, and other stakeholders shall be collected periodically. The feedback shall be analysed and used for academic, administrative, and institutional improvement.

27. Cultural and Co-curricular Activities Policy

The institution shall encourage participation in literary, artistic, cultural, sports, nature, social-service, and other co-curricular activities. Such activities shall contribute to creativity, teamwork, leadership, confidence, and holistic personality development.

28. Work Experience and Skill Development Policy

Students shall be encouraged to participate in practical and work-experience activities that develop creativity, vocational awareness, self-reliance, teamwork, problem-solving ability, and respect for the dignity of labour.

29. Student Data Privacy and Confidentiality Policy

Personal and academic information relating to students and staff shall be collected, stored, accessed, and used responsibly. Confidential information shall be disclosed only to authorised persons or as required by applicable regulations.

30. Policy Review and Amendment

These institutional policies shall be reviewed periodically by the competent institutional authority to ensure their continued relevance and compliance with applicable regulations. Amendments may be made whenever necessary in response to changes in statutory requirements, institutional needs, or quality-improvement measures.

Institutional Commitment

Valummel Institute of Teacher Education, Moolankave shall strive to create an inclusive, safe, ethical, learner-centred, environmentally responsible, and professionally vibrant educational environment. All stakeholders are expected to understand, support, and comply with these policies in the spirit of continuous institutional improvement and excellence in teacher education.