



# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

## INSTITUTIONAL POLICIES





# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

**ERODE – 638 107**

## INSTITUTIONAL POLICIES

S.No.	Index	Page No.
1	Advanced & Slow Learner Policy	2
2	Mentor-Mentee Policy	5
3	Research Promotion Policy	8
4	Seed Money Policy	11
5	IT Policy	14
6	Institution's Scholarship Policy	24
7	Policy of Internal Complaints Committee & Prevention of Sexual Harassment of Women Committee	29
8	Anti-Ragging Policy	33
9	Placement Policy	37
10	Admission Policy	41
11	e-Governance Policy	44
12	Resource Mobilization Policy	47
13	Green Initiative Policy	50
14	Gender Equity Policy	54
15	Policy Document for Divyangjan Friendly and Barrier Free Environment	58
16	Waste Management Policy	61
17	Water Conservation Policy	64
18	Energy Conservation Policy	67
19	Code of Conduct	70
20	Feedback Policy	74
21	Maintenance Policy	77

**ADVANCED &  
SLOW LEARNER  
POLICY**

## **ASSESSMENT OF LEARNING LEVELS**

Each and every student is unique in learning things. The institution firmly believes in it and ensures all its administrative measures in a prospect of individual attention to all the students. Students are assessed based on their individual competence and groomed accordingly.

### **Purpose**

To promote upgraded knowledge among the advanced learners through innovative activities and better efficiency over fundamentals among Slow Learners through distinct practices as per their individual needs.

### **Scope**

All the students are broadly categorized under the two major divisions of Advanced Learners and Slow Learners based on their academic performance.

### **Policy**

The generalized competence of Students' communication, general knowledge and basic subject knowledge are assessed through grammar test, quiz and diagnostic test respectively.

Based on the performance of the students in Continuous Internal Assessment, they are categorized into two as Advanced learners with more than 70% of marks and Slow Learners with less than 30% of marks.

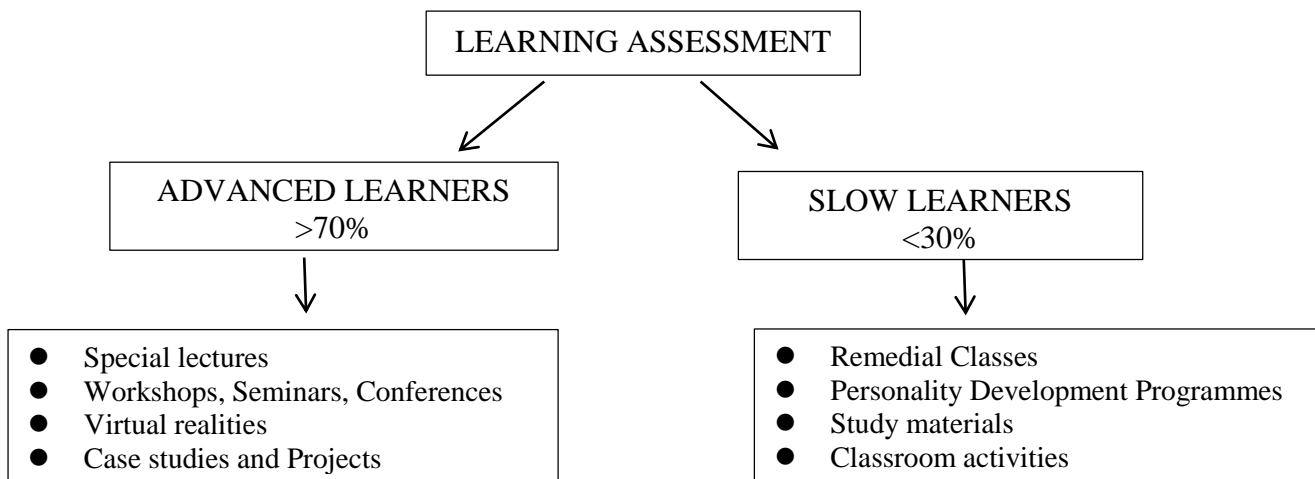
Academic guidance and psychological counselling are provided based on their needs.

### **Advanced Learners**

- Advanced learners are engaged with unique activities on advanced topics of their core areas regularly in the semester
- They are consistently motivated to participate in Workshops, Seminars, Conferences and several other Academic activities
- They are encouraged to undergo certificate courses and to explore knowledge beyond classrooms
- They are guided to write and publish research articles in reputed journals and books
- They are encouraged to come out with solution for several real life complications through case studies and assignments
- They are given an opportunity to explore the regional and industrial knowledge through virtual realities

## Slow Learners

- Slow learners are given remedial classes regularly for better understanding of the topics
- They are involved in Personality Development Programmes to equip themselves personally
- Psychological Counselling sessions are arranged for students to share their difficulties and hurdles that hinder their progress
- Study materials are made available to them with easy language and better content clarity both in print formats and audio- visual lectures
- They are constantly motivated to participate actively in classroom activities like role plays, skits, presentation and group discussion



**MENTOR-MENTEE  
POLICY**

## **MENTOR-MENTEE POLICY**

A well equipped and strong monitoring system alone can lead to the imperishable progress of the students as well as the institution. Our institution always ensures good rapport between mentor and mentee through constructive measures.

### **Purpose**

The implementation and practice of Mentor- Mentee system creates a reliable environment for the students to express their academic difficulties and psychological stumbling blocks, provides them with guidance for their grievance redressal and tends them to succeed to their fullest potential.

### **Scope**

Each and every student in the institution is guided and monitored by the Faculty members recognized and refined as trained mentors.

### **Policy**

In a healthy perspective to ensure individual care and attention to students, a constructive mentor- mentee set up is implemented with a ratio of 1: 23 at the maximum and 1: 19 at the minimum based on the ratio of admitted students and faculty for the year.

Besides the periodic meetings between mentor and mentee regarding academic progress, the mentees are given a strong moral support and assurance to share their issues 24/7 to their respective mentors.

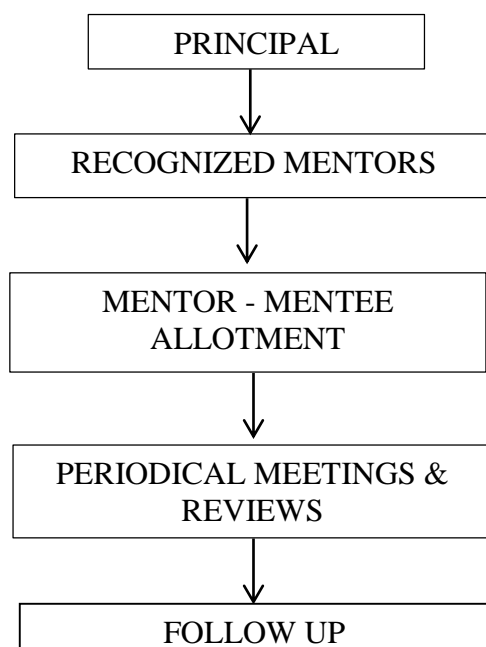
The confidentiality of the mentoring record is highly affirmed both at the level of the mentor as well as the institution.

### **Practices**

- The Mentors familiarize themselves with the personal and family background of their allotted mentees
- The Mentors monitor the academic aspects of his or her mentees including the students' regularity to class, submission of assignments on time, attainment of marks in Internal, Model and End Semester exams and participation in co- curricular and extra- curricular activities
- The Mentors assess students' progress consistently and arrange for advanced activities and remedial classes for advanced and slow learners respectively
- The Mentors assist the students in exploring the source materials for their studies and guide them to equip themselves for new career opportunities

- The Mentors counsel the students with relevant personal and professional experience to enrich their academic competence as well as industrial efficiency
- The Mentors identify the goals, skill, knowledge and work efficiency of the students and groom them for betterment
- The Mentors guide the behavioural aspects, dress code and follow up all other administrative and ethical codes of the mentees inside the premise
- Mentors act with a responsibility of parents to their mentees. They also report students' progress to their parents and guardians through periodical meetings
- Mentees hold a firm belief regarding their mentors and obey them respectfully
- Mentees approach their mentors to discuss their issues 24/7

### Mentor- Mentee system





**RESEARCH PROMOTION  
POLICY**

## RESEARCH PROMOTION POLICY

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation is often initiated at the College research environment and it is also the mission of Kongu Arts and Science College. Research and developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among Faculty members and students of our College as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, Kongu Arts and Science College Research Policy is implemented.

### Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among Faculty members and Researchers in Kongu Arts and Science College. The policy shall serve as an overall framework within which research activities may be carried out.

### 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 members and Researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research works with potential for commercialization.
- Establish Research Centers within college with Potential for Excellence.
- Forge interdisciplinary collaborations and partnerships nationally and globally.

### Policy and Guidelines

#### 1. Undertaking Research

Faculty members of Kongu Arts and Science College and research departments are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.

## **2.Obligations of faculty and researchers** (including Post Graduate researchers)

Research output will be considered as one of the criteria for faculty recruitment and promotion along with other academic responsibilities.

## **3. Research Management**

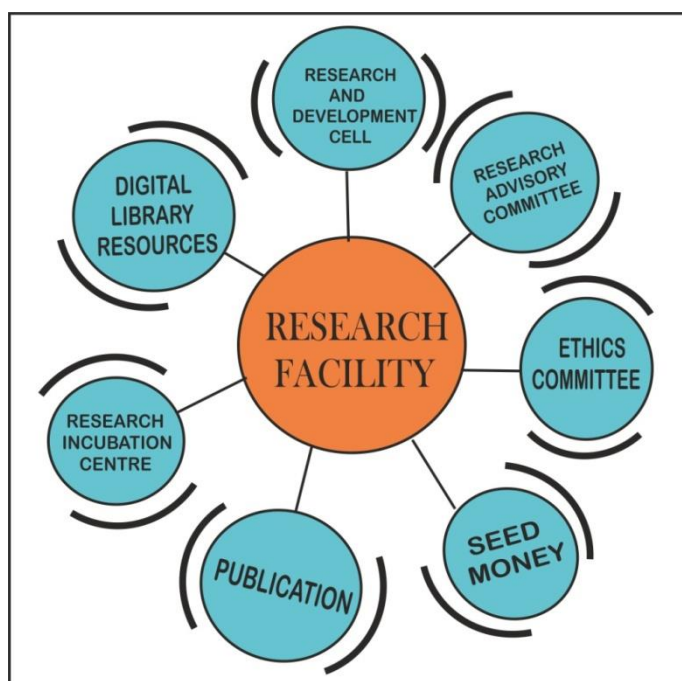
Overall management of research activities may be coordinated by Research and Development Cell of Kongu Arts and Science College.

