



QUALITY MANUAL

TITLE & SCOPE

This Quality Manual describes the Quality Management System (QMS) being implemented in Sri Krishna Arts and Science College, Coimbatore for providing educational services leading to Under Graduate Programmes and Post Graduate Programmes, under the Autonomous system in the field of Arts, Science, Commerce and Administration including the support activities such as Library and Placement.

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Date: 01.06.2023

PRINCIPAL



INSTITUTIONAL PROFILE

Sri Krishna Arts and Science College, was established in the year 1997 by the VLB Trust in Coimbatore. The institution was granted autonomous status by the University Grants Commission (UGC) in 2011. The College aims to impart quality education by blending scientific and artistic knowledge to meet the needs of the current generation. The College now offers 31 undergraduate programs, 12 postgraduate programs, 9 research programs, and one five-year integrated program.

The College is situated in a sylvan surrounding with a green campus of 15 acres and state-of-the-art buildings of over 4,25,000 sq. ft. offering the best environment for imparting and imbibing knowledge. It is easily accessible from any part of the city and adjacent to the National Highway of Palakkad Road. It was started with 17 students in 1997–1998 and has seen phenomenal growth. At present with 31 UG Programmes, 12 PG Programmes, 1 Integrated Programme and 9 Research Programmes over 8,605 students are studying in the College.

Programmes offered

UNDER - GRADUATE PROGRAMMES

1. B.A. English Literature
2. B.Sc. Mathematics
3. B.Sc. Computer Science
4. B.Sc. Information Technology
5. B.Sc. Computer Technology
6. B.C.A. Computer Applications
7. B.Sc. Computer Science and Applications
8. B.Sc. Software Systems
9. B.Sc. Computer Science with Cognitive Systems
10. B.Sc. Data Science
11. B.Sc. Artificial Intelligence and Machine Learning
12. B.Sc. Electronics and Communication Systems
13. B.Sc. Biotechnology
14. B.Sc. Microbiology
15. B.Sc. Costume Design and Fashion
16. B.Sc. Catering Science and Hotel Management
17. B.Com. Commerce
18. B.Com. (CA) Commerce with Computer Applications
19. B.Com. (IT) Information Technology
20. B.Com. (PA) Professional Accounting
21. B.Com. (AF) Accounting and Finance
22. B.Com. (BI) Banking and Insurance



23. B.Com. (BPS) Business Process Services
24. B.Com. (CS) Corporate Secretaryship
25. B.Com. (BA) Business Analytics
26. B.Com. E-Commerce
27. B.B.A. Business Administration
28. B.B.A. (CA) Business Administration with Computer Applications
29. B.Sc. (ISM) Information and Management Systems
30. B.B.A. Logistics
31. B.Sc. Psychology

POST - GRADUATE PROGRAMMES

1. M.A. English Literature
2. M.Sc. Mathematics with Big Data
3. M.Sc. Computer Science
4. M.Sc. Information Technology
5. M.Sc. Computer Technology
6. M.Sc. Electronics and Communication Systems
7. M.Sc. Biotechnology
8. M.Sc. Bioinformatics
9. M.Com. Commerce
10. M.Com. International Business
11. M.S.W. Master of Social Work
12. M.A. Public Administration

INTEGRATED PROGRAMME

1. M.Sc. Software Systems (5 Years Integrated)

RESEARCH PROGRAMMES

1. Ph.D. Tamil (Part Time)
2. Ph.D. English (Part Time and Full Time)
3. Ph.D. Computer Science (Part Time and Full Time)
4. Ph.D. Electronics (Part Time and Full Time)
5. Ph.D. Commerce (Part Time and Full Time)
6. Ph.D. Management (Part Time and Full Time)
7. Ph.D. Biotechnology (Part Time and Full Time)
8. Ph.D. Library Science (Part Time and Full Time)
9. Ph.D. Mathematics (Part Time and Full Time)



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Placement support: Students graduating from Sri Krishna Arts and Science College are highly sought after by the leading software giants, multinational companies as well as core industries. Placement and Training section achieved many laurels in placements which functions in the college to enhance employability skills of the students to meet the prospective employers. Placement cell with a Placement Officer and a placement coordinator from each department functioning effectively. Campus Interviews are arranged regularly. The Placement cell made a landmark achievement during 201-12 by offering a record of 1,150 placement offers. Industrial/Internship training for Pre final year students is arranged during semester vacation. Additional training programs for preparing students for placement, industry wise/process wise is undertaken and exclusive training programs are arranged by all departments.

Library: The College is provided with the state-of-art library facilities housed in 30,000 sq.ft. building to accommodate 300 students at a time. It is featured with over 26,000 volumes, 11 International Journals, 110 National Journals and 90 magazines. A digital library with more than 90 systems with leased line internet is provided. All the transactions are fully computerized with bar coding.

Laboratories: Departments are well established with the best-in-class laboratories with round the clock lab facility. Computer Sciences, Bio-Sciences, Electronics, Costume Design and Fashion, Catering Science and Hotel Management and R&D laboratories are equipped with most modern industrial standard equipments.

Sports and Games: The Campus has facilities for a wide range of games and sports. The College sponsors admission, tuition fee, boarding and lodging for selected players. Four of our players are in the current Indian Senior Volley ball Team, Four players are currently in the Indian Junior Youth Team and eighteen players are representing the Tamil Nadu State. It is sponsoring Sri Ram's Volley Ball Academy and excels in volley ball at International Level, Athletic and Hand ball at state Level and Basket ball at University Level. The College has an air-conditioned indoor stadium and provides the following facilities:

- Fitness centers for boys and girls (separately)
- Foot ball ground
- 8 Lane 400 mts Athletic Track
- A ground for field events
- Table Tennis
- Two Volley ball courts
- A Concrete Basket ball court
- Air-conditioned seminar halls
- State of art Open Air Theater
- Bank extension counter with ATM.

Students are provided facilities for the co-curricular activities through 4 units of NSS with each



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100 students, Subject Associations for each department and various Clubs activities. Students are provided with hostel facilities separately for boys and girls. Transport facility is also provided for day scholars to reach the College from different parts of Coimbatore and adjacent cities.



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QUALITY MANAGEMENT SYSTEM REQUIREMENTS

1.0.0 PURPOSE

To establish, document, implement and maintain a quality management system and to continually improve its effectiveness.

2.0.0 RESPONSIBILITY

Management Representative

3.0.0 REFERENCE

Quality Manual QM/03, QM/08 and Procedures DP/01 – DP/07

4.0.0 DESCRIPTION

4.1.0 GENERAL REQUIREMENTS

This Quality Manual describes the documented quality management system developed and being implemented and maintained in Sri Krishna Arts and Science College, Coimbatore for providing educational services leading to Under Graduate programmes, Post Graduate programmes, Diploma and certificate courses under the Autonomous system in the field of Arts, Science, Commerce and Administration. The support services like Library and Placement support are included in the scope of the QMS.

- (a) The processes needed for the Quality Management System are identified and described in the process module given in QM/03.
- (b) The sequence and interaction of these processes are also detailed in QM/03.
- (c) Criteria and methods required to ensure the effective operation and control of these processes are defined in documented procedures DP/01 to DP/07. Parameters used for monitoring and control of these processes are defined in respective procedures & objectives.
- (d) Information necessary to support the operation and monitoring are also defined in the above procedures.
- (e) These processes are measured and monitored as detailed in QM/08 and in the above procedures. These data of monitoring and measurement are analyzed as detailed in QM/08 and in the respective procedures.
- (f) Based on the monitoring, measurement and analysis, corrective and preventive actions and continual improvement activities are initiated as detailed in QM/08.

The processes such as Admission, Academic activities, Autonomous System, Conduct of



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examinations, Support for Placement, providing Library facilities and Recruitment & Training are managed in accordance with ISO 9001: 2008. Control over the processes which are outsourced through the Trust office and purchase of equipments, consumables for laboratories are also described in the respective procedures and ensured that these processes are also carried out under the controlled conditions defined in the procedures.

4.2.0 DOCUMENTATION REQUIREMENTS

4.2.1 GENERAL

QMS documentation of Sri Krishna Arts and Science College includes,

- (a) Documented statement of quality policy and objectives (included as a part of the Quality Manual)
- (b) Quality Manual
- (c) Documented procedures
- (d) Other documents needed by the Institution to ensure the effective planning, operation and control of these processes such as laboratory instructions, formats used for maintaining records, applicable rules and regulations prescribed by Govt. of Tamil Nadu, UGC, Academic Council, and Bharathiar University
- (e) Records are maintained as an evidence of implementation of various procedures. These are identified through the respective procedures.
- (f) Each section of Quality Manual is identified by QM followed by 2 digit number corresponding to the Clause number (Against Clauses on Requirements). Procedures are identified by DP (Departmental Procedures) followed by 2 digit number representing the serial number of the procedure. Formats are identified by Department / Activity code followed by serial number. Laboratory instructions are identified by the course title, course & semester.

4.2.2 QUALITY MANUAL

The Quality Manual established and maintained includes,

- (a) Scope of the QMS including the details and justification for any exclusion (as given in QM/01)
- (b) Reference to the documented procedures established for the maintenance of QMS and
- (c) Description of the interaction between the processes of the Quality Management System as detailed in the procedures and QM/03.

4.2.3 CONTROL OF DOCUMENTS

The documents required by the QMS are controlled as detailed in DP/01, DP/02 & DP/03. Procedure for control of Quality records is also detailed in DP/01. Documented procedures DP/01 para 4.2 and DP/02 para 4.8 and DP/03 para 4.4.0 define the following controls needed for documents.



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- (a) Approval and issue of documents including the functions responsible for approval (prior to issue) and issue of documents.
- (b) For review and updation of these documents based on the changes identified by any faculty / Staff the draft document is to be revised.
- (c) Changes incorporated in these documents along with current revision status are identified through amendment sheet attached at the front of the respective documents.
- (d) It is ensured that relevant versions of applicable documents are available at the point of use. Distribution of Quality System documents are done as per the list of controlled copy holders attached in the front of these documents.
- (e) It is ensured that documents are legible and are identified by name of the document and/or document number as detailed in para 4.2.1 above.
- (f) Documents of external origin such as Rules / Regulations are controlled as detailed in DP/02. The distribution of these documents is controlled as detailed in the respective procedures. Based on any revisions, the same is updated.
- (g) Obsolete documents are either destroyed or identified by "Obsolete Copy" stamp as detailed in DP/01.

4.2.4 CONTROL OF RECORDS

As detailed in the respective procedures, records are established and maintained to provide evidence of conformity to requirements and effective operation of the QMS. Records are identified and retrieved through name of the record and/or record number or format number. It is ensured that records are maintained legibly. QP/01 para 4.3 describes the procedures for controlling the records defining the controls needed for identification, storage, protection, retrieval, retention time and disposal of quality records. List of records along with retention period is given at the end of respective procedures.

5.0 DOCUMENTS / RECORDS

List of documents/records related to control of documents and control of records as given in DP/01, DP/02 & DP/03



MANAGEMENT RESPONSIBILITIES

1.0.0. PURPOSE

1. To define the Quality policy and objectives
2. To define the responsibility and authority of functions
3. To review the performance and effectiveness of QMS in achieving the policy and objectives.

2.0.0 RESPONSIBILITY

SECRETARY / PRINCIPAL

3.0.0 REFERENCE

Management Responsibility

4.0.0 DESCRIPTION

4.1.0 MANAGEMENT COMMITMENT

Top management's commitment for the development, and implementation of QMS and to improve its effectiveness as evidenced through the following,

- (a) Importance of meeting the customer and regulatory requirements are communicated throughout the institution
- (b) Establishment of Quality Policy
- (c) Ensuring that quality objectives are established for different functions
- (d) Conducting Management Review Meetings to review the continuing suitability and effectiveness of QMS
- (e) Providing resources needed for the maintenance and improvement of the effectiveness of QMS.

4.2.0 CUSTOMER FOCUS

Top management ensures that students / parents / industries requirements are determined through feedback. These are analysed and actions are initiated to fulfil their requirements with aim of enhancing customer satisfaction. These are reviewed at MRM.



4.3.0. QUALITY POLICY

We at SKASC are committed to the satisfaction of our customers through academic excellence with

- Upgradation of facilities
- Placement opportunities
- Industry Institution Interaction and
- Continual Improvement

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The above quality policy is appropriate to the purpose of the institution in providing quality education. Institution's commitment to comply with requirements is included in the Quality Policy through the need for providing education in a disciplined atmosphere. Quality Policy also includes the institution's commitment for continual improvement through quality improvement of faculty and update of facilities which are the key factors in deciding the Quality of education. The above Quality Policy is used as a frame work for setting objectives for different functions. It is ensured that the quality policy is communicated to all levels in the institution through

- (a) Inclusion of Quality Policy in the college calendar and its distribution to all students / faculty at the beginning of every year
- (b) Displaying the quality policy in both English and Tamil at various locations throughout the institution
- (c) Quality awareness training program.

