



**SREE ABIRAAMI**

**ARTS AND SCIENCE COLLEGE FOR WOMEN**

APPROVED BY GOVT. OF TAMIL NADU / AFFILIATED TO THIRUVALLUVAR UNIVERSITY

Accredited by NAAC with B++ Grade | An ISO 9001:2015 Certified Institution

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KATPADI ROAD, KEELALATHUR, GUDIYATTAM – 635803, VELLORE DISTRICT, TAMIL NADU.

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**The following policies in the institution include rules and regulations that govern students, courses, and other aspects of college life.**

- **Research Policy**
- **Resource Mobilization Policy**
- **Policy Regarding Differently Abled**
- **IT Policy**
- **Code of Conduct**
- **Maintenance Policy**
- **Infrastructure Development Policy (IDP)**
- **Environmental Policy**

### Research Policy

#### **Statement:**

“To create a robust research and innovation ecosystem in order to improve the quality of research and innovation in the institution while being true to the institution's vision and mission”.

#### **Policy and Code of Ethics:**

A research cell has been established in order to establish a focused research culture and strengthen all research activities at the college, consisting of the college principal, a senior faculty member, and members from the arts and science departments (Principal, Coordinator of Research cell, Co-Ordinator, IQAC, HoD of Respective Departments, Research guides).

The institution's research policy focuses on instilling a research mindset in undergraduate students by including group projects and internships into the curriculum. The College has earned a well-deserved reputation for excellence in postgraduate teaching. Motivating PG students to work on their own projects and submit articles in peer-reviewed, indexed journals. Management has stepped forward to provide funds and laboratory facilities for students under the Students Project Scheme in order to encourage research. Aside from normal events, the Research cell members meets once every two weeks to discuss recent developments in their fields.

#### **The following are the policy's key features:**

- A Research Committee assists the coordinator in defining thrust areas and developing research programmes.
- The Research Committee reviews the progress of numerous Research projects on a regular basis, while encouraging others to create and submit proposals for projects in growing thrust areas of research with societal applications.
- Encourage research academics to conduct study on socially relevant issues and publish their findings in peer-reviewed, indexed publications.
- Encourage and promote a research culture among staff and students by providing e-journal access, a digital library, laboratory help, a computer lab, and a research room for research.



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- Home journals are published on a regular basis. Those who are in the completion stage of their Ph.D. research work are eligible for sabbatical leave.
- Faculty and students are offered incentives to present their findings at seminars/conferences and to publish their articles in journals. And also providing seed money to promote research.
- Faculty members are encouraged to collaborate on research with other research institutions and industry to share the resources
- The institution provides financial funding to conduct seminars, conferences, workshops, training programmes, and sensitization programmes with the participation of eminent scientists and experts from abroad and within the country, in order to develop a research culture on campus.
- A cell for intellectual property rights (IPR) has been formed to promote and enhance research innovations and intellectual assets.
- The college motivates the students to avail TNSCST-funds for research initiatives.
- Submission of proposals to funding agencies such as UGC, DST, DBT, CSIR, DRDO and so on to avail funds for major and minor research initiatives done by the faculty members / students.
- In compliance with the UGC and the parent university, an official Code of Ethics will be implemented to prevent research malpractices and plagiarism.
- Each publication has to be intimated to the Research Cell and to be updated in the database by the author.
- The research outcomes of an individual will be displayed in the website.

### **Objectives:**

- Establishing Centers of Excellence in developing fields and sustaining research via innovation.
- To encourage students and faculty members to participate in inter-disciplinary and multi-disciplinary research.
- To achieve sustainable development goals while also finding solutions to societal issues.



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### **Provisions / Rations:**

- An office for Research will be established under the leadership of Coordinator (Research cell) to track and coordinates all activities related to research and innovation in the departments and that of the institution.
- Adequate budget for research will be created under the Capital and Revenue heads. Additional grants can be considered with proper justification when necessary.

### **Process:**

- National/International travel grants for faculty and students to attend and present research papers at conferences.
- Conference, workshop, and Professional Development Program sponsorship.
- Undergraduate and postgraduate students will be eligible for a grant to support innovative final-year projects.
- Seed funding will be provided to faculty members to carry out research projects.
- At the end of each year, incentives will be offered for paper publications based on the quality of the publications.
- Based on guidelines issued from time to time, performance-based incentives will be offered to faculty members for various activities related to research and innovation such as consultancy, testing, patents, and so on.
- Incentives for successfully completing Funded Projects will be given to Principal Investigators in accordance with guidelines, and will be paid at the end of each year.
- Financial assistance will be provided to obtain Life Membership in Professional Societies.