## **4. Academic Dishonesty and Ethics Committee**

It is expected that each member involved in research – Faculty, Researchers and Postgraduate Researchers - will adhere to 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 member and researcher shall follow academic honesty in his/her research work. Faculty and researchers shall be careful not to fall prey to academic dishonesty. Ethics committee, on instruction of Principal, will 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.

## **5. Student Research**

To enhance quality research output, student mentorship/internship shall be facilitated to encourage undergraduate/postgraduate students to pursue research activities leading to tangible output.



# **SEED MONEY POLICY**

## **SEED MONEY POLICY**

Seed Money Grant has been initiated by our College since 2017, to provide seed research grant to the Faculty Members under different areas of research to motivate their ideas which may lead to apply for funding agencies for Minor and Major Projects. This encourages the researchers to prepare and apply for Funding to carry out contemporary and multidisciplinary research.

### **OBJECTIVES OF THE POLICY**

- ✓ To Motivate and promote the research culture and to encourage multidisciplinary Research among Faculty Members.
- ✓ To understand the learning process and outcome in real life through solving problems in different disciplines such as Basic Science, Applied Science, Life Science, Social Science, Business Studies and Indian Culture.
- ✓ To encourage the faculty members to propagate their innovative ideas through Seed money.
- ✓ To create a platform to accelerate the possibility of applying for funded projects.

### **ELIGIBILITY**

- The Institution will provide financial assistance to all the Faculty Members who are pursuing/completed Ph.D as a Seed money Grant for Research Projects approved by expert committee duly constituted.
- A faculty member can avail only one such grant as a Principal Investigator at any given time. The ongoing project must be successfully completed before the next proposal is submitted for consideration.

### **PROCEDURE FOR APPLYING**

All eligible Faculty Members may submit their Research Proposal applications for grant at the beginning of every academic year through the prescribed proforma to the Research Cell duly forwarded by the Principal.

### **PROCESSING**

After the receipt of Proposal, it is sent to the committee duly constituted. The committee will evaluate and give their report. Based on the report and availability of the budget the seed money sanction order will be given to the Principal Investigator and the fund will be released.

## **DURATION**

Seed Money shall be a one-time Grant for one year period.

## **Terms and Conditions**

1. Maximum funding limit per research activity will be Rs5,000/- with a maximum of 2 Co- Investigators.
2. Sanctioned amount should be utilized as recommended by the committee.
3. One proposal per investigator (PI/Co-PI) will be considered at any one point of time.
4. Research paper should be published / accepted for publication while submitting the final report.
5. Project should be completed within one year from the date of release of fund.
6. In any case if the investigator could not complete the project, he/she should return the money to the office with explanation.

## **SUBMISSION OF REPORT**

The investigator should submit the soft copy and hard copy of the research project report to the Research Cell. The final presentation should be made to the committee along with the details of publications and paper presentations. Further the investigator should also submit all vouchers, bills and accounts statement.

# **IT POLICY**

## **IT POLICY**

### **Purpose of IT Policy**

- To maintain, secure and ensure legal and appropriate use of Information Technology infrastructure established by the College in the campus.
- To establish College-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and controlled by the College.
- To work as a guide to stakeholders in the usage of the computing facilities of the College, including computer hardware, software, email, information resources, Intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

### **Scope of IT Policy**

- College IT Policy applies to technology administered by the College centrally, the individual departments and the individuals of the College community.
- IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories and Administrative Office of the College.
- Computers owned by the individuals or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
- Further, all the faculty members, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure must comply with the Guidelines.
- IT Policy broadly focuses on the following areas:
  - ✓ User account and password management policy
  - ✓ Wired and wireless network access policy
  - ✓ Computer lab usage policy
  - ✓ Software installation and licensing policy
  - ✓ College examination Cell to maintain students' personal and exam marks data
  - ✓ IT security policy
  - ✓ CCTV surveillance policy
  - ✓ ICT enabled class room policy
  - ✓ Internet access policy



- ✓ IT asset management policy
- ✓ Responsibilities of Network System Administrators
- ✓ Server maintenance policy
- ✓ Warranty and AMC contract policy
- ✓ Procedure for AMC claim
- ✓ E-waste disposal policy

### **1. User account and password management policy**

a) The following procedures are followed in computer labs to manage the user accounts in secure manner:

- Unique roll number as the user's name for all the students to access the computers in computer labs.
- Students are advised to change their default password received from concerned lab technicians at the time of their first login.
- All the cookies, user id and passwords are removed in system profile and web browsers during the periodical preventive maintenance schedule at computer labs.
- Students could ask the concern lab technicians to reset the password if they forget or security breaches unfortunately.
- Students are instructed not to share their email passwords or system login passwords to anyone to prevent data loss or misuse their accounts.
- To manage the staff user accounts in secured manner, sharing folder in server can be accessed by authorized staff members through separate user name and password to update the academic and administrative data.
- User account and passwords are reviewed and changed in all servers at periodic intervals.

b) The following security precautions should be followed by students and staff to manage their user accounts in secure manner:

- Strong alphanumeric passwords should always be set to protect administrator accounts and end user account by using one upper case, one lower case letter and special symbols.
- Passwords for new accounts should NOT be emailed to remote users.
- Passwords must not be stored in clear text or in any easily reversible form and also in easily accessible areas.
- Passwords should not contain the first name of staff or equipment.

## **2. Wired and wireless network access policy**

a) The following facilities are provided to wired network to enrich the performance and speed of network connectivity:

- Network connectivity is provided in all blocks of the Institution in an authenticated network access through VLAN connectivity.
- Any desktop or server connected to the network is configured with a unique IP address assigned by the system manager and programmer.
- The students are provided with internet access in the Library and Computer Laboratories through LAN access with proper access credentials.
- File and data sharing facilities on the computer over the network is protected with user name and password with appropriate access rules in firewall.

b) The following guidelines are adopted to wireless network to enrich the performance and speed of network connectivity:

- Wi-Fi access facility to staff through wireless access points on restricted Media Access Control address (MAC) authentication to their laptops for academic usage.
- Guest can access Wi-Fi by getting temporary password through system manager and programmer.

## **3. Computer lab usage policy**

The following guidelines are adopted in computer lab to increase the maximum utilizations of the labs:

- Students who disconnect the computers or monitors power supply either from the computer or from the overall purpose outlet, their fault and forgetfulness are accountable.
- Students should connect their personal computers to the wired or wireless network points with prior approval from the concern lab in charges.
- Each person entering the computer laboratory must use their ID card to enter the laboratories and other secured spaces.
- No food or drink is to be taken into the computer labs or near any computers.
- Scheduled classes always have priority in computer laboratories as per time table.
- Printer is mainly for the printing of experiments only. Lecture notes and other materials provided in classes are not to be printed in the labs.
- Computers are not to be left unattended for more than 15 minutes. Computers that are logged on and left unattended for longer than above mentioned time may be logged off without any notification and unsaved data will be lost.
- The laboratory computers are recommended for research, course work and other sanctioned

activity only. Recreational and personal use is not permitted.

- Students are not allowed to install any of the software in the lab computers in any circumstances, or run any software which is not installed by the technicians.

#### **4. Software installation and licensing policy**

The following procedures are followed to install software and to monitor the piracy free software inside the campus:

- System requirements should be checked by system manager before installing any software to maintain the performance of computing devices.
- The System Manager and Programmer team will install application software requested by the staff as per the guidelines of the policy and licensing manual.
- Institution maintains the sufficient documentation to validate that the software is appropriately licensed.
- All the Academic / Non-Academic staff shall accept the responsibility to prevent illegal software usage and abide by the policy.
- Distributing or sharing of software to unauthorized person is thoroughly prohibited.
- Software Applications or Packages will be installed in all computer laboratories based on the requisition from the staff members of the institution for the academic semester as per the curriculum.
- Periodical updates of software is more essential to come across critical patches and to overcome the security holes which in turn improves the performance of the computer.
- It is always ensured that un-used software packages are not included in the curriculum and the same shall be uninstalled.

#### **5. College Examination Cell to maintain students' personal and exam marks data**

- The Examination Cell of the college maintains student personal and marks details in the local server.
- The data is protected with authenticated user access.
- The LAN link is provided through COXCO software to the faculty members to enter internal assessment marks with designated IP address and proper login credentials.

#### **6. IT security policy**

The following facilities are provided to secure the network to avoid unauthorized access from the outside network:

- Firewall network security is deployed in the campus network to monitor incoming and outgoing network traffic and block unauthorized access from outside.
- Enterprise security antivirus software is installed in all the computers to prevent malwares,

worms, viruses spread into network.

- Remote access of servers and systems provides adequate safeguards through robust identification, authentication techniques.
- End users are restricted to install software and to change the configuration of IT equipment.
- E-mail server and web servers are deployed with security software to scan mail and attachments to prevent viruses.
- Backup of database and files will be stored and retained in on-site and off-site of campus for emergency and disaster period as per backup and restoration policy of the institution.

#### **7. CCTV surveillance policy**

The following facilities are provided to monitor the surveillance camera and related equipment in the institution:

- CCTV Surveillance cameras are fixed in main areas of the institution such as: Gate Entrance and Entrance of all the blocks, Library, Auditorium, Seminar Halls, Confidential Sections and Hostels.
- The CCTV will be functioning 24 hours each day with recording facility except live audio/sound.
- The CCTVs are monitored centrally by the system manager and administrative head of the institution.
- Adequate signboards will be displayed at each area in which CCTV camera is sited to indicate that CCTV is in operation.
- Footages of CCTVs are recorded through NVR/DVRs and stored in an internal hard disk drive.
- Storage of recordings will be kept for 30 days; at the end of 30 days the storage media will be overwritten with new recordings.
- The failures of CCTV and its accessories will be rectified on-time and will be taken care by technical team.
- Recorded data will not be retained for longer period if it is not necessary.

#### **8. ICT enabled class room policy**

ICT has a promise to improve the quality of teaching and learning process. ICT helps students to explore knowledge to learn the content. The facilities are provided to establish and monitor the ICT enabled classrooms to the entire campus:

- Teacher can help the students by ensuring the right direction towards effective learning. Situational learning, programmed learning, many online learning courses are some of the examples of self-learning strategies that are being utilized with the help of ICT.

- Most of the class rooms have been equipped with projectors to enhance the teaching learning process. Wireless and Wired Local Area Connection facilities are equipped to access Internet and Intranet applications to the students in class rooms.
- There are other tools such as headphones, video cameras, multimedia speakers and webcams that encourage ICT enabled teaching and learning process.