The quality policy and objectives are reviewed for their continuing suitability through Management review meetings as detailed in para 4.6 below.

1. Secretary

- (a) Identification of need for faculty / staff (in addition to those identified by HODs / Principal)
- (b) Selection of candidates as a member of interview committee
- (c) Appointment and relieving of teaching and non-teaching staff
- (d) Appointment of Sweepers / Scavengers based on needs identified (if required in consultation with Principal)



- (e) Chairing of Management review meeting.

2. Principal

- (a) Approval of list of programmes offered
- (b) Approval of fee structure
- (c) Review of discrepancy between application form and certificates of students at the time of admission
- (d) Authorization of student's and staff's identify card
- (e) Authorization of stationery requirements submitted to trust office
- (f) Authorizing Transfer certificates and conduct certificates issued to students
- (g) Authorizing lesson plan
- (h) Review of Department meeting minutes and Event Register
- (i) Approval of suppliers identified for purchase of laboratory equipments / consumables
- (j) Review of incidents where syllabus requirements in laboratory sessions were not met
- (k) Organizing class committee meeting and HODs meeting
- (l) Review of student's feedback
- (m) Review of analysis of data on academic performance & admission and initiate improvement actions
- (n) Instituting statutory bodies and various other committees for Autonomous implementation
- (o) Authorization of circulars related to internal tests, placement
- (p) Review of discrepancy of internal marks through college level grievances redressal committee
- (q) Approval of requisition for purchase of books, journal & Non – book materials & approval of orders once approved by Trust office
- (r) Review of placement performance
- (s) Review of requirements of Staff / faculty identified by departments
- (t) Authorization of short listed candidates for interview
- (u) Authorization of selection committee
- (v) Approval of appointment orders
- (w) Identification of training needs through an annual meeting
- (x) Nominating staff / faculty for external training
- (y) Conducting induction programme for the newly recruited faculty members
- (z) Organizing stock verification/inspection committee once in a year

The responsibility and authority of other functions are defined in respective procedures DP/01 – DP/07 and are communicated to relevant functions through distribution of procedures. The interface related to each process is identified through the respective procedures.

4.4.0. MANAGEMENT REPRESENTATIVE

One of the senior faculty (or Principal himself) is appointed as Management Representative by the Principal. He, in addition to his existing duties and responsibilities is also responsible for



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- (a) Ensuring that processes needed for the QMS are established, implemented and maintained
- (b) Performance of the QMS and any need for improvement are reported to the Principal
- (c) Ensuring the promotion of awareness of customer requirements throughout the organization.

In order to assist him Deputy MRs are also appointed by Principal. Office order appointing MR & DMR is maintained by MR. In addition, the other responsibilities of MR (Principal) & Secretary are given above.

4.5.0 INTERNAL COMMUNICATION

Internal communication processes are established either in writing through circulars / notices / e-mail / office orders or verbally. Communication facilities are provided between various departments for verbal communication over phone between departments. Circulars / notices / office order if required are also displayed on notice boards. Internal communications are also ensured through departmental meetings, HOD meetings and Management Review meetings.

4.6.0. MANAGEMENT REVIEW

QMS performance is reviewed by Principal and Heads of Departments at least once in 3 months in order to ensure the continuing suitability, adequacy and effectiveness. Management review meetings are conducted to assess the opportunities for improvement, need for changes in the QMS and the continuing suitability of quality policy and objectives through the following inputs.

- (a) Status of decisions taken in previous MRM
- (b) Customer complaints / feedback
- (c) Status of quality system based on previous internal / external audit
- (d) Process performance including those on Placement and short courses and product conformities
- (e) Status of corrective and preventive actions
- (f) Changes required in QMS
- (g) Resource requirements and
- (h) Any other problem requiring managements attention.

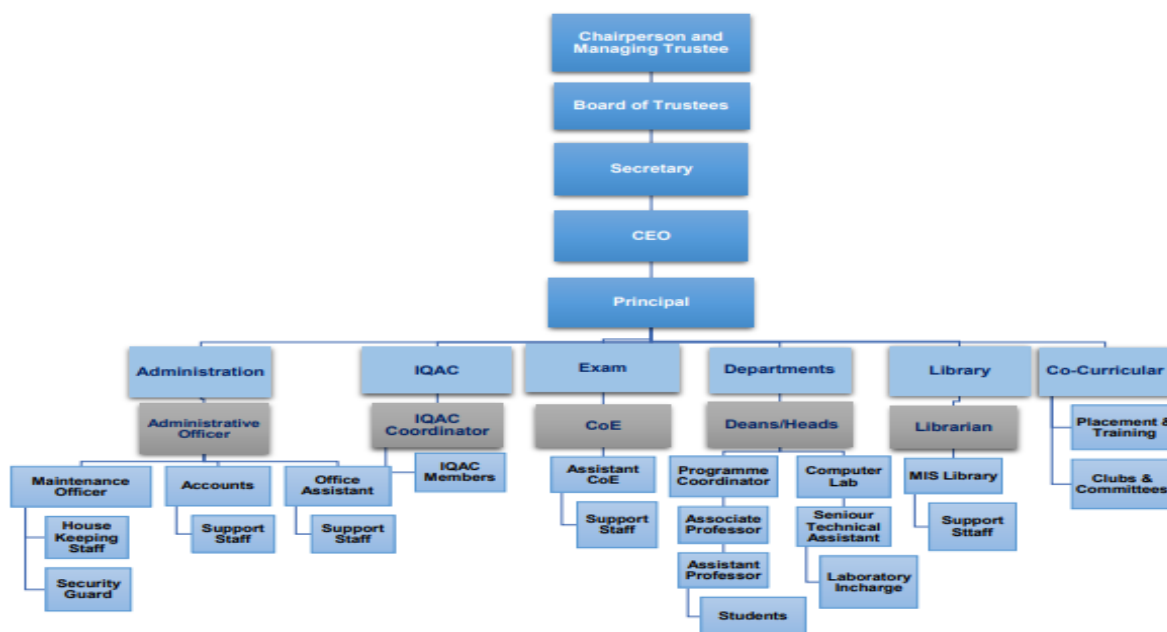
Minutes of the meeting is maintained as per QS 04. It is ensured those minutes of the MR meeting includes, opportunities for improvement in the effectiveness of QMS and its processes, improvement requirements in products / services offered and resource needs. QP/01 para 4.4.4 describes the procedure for conducting MRMs. In addition to MRM, HODs meeting and department meetings are also conducted to review the performance of academic activities, placement review meeting & as detailed in DP/02 & DP/06



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5.0.0 DOCUMENTS / RECORDS

Lists of documents / records related to MRM, HODs Meeting, department meeting, Placement review meeting are given in DP/01, DP/03 & DP/06.





RESOURCE MANAGEMENT

1.0.0. PURPOSE

To determine and provide the resources needed to implement, maintain and continually improve the QMS and to enhance customer satisfaction by meeting customer requirements.

2.0.0. RESPONSIBILITY

- (a) Capital / Infrastructure facilities and Recruitment – Secretary / Principal in consultation with the management
- (b) Training – Principal

3.0.0 REFERENCE

DP/02, DP/03, DP/05 & DP/07

4.0.0 DESCRIPTION

4.1.0 PROVISION OF RESOURCES

In order to enhance the customer satisfaction and to implement, maintain and continually improve the effectiveness of QMS, resources requirements including infrastructure facilities, buildings and work space, communication facilities, library facilities and human resources are identified and provided. Additional requirements are provided as decided in MRM or inline with the institution's future plans.

4.2.0. HUMAN RESOURCES

4.2.1. GENERAL

Personnel are selected on the basis of appropriate education, qualification and experience as detailed in DP/07. Faculty members are qualified as prescribed by the UGC or University and support staff members are qualified as prescribed by Government of Tamilnadu.

4.2.2. COMPETENCE, AWARENESS AND TRAINING

- (a) Requirements for improving competency of personnel performing work affecting quality are identified annually by HODs/Principal. Secretary/ Principal identify the training needs of such personnel.
- (b) Based on the needs identified, training is provided or sponsored for higher qualification programme.



- (c) In addition to this, necessary awareness training needs on the relevance and importance of their activities and their contribution towards the achievement of objectives are also identified and provided.
- (d) Individual training needs as per TR 01 is maintained for faculty and support staff.

4.3.0 INFRASTRUCTURE

Infrastructure requirements such as buildings, workspace and associated facilities, laboratory equipments / facilities, library books / journals, are planned and provided as detailed in 4.1 above. Whenever new courses are added, additional facilities as required are planned and provided based on the decisions taken at MRM. Need for additional library books / journals are also planned based on the syllabus revision and new course introduction through annual library budget as detailed in DP/05.

Laboratory equipments are maintained as detailed in DP/03. Building & workspace are maintained as detailed in DP/02.

4.4.0 WORK ENVIRONMENT

Faculty ensures that classrooms are provided with adequate lighting / ventilation. The institution premises are located away from industrial area, thickly populated residential area and from roads / highways with heavy traffic in order to create an atmosphere conducive for imparting education. It is ensured that faculty and students follow the discipline procedure of the institution.

In laboratories where electrical machineries are to be used, protection through ELCB and fire fighter is provided to protect from electrical shock and fire.

5.0.0 DOCUMENTS / RECORDS

Documents / Records related to recruitment, Training, purchase of equipments consumable & Library books / journals are as detailed in DP/03, DP/05 & DP/07.

1.0.0 PURPOSE

To determine, design and prescribe the courses of study and syllabi, and to evolve methods for assessment of students' performance, conduct of examinations, evaluations and notification of results.

2.0.0 RESPONSIBILITY



Primary

Governance of Autonomy: Principal & Vice-Principal

Conduct of Examinations : Controller of

Examinations (CoE) Secondary : Chief

Superintendent & Invigilators

3.0.0 REFERENCE

Departmental procedure DP03, UGC, Bharathiar University, and Academic Council regulations.

4.0.0 DESCRIPTION

4.1.0 RESPONSIBILITY AND AUTHORITY

Organization chart showing the line of responsibility is given in QM/05B. The responsibilities and authorities of the Principal and the Secretary are given in QM/05B and the responsibilities of Vice- Principal and Controller of Examinations are given below.

1. *Vice-Principal*

- (a) Assisting the Principal to ensure proper management of academic, financial and general administrative affairs
- (b) Assisting the Principal to organize Board of Study and Academic council meetings
- (c) Scrutinizing the proposals of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof
- (d) Preparing academic council report for Governing Body meeting
- (e) Preparing academic calendar and distributing to the students and faculty members
- (f) Preparing a calendar for meetings of various bodies/committees and ensuring the implementation of the recommendations made by them
- (g) Maintaining various statutory body and committee meeting minutes



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- (h) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels
- (i) Framing regulations for the institution of scholarships, prizes, medals and certificates
- (j) Coordinating research, teaching, extension and other academic activities in the College
- (k) Estimating budget related to income from fees collected, for the activities to undertake the scheme of autonomy and maintaining accounts for audit
- (l) Coordinating with CoE to conduct central valuation as a Camp Officer
- (m) Formulating an appropriate mechanism to evaluate academic performance, improvement of standards, and assess the extent and degree of success in the utilization of autonomy through self and external evaluations
- (n) Preparing and submitting reports of commissions for new programmes, permanent affiliations, annual reports for the University and College committee meetings, Internal Quality Assurance Cell (IQAR), Re-accreditation reports of Autonomy and NACC
- (o) Designing and updating college web-site and updating announcements regularly
- (p) Designing College prospectus (Brochure) during the month of March and releasing during April

2. Controller of Examinations

- (a) Receiving the Course Structure, copy of the Syllabus and question paper pattern for all programmes from the chairman of Board of Studies
- (b) Receiving the details of the Fresh Batch of students from the college office
- (c) Collecting the panel of examiners from chairperson of the respective board
- (d) Appointing question paper setters and receiving question paper sets and schemes of valuation
- (e) Appointing examiners for the evaluation of answer scripts and for the conduct of practical, fieldwork and project work viva-voce examinations
- (f) Receiving the filled in Exam Application forms from the students
- (g) Announcing the schedule of semester examinations for all programmes
- (h) Receiving the attendance details and CIA marks from HoDs
- (i) Preparing the list of candidates and the subjects which they are appearing for ES Examination
- (j) Arranging for the issue of Hall tickets for eligible candidates after scrutinizing the attendance
- (k) Preparing date-wise session-wise list of internal and external Invigilators and issuing order of appointments
- (l) Conducting the End Semester Examinations by appointing Chief Superintendent
- (m) Arranging for dealing with the malpractice cases, if any, to the examination committee, to take decisions
- (n) Arranging for the central valuation of answer scripts
- (o) Issuing answer scripts, question papers, schemes and allotting number of examiners for reviewers during the central evaluation



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- (p) Authorizing the score card after the evaluation and scrutiny
- (q) Preparing the statistics of pass/fail percentage to discuss in the passing board meeting
- (r) Publishing the results after the approval the passing board
- (s) Arranging for the transparency and re-evaluation of answer scripts
- (t) Issuing Mark Statements and the Consolidated Mark Statements to the students
- (u) Preparing the result and analysis for each class and circulating a copy to the respective department
- (v) Arranging for the conduct of supplementary Examinations for outgoing students after the publication of final year results
- (w) Arranging to get the Provisional Certificates and Degree Certificates from the University
- (x) Organizing Graduation Day

4.2.0 PLANNING

4.2.1 CALENDAR PLANNING

During the month of May, an academic calendar is prepared by the Vice-Principal and issued to all the students, faculty members and concerned personnel during the second week of July. Academic calendar provides information regarding the dates of commencement of classes in the odd and even semesters, last dates for paying tuition fees, dates of commencement of internal tests, last working day, date of remitting examination fees, department wise faculty list, holidays for odd & even semesters, course wise scheme of examinations, rules and regulations of the college, distribution of marks for internal assessment, parents and students undertaking and library rules to be followed. The changes if any are updated in the master copy maintained by the Principal and communicated through circulars.

