PREFACE POLICY
Marian College Kuttikkanam
(Autonomous)
Preface

A policy is a definite course of action to guide and determine present and future decisions. The main purpose of having policies and procedures on various areas of higher education is to establish a high degree of understanding, cooperation, efficiency and unity among teaching and non-teaching staff of our college, fostered by a systematic application of good procedures in every aspect of our services. Another purpose is to provide uniform policies for all stakeholders with all the benefits such a program ensures, without regard to race, color, creed, religion, national origin, gender, age, disability or political affiliation. Policies and procedures are always put in writing to help in governance, compliance and smooth continuity of processes within an organization.

Marian College Kuttikkanam (MCK) is firmly committed to providing educational programs of the highest quality. The maintenance of that standard requires the fulfillment of various responsibilities by the Governing Board, staff and all other stakeholders. The Management committed to maintain a well-qualified and productive staff, equipped with adequate facilities and resources, and provided with proper working conditions, compensation, and benefits. Staff, in turn, have an obligation for the maintenance of quality and productivity in their efforts, to conduct themselves in a professional manner, to work toward the attainment of the goals of the institution, to follow the regulations, policies, and procedures, and in general, to work together and with the Management to serve the interests of students.

This policy manual is published for all the constituents of Marian College Kuttikkanam. The purpose of Marian Policy manual is to acquaint the student, teaching and non-teaching staff of the College with the various policies and regulations concerning their duties, responsibilities and privileges and to outline and foster good working relationships and an orderly execution of the programs emerging from the policies laid down by the Marian Management. To ensure that policies, procedures, and outcomes are kept current and to promote the purposes and philosophy of the College, this manual will be reviewed annually by the IQAC and the Manager shall have the authority to approve changes of a non-substantive nature or to incorporate revisions required by the Governing Board of the College.

This policy manual serves as guide for all stakeholders while deciding the operational procedures in attaining the goals of the institution. The policies contained in this manual become effective on the date the Manual is approved by the Governing Board of the College.
General Disclaimer

The contents of this manual are presented as a matter of information only in order that staff may acquaint themselves with the College's policies, procedures, regulations and practices. While the College believes wholeheartedly in the plans, policies, and procedures described herein, they are not terms or conditions of employment or services. The College reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without prior notice because of funding limitations, changing legal requirements, and other conditions or reasons.

Manager

Marian College Kuttikkanam