### **9. Internet access policy**

The following facilities are provided for Internet access to all the users of the institutions.

- Internet access is provided to all employees and students to all blocks of the institution including hostels with wired and wireless mode of distribution connectivity.
- Content filtering technique has been configured in institution firewall to restrict unwanted websites such as online games, online chats, online shopping, pornography, social networks.
- Students and staff can access the Internet without any browsing cost.
- Internet will be used by staff and students for their academic and administrative related activities of the institution.

### **10. IT asset management policy**

The following procedures are followed for IT asset inventory management in our institution:

#### **Purchase Indent**

- Authorized staff of respective departments will raise the purchase indent to the management based on the requirements with detailed configuration. After the approval of purchase indent by the management, the authorized staff will get the quotations from multiple vendors.
- Validity of quotation should be verified by concern person. Negotiation process is to be finalized in purchase committee meeting to get final price and to raise the purchase order by the management representatives.
- After the completion of negotiation, members of management in purchase committee will decide the eligible vendor to get purchase order. Eligible vendor will get the purchase order with terms and conditions.

#### **Responsibilities of Vendor**

- The vendor should keep and ensure date of delivery of IT assets and payment procedure as mentioned in the purchase order.
- At the time of delivery of products, vendor should submit the delivery challan or invoice to the institution with seal and signature.
- Mostly new IT assets should be installed by vendors through authorized technical experts at first time to ensure there is no physical damage in their products installation and warranty reports should also be issued by the vendors.

### **IT Asset Movement**

- IT assets will be moved from one location to another location based on the needs of the system manager and programmer team at the approval of the administrative authorities.
- All movements have to be entered into concerned stock / equipment register.

### **IT Asset Stock Verification**

- Stock verification will be followed for all IT assets at end of the academic year constituted by the institution.
- After the completion of stock verification, the team will submit detailed report to the management.

### **Disposal of IT Assets**

- Once the IT assets have reached the end of the validity date, system manager and programmer team will dispatch the equipment as e-waste through proper manner.
- System Manager and Programmer team will follow the guidelines for disposal of IT assets based on e-waste management policy.
- All the data and configurations of IT assets will be deleted before the disposal of e-waste.

### **11. Responsibilities of Network System Administrators**

- To Design College Network and perform Backbone operations.
- To follow Global naming & IP addressing conventions.
- To review the existing networking facilities and need for possible expansion.
- To Configure and maintain Wireless Local Area Networks.
- To configure and maintain IT facilities provided in class rooms, Labs, Library, NSS, NCC, Sports and Committee Rooms etc.
- To receive and address complaints from users of the college network.
- To maintain servers in the server cabin.
- To look into the maintenance of Computer Hardware, Peripherals and Networking devices.
- To deject installing any unauthorized software on the computer systems of the users. To strictly refrain from obliging the above said requests.

### **12. Server maintenance policy**

The following facilities are provided to maintain server and to increase the performance speed of the operations

- Server configuration details including installation of new updates, security measures and details of privileges accounts are maintained by computer cell.
- All servers are dedicated to the specific tasks associated with its role and located in a protected area with restricted-access from end users.

- Before making any changes to server, the system manager should ensure that backups which are working properly by running few test recoveries before erasing critical data and codings.
- RAID controller must be used in all servers to avoid data loss during disk failure and disaster period of time.
- Hard Disk usage and user account role must be checked at specific interval to increase the performance of server.

### **13. Warranty and AMC contract policy**

Computers and IT assets purchased by the institution should preferably cover with 3 years on-site comprehensive warranty from the date of installation. After the expiry of warranty period, IT assets should be under the maintenance of in-house lab technicians of computer lab.

The following are the procedure of warranty claim:

- Complaint report will be registered to vendor who supplied the particular equipment or the manufacturer through online or voice call.
- Based on the complaint, technical person will come to on-site to look into the complaint and service or replace the equipment or the part of the equipment. Sometimes equipment or part of the equipment will be dispatched to service vendor if it could not be serviced at on-site through proper channel.
- After completion of service equipment, in-house technician will verify the equipment status and authorize to raise service report to close the complaint request.

### **14. Procedure for AMC claim**

The following procedures will be followed for AMC claim:

- Service request will be raised by in-house technicians to concerned vendor whenever the equipment gets failed.
- Service engineers will reach on-site to rectify the equipment problem on the day of complaint. In critical case, sensitive electronic boards will be sent to them for chip level service through proper channel.
- After completion of service equipment, in-house technician will verify the equipment status and authorize to raise service report to close the complaint request for AMC claim.
- Preventive maintenance is scheduled once in a quarter to enrich the performance of equipment as per annual maintenance contract.
- During preventive maintenance time, inner and outer side of equipment will be cleaned through air blower by the authorized service engineers.
- Distilled water will be filled to UPS batteries whenever required to increase the life of the battery and to enrich the equipment's performance.

## **15. E-Waste disposal policy**

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are collected to optimum use; minor repairs are rectified by the Laboratory assistants and teaching staff; major repairs are handled by the Technical Assistant and are reused.
- The major e-waste such as instruments/equipments, CRTs, Printers, Computers are sold as per laid down policies.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronic gadgets, circuits, kits have been sold to buyers on regular basis.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office are delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration.
- Awareness programs on E-waste management techniques have been undertaken in the institution to educate students on systematic usage of E-waste through various clubs and cells.

The administrative section of the institution will monitor and ensure that the e-wastes are disposed in proper manner. There are three methods followed in disposal of un-used or out dated electrical and electronics appliances in the institution to manage the e-waste.

- Donating low configuration desktops to nearby government schools.
- Returning to Manufacturer for re-cycling.
- Disposing as scrap through vendors.

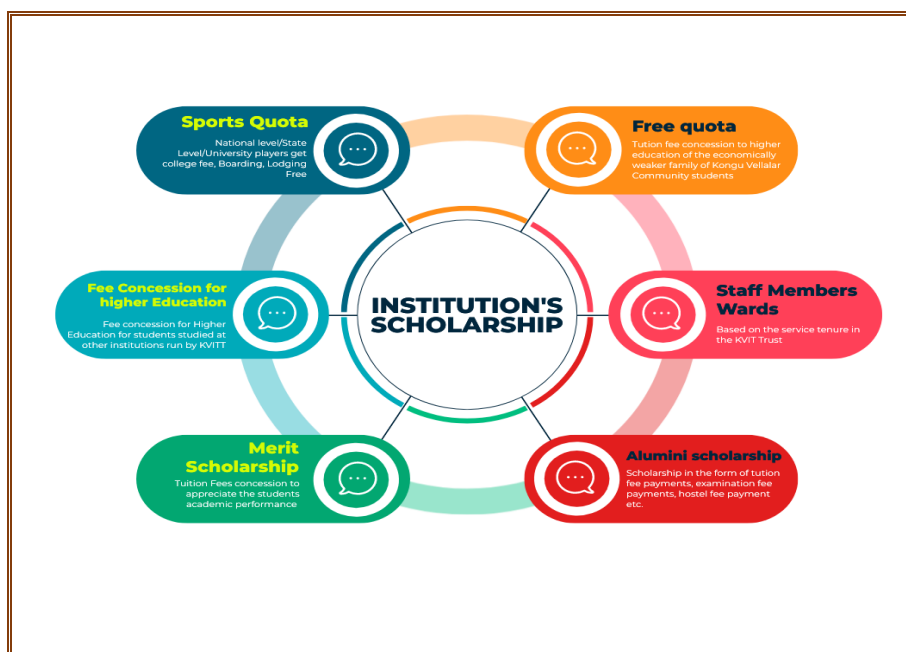


**INSTITUTION'S  
SCHOLARSHIP POLICY**

## INSTITUTION'S SCHOLARSHIP POLICY

The Kongu Arts and Science College run by Kongu Vellalar Institute of Technology Trust (KVITT) offers the financial assistance to the eligible students in the form of scholarships and freeships. The types of financial assistance provided to the students are:

1. Sports Quota
2. Fee concession for Higher Education for students studied at other institutions run by KVITT
3. Merit Scholarships
4. Free Quota
5. Staff Members Wards Concession
6. Alumni Scholarship



*This policy document gives the details about the scholarships and Freeships provided by the KVITT institution to Kongu Arts and Science College students:*

### 1. SPORTS QUOTA SCHOLARSHIP

Sports are institutional competitive activity which educates the youth regarding discipline, team coordination, leadership and behavior. In addition to education, the sports person brings laurels to institution and country. To support the education and sports activity of the outstanding sports person, our KVIT Trust offers the freeships towards college fees.

## **OBJECTIVES:**

- ❖ To provide financial assistance in the form of freeships to the sports persons who are studying in our institution.
- ❖ To encourage the sports persons to increase the levels of performance by assisting them through freeships in relation to education and sports development.
- ❖ To influence the youth especially from rural background to take part in the sports activities and get benefitted.
- ❖ The scheme would be applicable to sports persons who are medal winners in national games or participants in recognized international sporting events or state level or university team tournament medalists.

## **ELIGIBILITY AND PATTERN OF ASSISTANCE**

The scheme would be applicable to (Sports Persons) those students who are selected for admission to any programme offered by the college. The pattern of assistance will be depending upon the level of performance of the concerned sports person as per the standards mentioned in the table.

S.No.	Category	Criteria
1	a	National Level - Medalist-Individual/Game (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Position)
2	b	National Level Participation/State Level Medalist-Individual /Game (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Position)
3	c	State Level Participation -Individual/Game
4	d	Students already studying under sports quota who represented the Bharathiar University Team for the Inter University Tournament/ National Level Tournament/ State Level Tournaments Medalist are eligible to avail the freeships according to their appropriate category
5	e	Days Scholar students who represented the Bharathiar University Team for the Inter University Tournament/ National Level Tournament/ State Level Tournaments are eligible to avail the free lodging facility.

- ❖ The pattern of the assistance for the students of Category (a) and Category (b) will be:  
Freeships of (i)100% Tuition Fees, (ii) Boarding (iii) Lodging and (iv) Transport Facilities
- ❖ The pattern of the assistance for the students of Category (c) will be:  
Freeships of 50% in Tuition Fees
- ❖ The pattern of the assistance for the students of Category (d) will be:  
Freeships of 100% in Tuition Fees

- ❖ The pattern of the assistance for the students of Category (e) will be: free lodging facilities during the coaching camp.
- ❖ For the loss of the classes of the concerned sports persons because of their engagement in sporting activity, the department concerned will make special efforts to complete all the academic formalities.