4.2.2 PROSPECTUS AND COLLEGE WEB-SITE

During the month of March the Vice-Principal designs the College prospectus (Brochure) and releases them during the month of April every year. The Vice-Principal also designs and updates the College web- site and makes announcements related to the results, seminars, conferences, graduation day, uploading applications, prospectus, reports etc.,

4.3.0 GOVERNANCE OF THE AUTONOMOUS SYSTEM

The College will have the following committees to ensure proper management of academic, financial and general administrative affairs.



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Statutory bodies

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee

The college will, in addition, have other committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Standing Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-Curricular Activities Committee, IQAC and Academic Audit Committee. The Vice-Principal in consultation with the Principal and Controller of Examinations prepares the list of statutory and non-statutory committees with the meeting plan and contact details of the members as per CE01 and CE02 at the beginning of every academic year.

4.3.1 GOVERNING BODY

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the college shall have powers to:

- (a) Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee
- (b) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- (c) Approve institution of new programmes of study leading to degrees and/or diplomas.
- (d) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.

The constitution of this body will be according to the structure given below

Number	Category	Nature
5 members	Management	Trust or management as per the constitution or byelaws, with the chairman or president/director as the chairperson
2 members	Teachers of the college	Nominated by the Principal based on seniority
1 member	Educationist or industrialist	Nominated by the management
1 member	UGC nominee	Nominated by the UGC
1 member	State government nominee	Academician not below the rank of professor



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		or state government official of Directorate of Higher Education/State Council of Higher Education
1 member	University nominee	Nominated by the university
1 member	Principal of College	Ex-officio

Term: Two years, except for the UGC nominee whose term will be a full six years

Meeting: At least twice a year

4.3.2 ACADEMIC COUNCIL (AC)

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by other statutory bodies of the University. The composition and functions of the Academic Council are as given below. The term of the nominated members shall be two years. The Principal shall convene a meeting of the Academic Council at least once in a year.

(a) Composition

- 1) The Principal (Chairman)
- 2) All the Heads of department in the College
- 3) Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
- 4) Not less than four experts from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body
- 5) Three nominees of the University
- 6) A faculty member nominated by the Principal (member secretary)

(b) Functions

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies



- concerned or reject it, after giving reasons to do so
- (b) Make regulations regarding the admission of students to different programmes of study in the college
 - (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels
 - (d) Recommend to the Governing Body proposals for institution of new programmes of study
 - (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same
 - (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it
 - (g) Perform such other functions as may be assigned by the Governing Body

4.3.3 BOARD OF STUDIES (BOS)

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc. The composition and functions of the Board of Studies are as given below. The term of the nominated members shall be two years. The Principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

(a) Composition

- 1) Head of the department concerned (Chairman)
- 2) The entire faculty of each specialization
- 3) Two experts in the subject from outside the college to be nominated by the Academic Council
- 4) One expert to be nominated by the University from a panel of six recommended by the college Principal
- 5) One representative from industry/corporate sector/allied area relating to placement
 - a) One postgraduate meritorious alumnus to be nominated by the Principal. The chairman, Board of Studies, may with the approval of the Principal of the college, co-opt experts from outside the College whenever special courses of studies are to be formulated



(b) Functions

The Board of Studies of a department in the College shall:

- (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
- (b) suggest methodologies for innovative teaching and evaluation techniques
- (c) suggest panel of names to the Academic Council for appointment of examiners
- (d) coordinate research, teaching, extension and other academic activities in the department/college

4.3.4 FINANCE COMMITTEE (FC)

The Finance Committee will advise the Governing Body and meet at least twice a year. The constitution and functions of the Finance Committee are as given below

(a) Composition

- 1) The principal (Chairman)
- 2) One person to be nominated by the Governing Body of the college for a period of two years
- 3) One senior-most teacher of the college to be nominated in rotation by the Principal for two years

(b) Functions

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:

- (a) Estimating budget relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy
- (b) Maintaining audited accounts for the above

4.3.5 EXAMINATION COMMITTEE (EC)

The Examination Committee shall be the apex body on all matters of conduct of examinations, evaluation and declaration of results.



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(a) Composition

- 1) The Principal, as the Ex-officio Chairman
- 2) The Vice-Principal, as the Ex-officio Camp Officer
- 3) The Controller of Examinations shall be the ex-officio member-secretary of the EC
- 4) Two members of the AC to be nominated by the Principal
- 5) Three senior faculty members of the College to be nominated by the Principal

Term: The term for the members of the EC shall be two years except for the Chairman, Camp Officer and member secretary.

(b) Power and Functions

- (a) To recommend to the Principal/CoE with or without modification, the names of suitable persons for appointment of Examiners/Question Setters prepared by the BoS and Vetted by the Controller of Examinations. However to save delay the Controller of Examinations can get the list of Examiners, question setters, moderators approved by the Principal and place before the EC for ipso facto consideration
- (b) To consider the reports of Board of Conducting Examiners (BCE) as the work of the examiners
- (c) To consider all cases of unfair practices in examination and make suitable recommendation to CoE
- (d) To examine and recommend the Examination fee structure to the Governing Body after getting the concurrence of FC
- (e) To consider the proposal(s) of the Controller of Examinations for purchase of any equipments necessary for day to day functioning of examination section or infrastructural development of the Autonomous Examination Section. However such proposal must be approved by the Trust Office
- (f) To examine and recommend the new and modified rate of remuneration for examination related work to the FC for consideration and post facto approval by the Governing Body

Meeting: Ordinarily the EC shall meet at least twice a year. Any four of the seven members shall form the quorum for the meeting of the EC.

4.3.6 INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College. The Principal formulates the committee based on the recommendations given by National Assessment Accreditation Committee (NAAC). Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards



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realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the College. The IQAC will make a significant and meaningful contribution in the post–accreditation phase of the College. During the post–accreditation period, the IQAC will channelize the efforts and measures of the College towards academic excellence.

(a) Composition

The IQAC shall be constituted under the chairmanship of head of the institution assisted by a Coordinator who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full–time Coordinator may be created and a person is selected and appointed or a senior faculty member is posted by redeployment with heads of important academic and administrative units, a few teachers and a few distinguished educationists/representatives of local committee. The composition of the IQAC may be as follows

- | | | |
|--|---|------------------|
| 1) Head of the Institution | - | Chairperson |
| 2) A few senior administrative officers | - | Members |
| 3) Five to eight senior teachers | - | Members |
| 4) One or two members from the Management | - | Members |
| 5) Two external experts on Quality Management/
Industry/Local Community | - | Members |
| 6) Coordinator of IQAC | - | Member Secretary |

Though NAAC suggests the composition, the institutions can customize it to suit their size and complexity. IQACs would facilitate better planning, coordinator and monitoring of various functions within an institution. It would also give the stakeholders an opportunity to participate in a cross– sectional functioning of the institution to promote quality enhancement initiatives and activities.

Meeting: The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two– third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

(b) Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes



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- (c) Equitable access to and affordability of academic programmes for various sections of society
- (d) Optimization and integration of modern methods of teaching and learning
- (e) The credibility of evaluation procedures
- (f) Ensuring the adequacy, maintenance and functioning of the support structure and services
- (g) Research sharing and networking with other institutions in India and abroad.

(c) Functions

Some of the functions expected of the IQAC are

- (a) Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution
- (b) Dissemination of information on various quality parameters of higher education
- (c) Organization of workshops, seminars on quality related themes and promotion of quality circles
- (d) Documentation of the various programmes / activities leading to quality improvement
- (e) Acting as a nodal agency of the institution for quality-related activities
- (f) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

(d) Benefits

IQAC will facilitate / contribute

- (a) To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- (b) To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- (c) To provide a sound basis for decision making to improve institutional functioning.
- (d) To act as a change agent in the institution.
- (e) To better internal communication.

4.3.7 ANNUAL QUALITY ASSURANCE REPORT (AQAR)

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created institution, strategies can be created to achieve the declared goals and objectives. The AQAR shall be approved by the



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statutory bodies of the College such as Governing Body for the follow up action for necessary quality enhancement measures. The IQAC must create its exclusive window on its institutional website, to regularly report on its activities, as well as for hosting the AQAR. The Vice-Principal prepares the IQAR and regular activities of IQAC and reports them on College website.

4.3.8 PROCEDURE FOR MONITORING/EVALUATION OF AUTONOMOUS SYSTEM

(a) The right of autonomy may not be conferred once and for all. It has to be continuously earned by the college. The status of autonomy will be granted initially for a period of six years.

(b) Each autonomous college will, with the approval of its Academic Council, formulate an appropriate mechanism to evaluate its academic performance, improvement of standards, and assess the extent and degree of success in the utilization of autonomy. Self-evaluation will be made annually. In addition, there will be two external evaluations, the first after four years and the second after six years. The latter will determine the continuance or revocation of autonomous status.

(c) The university will review the functioning of autonomy in an autonomous college at the end of the fourth year with the help of a committee constituted for the purpose. This committee may consist of:

- one nominee of the UGC
- one nominee of the parent university
- one nominee of the State Council for Higher Education or the state government where such a council does not exist
- two experts from outside the state to be nominated by the university

Towards the end of the sixth year, the UGC will conduct a review with the help of a committee to be constituted by the Commission. In the event of delay in the review report and renewal of autonomy, the college will continue to enjoy autonomy with the entitlements of benefits, fiscal or otherwise so conceived under the scheme, unless the government or parent university by a special order withholds such continuation. The college should submit the proposal in the prescribed pro forma duly forwarded by the University for the Extension six months prior to the date of expiry of the autonomy tenure. In the event of the availability of evidence confirming decline in standards in an autonomous college, it shall be open to the UGC and the university to revoke the autonomous status of that college after careful scrutiny, and mutual consultation and due notification to the management. In such cases the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status.

The Principal institutes various bodies and other above mentioned committees and the Vice-Principal by the direction of the Principal prepares a calendar at the beginning of every academic year for meetings of various bodies and committees. The Vice-Principal maintains



the minutes of all statutory bodies and other committee meetings related to the autonomous system to ensure the implementation of the recommendations made by them.

Others

- (a) All recruitments of teaching staff will be made by the Governing Body in accordance with the policies laid down by the UGC and state government
- (b) Organisation of special need-based short-term courses under the colleges department of continuing education may be an important activity of an autonomous college. Such courses ought to benefit the students of the college besides outsiders who may enroll for them
- (c) An autonomous college should prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings
- (d) A wide variety of courses may be evolved in modules so that students may opt for them according to their convenience. Such courses may help them acquire additional credits
- (e) All autonomous colleges should make a formative continuous assessment of students work during each semester
- (f) Teacher evaluation in autonomous colleges may include periodical self-evaluation, institutional assessment of teacher performance, student feedback, research appraisal and other suitable forms of teacher appraisal
- (g) Autonomous colleges in a given region may form a consortium for mutual cooperation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter-collegiate/intra-collegiate sharing of expertise and human resources for teaching programmes
- (h) Credit system and credit transfer among colleges in general and autonomous college in particular may be suitably adopted
- (i) All autonomous colleges should undergo NAAC assessment.