### **Consultancy:**

- Consultancy services are provided by faculty members using their expertise. The revenue generated by this programme is split 60:40 between the institution and the concerned staff members.

### Resource Mobilization Policy

Resource mobilization refers to the process of acquiring new and resources from the management or other organization and utilizing it for the evolution of the institution. It also involves receiving the needful resources on time and make use of it cost-efficiently based on the institution's requirements.

The institution follows transparent financial management. Sree Abiraami Educational Trust is vital source of fund, which is a group of thirty members who work for the upliftment of women community in Gudiyattam locality. The resource mobilization focuses to ensure the institution's vision and mission.

### **Prominent Features**

- Sree Abiraami Educational Trust manages the fund. It makes sure that the income generated and the funds raised are optimized effectively to achieve the vision of the institution.
- Funds are generated to meet the Infrastructural requirements and for the maintenance of the college.
- The management provides financial support to the resource people, association activities, faculty development programs, and orientation programs and various other programs concerning to the faculty members and Students.
- Employee Provident Fund (EPF) is provided for the faculty members, who avail for it/ who retain for more than six months.
- The institution focuses on the student's extracurricular activities through sports, clubs, and movements, and also provides sufficient funds to encourage them.
- Management Scholarships and Government Scholarships are provided for the deserving students.
- The institution conducts annual audit to ensure transparency and accountability.
- The financial resources of the college are
  - i. Students' Fee
  - ii. Government Grants
  - iii. Management Fund.



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### **Policy Regarding Differently Abled**

The differently-abled people are needed to be taken care with special facilities for their mobilization and independent functioning. To assist differently-abled students and staffs the institution has made following facilities as a policy:

1. The institution has made certain facilities such as ramps, rails, and special toilets and other requirements to meet their requirements
2. 3% admission is reserved to the differently-abled students in various programs.
3. Equipment's like wheel chair and other equipment based on their requirements are made available in the campus.
4. Guidance and counselling at different level such as academic and personal are provided.
5. Aids in the examination such as arranging scribe, granting extra time and other things based on their need will be made available to them.
6. Encouraging the students to accept and help the differently-able students and staffs.

### IT Policy

The IT (Information Technology) policy encourages the effective usage of computing, networking and IT facilities of the college. The IT policy of the institution authorizes the students, faculty members, non-teaching staffs, management, and guests to utilize the IT facilities, for academic purpose only. Infringement of IT policy will be considered as academic misconduct. Based on the nature of the violation concern authority will take action.

#### **Practical Policies:**

- The users are prohibited to gain unauthorized access to IT resources, which are forbidden by Indian and International Cyber law, National Cyber Security Policy and any other kind such illegal activities will subject the user to civil and criminal liability.
- The institution prohibits the users from viewing, sending, forwarding, and downloading any fraudulent, obscene, and pornographic, threatening, fake messages are violation of law and also college policy
- The institution prohibits its users from violating Intellectual Property Right (IPR) - relevant to copy right, patent, trademark, database protection law and publicity rights law.
- The institution validates the use of Open Source Operating System (OS) and Processing Software (PS).
- The institution insists to stand by the norms of social network forum such as social networking websites, blogs, etc., and also to ensure their privacy while using social networking sites.
- The users will be penalized if they cause any damage or change to the college data either intentionally or unintentionally.
- Any kind of incursion, disruption or attempt to cause any harm to the IT resources of the institution are strictly prohibited.
- The users are instructed to take proper care of the equipment and report to the person in charge in case of any malfunction.
- The users are strictly not allowed to repair, reconstruct or attach any external device to the computers.



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- No food or drinks are allowed inside the laboratories.
- Causing loud noise by means of shouting, movie, music, talking and singing are considered as misconduct.



### Code of Conduct

#### THE PRINCIPAL:

1. The principal of the college has multifarious roles to perform to attain the vision of the institution by providing guidance, leadership, and direction to the all stakeholders.
2. Keep the co-ordination in all college works.
3. The principal monitors the administration of the academic programs and general administration of the college by adapting various ICTs and techniques to ensure effective teaching learning process and acquaint the students to recent developments in the world.
4. Observes and implements the directives issued by Government, / U.G.C. / Director of Education / Higher Education / University and other concerned authorities.
5. Assesses the teaching and non-teaching staves of the college by following continuous check on them.
6. The Principal acts as a councillor to the staves and students by giving them moral supports.
7. Ensures that the staves are following the norms of the college.
8. To gauge the feedback forms of the various stakeholders and take proper action for rectifying the issues.