### **PROCEDURES:**

The sport student is required to submit

- (i) “Application for admission in Sports Quota” to the Management recommended by the Head of the Physical Education Department and forwarded through appropriate authorities concerned.
- (ii) Certificate of the participation / medal winner as per the category mentioned the student/sports person belong to.

### **CANCELLATION OF SCHOLARSHIP**

Institution may terminate the scholarship of any student in case of:

- a) Misconduct of the awardees, if any, found by the authorities of Institution
- b) Unsatisfactory progress.
- c) On the valid recommendation of the authorities at anytime during the tenure and the decision of the head of the Institution will be final and binding.

## **2. FEE CONCESSION FOR HIGHER EDUCATION**

- ❖ To appreciate and help the students who continue their studies from any one of the institutions run by KVITT this scholarship is provided.
- ❖ Students those who completed Higher Secondary Examination (+2) in Kongu National Metric Higher Secondary School run by KVIT Trust, Perundurai and to seek admission in Kongu Arts and Science College run by KVIT Trust will be given 50% of fee concession in the first semester.
- ❖ Students, those who have completed UG in Kongu Arts and Science College and join PG at Kongu Arts and Science College will be given Rs:5000/- fee concession in the first semester.

## **3. MERIT SCHOLARSHIP**

Sanctioning 20% to 30% of Tuition Fees concession as Education Scholarship, by KVIT Trust based on the following criteria to motivate the students to improve their performance in the education and to recognize their performance.

### **ELIGIBILITY NORMS FOR AVAILING SCHOLARSHIP**

- ❖ The Top 5% students (Present Strength) in the First Year UG Courses on the basis of marks obtained in the 12<sup>th</sup> Standard.
- ❖ The Top 5% students (Present Strength) in the Second Year UG Courses on the basis of First and Second Semester Marks Examination.
- ❖ The Top 5% students (Present Strength) in the Second Year UG Courses on the basis of Third and Fourth Semester examination marks.
- ❖ Students availing other scholarships of the institution will be exempted from receiving this scholarship.

### **4. SCHOLARSHIP TO FREE QUOTA STUDENTS**

To award scholarship to help to continue the higher education of the economically weaker family of Kongu Vellalar Community student the Kvit Trust allots 10 seats in the various programmes offered in the institution

### **ELIGIBILITY NORMS TO AVAIL SCHOLARSHIP**

Students those who

- ❖ Belong to Kongu Vellalar Community
- ❖ Studied in Government Higher Secondary School  
Scored high percentage of Marks (cut of marks) in Higher Secondary Examination (Based on ranking among the eligible applicants)

### **5. STAFF MEMBERS WARDS CONCESSION**

Based on the service tenure of the staff members in the college, the wards of the staff members (Teaching & Non-teaching) will be awarded fee concession.

### **6. ALUMNI SCHOLARSHIP**

To help the needy student and to appreciate the academic performance, the Alumni contributions shall be provided as scholarship to the students in the form of Tuition fee payment, Examination fee payment, Hostel fee payment etc. Dynamically, the scholarship shall be provided to the students based on the requirement and the decision of Alumni contributors and office bearers.

**POLICY OF  
INTERNAL COMPLAINTS  
COMMITTEE  
&  
PREVENTION OF SEXUAL  
HARASSMENT OF WOMEN  
COMMITTEE**

**INTERNAL COMPLAINTS COMMITTEE  
&  
PREVENTION OF SEXUAL HARASSMENT OF WOMEN COMMITTEE**

The UGC (Prevention, Prohibition and Redress of Sexual Harassment of Women Workers & Students in Higher Education Institutions) Regulation, 2015 is a federal law that prohibits sexual harassment of women employees and students in higher education institutions. It should be noted that according to Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgment by Supreme Court).

**Objectives**

The purpose of this committee is to provide protection against sexual harassment of female employees and students inside the campus and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

**Responsibilities**

1. The Internal Complaints Committee will examine all matters relating to women in the Campus and will make suggestions and proposals to the institute administration regarding such matters.
2. a) The Committee will admit complaints from
  - Female employees on harassment and discrimination in the workplace by other employees.
  - Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff.
  - Female residents on harassment, assault and other forms of misbehaviour by employees.b) The committee will follow relevant Acts Rules, OM of Government of India and Court Orders etc as applicable from time to time.  
c) The committee will institute Enquiry Committee as it deems fit to examine particular complaints.  
d) The committee will make recommendations on action to be taken on specific complaints.
3. The Committee will report to the Principal/Management of the institution.
4. Links for the guidelines:
  - a) Sexual Harassment Act 2013
  - b) Vishaka Guidelines

### **Functioning of the Committee**

The Committee deals with issues relating to Sexual Harassment. It is applicable to all Students and Staff members of the Institution. If any issues of discrimination or sexual harassment arises that may be notified to the Internal Complaints Committee either by the victim or third party. The

following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavory remarks to curf.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (unbearable telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

### **Who can Approach**

Any female student, Teaching and Non-Teaching member of Kongu Arts and Science College.

### **Lodging Complaints**

- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of The Act the aggrieved person can make the complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must not be anonymous and the aggrieved person's name and address should be legible.
- Complaints regarding Sexual Harassment must be made in written (legible handwriting), typed on paper or through email [iccposh@kasc.ac.in](mailto:iccposh@kasc.ac.in) (or) [iccposhkongu@gmail.com](mailto:iccposhkongu@gmail.com)

Your complaint will be kept **CONFIDENTIAL**

### **Inquiry Process**

- Inquiry shall be completed within a period of 90 days from the date of complaint.
- On completion of the inquiry, the ICC shall provide a report of its finding to the employer within



period of 10 days from the date of completion of the inquiry and such report be made available to the concerned parties.

- If allegations against the respondent have been proved, it shall recommend punishment actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within 60 days of receiving it.

### **Punishments**

- Warning (or) Written apology
- Bond of good behaviour
- Adverse remarks in the confidential report
- Debarring from supervisory duties
- Denial of membership of statutory bodies
- Denial of re-employment / re-admission
- Stopping of increments / promotion / denying admission ticket
- Reverting, Demotion
- Suspension (or) Dismissal

# **ANTI-RAGGING POLICY**

## **ANTI-RAGGING POLICY**

Ragging is strictly prohibited in the institution. If anyone is found indulging in ragging he/she will be severely punished as per the norms of the government.

The punishments are :

1. Cancellation of the Admission
2. Debarring from appearing in any test or examination
3. With holding scholarships and other benefits

### **APEX BODY – Ragging CURB Committee**

Ragging CURB committee comprises of

Principal(Chairman),

1 Senior Head of the department,

3 Senior Faculty Members (2 Female & 1 Male)

### **Role of Ragging CURB committee**

- It forms the Anti-ragging committee with both the Male and Female Faculty Members every academic year to prevent ragging inside the college premises and near the college bus stop
- It also constitutes Anti Ragging squad every academic year comprising of Senior students including NSS Volunteers and NCC Cadets.
- It instructs the faculty members to have regular interaction and counselling for students to establish a cordial relationship between the senior students and junior students.
- It instructs the Heads of the Departments to screen the videos to counsel the II and III year UG students on the ill effects of ragging in the month of June, before the commencement of classes for the I year UG students. They are also asked to keep a strict vigil to curb ragging.
- It allocates duty to both the Anti Ragging Committee and Anti Ragging squads based on the strength of the students and number of blocks and common places which also includes nearby bus stop,so that Anti-Ragging measures can be effectively implemented.

- It manages to print the College ID cards with the contact number of the Anti-Ragging CURB Committee Chairman.
- It instructs the hostel wardens to provide separate floor for the freshers and are asked to carry on periodic supervision to check ragging at the hostel premises.
- It arranges for the instalment of the following:
  - Ragging Complaint box with respective phone numbers in the Main Block
  - Warning Boards with Ragging Curb Committee members list along with Phone numbers near the Main Gate, Men's and Ladies' hostels
  - Boards with slogans to develop friendship among the Senior and Junior students in and around the campus.
  - CCTV cameras at vital points inside the campus.

### **Role of Anti Ragging Committee**

- a) To ensure compliance with the provision of UGC regulation 2009 at the Institute level
- b) To do random checking in college buses and Surprise inspection of hostels, canteen, toilets and bus stop will be carried out.
- c) To conduct on the spot enquiry/action about any incident of ragging if noticed.
- d) To monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution
- e) To take appropriate action in case an incident of ragging is reported by Anti-Ragging Squad of the institute and to further inform/get approval of action to be taken from the Ragging CURB Committee.

### **Role of Anti-Ragging Squad**

- a) To make surprise raids on academic blocks/hostels and other places vulnerable to incidents of and having the potential of ragging.
- b) Anti-Ragging Squad will immediately inquire and report any incidence of Ragging or abetment of ragging noticed by them immediately to the head of the institute and also to the Anti-Ragging Committee

## **PROHIBITION OF RAGGING IN KASC**

- The Government of Tamil Nadu has passed an Act prohibiting Ragging. The Act. No. 7 of Prohibiting of Ragging Act 1997 curtails ragging. As per the Act,Ragging within or outside the Education Institution is prohibited
- Whoever directly or indirectly commits, participates in abets or propagates "Ragging“, within or outside the Educational Institution shall be punished with imprisonment for a term which extends to two years and shall also be liable to a fine which may extend to Rs. 10,000/ -
- Any student convicted of an offence under Section 4 shall also be dismissed from the Educational Institution and such student will not be admitted in any other Educational Institutions. By the very fact of joining the College, students agree to observe the rules and regulations of the College
- The decision of the Principal will be the final in all matters of discipline and enforcement of rules. Depending upon the nature of the offence as established by the Ant-Ragging Curb Committee of the College, the punishments for those found guilty of ragging shall be Suspended/Debarred Cancellation of Admission

# **PLACEMENT POLICY**

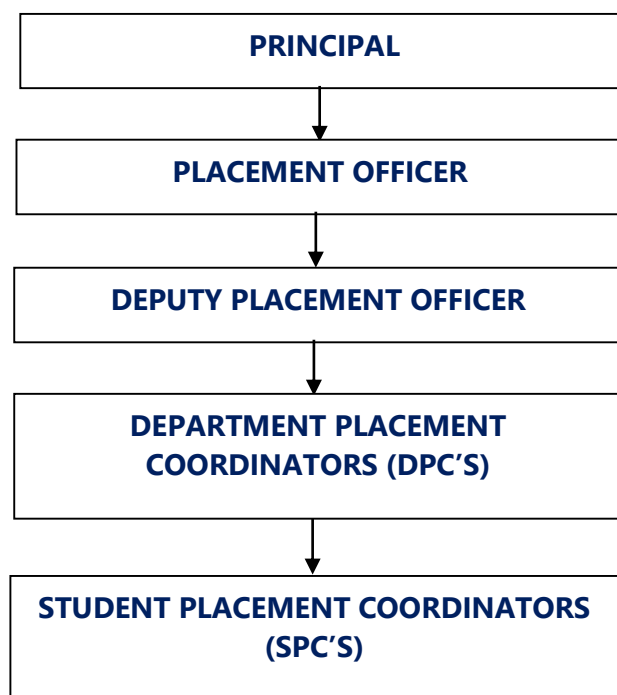
## **TRAINING AND PLACEMENT CELL (TPC)**

### **PLACEMENT POLICY**

#### **OBJECTIVES**

- ❖ To provide placement assistance for all final year students opted for a job and registered for **Campus to Corporate (C2C)** training programme.
- ❖ To prepare students for Campus recruitment (On / Off Campus).
- ❖ To create awareness about the career opportunities through seminars.
- ❖ To provide requisite training to students in the area of Aptitude, Group Discussion, Technical and HR Interview.