5.0.0 CURRICULUM DESIGN AND DEVELOPMENT

5.1.0 DESIGN PLAN

All undergraduate and post graduate programmes offered by the College shall be under Choice Based Credit System (CBCS) to enhance the quality and mobility of the students within and between the Universities in the country and abroad. A total of 140 credits are prescribed for the undergraduate programmes and 90 credits for the post graduate programmes with the following objectives. The objectives are reviewed for their continuing suitability through Management review meetings.

OBJECTIVES

- To provide career opportunities



- To provide many program options
- To bring horizontal mobility into practice
- To establish academic flexibility
- To empower the youth and make them as socially responsible citizen

5.2.0 DESIGN INPUTS

The College has planned and adopted the following seven tier structure in curriculum designing under CBCS, in response to the current realities and emerging trends, with the following inputs.

All the courses are grouped under six categories

- **Group 1 - AEC - Ability Enhancement Courses**
- **Group 2 - DSC – Discipline Specific Courses**
- **Group 3 - DSE – Discipline Specific Electives**
- **Group 4 - GEC - General Elective Courses**
- **Group 5 – SEC – Skill Enhancement Courses**
- **Group 5 - ANCC - Audit Non-Credit Courses**
- **Group 6 - DTC - Drive Through Courses**
- **Group 1 - AEC - Ability Enhancement Courses**
 - (a) **Part – I:** Tamil or any one of the modern/classical languages i.e. Malayalam, Hindi, French, Sanskrit. The course shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 12 credits). For Para-professional branches it shall be offered in the first two semesters with one examination at the end of each semester (2 courses – 6 credits). Part I Tamil shall be offered as separately for Commerce and management stream and for science and other stream.
 - (b) **Part – II:** English. The course shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 12 credits). For Para-professional programmes, there shall be only two papers for the first two semesters with one examination at the end of each semester (2 courses – 6 credits). Part I Tamil shall be offered as separately for Commerce and management stream and for science and other stream.
- **Group 2 - DSC – Discipline Specific Courses**
 - (a) **Part III - Discipline Specific Course (DSC)** - It means “the core courses” related to the programme concerned including practicals, which is compulsorily studied by the



candidate as a mandatory requirement. The students are required to take DSCs across six semesters. The courses designed under this category aim to cover the basics that a student is expected to imbibe in the particular discipline.

- **Group 3 - DSE – Discipline Specific Electives**

- (a) **Part III - Discipline Specific Elective (DSE) Course** - Elective courses may be offered by the main discipline / course of study is referred to as Discipline Specific Elective. The College may also offer discipline related elective courses of interdisciplinary nature (to be offered by main discipline).

- (b) **Industrial Exposure Training:** Students can opt for Industrial Exposure Training in fifth semester. Two core papers with 10 credits shall be exempted for the students opting for the Industrial Exposure Training. The respective department will define the exempted papers excluding Catering Science and Hotel Management and Costume Design and Fashion.

- **Group 4 - GEC - General Elective Courses**

These are the traditional ancillary courses offered under Part-III. Under the present system each student will have to take one compulsory course for four semesters one each in I, II, III and IV semester for a total of 12 credits with 4 or more courses if any relevant practical.

5.2.1 MULTI DISCIPLINARY COURSES

- (a) **Generic Elective Course (GEC):** These courses are inter-disciplinary courses designed to facilitate horizontal movement. Students shall choose any one compulsory Extra Departmental Course offered by various departments from the II Semester onwards
- (b) **Additional Credit Courses (ACC):** The cafeteria system enables the students to choose any number of Additional Credit Courses (self study) outside the class hours to earn more credits.

- **Group 5 – SEC – Skill Enhancement Courses**

- (a) **Skill Based Courses:** All the UG programmes shall offer two skill based courses one each in fifth and sixth semester with 2 credits each (4 credits) for which examination shall be conducted at the end of the respective semesters.



- (b) **Talent Management Courses:** All the UG programmes shall offer two talent management courses one each in fifth and sixth semester with 1 credits each (2 credits). Continuous assessment tests will be conducted. English for Competitive Examinations and Mathematics for Competitive Examinations will be conducted on fifth and sixth semester respectively.

- **Group 5 - ANCC - Audit Non-Credit Courses**

Part IV – Audit Non-Credit Course(ANCC): Three compulsory Audit Non – Credit Courses to be completed by the student, with no credits but mandatory to acquire degree.

The List of courses offered for UG as follows:

- Environmental Studies
 - Human Rights
 - Women's Rights
 - Yoga for Human Excellence
 - Indian Culture and Heritage
 - Introduction to Cyber Security
 - Consumer Protection
 - Constitution of India
 - Waste Management
- For post graduate programmes languages and foundation courses are not applicable.

Part V – Extension Activities: Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the following options which empowers the students to serve the society and to contribute the national development.

NSS, NCC, Sports, YRC, RAAC, Subject Associations, other extra-curricular activities, and co- curricular activities as recognized by the Board of Studies.

The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective Department and a senior member of the Department. The above activities shall be conducted outside the regular working hours of the college. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

- **Group 6 - DTC - Drive Through Courses**

Any MOOC courses shall be completed anytime during the course of study offered in SWAYAM portal Govt. of India. The Courses offered by Coursera can be completed



during the course of study. The course must be of minimum 4 weeks, 8 weeks & 12 weeks duration. Additional Credits per course will be given on submission of the certificate.

5.3.0 DESIGN OUTPUTS

The above inputs are used for the outputs of frame work designing and detailed designing. The frame work design of curriculum with the scheme of examinations is prepared at the department level by incorporating the seven tier structure under CBCS. The frame work design is reviewed and verified in the department meeting. According to the objectives the college, interest of the stakeholders and national requirements the Chairperson of Board Studies allots the courses to be developed for the detailed design in the department meeting based on the subject expertise/specialization of the faculty members. The faculty members or BoS members prepare and submit the detailed syllabi for the allotted courses to the Chairperson of Board of Studies. The inputs for designing and developing the syllabi are obtained from reputed universities, institutions, news and research media, feedback from alumni, and industrialist and maintained in a file or in a CD.

5.4.0 DESIGN REVIEW

The detailed design is reviewed and discussed at the department level with series of meetings. The detailed design is further reviewed and discussed with the outside subject experts, industrial experts, university nominee and alumni of the department before or during the Board of Studies meeting. The inputs given by the reviewer or board of study members are considered to design the detailed syllabi for various courses. Any minor or major changes suggested by the BoS members during the BoS meeting are recorded in the BoS meeting minutes and considered for the implementations.

5.5.0 DESIGN VERIFICATION AND APPROVAL

The BoS recommends detailed syllabi with scheme of examinations and regulations to the Academic Council for consideration and approval. The Academic Council which consists of all board of study chairmen, four experts from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., and three University nominees scrutinizes and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.,



5.6.0 DESIGN IMPLEMENTATION AND VALIDATIONS

The recommended syllabi of Academic council are implemented after the Governing Body approval. Feedbacks are received from subject experts, industrialist, students and alumni during the implementation period for validation. The changes identified based on the updation of plan, feedbacks etc., are reviewed and recorded as the design inputs for the next cycle.

6.0.0 CONDUCT OF EXAMINATIONS

For each course there will be both Continuous Internal Assessment (CIA) and End Semester examination (ES), with weightage ratio of 25:75 (CIA:ESE) for theory as well as for the project and 40:60 (CIA:ESE) for practical. A candidate who secures a minimum of 40% in the End Semester examination and a minimum of 40% in the aggregate of End Semester examination and Continuous Internal Assessment in any course (theory or Practical) shall be declared to have passed the examination in the subject.

6.1.0 CONTINUOUS INTERNAL ASSESSMENT (CIA)

(a) Theory: The CIA for theory courses consists of written tests and departmental components like assignments, seminars, mini projects, surveys, paper presentations etc. The coordinators (faculty who is handling the course) shall decide the departmental components to be given for the candidates. The Internal Assessment for theory shall be distributed as follows,

CIA 1	CIA 2	Components	CIA Total Marks
30%	30%	40%	100

The maximum marks obtained for 100 shall be further converted to 25/10 marks converted as per the requirements of the scheme of examination of the respective course.

(b) Practical: The CIA for practical courses consists of two Tests, Experiment results evaluation in regular practical classes (average marks obtained) and Record evaluation (after completion of all experiments). The Internal Assessment for practical shall be distributed as follows

CIA 1	CIA 2	Components*	Record	Attendance	Total CIA Test Marks
30%	30%	20%	10%	10%	100

The maximum marks obtained for 100 shall be further converted to 40/20 marks converted as per the requirements of the scheme of examination of the respective course.



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- (c) **Project:** The Internal Assessment for project shall be distributed as follows, 40% of maximum CIA Marks for first interim presentation, 40% for second interim presentation and 20% for work diary maintenance.

CIA Total Marks	First Interim Presentation	Second Interim Presentation	Work Dairy
100	40	40	20

The maximum marks obtained for 100 shall be further converted as per the requirements of the scheme of examination of the respective programme. The procedure to conduct Continuous Internal Assessment (CIA) for the above components is given in the Academic procedure DP03.

(d) 100 % INTERNAL ASSESSMENT COURSES

The evaluation for 100% internal assessment theory courses is based on his/her performance in all the CIA tests and minimum two Departmental Components. The Departmental component shall be assignments, seminars, practical work, field visits etc., as decided by the course coordinators.

CIA Tests I – 10 & II – 20	30 marks
Departmental Components (2 *10)	20 marks

These are recorded in CIA Mark register (EX 09) by the respective course coordinators. The maximum marks obtained shall be further converted as per the requirements of the scheme of examination of the respective course.

6.2.0 END SEMESTER EXAMINATIONS (ESE)

The College adopts semester system for imparting instructions and conducting examinations for all the programmes offered. The end semester examinations of all odd semesters of all the programmes shall be held normally in the month of November and of all even semesters in the month of May, every year.

6.2.1 ELIGIBILITY CRITERIA FOR APPEARANCE IN END SEMESTER EXAMINATION

On completion of last working day of the each semester, Class Advisors prepare the consolidated attendance report of their respective classes. In case student admitted after the prescribed dates of admission, the attendance shall be counted from the date of his/her admission. All bonafide students of the College are eligible to appear for the End Semester examinations by fulfilling the following criteria:

- (a) Students who have secured attendance of 75% and above in theory and practical classes



separately are allowed to attend the End Semester examinations

- (b) Students who have secured less than 75% of attendance are not permitted to appear for the End Semester examinations in the regular papers. However, they are permitted to appear for arrear papers. Such students are permitted to continue the course with a condition that loss of attendance should be made up in the subsequent semester, failing which he/she will have to rejoin the course with semester in which he has secured less than 75% of attendance
- (c) Students with attendance between 65% and 74% in exceptional cases the Principal may condone the shortage of 10% attendance in respect of the students who have represented the College or State or deputation in a National / International competition and function during the Semester period under reference, or on reasonable grounds and are allowed for attending the End Semester examinations on approval

6.2.2 CONTROLLER OF EXAMINATIONS

The Controller of Examinations is a key functionary in the examination system of the College. He/She will be the coordinator of the entire assessment system. The Controller of Examinations shall be appointed from among the teaching staff by the Principal and shall act as such during his/her pleasure. Once appointed the Controller of Examinations shall be allowed to work independently in confidential matters such as choosing question setters from among the names approved, printing question papers, certificates, mark sheets etc. However the expenditure for confidential works by the Controller must have the approval of the Principal. The Controller of Examinations shall supervise and look after the day- to-day activities of the Autonomous Examination Section.

6.2.3 FUNCTIONS OF THE CONTROLLER

The functions of the Controller of Examinations are, to

- (a) Maintain Academic council report which includes syllabus for all the programmes, scheme of examinations, and regulations
- (b) Request the Board of Chairperson to propose panel of examiners as per CE03 and select the examiner from the panel proposed by the BoS. The final decision, however, will rest on the Controller of Examinations
- (c) Collect and scrutinize the examination application forms of candidates at least a month in advance of the end semester examinations with respect to the following:
 - 1) Names of the candidates, including correct spelling and initials
 - 2) Subjects offered at the examination by the candidate
 - 3) The amount of fees paid, dates of payment etc.,
- (d) Collecting attendance proforma (CE08) and CIA Marks proforma (CE11) from the HoDs at least 15 days before the commencement of ESEs
- (e) Notify the End Semester Examination time-table for theory (CE04), practical and project (CE12,CE13) at least 25 days before the commencement of ESEs.