#### TEACHING STAFF/ NON-TEACHING STAFF:

1. Every staff member is appointed by the management with the principal's consultation.
2. Treat everyone in the campus with dignity irrespective of their position and status.
3. Staffs are prohibited to punish the students physically and verbal.
4. Flawless in comportment and modest in deportment.
5. In case of any adverse incident in class or any inconvenience with the students, the teachers are expected to inform it to the Head of the Department. If it is not resolved by the HoD it will be taken to principal's notice.
6. Avoid the usage of mobile phone in classroom, laboratories and examination hall, except in case of emergency.
7. Primary priority to the students and their academics, when the departmental or college events are there.
8. Giving their assistance to the Head of the Department in Admission of the students.



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9. Taking the responsibilities of the class as a tutor, academic counsellor, and mentor.

10. Make sure that the students are following the college norms.

### **FOR STUDENTS:**

1. Students are expected to attend the college every working day from 9.30AM to 4.00PM.
2. Students must be attentive in all the classes and maintain decorum and dignified behavior in the class.
3. Students must respect their teachers and obey all the academic instructions given by the teachers.
4. Students must follow dress code during college working days.
5. Students are expected to treat their fellow students with utmost love, respect and dignity.
6. Students must leave the campus in between the college hours only when either of their parents are accompanied.
7. Students must not carry mobile phones during class hours without the permission of the teachers.
8. Students must attend and perform well in all the continuous assessment tests conducted by the college from time to time.
9. Students must wear identity cards all the times when they are in the college campus.
10. Students must not indulge in ragging or any form of undesirable/indiscipline activities.
11. Students must pay all tuition fees and other college fees in time.
12. Students must not discontinue their course of study in between the course period.
13. Students are expected to behave in an orderly and disciplined way while they are in and outside the college.
14. Students must attend the college every working day and earn sufficient attendance to appear for university examinations.

**Thiruvalluvar University Rules regarding Students' Attendance are given below:**

### **University Rules as to Student's Attendance**

A candidate will be permitted to take the University Examination of any Semester, if

- (a) (i) He / she secure not less than 75% of attendance, out of the 90 instructional days during the Semester. (In the case of married women students, the minimum attendance requirement shall be 55% of the total instructional days.)



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ii) he / she earns a Progress Certificate from the Head of the Institution of having satisfactorily completed the prescribed Course of Study in the subjects as required by these Regulations and

His / her conduct has been satisfactory.

Provided that it shall be open to the Syndicate or any authority delegated with such powers by the Syndicate to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed for any valid reason(s) subject to the usual conditions.

b) A candidate, who has secured attendance less than 75% but 65% and above shall be permitted to take the Examination on the recommendation of the Head of the Institution to condone the lack of attendance as well as on the payment of the prescribed fees to the University

c) Students who have secured less than 65 % but more than 50 % of attendance are NOT ELIGIBLE for condonation of shortage of attendance and such Students will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year/next semester of the program and they may be permitted to take next University examination by paying the prescribed condonation fee.

d) Students, who have earned less than 50% of attendance, shall be permitted to proceed to the next semester and to complete the Program of study. Such Students shall have to repeat the semester, which they have missed, by rejoining after completion of final semester of the course,

e) The Students, who have earned 0% of attendance, have to repeat the program (by rejoining) without proceeding to succeeding semester and they have to obtain prior permission from the University immediately to rejoin the program.

### Maintenance Policy

- The policy governing the upkeep and use of physical, academic, and support facilities.
- The operation of the college is governed by a number of policies, procedures, and practices. The policies are intended for day-to-day use. They offer advice to members in a variety of academic fields.
- The non-teaching staff is responsible for maintaining and cleaning the classrooms and furniture, and in most situations, the institution hires experts to do so.
- The college has a sufficient number of computers with internet connections. \_\_\_\_\_software is available in a variety of settings, including offices, laboratories, libraries, and departments. All stakeholders have equal access to these facilities, according to the institution's norms and policies. The administration has engaged technically trained professionals to maintain the ICT smart classrooms and all computer-related equipment.
- The campus has a CCTV camera installed.
- Students are charged for laboratory expenditures at the time of admission, as recommended by the statutory body, and non-salary grants are granted for the upkeep of laboratories and classrooms that are used in the teaching – learning process. The institute appoints a gardener to look after the garden.
- Annual Maintenance Contract (AMC) maintains the generator on a regular basis. Electrical and plumbing maintenance is handled by local experts, and the costs are covered by the college's budget, which is derived from a variety of sources.
- Management is responsible for library maintenance by allocating funds from the budget. AMC is in charge of library software. Library staff disinfects and cleans the library on a regular basis.
- The physical education department of the college is outstanding. The running track is used by students, staff, and the surrounding community, and it is maintained with the assistance of management.
- The college establishes a competitive examination that assists students in preparing for competitive examinations, with management covering the costs.