#### **COMPOSITION OF TRAINING AND PLACEMENT CELL (TPC)**



#### **TPC ACTIVITIES**

- ❖ Documentation of placement opted students' database.
- ❖ Categorization of students in pursuit of Job, Higher Studies, Entrepreneur ship and Competitive exams.
- ❖ Clarification and communication regarding registration, database updation, interviews and other training sessions through Department Placement Coordinators and Deputy Placement Officers.
- ❖ Provision of campus placement offer for the students opted for job.

## TRAINING

- ❖ Placement opted students should undergo **Campus to Corporate (C<sub>2</sub>C)** training programme conducted by Training and Placement Cell. Only (C<sub>2</sub>C) trained students alone are eligible to participate in the placement activities.
- ❖ Students registered for (C<sub>2</sub>C) must attend all the training programmes / Workshops / Seminars organized by Training and Placement Cell.
- ❖ TPC arranges (C<sub>2</sub>C) training in the areas of Resume Preparation, Aptitude, Group Discussion, Technical and HR interviews through professional trainers and Alumni.

## INTERVIEW REGULATIONS

- ❖ Students will be permitted to attend pooled campus / Off-campus interviews in nearby colleges.
- ❖ Students should be seated in the venue 10 minutes before the scheduled start time of the **Pre-Placement Talk (PPT)**.
- ❖ Any clarification regarding salary break-up, job profile, place of work, bond details, date of joining etc. must be clarified by the students from the companies during PPT or interview.
- ❖ Students attending campus interviews should adhere to the following instructions:
  - (a) Students should register at the venue of pre-placement talk and interview as per the instructions.
  - (b) Students should carry original certificates, College ID Card, Government issued photo ID card & 5 sets of photocopies of the following:
    - i. Latest Curriculum Vitae (CV) / Resume (5 Copies)
    - ii. 5 Passport size photos (Preferably Color)
    - iii. 10<sup>th</sup>, 12<sup>th</sup>, UG, PG (All Semester Mark Statements)
    - iv. All above mentioned documents should be kept as softcopy or in online mode (in mail or drive)
  - (c) A student in casual dress will not be allowed for the PPT / Interview process.
- ❖ Students must be in formal dress code / uniform whenever they participate in any interaction with the company.
- ❖ Students should maintain discipline during the interview process. Any student found violating the discipline rules set by the company or defaming the college name will be barred from the placements for the rest of the academic year.
- ❖ A student once offered placement by a company is not eligible to appear for any more



- placement opportunities. However, students selected in IT service/cross functional
- ❖ companies are permitted further chances to appear for respective core Sector companies, provided the salary offered is higher by at least 20% more than the offer from the original IT Service/cross functional Company.
  - ❖ The eligibility criteria imposed by the visiting company will be the final.

### **INFORMATION DELIVERY MODE**

Circulars, announcements, notices, updated information, shortlisted names and all sorts of information are displayed in the notice boards of TPC / Department / e-mail / Social Media.

# **ADMISSION POLICY**

## **ADMISSION POLICY AND PROCESS**

Kongu Arts and Science College is an Autonomous institution affiliated to Bharathiar University, Coimbatore and offers UG and PG programmes in four Streams – Arts, Commerce, Science and Management. The College also offers M. Phil., and Ph.D., Programmes of Bharathiar University (Both PT & FT).

### **Purpose and Scope**

This policy and procedure aims to clarify the admission regulations and to establish and maintain a uniform process which ensures the efficient management of all student admissions.

### **Admission Committee**

The Admission Committee comprises of the Principal and Senior Faculty members from various disciplines. The Prospectus and Application are prepared by the committee under the guidance of the Principal. The prospectus encompasses the curricular aspects and its highlights, the programmes offered in the College, eligibility details, admission procedure and salient features of the College.

### **Admission Procedure**

Admission to the programmes for an academic year begins from May to August. The College, with regard to admissions does not discriminate on the grounds of race, religion, sex, disability or any other basis other than the candidate's academic record and demonstrated academic ability, as relevant to the norms and guidelines issued by the Government of Tamil Nadu and Bharathiar University, Coimbatore.

### **Eligibility**

#### **UG**

The candidates who have passed Higher Secondary Course conducted by the Government of Tamil Nadu or an equivalent examination shall be eligible for UG degree courses, subject to the stipulation that the candidates satisfy certain specific conditions, if any, prescribed by the University for admission.

#### **PG**

The candidates, who have passed an UG degree examination of Bharathiar University or an equivalent examination, shall be eligible to join the first year of PG Degree courses in the College, subject to the condition that the candidates should satisfy certain other specific conditions prescribed, if any, by the University for admission to the respective courses.

## **M.Phil & PhD. (Full Time / Part Time)**

Admissions are done as per Bharathiar University Regulations.

### **Sports Quota**

Athletes and outstanding sports persons are given preference and a fee concession is provided by the management during admission. They are also provided with TA, DA and sports uniform for participating in the sports meet.

### **Selection Process**

Transparency in the admission process is ensured by compiling all the essential data in the application forms. The students are selected on the basis of merit and by the criteria stipulated by the Government as well.

### **Admission Requirements**

The following original certificates should be submitted by the candidates seeking admission to a course at the time of admission.

- Original mark statement of the qualifying Examinations (10th, +2) for UG issued by the examination authority
- Transfer certificate and Conduct certificate
- Community certificate
- Provisional certificate in case of candidates seeking PG admission
- Certificate of proof to be provided when admission is sought under some Special Quota / concessions like Differently able/ Sports Quota/ NCC/Ex-Servicemen
- One set of attested photocopies of the above certificates

# **E-GOVERNANCE POLICY**

## **E-GOVERNANCE POLICY**

### **Preamble**

Kongu Arts and Science College (Autonomous), Erode has been designed to leverage its electronic communication services (via Internet and Intranet) in various areas to enhance the workflow and administrative activities effectively and efficiently to facilitate information dissemination to various stakeholders through deployment of emerging technologies.

### **Objectives**

1. Implementation of e-governance in various academic and administrative functions.
2. Promoting transparency, accountability and efficiency in the functioning of academic and administrative activities.
3. Achieving paperless administration in the institution.
4. Expediting internal and external communication via online between various departments/members of the institution.
5. Providing easy way to access the information to all type stake holders.
6. Creating an eco-friendly ambience.
7. Enhancing the goals of the institution.

### **Policy**

- To impart simpler, robust and efficient system of governance, it is decided to adopt and implement e-governance in maximum activities of our institution.
- The institution has e-governance in the aspects of administration, finance and accounts, student attendance information maintenance, SMS service to all stakeholder, library utilization and examination result processing and website maintenance.

### **Usage Policy**

Accessing to e-governance is provided for employees during working hours.

### **Do's**

- Additional software features can be requested and shall be allocated once the relevant authorities approves the need.
- All information shall be shared on a need to know basis.
- Employees shall be held punishable for appropriate use of information, which they have access to all passwords must be kept confidential and computers shall be locked logged out from while away.
- The Institute shall have the right to monitor any and all of the aspects of its technology.
- Employees shall be required to read and follow the latest technological advancements.

## **Don'ts**

- Employees are expected not to use institute's technology for other official use.
- Carrying information hard or soft copy shall be prohibited without prior sanction from the management.
- There shall be toleration for the use of technology for any actions that are Harassing or discriminatory.
- A breach in of the above guidelines or not following the policy guidelines shall lead to strict disciplinary action against the employee concerned.

The E-Governance is applied in the following areas/fields:

### **1) Administration**

- College Website
- Kongu Information System (KIS)
- Kongu Maintenance Portal
- Transport Management Software

### **2) Finance**

- KASC Main office

### **3) Students Admission and Support**

- KASC Main office
- Students Information system (SIS)
- Online Fees Payment Software
- Online Students Feedback software

### **4) Examination**

- Controller office of Examinations - Coxco Software
- Controller office of Examinations - Calyxpod Software

### **Disciplinary action**

- The KVITT management will act against the person those who are misusing the e-governance policy of our institution.
- In such situation, the institution reserves the right to decide on the services offered to the employees

**RESOURCE  
MOBILIZATION  
POLICY**



## **RESOURCE MOBILIZATION POLICY**

Kongu Arts and Science College is a leading co-educational institution in Erode, offering a variety of Programmes in Arts and Science streams. It is an autonomous institution affiliated to Bharathiar University and run by The Kongu Vellalar Institute of Technology Trust, Perundurai.

### **1. Objective**

The objective is to ensure that there is an accountable and transparent approach for mobilization and optimal utilization of resources.

### **2. Scope**

The scope of the resources spans all associated resources employed in the institution for the promotion of a learner-centric ecosystem.

### **3. Sources of Resource Mobilization**

- Application fee, Tuition Fee, Exam Fee, Bus Fee and Hostel fee as per the institutional rules and regulations
- Income generated through registration fees collected during conferences, seminars, workshops, etc.
- Research grants/funds received from UGC, DBT, ICSSR, etc.

### **4. Optimal Utilization of Resources**

The strategy for Optimal Utilization of Resources includes separate sub-strategies on the following parameters:

- a. Optimal utilization of Financial Resources
- b. Optimal utilization of Physical Resources
- c. Optimal utilization of Human Resources

#### **a. Optimal Utilization of Financial Resources**

- The funds are used in accordance with the budgeted provision in the Budget proposal, expenditure statements and audited reports filed annually in accordance with the requirements of the Statutory Body.
- All financial grants are used exactly as directed, with the best interests of the stakeholders in mind.
- Salaries, research and other expenses are paid through the Recurring and Non-recurring Funds.
- The daily sundry expenses are met out of the petty cash provision.