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- (f) Issue of Hall tickets for eligible candidates after scrutinizing the attendance at least 10 days before the commencement of ESEs.
- (g) Take necessary steps to prepare question manuscripts and to print the questions
- (h) Prepare the subject-wise and date-wise statement for question papers for the examination and get the question papers ready for the examination 15 days in advance of the examinations
- (i) Make arrangements for printing and supply of answer books, additional books and various other forms, registers and marks cards
- (j) Prepare date-wise, session-wise seating plan 10 days before the commencement of examinations and issue hall details to the Estate Manager for arranging the examination halls
- (k) Supervise the conduct of examination, valuation, tabulation and publication of result. For the purpose the Controller of Examination shall engage confidential firm with the knowledge of the Principal
- (l) Obtain feedback on question papers (CE16) from the course coordinators on the day of examination or at least a week before the central valuation
- (m) To send a copy each of the question papers after the examinations to the library
- (n) Announce dates for valuation prior to the conduct of the examination. Conduct of central valuation within 10 days after the last examination
- (o) Conduct the valuation of the answer scripts soon after the examinations. End semester Examination papers are valued centrally
- (p) Announce ESE results within 15 days after the central valuation
- (q) Make arrangements to disburse the examination remuneration
- (r) Pass the bills of External valuers, TA, DA and other remuneration
- (s) Check all the entries before taking the final print out of the marks cards
- (t) Notify the transparency and re-evaluation schedule along with the results
- (u) Make arrangements for transparency and re-evaluation after making an announcement during the declaration of results
- (v) Preserve the answer sheets for one year
- (w) Announce the supplementary examinations along with the announcement of final semester results (within 15 days after the revaluation)
- (x) Organize Graduation Day within a month after obtaining the Degree certificates from the University
- (y) Propose to the Academic Council matters that need immediate change and action for the betterment of the examinations
- (z) Prepare budget of the Examination Section and put it before the FC for approval (aa) Keep the Accounts and record of the stock of the Examination Section
- (bb) The Controller should maintain the following records:
 - 1) One set of candidates list, pertaining to each examination duly bound and labeled
 - 2) One set of result sheets pertaining to each examination duly bound and labeled
 - 3) Registers relating to statistics of passes and failures, examination wise and



subject-wise

- 4) Stock registers of the above records.

6.3.0 CODE OF PRACTICES FOR CONDUCT OF END SEMESTER EXAMINATIONS

6.3.1 APPOINTMENTS

A month before the commencement of end semester examinations the CoE in consultation with the Principal sends a circular to the Colleges in the Bharathiar University requesting the service of external invigilators. The CoE also sends a circular to the Departments requesting the vacation spell details of the faculty members and HoDs at least 15 days before the commencement of examinations. Based on the details received, the date-wise, session-wise invigilator list as per CE05 is prepared by the CoE office considering the preference for the external invigilators and faculty members in On Duty for internal invigilators. However, when the number of invigilators are inadequate the faculty members in vacation leave shall also be included in the list. The CoE office prepares date-wise, session-wise seating plan 10 days before the commencement of examinations and the hall details are issued to the Estate Manager for arranging the examination halls. The seating plan is displayed on the College Notice Board and at the examination halls an hour before the examinations. The Roll Numbers of the candidates are written on the allotted desk a day before the examination for forenoon sessions and at least an hour before for the afternoon sessions by the CoE office.

The Chief Superintendent (hereinafter called CS) shall be appointed 15 days before the commencement of end semester theory examinations by the CoE in consultation with the Principal in the order of preference of the Head of the Departments or a senior faculty member not below the experience of 10 years. The CoE shall appoint one additional CS if candidates are more than seven hundred and fifty. The order of appointment is issued by the CoE with the copy of instructions to be followed.

The CS shall appoint invigilators based on the list prepared by CoE for each examination hall, in the ratio of one invigilator for every twenty five candidates and one reserve superintendent for every 300 candidates. The CS shall also appoint one Assistant CS. The CoE issues order of appointments with the copy of instructions for the internal invigilators, external invigilators, reserve superintendents and ACS at least 7 days before the commencement of first spell vacation leave.

The CS shall employ the services of the other employees according to the following norms,

One clerical staff for every 100 candidates, One typist for every 100 candidates, One attender for every 100 candidates, one sweeper for every 300 candidates, one waterman for every 300 candidates, two scavengers (one for boys and one for girls), one electrician, one security staff and scribe if needed.

6.4.0 THE FUNCTIONS AND RESPONSIBILITIES OF CS



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- (a) not to leave for any reason the station during the examination days without obtaining prior permission, in writing, from the Principal
- (b) to be solely responsible for the safe custody of the question papers and to keep them in strong room with sealed locked almirah
- (c) to ensure that all the Officials involved in the conduct of examination are made aware of their own responsibilities as well as the responsibilities of all other officials in order to have better coordination during the examination period
- (d) to be responsible to ensure the safe delivery of packet(s) of answer books in the office of the Controller of Examination
- (e) to maintain a consolidated statement of answer books and to keep all unused examination material under lock and key
- (f) to be responsible for the smooth and proper conduct of the examinations and to take all necessary precautions and action before, during and after the examinations according to the guidelines given below

6.4.1 *Pre examination duties*

Before the commencement of the examination the CS shall have the duty to: –

- (a) manage the affixing of the fascimile seal of Controller of Examination and alphabet stamp on answer books and keep the fascimile seal in his safe custody
- (b) use separate alphabet stamp for different days of examination and maintain its secrecy
- (c) prepare and display the plan of seating arrangement at a conspicuous part of the examination centre and a room-wise seating plan at the entry point of each room
- (d) arrange desk and affix roll number of the candidates on the desks as per the seating plan
- (e) receive the packets containing the question papers delivered/supplied by the office of the Controller of Examination after careful inspection of the state and identity of the packets
- (f) report to the Controller of Examination immediately if any packet containing question paper is found torn, unsealed or broken seal.
- (g) check the requirements for additional material, if any, to be supplied to candidates during examination such as log tables, drawing sheets, etc., and keep them ready for distribution

6.4.2 *Duties on the day of examination*

(I) **Before commencement of examination**

- (a) On the day of the examination, the relevant sealed packets of the question paper shall be taken out from the strong room not earlier than half an hour before the commencement of the examination in the presence of the Assistant CS and one or two other officials, if available
- (b) With a view to avoid wrong opening of a question paper envelop, the CS and other Officials present shall, carefully examine the date, time, subject, number of question



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papers etc., written on the packet(s) before taking the envelop to the main examination hall

- (c) The envelops containing question papers shall be opened by the CS himself after examining the seals in the presence of invigilators who shall legibly put their signatures with name and designation at the specified place. The CS shall not, while opening the sealed envelop, break the seals but shall cut the envelop at one end neatly with a scissor and return the envelop(s) to the Controller of Examination after the examinations are over
- (d) After opening an envelop the CS shall ensure that the envelop does not contain question paper(s) of any other later examination. In case such question paper(s) are found, they shall be sealed properly in an envelop and the fact reported to the Controller of Examination
- (e) The CS shall then arrange to put the number of question papers required for each examination hall in a separate cover
- (f) The CS shall ensure that the invigilators report for duty thirty minutes before on commencement of examination and take the packet containing required number of answer books and other examination material to their allotted examination hall at least fifteen minutes before the commencement of examination
- (g) The CS shall ensure that the invigilator(s) enter their allotted examination hall before the candidates
- (h) The CS shall instruct the invigilator(s) to read out the warning note (given in the invigilator's instructions) to the candidates before the distribution of question papers

(II) During the examination

- (a) Normally a candidate arriving late for any examination is not entitled to be admitted. However, the CS may at his discretion permit such a candidate within half an hour of the commencement of examination. In no case a candidate shall be admitted to an examination after half an hour of its commencement. The CS shall not give any extra time to such late comers
- (b) The CS shall ensure that no candidate shall be allowed to take his examination without hall ticket and identity card and producing them for inspection on demand
- (c) If any candidate forgets to bring his hall ticket and identity card or losses them and does not succeed in getting its duplicate copy from the College office in time, he may be admitted to the examination after ascertaining the validity of the claim, given in writing by the candidate, the CS shall issue a provisional admission card valid for that day only
- (d) The CS shall notify to all candidates that they should place their belongings i.e. Mobile phones/books/notes/any undesirable material only at the place specified for the purpose at their own risk and in any case not to allow any such material inside the examination hall



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- (e) The CS shall arrange pre entry search of each candidate to prevent use of unfair means in the examination
- (f) The CS shall cooperate with the members of the University flying squad and the University observer in the discharge of their duties
- (g) The CS shall ensure that the student suffering from any infectious disease such as small pox, plague, influenza etc or who, though convalescent is not free from such infection shall not be allowed to appear at the End Semester Examinations. If such a student is noticed after the examination has begun, immediate steps shall be taken to see that his / her papers are destroyed and that other disinfecting measures are carried out
- (h) Use of scientific calculator may be permitted in the examination. However, programmable calculators (i.e. which has memory capacity of more than six numbers) shall not be permitted
- (i) The CS shall ensure the distribution of question paper punctually at the time of commencement of examination
- (j) The CS shall ensure that no candidate is allowed to leave the examination room with the question paper before two hours, and not to allow, for any reason whatever to leave the examination room within first thirty minutes of its commencement
- (k) The CS shall ensure that question papers are distributed to all the candidates at the appointed time. However, in case the number of copies of the question paper fall short of the number of candidates, the CS shall arrange the photocopies of the question paper in the required number and distribute them to the remaining candidates and as much extra time as is taken in distributing the photocopy paper be allowed to only such candidates for answering the paper and report the whole matter to the Principal
- (l) **Mistakes in Question Papers:** It is the responsibility of the Question Paper setters to verify that the question papers are set as per the norms and all the questions are correct as regards their framing, language etc. The question papers should contain all the relevant instructions and as far as possible neatly typed by them. To ensure that the question papers do not have any printing mistake the following procedure may be adopted by the Chief Superintendent:
At the time of Examination the concerned faculty handled the course (course coordinator) should be on duty. As soon as the question paper is distributed to the students the course coordinator should thoroughly check the question paper and bring to the notice of Centre Superintendent the printing mistakes in the question paper if any. The CS after verification from the original question paper should permit in writing the correction in the question paper to be notified to the students. The reserve superintendents on duty will notify the students about the corrections to be made in the question paper and put their signature on the notice with room number as a token of their announcement. The whole procedure should be completed within half an hour of the start of examination. However, the course coordinators should submit their feedback and comments of the question paper in the CoE office before the



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central valuation.

- (m) **Grievance Committee:** If after making the necessary corrections in the question paper, the students are not satisfied, the CS shall instruct the candidates to answer the question paper as given to them and submit their representation to Controller of Examinations (CoE) along with a copy of concerned paper within two days from the date of examination. The CoE shall refer the complaint (s) received from the students regarding question paper immediately to the Principal for his consideration and decision. The Principal however may appoint Grievance Committee to examine the complaint(s). The Grievance Committee shall consult the paper setter / course coordinator regarding the complaint on question paper and give the recommendations to the Principal for his consideration and approval. The recommendations of the Grievance Committee may be obtained within 5 days of the conduct of examination (before the valuation starts)
- (n) The CS shall make provision of signal bells at a central place – the first bell being given fifteen minutes before the commencement of the examinations for allowing the candidates to enter the examination room; the second bell at the beginning of the examination for distribution of question paper; the third bell – ten minutes before the closing time, when no student is allowed to leave the examination room; and the final bell – at the conclusion of the examination
- (o) The CS may, on request, allow a scribe for visually handicapped candidate and also to a candidate whose dominant hand either is in a plaster cast due to fracture or injury or is suffering from arthritics, nerve injury under paralytic condition or any such other condition interfering with its writing performance
- (p) Where different sections of a question paper are required to be answered in separate answer-books, the CS shall ensure to inform the candidates to note the requirement carefully and comply with it strictly
- (q) The CS shall not permit any unauthorized person, to enter or to move around the examination halls
- (r) The CS shall not permit any candidate to write answers after the prescribed time limit.
- (s) The CS shall take immediate action on a report of use of unfairmeans.

6.4.3 PACKING OF ANSWER BOOKS

Immediately after every session the answer-books of each paper collected from candidates will be arranged in the serial ascending order of roll numbers and after counting them and checking the number of answer-books with the number of candidates appeared, the same will be packed in a safe manner, each packet containing answer-books of only one subject and one examination. A slip containing the necessary details of the contents of the packet shall be pasted on the sealed packet and delivered to the office of the Controller of Examination on the same day. The CS shall retain a copy of all the necessary documents used and sent to the Controller of Examination with the packet of answer-books. At the end of the examinations, the CS may send a separate report containing his suggestions, if any, for



the improvement of the examination system.