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- The management is aware of the external and internal stakeholders of the institution, and they work together on a regular basis to unite the huge campus.
- Maintaining campus support facilities necessitates a meticulous system. The college has a comprehensive policy in place to ensure that the infrastructure is maintained on a regular basis. As a result, the administration allots sufficient finances for the upkeep of the academic and support facilities.

#### **Laboratory:**

The college have two science laboratories for physics and chemistry within the campus. The necessary equipment is obtained from a modern scientific company. The instruments are properly maintained and repaired on a regular basis by technicians from the same office. If there is a flaw in the equipment, it is replaced immediately with the approval of the principal.

#### **Computer labs:**

There are two computer labs available at the college premises. The systems are maintained by hardware technicians who have been specifically hired by the management for this purpose.

#### **Library:**

The college owns a massive library with a large reading space. It has a dedicated book reading space, and separate systems for reading and borrowing books.

#### **Classrooms:**

The institution has large classrooms with plenty of fans, tube lights, and desks. All of the facilities are well maintained, and carpenters and electricians handle any repairs or damage to the merchandise.

#### **Sports:**

The physical education department functions in a separate room. The management has appointed a female physical director to oversee the girls' sports activities. The college includes a big sports complex with separate courts for cricket, kabaddi, volleyball, Kho-Kho, and other sports. Buildings, Classrooms, Laboratories, and the entire campus are all under the supervision of an exclusive estate officer. At the end of each semester, the Principal appoints a committee comprising a convenor and members to assess the campus's infrastructure maintenance. Every department has a registrar who keeps track of the stock, and a consolidated report is sent to the higher-ups.

### **Infrastructure Development Policy**

Infrastructure Development Policy of Sree Abiraami Arts and Science College for Women aims at providing the growing need of the faculty members and students to enhance their teaching –learning process and comfortability. The main objective of Infrastructure Development Policy is to provide global standard infrastructure to provide global standard education. The institution updates its infrastructure annually to be updated.

#### **The policy covers the following domains.**

1. General Infrastructure
2. Infrastructure for teaching, learning and evaluation
3. IT Infrastructure

#### **The Infrastructure Development Policy was developed around the following the main Principles:**

- Efficient and responsible use of existing assets and optimal allocation of additional resources
- Transparent process of procurements.
- Enabling Institutional framework.
- Payment for services wherever needed.
- The institution always takes up suggestions and recommendations of the staff members, students, alumni, and the guest to improve the standard of the institution. The college also provides equal access to all the staff members and students as per their requirements.

### Environmental Policy

If we take care of our environment, the environment will take care of us so the institution ensures that the environment is well maintained. Eco club and Green Campus Cell allotted a particular part for each class to maintain their own organic vegetable garden, which they sell for the stakeholder to know the beneficiary side of agriculture. The college has constituted the Green Campus Cell (GCC) to maintain a greenish serene environment. The Nature Science Foundation (NSF), Coimbatore awarded our campus as Best Green Campus and the institution has also undergone energy, Green campus and Environment Audit.

#### **GREEN CAMPUS CELL**

**GREEN CAMPUS:** A Green campus is a place where environmental-friendly practices and education combine to promote sustainable and eco-friendly practices on the campus. The Green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to the environmental, social and economic needs of mankind.

#### **OBJECTIVES OF THE GREEN CAMPUS CELL:**

- Green Campus Cell believes that maintaining an eco friendly campus begins with maintaining a clean campus and using conventional sources of energy for its daily power needs, proper disposal technique, purchase of environmental friendly supplies and following an effective recycling program.
- The Institution believes that everyone has to work out in time-bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim to develop a clean and green campus.
- The Green campus initiatives (GCI) will enable the institution to develop the campus as a living laboratory for innovation.



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### GREEN CAMPUS POLICY

#### Composition of the Green Campus Cell:

S.No.	Role	Name of the Faculty & Designation
1	Chairperson	Dr. M. C. Subhashini, Principal i/c,
2	Secretary	Dr. Sravanthi, T V, IQAC Coordinator
3	Faculty Representative	Mrs. M Vinitha, Assistant Professor of English
4	Student Representative	Ms. V. Keerthana
5	Non-Teaching staff Representative	Ms. Yamini

#### MAJOR GREEN CAMPUS INITIATIVES

- Installation of solar power station
- Waste water management/ Rainwater harvesting
- Development of Sewage Water Treatment plant
- Maintenance of water bodies and distribution system in the campus
- MIS to make paperless administration
- Plastic free Campus
- Tree Plantation Drive
- Cleanliness Drive
- Landscaping and gardens
- Use of LEDs only
- Establishment of Enviro – club
- Green, Environment and Energy Audit conducted
- Restricted entry of automobiles
- No Vehicle Day observed