- The fees collected from students are used in accordance with the institutional rules and regulations.
- For effective fund management, funds under all heads (except mandatory heads) are transferred to KVIT Trust every day with the minimum balance of Rs.1 lakh. The amount will be transferred back by the Trust as and when required.

#### **b. Optimal Utilization of Physical Resources**

- Mobilization and utilization of time is accomplished by allocating sufficient number of working days in each semester and then drafting a calendar of activities for both odd and even semesters.
- Time Table for students for utilization of classrooms, laboratories and other physical resources are prepared.
- Smart class rooms and various gadgets are used for delivering lectures.
- ICT enabled computer labs and various laboratories provide a time and space to develop the skills of the student.
- The seminar halls are also utilized for lectures.
- The library serves as an information hub and a gathering spot for key strategic discussions.
- Various events and sporting practices are held on the playground.
- Physical resources such as all furniture used for learning purpose, office equipment, electrical, electronic and security equipment are monitored and maintained by the Furniture in charge, Electrical in charge and Computer System in charge respectively.

#### **c. Optimal Utilization of Human Resources**

- Workload as per Bharathiar University norms.
- Work schedule is prepared for teaching and non-teaching staff.
- Experienced and trained teachers are appointed as internal auditors (ISO & AAA) for smooth functioning of the college activities.
- Teachers are involved in various committees and administrative works.
- Visiting faculty and special trainers are appointed based on need and requirement.

# **GREEN INITIATIVE POLICY**

## POLICY DOCUMENTS FOR GREEN INITIATIVES



**Awareness + Action = Success**

### **GREEN CAMPUS**

The Government and international agencies are publicly recognizing the fundamental importance of issues such as global warming, over population, deforestation, desertification and biodiversity. The goal of saving the environment is a high priority for most, but people lack a practical understanding of what they can do on a personal level.

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco friendly practices in the campus. The Green campus initiative aims to scale up the knowledge, policy response and capacity to manage and develop new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

### **ECO CLUB OF KASC**

5th June 1997- was highlighted with the inauguration of Eco club in KASC by Thiru. Apurva Verma, the District Collector of Erode. The Eco Club of our College seeks to encourage environmental awareness and good practice amongst its member Associations, so enabling the Youths to play its part in environmental conservation.

"What you do comes back to you"

### **Our Vision (Evergreen Challenging Outstanding vision)**

"To be the greatest and most prevalent organization for adolescence environmental education, bonding the society with youth, offering expansive programs and providing resources for students force"

### **Aims and Objectives**

- To protect planet Earth by creating environment awareness
- To conserve the natural resources and the natural environment

- To create and eco friendly environment
- To maintain cleanliness in and around the college campus.
- To conserve energy management of solid waste materials
- To teach others about what we have learned To plan, organize and implement programmes and projects for rain water harvesting

#### **ECO VISION OF KASC FOCUSES ON THE FOLLOWING AREAS**

- RECYCLING
- POLLUTION CONTROL
- ENERGY CONSERVATION
- ENVIRONMENTAL EDUCATION

#### **GREEN PROTOCOLS INITIATED IN WORKPLACE**

- Spread the importance of Energy Conservation
- Reduce the use of disposable items in all functions and meetings
- Install and Encourage the use of a Recycling Bin
- Purchase green and clean products, invest in ecofriendly bean bag fill
- Introduce green challenges for employees
- Avoid the usage of plastic made pens/bags/files/folders and banners etc.,
- Introduce compostable options to replace plastics
- Purchase eco friendly products
- Dispose of biodegradable items properly
- Reduce paper use in offices and inculcate the use of e-documents
- Plant trees on important days of celebration
- Waste water management/Rainwater harvesting
- Development of Sewage Water Treatment Plant
- Displayed poster on E-waste Management
- Maintenance of water bodies and distribution system in the campus
- Sensor based energy conservation
- Installation of Solar power station

#### **PROMOTION OF “SAVE ENERGY TIPS” IN AND OUTSIDE THE INSTITUTE**

- Active power management features on your computer
- Turn off your computer when you leave your table
- Active power management features on your laser printer

- Turn off unnecessary lights and use daylight instead
- Avoid the use of decorative lighting
- Use LED or Compact fluorescent bulbs
- Use the fans only when they are needed
- Unplug appliances not plugged into power strips (like ACs, printers, faxes, and charges etc.,)

### **ROLE OF GREEN CAMPUS PROGRAMMES**

- Conduct the campus environmental impacts to identify the targets for improvements
- Environmental Ethic Awareness Campaigns
- Organize sensitization programmes for the students, faculty and society
- Conduct an Annual Green, Environment and Energy Audit
- Purchase only energy Efficient Computers
- Establish public/private partnerships with personnel from federal, state and local Environmental agencies, utilities and the business community
- Digital Library/ E-Learning Center
- Restricted entry of automobiles

### **ECO CLUB COORDINATOR**

Mrs.T.RADHA, Assistant Professor,  
Department of Biochemistry

### **ECO CLUB MEMBER**

Mr. G. KARTHIKEYAN, Assistant Professor,  
Department of Biochemistry

The Institute will make all the necessary efforts to involve the students, faculty and staff in “Green Campus Initiatives” by designating the volunteers of Eco Club, NSS & NCC cadets with green campus initiative.

**GENDER EQUITY  
POLICY**

# GENDER EQUITY POLICY STATEMENT

## GENDER EQUITY

### **Vision:**

Kongu Arts and Science College (Autonomous) continues to endeavour to create equitable opportunities for men and women to realise their full potential, with a vision of strengthening organisational and social life, which in turn eventually benefits both genders and society at large. Our college is committed to the cause of gender equity. Our vision is of an inclusive and innovative college community in which people of all genders participate at all levels, realize their full potential and are recognised equally for their diverse communities. The college pioneers innovative and inclusive actions to act as a centre of excellence in the promotion of gender equality and leadership, redressal of gender imbalances, creation of sustainable structural and cultural change and in enhancement of the careers of KASC staff and students. The Institution develops and advises on best practices regarding gender equality and engages with local networks and agencies to advance gender equity in academia.

The college supplement the curricular approach to gender equity by organizing various co-curricular activities through the Women Development Cell (WDC), Internal Complaints Committee (ICC), and Prevention of Sexual Harassment Committee (POSH). The activities of these committees include seminars, webinars, lectures, interactive sessions with experts, debates, theme-based competitions and cultural and art programmes. These activities are conducted as an educational measure to safeguard students against violence and to support the vision of the gender equity.

### **Definition:**

**‘Gender’** in this policy refers to those behaviours and attitudes which are culturally accepted as appropriate ways of being a woman (femininity) and ways of being man (masculinity). The sex of a person is biologically determined, where as ways of being a men or women are learned: they are constructed, reinforced, maintained and reconstructed over time through social and cultural practices. Such social constructions of gender vary across cultures, social class and time.

**‘Equity’** means fairness and without bias. In social exchange fairness exists when persons who have made the largest contributions receive relatively large rewards, those who have made small contributions receive small rewards, and so on. In a social context equity also involves conscience or principles of natural justice.



**‘Gender Equity’** refers to equality and justice in the distribution of benefits and responsibilities between men and women. The concept recognizes that men and women have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalance between the genders. Equity is not maintained where there is discrimination. Discrimination involves treating the genders differently in ways that one is inherently inferior to the other. Being treated differently in areas of learning and other activities can and does affect the distribution of political, economic and social benefits and influence. Equality means every person receiving the same treatment regardless of who or where he or she may be. Equity is the means. Equality is the goal.

Gender equity means impartial treatment of all genders according to their respective needs. It strives to bring all the genders to an equal playing field. Gender equity attempts to facilitate equal opportunities for all genders to overcome their historical and social disadvantages by ensuring fairness and justice in the distribution of resources to all genders. It recognises the individual needs of each gender and addresses them in an intersectional manner that can redress the gross imbalances created between the male-female binary. It states that the individual, who is marginalised, should be given more and better opportunities than the gender enjoying the perks of living in a gender biased society. The concept fairness only comes when all the genders start out from the same level which they did not.

The education system in the campus has roles and responsibilities in contributing to a socially just society. It is done through ensuring equal participation and outcomes from the education provided for female and male students. In order that all citizens have an equal opportunity to participate and benefit from the development of the country, understanding gender equity in education enables students and educators to recognize this and to provide remedies for the constraints and inequalities. The Gender Equity policy in campus aims to develop every individual to her or his full potential.

#### **Scope of the Policy:**

- Safe Learning Environment
- Equal Opportunities for Students
- Grievances, disciplinary action
- Leadership, Management and Accountability.

### **Gender Equity Policy Statement:**

- The instruction of both male and female students in preparation for a happy, responsible, and fruitful life, which includes work both inside and outside the house.
- Supporting the growth of attitudes and behaviours that encourage empathy, social responsibility, respect, equality and nonviolent relationships in both male and female students.
- Providing a demanding learning environment that is supportive of female students' social and cultural identities and their physical well-being.
- Creating a framework for organising, observing, and assessing the policy's execution.
- Creating an ambience of equal access to opportunities and outcomes in higher education for both male and female students.
- Educating both male and female students on their rights to respect and safety, along with an environment, free from all forms of violence and harassment.
- Acknowledgement of effective changes and lasting improvements in campus and an high degree of awareness, understanding and acceptance of the educational needs of female students on behalf of students, parents, teachers, management and all stakeholders.

### **Conclusion:**

Societies that value men and women as equal are safer and healthier. Gender equality is a human right. The focused and determined effort, willingness, and accountability of all stakeholders within the college supplement the successful implementation of these policy objectives and adhere gender equality and empowerment inside the premises.

**POLICY DOCUMENT FOR  
DIVYANGJAN FRIENDLY  
AND BARRIER FREE  
ENVIRONMENT**

## **POLICY GUIDELINES OF THE INSTITUTION HAS A DIVYANGJAN FRIENDLY AND BARRIER FREE ENVIRONMENT**

The National Policy recognizes that Persons with Disabilities are valuable human resource for the country and seeks to create an environment that provides those equal opportunities, protection of their rights and full participation in society. Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. Kongu Arts and Science College (Autonomous) has implemented these policies in the teaching and learning environment in which incapacitated students and employees are not distraught unfavourably. This policy that provides equal opportunities, protection of their rights and full participation in the academic environment recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment.