6.4.4 THE FUNCTIONS AND DUTIES RESERVE SUPERINTENDENTS

- (a) The Reserve Superintendents shall generally assist the CS in the smooth conduct of examination in particular shall assist in the distribution of question papers to invigilators hall wise. The reserve superintendents shall remain active and shall be on his round from hall to hall (assigned to him) during the examination hours and shall act as a communication link between the invigilators and CS for any emergent requirement
- (b) The Reserve Superintendents shall not permit any invigilator to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she may relieve the invigilator for a maximum period of 10 minutes at a time. When any invigilator has been relieved by the reserve superintendents, the reserve superintendents shall act as invigilator during such period
- (c) The reserve superintendents shall in addition to the above duties attend to any other work entrusted to them by CS including receipt of answer books from the Invigilators after examination. To ensure overall discipline, the reserve superintendents shall keep a strict watch around the examination halls assigned to them

6.4.5 THE FUNCTIONS AND DUTIES OF INVIGILATOR(S)

The Invigilators are not allowed to leave the station during the examination duties assigned to them for any reason without obtaining prior permission, in writing, from the Principal and submit to the CoE with necessary alternate arrangement approval form as per CE12.

- (a) All invigilators shall report to the CS at least 30 minutes before the commencement of the examination
- (b) The invigilators shall count the number of answer books and verify with the number of candidates allotted to them
- (c) The invigilators shall go to the examination hall allotted to them 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other materials are present in the hall
- (d) The candidates shall be admitted into the examination hall only after the invigilation(s) have entered it
- (e) The invigilator shall announce to the students to leave the books, papers, other reference materials, and electronic gadgets outside the examination hall at their own risk and read out to them the following warning note:
“Candidates please thoroughly check your desk, pockets and other belongings, if any paper notes or written material or electronic gadgets is found hand-over to me. You are also requested to keep your ID card and Hall Ticket on the desk for verification”
- (f) If any student has not brought his/her ID card OR Hall ticket, the matter shall be brought



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to the notice of the CS for issuing permission after his satisfaction

- (g) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall with ID card and Hall Ticket and shall not be placed on any vacant seat
- (h) The invigilator shall distribute the question papers to the candidates seated in the examination hall only when the bell of the commencement of examination is rung
- (i) Candidates shall not be allowed to leave the examination hall before the completion of first one hour
- (j) The invigilator shall put his signature at the place marked 'invigilators signature' only after ensuring that, the candidates have taken their seats and have entered the correct roll number and other particulars required on the cover page of the answer book, checking the identity of the candidate with his photo on ID card and Hall Ticket, and shall obtain the signature of the candidates on attendance report sheet (CE14)
- (k) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, only after 30 minutes from the commencement of the examination
- (l) After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the reserve superintendents or his representative when he/she visits the examination hall
- (m) The invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets and other relevant material
- (n) While the examination is going on, the invigilators shall, keep on taking rounds in the hall, not indulge in chit-chat with other invigilators and not read magazine, newspaper or engage in similar activity not related to his/her examination duty
- (o) The candidate going for toilet should be escorted properly, however frequent use of toilet by the candidate should be discouraged
- (p) The invigilators shall ensure that there is no communication among the candidates in the examination hall
- (q) **Malpractice:** The invigilator shall in no case allow any candidate to use unfair means in the examination hall. If the invigilator notices any candidate is indulging in unfair means he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report the matter to the Centre Superintendent. He should not allow the candidate to leave the examination hall till the CS comes to the examination hall and takes over his charge. A detailed report on the matter together with the candidate's answer book, the incriminating material used by the candidate, other material evidences and candidate's confession statement should be immediately forwarded to the CoE by the CS. The examination committee will recommend the action to be taken by the CoE before the publication of result. However, the candidate shall be permitted to appear for the consecutive examinations



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- (r) The invigilator shall not permit any unauthorized person to enter or to move around the examination rooms
- (s) Whenever a Flying Squad/University Observer makes a surprise visit, the invigilator shall allow them to enter the examination hall for surprise check only after ensuring their identity
- (t) The invigilators should note that, a **signal bell** shall be given as under:
 - 1) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room
 - 2) Second bell shall be given at the beginning of the examination for distribution of the question papers (i.e. at the time of commencement of examination)
 - 3) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
 - 4) The final bell shall be given at the conclusion of the examination
- (u) After the expiry of the time of the examination, when the final bell is given, the invigilator shall announce in loud voice "STOP WRITING PLEASE" and collect the answer books and arrange them roll number wise and hand over to the authorized officials in CS office along with other reports
- (v) The invigilator shall not accept the answer book of any candidate without ensuring that, it bears his/her correct roll number and other information asked on the title page of the answer book
- (w) The invigilator shall be personally held responsible for the loss/misplacement of any answer book before handing over to the office of the Centre Superintendent
- (x) The invigilators shall not leave the college premises until, they personally hand over the answer books to the CS and return the relevant material given to them
- (y) Any negligence of duty on the part of the invigilator shall be taken seriously and the CS shall take necessary action as per the guidelines of the University and report the same to the Principal immediately.

7.0.0 CENTRAL VALUATION PROCEDURE

The Controller of Examinations as per the direction of the Principal appoints Reviewers to conduct the central valuation. Valuation shall be done by the examiners appointed by the Controller of Examinations on the basis of the names of examiners suggested by the Board of Studies. The Controller can for valid reasons choose substitute examiners from outside the list of the names. Normally one reviewer with maximum of 6 examiners will be appointed to evaluate 240–260 papers in a day. The CoE office prepares the list of items (answer scripts, question papers, schemes, allotment forms, score cards etc.,) to be issued for the reviewers as per CE15 and issues them a day before the central valuation. The reviewer allots the papers for the examiners as per CE18, normally 20 papers per session and not exceeding 50 papers per day will be given for an examiner.

- Normally the Valuation of the answer scripts shall be done in 50:50 basis.



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- 50% of the papers by External Examiners
- 50% of the papers by Internal Examiners
- One reviewer for every 6 Examiners

However the Examination Committee shall in a resolution can change the ratio or opt for valuation entirely by external examiners. But the Examination Committee shall in no circumstance shall allow internal examiners to evaluate more than 50% of the papers.

Valuation shall be done centrally in a valuation zone arranged in the College premises. The examiners shall be entitled to draw Remuneration, DA and TA as per the Bharathiar University norms.

In the valuation zone the following officials shall work:

- (a) Valuation Zone supervisor – Principal Ex-officio
- (b) Deputy Valuation Supervisor – Controller Ex-officio
- (c) Camp Officer – Vice-Principal Ex-officio
- (d) Zone Assistant – Two
- (e) Zone Peon – Two
- (f) Watch and Ward – One

Whereas the officials coordinating valuation work when answer scripts are delivered/collection shall be designated as follow:

- (a) Valuation Supervisor – Principal Ex-officio
- (b) Deputy Valuation Supervisor – Controller Ex-officio
- (c) Camp Officer – Vice-Principal Ex-officio
- (d) Valuation Officer – from among the Assistant Controller
- (e) Valuation Assistant – One
- (f) Valuation Peon – One

After the valuation and review the marks are entered in the score card (CE19) by the examiner and handed over to the CoE office by the reviewer. The camp officer or CoE official collects the evaluated answer scripts along with the score card and all the answer scripts are scrutinized by a group of Scrutinizers. Score-cards can be corrected only by the Reviewers or by the Controller on the basis of fault detected by the Scrutinizer. After scrutinization the score-cards are handed over to the Tabulators (assistant controllers) for Tabulation. There shall be both manual score card and computer Tabulation and results shall be finalized only after the cross checking of both the tabulation sheets.

7.1.0 RESULTS PASSING BOARD



There shall be a Result Passing Board for all undergraduate and post-graduate programmes. There will be two nominees of the University on this Board. The Principal will be the Chairman and all the HoDs will be members of the Results Passing Board. The controller of examination prepares the statistics of pass/fail percentage to discuss in the passing board meeting. After obtaining the approval of the passing board, the results are published in the College website. The result and analysis (CE22) is prepared by the CoE, after the revaluation results and a copy is issued to the respective Departments.

7.2.0 INNOVATIVE PRACTICES IN EVALUATION

- (a) Publication of results within 15 days from the last date of examinations for all programmes
- (b) The results are published in the College website (www.skasc.ac.in) and the hard copies are handed over to the Heads of Departments
- (c) Supplementary examinations conducted within 15 days of declaration of results for the outgoing students who have arrears
- (d) **Transparency:** Any student can see the valued answer scripts on payment prescribed (CE21), a guide will be appointed to get necessary suggestions. However, the student can decide to go for revaluation. Students can apply for transparency within 7 days after the announcement of the result or after the vacation leave. Transparency date shall be scheduled within a week after the application period
- (e) **Revaluation:** Provision for revaluation (CE22). Students can apply for revaluation within 3 days after the transparency. Results of revaluation shall be announced within 15 days after the application period
- (f) **Improvement:** Provision to improve marks by appearing in the immediate subsequent End Semester Examination, provided the student is without arrears till that semester
- (g) Question papers are set and evaluation done by external examiners but for Electives, Part IV courses by internal examiners
- (h) One reviewer for every 6 examiners to verify the evaluation, totaling, and entry of marks in the score cards
- (i) Evaluation of Practical exams is made jointly by one Internal and one External examiner.
- (j) **Security and Confidentiality:** The question papers received are typed, printed and copies made in the Office of the COE. They are sealed and kept in the Strong Room under the direct custody of the COE. The packed question papers are handed over to the Chief Superintendent of Examinations for the conduct of examinations once in three days. The relevant question papers are opened on the day of examination by the Chief Superintendent half an hour before the commencement of examinations.
- (k) The answer scripts are packed and sealed immediately after the examinations for the session are over and handed over to the COE. The COE sends them to the Reviewers a day before of the Central Valuation.
- (l) The examination system has been computerized right from the stage of registration of the candidates in the first semester till the publication of results and the issue of Consolidated Mark Statements in the final semester.



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8.0.0 GRADING

Once the marks of the CIA and End Semester examinations for each of the course are available, they shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0	U	Re-appear
ABSENT	0	AAA	ABSENT

8.1.0 Grade point average (for a Semester)

Calculation of grade point average semester-wise and part-wise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum C_i G_i}{\sum C_i}$$

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

N = refers to the semester in which such course were credited

Sum of the multiplication of grade points by the credits of the courses offered under each part

GPA =

Sum of the credits of the courses under each part in a semester

8.1.2 Grade Point Average (for the entire programme)

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part-wise computed final grades based on the range of CGPA.



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$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum \Sigma i \text{ Cni Gni}}{\sum \Sigma i \text{ Cni}}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part

$$\text{CGPA} = \frac{\text{Sum of the credits of the courses of the entire programme under each part}}{\text{Sum of the credits of the courses of the entire programme under each part}}$$

CGPA	GRADE
9.5 – 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

8.2.0 IMPROVEMENT AND ADDITIONAL CREDITS

8.2.1 *Improvement of Marks in the subjects already passed*

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

8.2.2 *Earning Additional Credits*

A student who desires to earn additional credits (over and above credits prescribed by the programme) can opt for any core course offered by any Department. He/She can appear for the examination for odd semester paper in the even semester and even semester paper in the odd semester.

The courses will be self study and there is no internal component for the courses. However, the marks scored by him/her will be converted for 100 marks and will appear in the semester mark sheet as additional credits. The respective Board of Studies can also prescribe the Certificate courses outside reputed agency for the students to earn additional credits.

8.3.0 CLASSIFICATION OF SUCCESSFUL CANDIDATES



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A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First Class – Exemplary
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	



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- (a) **First Class – Exemplary:** A candidate who has passed all the Part-III courses examination in the first appearance within the prescribed duration of the programme and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in Part III comprising Core, Optional and Inter- Departmental courses shall be placed in the category of “First Class – Exemplary”
- (b) **First Class with Distinction:** A candidate who has passed all the Part-III courses examination in the first appearance within the prescribed duration of the programme and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in Part III comprising Core, Optional and Inter-Departmental courses shall be placed in the category of “First Class with Distinction”
- (c) **First Class:** A candidate who has passed all the Part-I or Part-II or Part-III courses examination of the programme and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed that parts in “First Class”
- (d) **Second Class:** A candidate who has passed all the Part-I or Part-II or Part-III courses examination of the programme and secured a CGPA of 5.0 to 6 and equivalent grades “B” or “B+” shall be declared to have passed that parts in “Second Class”
- (e) **Third Class:** A candidate who has passed all the Part-I or Part-II or Part-III courses examination of the programme and secured a CGPA of 4.0 to 5 and equivalent grades “C” or “C+” shall be declared to have passed that parts in “Third Class”

8.4.0 RANKING

A candidate who qualifies for the UG/PG degree programme passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the programme and secures I or II class shall be eligible for ranking. The improved marks shall not be taken into consideration for ranking.

8.5.0 AWARD OF DEGREES THROUGH PARENT UNIVERSITY

The Bharathiar University will award degrees to the students evaluated and recommended by the College. The degree certificates will be in a common format devised by the University. The name of the College will be mentioned in the degree certificate, if so desired. The CoE office organizes Graduation Day within a month after obtaining the Degree certificates from the University.