The focus of the policy is on the following:

1. To ensure that the design of the building such as ramp/ lift should be according to the disabled persons.
2. To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities should be provided for disabled persons.
3. To create inclusive culture to avoid discrimination, exploitation and exclusion of disable students and staff from all spheres of work and education.
4. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast will be more evident to everyone and particularly helpful for persons with visual impairments.
5. To ensure implementation of all legislations with respect to persons with disabilities.
6. To ensure the accessibility of software tools and technology for the people with disabilities.
7. To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
8. To ensure Provision for enquiry and information: Human assistance, render, scribe, soft copies of reading material, screen reading.
9. User friendly Indian Apps for Differently-Abled persons.
  - Avaz
  - Billion Ables.
  - Let Me Hear Again.
  - Augmentally.
  - Hear 2 Read
  - Inclov

10. As an assistive technology, text-to-speech (TTS) software is designed to help children who have difficulties reading standard print. Common print disabilities can include blindness, dyslexia or any type of visual impairment, learning disability or other physical condition that impedes the ability to read.

Online AT Tools to help with Reading

- Bookshare WebReader
- Text-to-speech (TTS)
- Benetech
- Natural Reader
- Online OCR (Optical Character recognition)
- Rewordify
- Quizlet

Online AT Tools to help with Writing

- Talk typer
- Easybib
- Grammarly
- Scribe
- Mind Meister

**PRINCIPLES OF ACCESSABILITY:**

- To provide accessible textbooks and study material to all students with disabilities
- To ensure awareness programmes for all the teachers and non teaching staff regarding the issues of accessibility.
- Admission policy of the institute offers 5% reservation for persons with disabilities in all the courses offered by the institute.
- The institute will ensure the representation of all the types of disabilities listed in Rights of persons with Disabilities 2016 and as per government regulations from time to time. Facilities available for employees and students. Ramps and Toilets, Wheel chairs and our college facilities are provided time to time as per government rules.

The institution has disabled friendly, barrier free environment.

# **WASTE MANAGEMENT POLICY**

## **Waste Management Policy**

### **Preamble**

Kongu Arts and Science College is an eco-friendly institution with distinct policies to connect with nature in every sphere of its activities. Waste management policy has been given considerable importance by our Institution. Our institution has been making fruitful efforts by contributing to the sustainability of the environment through various process. It focuses on stabilizing domestic waste, either solid or liquid that is generated within the campus. Our policy is one of the guidance for all the faculty and students to be responsible for the maintenance of eco-friendly aura and to undertake suitable measures for waste management treatment through proper channel.

### **Objectives**

- To emphasize and adopt suitable technologies for processing and managing waste
- To transform the solid waste to useful manure for landfills in a cost-effective manner
- To reduce the generation of waste and to dispose it.
- To follow five “R” principle of Reduction, Reuse, Recycling, Refuse and Resource Recovery along with Incineration and Land filling.

### **1. Solid Waste Treatment**

In our campus, food and vegetable wastes generated in mess and canteen are collected and fed to digester for bio-gas (natural fuel) plant which generates energy.

Dried leaves and other solids automatically get converted into organic compost which then becomes usable. This comes handy as manure to the plants and trees inside the campus.

### **2. Liquid Waste Management**

In our College significant amount of water gets used for and cooking at hostels, canteen, staff quarters, and toilets. A high technology sewage water treatment plant located behind the Boys hostel treats the sewage water. Wastewater collected from the entire campus is aerated and then sent to settling tank. Then these waste water is passed through sand and activated carbon filter followed by aeration. Around 2.0-2.5 Lakh Litre of treated water is produced per day, and it is used for gardening the plants within the campus. The solid sludge is taken to compost pit.

### **3. Biomedical Waste Management**

Biomedical waste may be solid or liquid which includes unwanted microbiological cultures, discarded gloves, laboratory waste, needles. Workers who handle biomedical waste are

provided with safety gloves and masks. An autoclave uses steam and pressure to sterilize the waste or reduce its microbiological load to a safely level of disposal.

#### **4. E- Waste management**

The objective of this programme is to keep our city and our College Campus free from Electronic Waste Pollution. Department of Computer Science (UG) and Department of Physics periodically collect the electronic Wastes such as condemned CD/DVDs/Computer Laptops, Telephones, and Mobile Phones etc. from the campus and hand over to Olirum Erode Foundation, Erode, to dispose them safely.

#### **5. Waste Recycling System**

The recovery of energy from waste materials is referred as waste recycling. In our College, recyclable materials include many kinds of glass, paper, cardboard, metal, plastic, fabric waste. The above mentioned are recycled regularly.



**WATER CONSERVATION  
POLICY**

## ***WATER CONSERVATION POLICY***

Water is one of the basic necessities for every living being and we cannot imagine a life without water. It is the natural resource and the main constituent of our planet earth. Water is the universal solvent and clean fresh water is a very limited resource. As the world continues to warm, freshwater will become more limited in future for all of us. Each decision of how we use water has the potential to make a positive impact for the future of our global water resources. It's the moral duty and responsibility of each individual and community as a whole to contribute to conserve water and rejuvenate the water resources.

In this aspect, Kongu Arts and Science College is committed to regulate water conservation, sustainable management and utilization of water resources effectively. We work on utilizing water efficiently, wisely and responsibly. The water conservation activities and strategies are well maintained in the campus. The presence of indigenous trees, usage of renewable source of energy like solar energy, water conservation by rain water harvesting and water recycling are some of the highlights of conservation.

The primary goal of Kongu Arts and Science College water conservation policy is to provide safe and clean water inside the campus and to educate the importance of water conservation to the students.

### **Goals and Plans**

- ❖ Ensure awareness about the water conservation
- ❖ Maximize water use efficiency and minimize wastage of water
- ❖ Fix all the leaks and to use water wisely
- ❖ Reusing water for irrigation and watering the plants smartly
- ❖ Inform, educate and increase the awareness about the importance of Rain water harvesting
- ❖ Spread awareness among students through various clubs and forums
- ❖ Save water and avoid water scarcity

### **Initiatives**

Water is the key factor for our survival. Our College gets water from four different sources:

- (i) Treated RO (Reverse Osmosis) water from an RO plant located at our sister concerned institution
- (ii) Fresh water from the bore well

- (iii) Rain water harvesting and
- (iv) Treated water from Sewage Treatment Plant (STP).

### **1. RO Water**

The college provides a safe and RO Treated drinking water to all throughout the year. It is stored in separate tanks located in roof top of each building. In each block the RO water is distributed through water purifiers.

### **2. Rain water Harvesting**

Rain water is collected through

- i) Buildings during the runoff
- ii) Road run-offs and
- iii) Collected in small ponds

Rain water is collected and stored in front of each building and it percolates to underground and this increases the ground water level. There are four rainwater harvesting tanks, two recharge pits near the well and bore well and two rainwater storage tanks inside the campus for effective rain water management.

### **3. Bore well and Open recharge**

The bore wells are constantly replenished with nearby recharge pits which aids in Percolating rain water and regular maintenance is carried out by the institution.

### **4. Sewage treatment plant for water recycling**

The Institution has implemented conventional wastewater treatment plant with a total capacity of 2,00,000 Liters/day. The treated water is effectively used for irrigating the plants in the campus.

### **5. Awareness activities to impart water conservation awareness among students**

National Service Scheme (NSS), National Cadet Corps (NCC), Eco club along with Science Forum guides the students to conserve water and create awareness by conducting various activities.

# **ENERGY CONSERVATION POLICY**

## **ENERGY CONSERVATION POLICY**

### **Preamble**

Energy plays a major role in the development of the nation as well as the organization. Energy conservation awareness at all level is important to engage and involve all stakeholders in energy management program. The institution aims to promote awareness related with energy conservation among students. Energy Audit is important to identify energy conservation potential and gives an idea about energy cost reduction. Utilizing less energy is not a choice but should be a consistent practice for conserving energy. To conserve energy, various measures such as energy and environment audit have been implied as a practice. Energy audit in our institution is done every year. Our energy audit focuses to identify the judicious usage of electrical and thermal energy (where, when, why and how energy is being utilized).

### **Energy Conservation Practices:**

- The Institution has installed Solar Power Plant towards energy conservation. For this purpose, renewable energy resource of Solar Power Plant has been installed. Overall Energy Generation for the last 5-Years is 4,51,096 kwh from Solar panels located in the roof tops of Main block and BCA block.
- Annual Energy audit is made mandatory
- Nearly 12 Solar Lights are installed within the campus
- The Institution has adopted the training of utilizing all tactics for conservation practices by replacing all tube lights and bulbs with LED tubes and LED bulbs (1440 numbers) which are known for energy efficiency. The entire campus is completely free from incandescent and sodium vapor lamps.
- The Institution continuously creating awareness among the students on Energy conservation practices and insisting to diminish the consumption of electricity through turning off all lights, and appliances are not in use. Computer labs and departments are taking care of conservation by keeping computers and laptops in sleep mode when not in use.

### **Raising Awareness on Energy Conservation**

Continuous efforts have been put forth by instilling inventory practices to conserve energy by all means. Energy conservation awareness programmes have been arranged to the student community by

eminent personalities from Energy Science Departments for inculcating the necessity and requirement of this practice.

The Institution motivates the students to execute projects on energy conservation, recycling and energy reduction which could enhance the holistic development of the students.

World Energy Conservation Day (December 14) is celebrated regularly and awareness programmes such as rallies and demonstrations have been carried out as outreach activities. Nearby school children are made aware by distributing LED bulbs and educating awareness on energy conservation as a prominent practice.

### **Save Energy TIPS to be followed**

- Activate power management features on computer and monitor so that it will go into a Low power “sleep” mode when the students and staff are not working on it.
- Turn off the monitor when the students and staff leave the lab.
- Activate power management features on laser printer.
- Whenever possible, shutdown rather than logging off.
- Turn off unnecessary lights and use day light instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference halls, classrooms, seminar halls when they are not in use.
- Use the fans only when they are needed.
- Unplug appliances not plugged into power strips

# **CODE OF CONDUCT**

## **CODE OF CONDUCT FOR THE PRINCIPAL**

The Principal should

- Be a dynamic and democratic administrator.
- Be honest, Fair, Law- binding, objective, support and protective.
- Monitor all activities of the College efficiently and effectively.
- Honour all aspects of their employment contract.
- Empower all staff members and students to reach their maximum potential.
- Fair in their disciplinary actions for both staff and students.
- Convene HOD meetings periodically to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- Be interested in introducing new courses related to the need of the hour and in upgrading the Departments.
- Encourage the Departments to organize conferences, Seminars and Workshops.
- Allow teachers to participate reasonable educational freedom without interference by a biased Principal.
- Acknowledge the academic excellence of the staff.
- Facilitate good rapport between the management and staff.
- Listen to and redress the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and the staff.
- Promote industry institution for better employment of students.
- Coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

## **CODE OF CONDUCT FOR FACULTY MEMBERS**

1. College working hours for the faculty members is from 9.20a.m to 4.25 p.m.
2. All the staff has to be in the college during the working hours and they should follow the prescribed dress code.
3. Faculty members have to handle the theory, laboratory and other classes for full duration.
4. Faculty members those who want to avail leave can do so, by obtaining permission from the HOD after making alternative arrangements.
5. Internal / End Semester Examination works are mandatory for all faculty members.
6. Phone requests for leave will be entertained only in the case of emergency.
7. The Staff can avail one hour permission twice a month. However such a faculty is to be used only for essential needs. Permission in the first hour will be granted only when the staff concerned does not have any class.