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9.0.0 DOCUMENTS/RECORDS

DOCUMENTS/RECORDS	FORMAT No.	RETENTION PERIOD
LIST OF STATUTORY AND NON-STATUTORY COMMITTEES WITH MEETING PLAN	CE 01 (01)	Current Year
LIST OF COMMITTEE MEMBERS AND CONTACT DETAILS	CE 02 (01)	Current Year
PANEL OF EXTERNAL EXAMINERS (VALUATION/PRACTICAL)	CE 03 (01)	Current Year
END SEMESTER EXAMINATIONS - TIME TABLE	CE 04 (01)	Current Year
END SEMESTER EXAMINATIONS - INVIGILATION ORDER	CE 05 (01)	Current Year
END SEMESTER EXAMINATIONS INVIGILATION	CE 06 (01)	Current Year
ALTERNATE ARRANGEMENT APPROVAL FORM	CE 07 (01)	Current Year
END SEMESTER EXAMINATIONS INVIGILATION		
INTERCHANGE APPROVAL FORM		
ATTENDANCE PROFORMA – I	CE 08 (01)	Current Year
ATTENDANCE PROFORMA – II (CONDONATION LIST)	CE 09 (01)	Current Year
ATTENDANCE PROFORMA – III (NOT PERMITTED LIST)	CE 10 (01)	Current Year
CIA MARKS PROFORMA	CE 11 (01)	Current Year
PRACTICAL EXAMINATIONS PROFORMA FOR UG/PG	CE 12 (01)	Current Year
VIVA-VOCE EXAMINATIONS PROFORMA FOR UG/PG	CE 13 (01)	Current Year
END SEMESTER THEORY EXAMINATIONS – ATTENDANCE	CE 14 (01)	Current Year
END SEMESTER PRACTICAL EXAMINATIONS – ATTENDANCE	CE 15 (01)	Current Year
FEEDBACK OF QUESTION PAPER	CE 16 (01)	Current Year
CENTRAL VALUATION – ANSWER SCRIPT ISSUE	CE 17 (01)	Current Year
CENTRAL VALUATION – DATE WISE PAPER ALLOTMENTS	CE 18 (01)	Current Year
CENTRAL VALUATION – SCORE CARD	CE 19 (01)	Current Year
END SEMESTER EXAMINATIONS – RESULTS & ANALYSIS	CE 20 (01)	Current Year
APPLICATION FOR TRANSPARENCY	CE 21 (01)	Current Year
APPLICATION FOR RE-VALUATION	CE 22 (01)	Current Year
NON CREDIT COURSE PROFORMA – GROUP I	CE 23 (01)	Current Year
NON CREDIT COURSE PROFORMA – GROUP II	CE 24 (01)	Current Year



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NON CREDIT COURSE PROFORMA – GROUP III	CE 25 (01)	Current Year
NCC II – PROFORMA	CE 26 (01)	Current Year
NCC III – PROFORMA	CE 27 (01)	Current Year
MALPRACTICE FORM - STAFF	CE 28 (01)	Current Year
MALPRACTICE FORM - STUDENT	CE 29 (01)	Current Year



MONITORING AND MEASUREMENT

1.0.0. PURPOSE

To plan and implement monitoring, measurement, analysis and improvement processes to ensure that the product and QMS confirms to requirements and also to continually improve the effectiveness of QMS.

2.0.0 RESPONSIBILITY

Student feed back : Faculty
Parents feed back : Class Advisor
Internal Audit : MR
Process / Product Monitoring : Faculty in case of delivery of subjects
: Placement Officer in case of Placement activities

3.0.0 REFERENCE

Procedures DP/01, DP/03, & DP/06

4.0.0 DESCRIPTION

4.1.0 GENERAL

The monitoring and measurement requirements are planned as detailed in the respective procedures to demonstrate the conformity of the services provided. In addition, as detailed in DP/01 internal audits are planned and scheduled to ensure the conformity of the QMS. Procedures DP/03 and DP/06 also detail the planning for continual improvement through data analysis using suitable statistical tools.

4.2.0 MONITORING AND MEASUREMENT

4.2.1 CUSTOMER SATISFACTION

DP/03 details the procedure for collecting feed back from students at the end of the semester as per AC/14. In addition, feedback through class committee is recorded as per QS/04. These are reviewed for identifying improvement opportunities.

4.2.2 INTERNAL AUDIT



DP/01 para 4.4 details the documented procedure for carrying out internal audit. Internal audits are planned at least once in six months based on the importance of the activity in order to ensure that QMS conforms to the planned arrangements is effectively implemented. For every audit, an audit schedule as per QS/01 is prepared detailing the scope and criteria of audit. Audit is done against a check list as per QS 02. Trained auditors independent of area being audited are selected and included in the schedule.

The responsibilities for planning and conducting audits and reporting the results are defined in procedure DP/01. Non-conformities are recorded as per QS 03. Auditee proposes corrective action with target date. Auditors verify the implementation through follow up audit and recorded in QS 03. These are also reviewed at Management review meeting.

4.2.3 MONITORING AND MEASUREMENT OF PROCESSES

The process measurement requirements related to academic activities are defined in DP/03. These are monitored to demonstrate the ability of these processes to achieve the planned result in the examination and placement. Wherever there is a deviation, corrective and preventive actions are initiated as detailed in DP/03.

4.2.4 MONITORING AND MEASUREMENT OF PRODUCT

The education service is monitored based on the pass percentage as defined as a target against objective. In addition to this, feedback is also collected to measure the service quality with regard to academic activities. Services are delivered only after the planned arrangements are satisfactorily completed and verified as detailed in DP/03, DP/05 & DP/06.

4.3.0 CONTROL OF NON CONFORMING PRODUCTS

Based on performance in the End Semester examination (Previous Semester) or internal tests coaching for weaker students is planned as detailed in DP/03. QP/03 also details the responsibilities and authorities for dealing with non-conforming services. Non-conformity in services are either accepted as such or action taken to eliminate the non conformity. Records are maintained as detailed in DP/03 on the non-conformances observed and the disposal actions initiated.

The effectiveness of additional coaching for weaker students is verified through the performance in subsequent tests. In case of non-conformity in the End Semester examination (against the target), they are analyzed for initiating suitable corrective and preventive actions.



4.4.0 ANALYSIS OF DATA

To demonstrate the effectiveness of the QMS, and to evaluate the opportunities for continual improvement of the effectiveness of QMS, respective procedures detail the collection and analysis of data. This includes the data on customer satisfaction (feed back), service conformity and process trends. Analysis of data on faculty performance is done through student feedback as per DP/03. Based on data analysis, preventive actions are initiated as required.

4.5.0 IMPROVEMENT

4.5.1 CONTINUAL IMPROVEMENT

Opportunities for continual improvements are identified based on quality policy and objectives, audit results, analysis of data, corrective and preventive actions and management review meeting. Based on this objectives which need improvement is finalized at appropriate functions as given in QM/05A.

4.5.2 CORRECTIVE ACTION

Corrective actions are initiated against product / service non-conformity as detailed in DP/02 & DP/06. Corrective actions are taken based on the effect of the non-conformities. These procedures detail the review of non-conformities and complaints, initiation of corrective actions based on the cause of the problem, and implementation of the action taken. Records are also maintained as detailed in the procedure and actions taken are reviewed by the respective functions.

4.5.3 PREVENTIVE ACTIONS

Preventive actions are initiated based on the potential non-conformities identified through data analysis as detailed in the respective procedures. Based on the effect of the problem, suitable preventive actions are initiated. The respective procedures detail the steps for initiating preventive actions including the determination of potential non-conformities, deciding the preventive action required and implementation of actions. The actions taken are recorded along with the details of the problem and reviewed for its effectiveness.

5.0.0 DOCUMENTS / RECORDS

List of Documents/Records related to feedback analysis, internal audit, product/process monitoring, control of non-conforming services, corrective/preventive actions given in DP/01 – DP/06.



QUALITY MANAGEMENT SYSTEM

1.0.0 PURPOSE

- (a) To control all documents and data that related to the requirements of the quality management system in order to ensure that only pertinent documents and data are available at work place
- (b) To identify, store, maintain and dispose quality records
- (c) For planning and implementing internal quality audits to enable verification of the implementation and effectiveness of the quality system
- (d) To review the performance of the quality system inline with the policy and objectives.

2.0.0 RESPONSIBILITY

Management Representative

3.0.0 REFERENCE

Quality Manual: QM/04, QM/05 & QM/08

4.0.0 DESCRIPTION

4.1.0 RESPONSIBILITY AND AUTHORITY

Organization chart showing the line of responsibility is given in quality manual QM/05B. Responsibilities and authorities of Secretary, Principal and MR are given in quality manual QM/05A and that of DMRs are given below

- (a) Distribution of QMS documents to the identified copy holders
- (b) Receiving change requisition for updating QMS documents and revising of the documents after review by MR
- (c) Organizing internal quality audits, ensuring timely completion of corrective action and arranging follow up
- (d) Organizing management review meeting, preparing minutes of the meeting and its distribution
- (e) Assist MR in discharging his responsibilities.

4.2.0 CONTROL OF QUALITY SYSTEM DOCUMENTS

- (a) Quality system documents (except laboratory manuals) are reviewed and approved by the Principal and are issued by MR.
- (b) The front page of quality system manual contains issue number, issue date, copy



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number and copyholder.

- (c) Issue 01 is the original and whenever new issues are released, issue number is incremented by one with new issue date.
- (d) Each page of the quality system documents contains its revision number, date, document number and page number except for formats. For formats, each page contains title of the format, and format number followed by revision number. Revision date is identified as the date of approval.
- (e) Revision 01 is the original and whenever each page is revised, the revision number of that respective page is incremented by one with the new date of revision. In the case of formats, based on a particular change, revision number of all the pages of that format is incremented by one.
- (f) New issues are released when lot of changes are incorporated as decided by MR.
- (g) When new issues are released, the revision number of individual page starts from 01.
- (h) Controlled copies of quality system documents are marked with CONTROLLED COPY in GREEN and only controlled copies are subjected to changes.
- (i) AMENDMENT SHEET is attached to the front of each quality system document. Each quality system document is provided with INDEX. A LIST OF ABBREVIATIONS along with corresponding expansion is also attached to each Quality system documents.
- (j) Master copies of all quality system documents are identified by original signature and are maintained by management representative as copy No: 01. Controlled copies are issued to controlled copyholders as per the LIST OF CONTROLLED COPY HOLDERS attached to the front of the quality system documents.
- (k) Industries are given only uncontrolled copies of quality manual, if asked for.
- (l) Formats used for maintaining records are given the formal number and effective date of that format.
- (m) Changes in quality system documents are suggested by any employee/faculty of the organization by forwarding a copy of the changed document based on the need for a change identified during implementation or based on internal/external audits or based on corrective/preventive actions or management review meeting to MR office with the authorization by the respective HODs. These are reviewed by MR.
- (n) All the changes in documents and data are reviewed and approved by the Principal or other person designated by him. In such cases the identified approving authority for a respective change is provided with all necessary information for approving the changes.
- (o) The details of amendments incorporated are given in the amendment sheet attached to the front of the quality system documents.
- (p) When amended documents are issued, the obsolete documents are withdrawn by MR.



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- (q) One copy of the obsolete documents, if retained for reference purpose, is marked as OBSOLETE COPY and maintained by MR/DMR.
- (r) All the other copies of obsolete documents are destroyed by the issuing authority on receipt.

4.3.0 CONTROL OF RECORDS

- (a) List of records to be maintained by giving the record number, name of the record and retention period is provided at the end of each procedure.
- (b) Records are written legibly and are stored in cupboards or almirah or filing cabinets or racks to avoid any damage during their retention period. Individual records are identified by their number and / or name for easy retrieval. Wherever possible, records are maintained as per approved formats identified by format number and revision number. Records are subjected to customer's verification if specified in the contract. For electronic data periodical back up is maintained in CD/DVD.

4.4.0 INTERNAL AUDITS

- (a) All the departments are audited atleast once in six months. Internal audits are carried out by auditors independent of the activity being audited and for each INTERNAL AUDIT planned, a SCHEDULE is prepared as per QS 01 by MR/DMR atleast five days in advance and is informed to all auditors and auditees. MR maintains a list of trained auditors.
- (b) A CHECK LIST as per QS 02 provided from MR office is used by the auditors to carryout the auditing. An opening meeting is conducted by MR between auditors and auditees for finalization of the audit schedule and to incorporate any last minute changes. During the audit, any non- conformity observed is recorded in CORRECTIVE ACTION REQUEST as per QS 03 and maintained by DMR. A closing meeting is conducted by MR to discuss the status of the quality system at the end of each audit among the auditors and auditees and to discuss the follow up required. Auditees propose corrective action with target date. Through a follow up audit, auditors/DMRs verify the implementation of the corrective action recorded in QS 03.
- (c) CARS which require management's attention and those requiring resources and the status based on audit are discussed at the management review meeting.