8. The staff shall not involve themselves in activities not related to their work, during working hours.
9. Faculty members are encouraged to take up consultancy services, after obtaining necessary permission from the Management.
10. The details of performance appraisal reports given by the superiors shall be treated as confidential.
11. All correspondence to the Management has to be routed through proper channel.
12. All the Faculty members should take active part in co-curricular and extra –curricular activities and maintaining discipline in the campus.
13. Faculty members should involve in conducting need based Value Added Courses to enhance job skills of the students.
14. Faculty members should constantly update their knowledge by using the library resources.
15. Faculty members should attend Orientation Programmes, Refresher Course, Seminars and Workshops at regular intervals.
16. The Ph.D holders should undertake funded projects.
17. The Faculty members, who have not completed NET/SET/Ph.D., should complete it within the stipulated time.
18. The Faculty members should put efforts to publish research articles in referred journals.
19. Confidentiality should be maintained in all official matters.
20. The Faculty members with less than one year experience in our institution are not allowed to take up any external examination works except the duties assigned by the University.
21. The Faculty members with less than one year experience in our institution are not allowed for semester vacation.
22. The Faculty members have to abide by the rules and regulations of the institution framed from time for the effective functioning of the college.

#### **CODE OF CONDUCT FOR NON TEACHING STAFF**

- College working hours for the non teaching staff is from 9.20a.m to 5.25 p.m.
- Staff members should adhere to the dress code of the college and must maintain decorum.
- Staff members those who want to avail leave can do so, by obtaining permission from their higher officials after making alternative arrangements.
- Phone requests for leave will be entertained only in the case of emergency.
- The Staff can avail one hour permission twice a month. However such a faculty is to be used only for essential needs.

- The staff shall not involve themselves in activities not related to their work, during working hours.
- The details of performance appraisal reports given by the superiors shall be treated as confidential.
- All correspondence to the Management has to be routed through proper channel.
- Staff should comply with the instructions issued by the higher education authorities.
- Confidentiality should be maintained in all official matters.
- Staff members allowed for semester vacation on proportionate basis.
- Staff members have to abide by the rules and regulations of the institution framed from time to time for the effective functioning of the college.
- Respond to students' enquiries with concern and ensure all possible help.

### **CODE OF CONDUCT FOR STUDENTS**

1. The college timing spreads between 9.30 a.m. and 4.15 p.m. All the students are expected to be inside the campus by 9.20 a.m. in the morning and 1.20 p.m. in the afternoon. The main gate will be closed and students will not allow going outside the campus during the college hours.
2. Strict discipline should be observed inside the campus.
3. Students should not use cell phone inside the campus.
4. Books and note books should not be kept in the class rooms after the classes are over.
5. The students should adhere to the dress code of the college and must maintain decorum.

#### **BOYS:**

- ❖ All students are expected to wear formal pants with half/full sleeve collared shirts.
- ❖ T-Shirts, short Shirts and Fashionable pants are strictly not allowed
- ❖ Proper hair dressing and well shaven face is expected.

#### **GIRLS:**

- ❖ All students are expected to wear Traditional Churidhar/ Salwar Kameez with Sleeves.
- ❖ Wearing of Shawl/ Dupatta is must.
- ❖ No deep neckline and slit above the hipline in the Kameez is not permitted.
- ❖ Wearing short kurthas, Cholis, Sherara, Jeans, Leggings, Shorts, Mini-Skirts, T-Shirts etc., are not permitted.

**Both boys and girls are not allowed to bleach and colour their hair.**

FRIDAY DRESS CODE: All the students are expected to follow the best practice of our college "FRIDAY DRESS CODE" strictly.

# **FEEDBACK POLICY**

## **FEEDBACK POLICY**

Performance of the College is increasingly analyzed on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the College is reforming good performance and imparting quality education. Hence, the College has the policy to make feedback forms available for different stakeholders to analyze the performance on different aspects.

### **1. Purpose and Scope**

- To maintain a current consciousness of the desires and forecast of students and stakeholders of the university;
- To provide space for continuous enhancement of all products, services, facilities and procedures;
- To audit and enhance the aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;
- To provide students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basics.

### **2. Responsibilities**

Internal Quality Assurance Cell (IQAC) has flourished a Feedback Mechanism and structure for its analysis. IQAC Director and the other faculty members from different departments will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in the University.

### **3. Stakeholders**

Stakeholders are any person/persons or organization that has associated with the University. Stakeholders include, but are not limited to:

- Students
- Alumni
- Teaching & Non-Teaching staff members
- Professional Bodies
- Guests- Technical & Non-Technical events
- Parents

#### 4. Feedback Mechanism

IQAC will prepare structured Feedback forms for respective stakeholders. The feedback will be collected through both online and offline methods. Filled feedback forms will be analysed by IQAC.

Feedbacks are to be collected under following broad head -

Feedback from Students	-	End of Semester
Feedback from Alumni	-	Once/ Twice in a year
Feedback from Employer	-	Once/ Twice in a year
Feedback from Staff	-	Annually
Feedback from Parents	-	Annually

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching, learning and research processes.

After the feedback analysis, it will be forwarded to the **competent authority** for further process and action. Based on the feedback analysis, action taken report shall be generated and necessary remedial measures taken on timely basis.

# **MAINTENANCE POLICY**

## **MAINTENANCE POLICY**

The college has developed guidelines to maintain and to use academic, supporting, and other physical facilities. Utilizing the college's facilities and resources more effectively is made simpler by the policies.

### **Maintenance and Utilization of Physical Facilities**

#### **The College Building:**

The college's green environment is clean and well-kept. The Campus Maintenance Committee is in charge of maintaining and making use of the actual infrastructure. The Campus Maintenance Committee receives assistance from security personnel, gardeners, electricians, and attenders. In accordance with the requirements of the day, the rest rooms on each floor are cleaned frequently. The physical infrastructure is checked on from time to time and necessary repairs are made. The procedures are established to ensure all the Classrooms, Computers/Networking Components, Instruments/Equipments and associated peripherals are in good working condition.

- The constituted Campus Maintenance Committee supervises the maintenance of all physical infrastructure in the college
- Sufficient number of housekeeping staff are available to sustain the cleanliness of classrooms, toilets and other rooms regularly
- Periodic stock verification is carried out by assigned team members
- Electrical appliances and fittings are regularly checked and replaced whenever necessary
- The calibration and servicing of equipment are done periodically

#### **Sports Facilities:**

The Department of Physical Education is responsible for the maintenance of the sports facilities which includes the basketball court, volleyball court, gymnasium and the indoor games kit. The Sports Director works with a Sports Assistant who, in turn assisted by attender regularly cleans the sports grounds and equipments. Qualified coaches are appointed for basketball, cricket, volleyball, softball and football for interested students. The gymnasium equipment are frequently cleaned to ensure that the students enjoy these facilities to the maximum.

#### **Procedure for Sports:**

The procedures to ensure the utilization of sports infrastructure

- Periodic reviews over the progression of sports activities by the sports committee.
- The college sports infrastructure is utilized for conducting various University, District and Zonal level sports meet apart from the regular sports activities.
- Sports Students utilize the sports materials/equipment are available in the Physical Education Department as per the norms.

## **Maintenance and Utilization of Academic and Support Facilities**

### **Laboratories:**

The equipments for laboratories are purchased with the approval of the Management and Purchase Committee. The laboratories in charges take complete responsibility of the maintenance of all labs respectively. The periodical maintenance service is provided to all the equipments. Chemicals and other equipments are purchased and maintained as per the demand.

### **System Maintenance and Administration:**

The Systems Manager and Programmers are responsible for the maintenance and utilization of the Computer Laboratories. They resolve hardware and software-related issues, maintain ICT facilities, supervise the electronic equipment service, maintenance of printers, scanners, LCD projectors, audio-visual equipment, etc.. The Computer laboratories equipments are periodically serviced to ensure its efficiency.

### **Classrooms:**

All the classrooms are upgraded every year including the repairing of furniture and repainting. Every classroom has a waste disposal bin that is emptied and cleaned every day. The ICT used in classrooms are regularly serviced to ensure smooth execution of teaching-learning process. Cleaning of the green boards, classroom furniture and floors are done every day.

### **Electrical Work:**

Maintenance of electric infrastructure is carried out by the Electrical Department appointed by the institution. The electricians are qualified to conduct all the works essential for providing uninterrupted power supply to the entire campus.

### **Library:**

The Chief Librarian is responsible for the maintenance and utilization of the Library. The Librarian is assisted by the assistant librarian and library staffs. The library has established procedures for the purpose of



maintaining books, magazines, DVDs and manuscripts. Books have been purchased as per the demand of the curriculum and periodical maintenance is also carried out regularly. Books and Stock verification process is done at the end of the academic year. The unique code of the identity card validates the entry and exit of the library users. The damaged books are periodically replaced with new ones. The computers and software are updated as per the demand with proper maintenance procedure. The Library policy comprehensively covers the management of all aspects of the library. The supporting staff renders its services to the library to keep the premises clean.

#### **Procedure for Library:**

The procedures to ensure the utilization of Library resources

- The development of the library as per the needs of the stake holders by the Library Advisory Committee
- Bar coding system for issuing and returning of the books supplemented with library management software
- Classification of books using DDC (Dewey Decimal Classification) and its arrangement as per the classification numbers for easy accessibility

#### **The institution provides and maintains the following services through third-party contracts**

- A Cafeteria is available in the campus to meet all the refreshment needs of the students and faculty members every day.
- The Karur Vysya Bank ATM centre functions 24/7 for the benefit of students and employees.
- An amenity center inside the campus offers all relevant stationery products in the reasonable price.
- Kovai Medical Centre Hospital, Erode offers its services in medical care and treatment for the students and employees.