4.5.0 REVIEW MEETINGS

4.5.1 DEPARTMENT MEETINGS

- (a) Faculty meeting with respective HOD is conducted in the departments atleast once in fifteen working days (except during vacation period).



- (b) Copy of minutes of the meeting (QS 04) is submitted to the Principal for his review.
- (c) Implementation of quality system activities, academic activities, purchase of new equipment and improvement requirements are discussed in the faculty meeting.

4.5.2 HOD's MEETING

Principal organizes HOD's meeting on every Wednesday (except during vacation period) to communicate the decisions taken on the academic matters, examination performance, placement performance and students' feedback are also reviewed. Minutes of the meeting (QS 04) are maintained at Principal's office and copies are given to HODs. Relevant decisions are discussed at the following HOD's meeting.

4.5.3 MANAGEMENT REVIEW MEETING

Following are the members of the management review meeting:

1. Secretary
2. Principal
3. Management Representative/Deputy Management Representative(s)
4. HODs
5. Librarian
6. Placement Officer
7. Office Superintendent
8. Estate Manager

In addition to above members, other members are also invited to attend a particular meeting based on the agenda to be discussed at the meeting. Management review meeting is conducted after each internal audit. Secretary chairs the meeting and in the absence of Secretary, Principal chairs the meeting.

Points to be discussed in the meeting include,

- (a) Pending decisions of previous meeting
- (b) Customer complaints
- (c) Status of quality system based on previous internal and external audits
 - (d) Non-conformities, which require managements attention for taking corrective and preventive actions and status of corrective and preventive actions
- (e) Resource requirements
- (f) Changes required in the quality system
- (g) Status against objectives and targets including changes in policy, objectives and targets
- (h) Recommendation for improvement of product, process and system as applicable
- (i) In addition to the above, any other problem, which requires management's



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attention, is also discussed.

Management representative prepares a notice at least a week in advance and circulates it to all the members. Minutes of the MANAGEMENT REVIEW MEETING is prepared as per QS 04 and is circulated to all the Departments. In case the meeting is conducted in the absence of Secretary, drafted minutes is submitted to him and based on his feedback, minutes are finalized. Minute of the meeting includes the decisions on improvements in QMS, process and product related to customer requirements & resource needs.

5.0 DOCUMENTS / RECORDS

DOCUMENTS/ RECORDS	FORMAT No.	RETENTION PERIOD
Amendment Sheet	-	Current issue
Internal Audit Schedule	QS 01	1 Year
Audit Check List	QS 02	1 Year
Corrective Action Request	QS 03	1 Year
Minutes of Meetings	QS 04	2 Years
List of Trained Auditors	-	Current
Change Requisitions	-	Current
Check Lists	-	1 Year



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ADMISSION PROCEDURE

1.0.0. PURPOSE

To co-ordinate the admission of students to various programmes

2.0.0 RESPONSIBILITY

Primary – Principal
Secondary
Office Administration: Office
Superintendent Campus Maintenance:
Estate Manager

3.0.0 REFERENCE

Quality Manual: QM / 04, QM / 05 & QM / 07

4.0.0 DESCRIPTION

4.1.0 RESPONSIBILITY AND AUTHORITY

Organization chart showing the line of responsibility is given in quality manual QM/05B. Responsibilities and authorities of Secretary, Principal are given in quality manual QM/05B and that of Office Superintendent, Estate Manager, Office in-charge (stores), and ID card in-charge are given below

1. *Office Superintendent*

- (a) Maintaining the current rules/regulations received from Bharathiar University/UGC/Govt. of Tamil Nadu
- (b) Maintaining the qualification requirements of the faculty & staff
- (c) Maintaining the records related to recruitment and maintaining personal file for the individual faculty and staff
- (d) Assigning and monitoring clerical and secretarial functions
- (e) Maintaining approved list of programmes being offered
- (f) Updating the admission list, based on progress and withdrawn
- (g) Maintaining current fee structure
- (h) Collection of tuition fee from students
- (i) Verification of certificates provided by the students at the time of admission
- (j) Maintaining certificates submitted by the students till they are returned back to them
- (k) Preparing transfer certificate/conduct certificate with the approval of the Principal on receipt of no dues certificate
- (l) Receiving applications for the selection of faculty/staff as authorized by the Principal/Secretary
- (m) Preparation of short listed candidates
- (n) Sending letters to the external committee members



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- (o) Collecting the candidates details at the time of interview and making necessary arrangements for the smooth conduct of interview
- (p) Sending letters to the selected candidates
- (q) Issue of ID card to faculty and staff
- (r) Monitoring faculty/staff attendance register for their present, CL, OD, ML, VL, LLP etc.,
- (s) Preparing and maintaining salary related documents of faculty and staff members
- (t) Arranging training programmes for office staff members
- (u) To retrieve employee's information, and ensure personnel files are up to date and secure
- (v) Monitoring the issue and stock of stationeries in store
- (w) Welcoming visitors (guest/faculty/student) at the office, ensuring the visitors' requirements are fulfilled in a timely manner, and handling complaints of visitors in an efficient manner

2. *Store in-charge*

- (a) Collection of requirements of record note books, observation note books and work diary from the department HODs
- (b) Placing order for the above with the trust office
- (c) Distribution of the above to the students and maintaining the record of receipt by the students
- (d) Identifying the requirements of log books, attendance registers, tutorial records, purchase registers, stock registers, maintenance registers, leave applications, letter pads and Placing order through the trust office
- (e) Identifying admission and recruitment related forms and Placing order through the trust office
- (f) Identifying stationery requirements for faculty members and office and Placing order through the trust office
- (g) Issue of the all above items on receipt of Indent Slip
- (h) Maintaining purchase register, stock register for the above items
- (i) Maintenance of store

3. *ID Card In-charge*

- (a) Arranging for preparation of ID Cards and distributing the same to the students and staffs
- (b) Issue of temporary ID Cards for newly admitted/recruited members based on requisition letter authorized by the HODs
- (c) Issue of duplicate ID cards against loss authorized by the HODs
- (d) Preparing bonafide certificates for bank loans, bus pass, industrial training, projects, educational tours, scholarships etc., after verifying the students name, roll number and programme of study on requisition letter authorized by the HODs
- (e) Issue of bonafide certificates after obtaining Principal's signature
- (f) Issue of original certificate against a requisition letter with the Principal's authorization
- (g) Verifying original certificates for attestation and arranging for attested certificates



4. Estate Manager

- (a) House keeping
- (b) Repairs and maintenance of buildings and infrastructure facilities
- (c) Services and maintenance of Generators, Air Conditioners, and other electrical appliances
- (d) Follow-up of AMC service related equipments
- (e) Services and maintenance of water resources
- (f) Maintenance of landscapes
- (g) Furniture and electrical arrangements in Seminar Halls during Department/College functions
- (h) Services and maintenance of class room furniture and electrical fittings
- (i) Services and maintenance of rest rooms
- (j) Hall arrangements as per seating plan during End Semester Examinations

4.2.0 ADMISSION

Sri Krishna Arts and Science College, providing educational services leading to Under Graduate programmes, and Post Graduate programmes, under the Autonomous system in the field of Arts, Science, Commerce and Administration. The College office maintains a list of programmes offered with the approval of the Principal.

4.2.1 UG AND PG PROGRAMMES

- (a) Advertisement inviting applications for the above programmes are released in leading Newspapers around the date of publication of higher secondary examination/UG Degree examination by the Trust office
- (b) Based on advertisements or contacts with old students or faculty, students willing to pursue these programmes get their application forms AD 01 or AD 02 from the College Office/Admission information centers. Students eligible as per the University Norms / DCE Norms are selected on first come first served basis. The college office maintains the current vacancy position and based on admission given, list is updated. Admission is continued (even after commencement of the classes) till the last date announced by the University
- (c) On offering the seats, students are advised to pay the tuition fees (for the semester) at the College office, after the completion of procedure as per 4.3 given below. College office maintains the current fee structure for each programme as approved by the Principal and the Management.

4.2.2 RESEARCH PROGRAMMES

Research scholars are admitted based on the availability of recognized guides and vacancy position in the respective Departments. Scholars willing to pursue these programmes get their application form the Bharathiar University and are admitted as per the regulations of the Bharathiar University.

4.3.0. ADMISSION PROCEDURE



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- (a) The programme fee structure is decided by the Management (in consultation with the Principal) based on DCE guidelines.
- (b) Students admitted to PG programme and UG programme from other countries are required to produce eligibility certificate within the stipulated period from the Bharathiar University and AIU for the confirmation of admission.

4.3.1 CERTIFICATE VERIFICATION AND MAINTENANCE

- (a) Certificates submitted at the time of admission are recorded in AD 03. The details are verified against the information already provided in the application and variation if any are recorded in AD 03. In case of students from other countries, the certificates to be verified include passport, VISA & embassy certificate, in addition to qualification certificates
- (b) In case of any discrepancy in the documents/testimonials, the matter is reported to the Principal. Principal denies admission for those who have not met the eligibility criteria and in case of others, decision is taken on a case-to-case basis. After satisfactory verification of certificates, students are required to pay the fees in the office.
- (c) Original Certificates of the students pursuing their first year of the degree programme are maintained in the college office, till the university verification is completed. During this period, if any student is in need of original certificates, they are given to him/her against a requisition letter with the Principal's authorization. Certificates are issued to the students with acknowledgement by the student in the requisition letter itself. The students when resubmitting the certificates, the details are also recorded in the same requisition letter. These requisition letters are filed and reviewed periodically and when students have not returned the certificates as agreed, they are informed to return the certificates. The certificates are handed over to the students during the second semester of their study after verification by the Bharathiar University, getting an acknowledgement for receipt from the students.

5.0.0 IDENTIFICATION AND TRACEABILITY

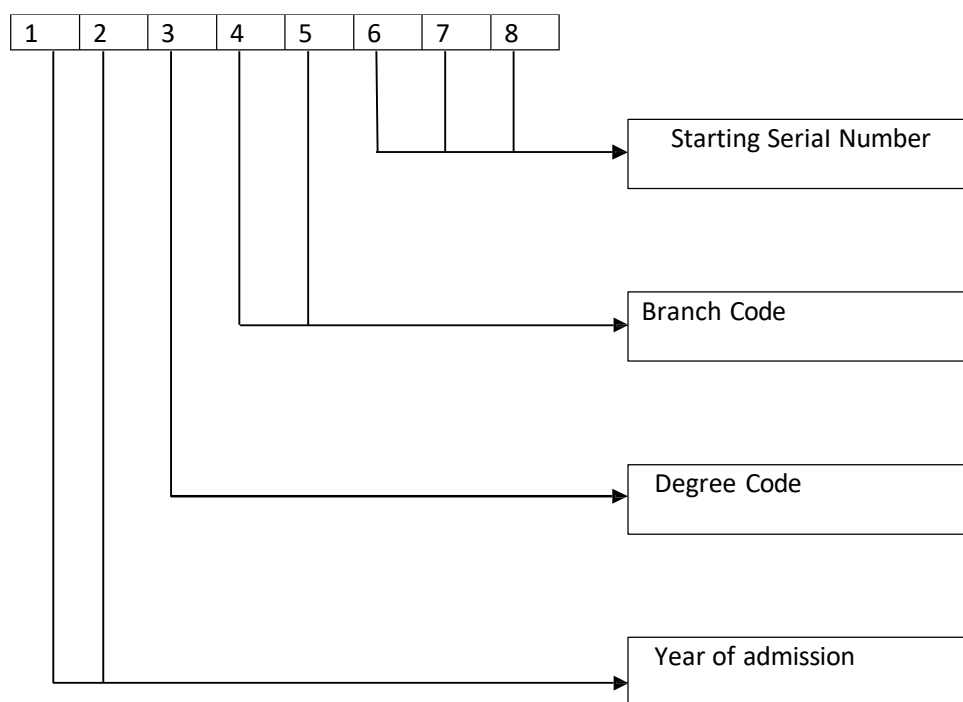
5.1.0 STUDENTS RELATED SERVICES

- (a) At the time of admission, a student file is created. It contains details of the programme of study, application form, personal information provided by the candidate at the time of admission (AD 03), original certificates submitted (which are returned as per 4.3.c alone) and the language offered under part-I language. The offices maintains these records till the certificate verification by the University



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- (b) The Roll Number is an eight digit alphanumeric code. First two digits represent the year of Admission, third represents the UG or PG degree code, fourth and fifth are alphabetic codes indicating the branch and sixth, seventh and eighth denote the serial number of the students starting from 001 as given below





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5.1.1 DEGREE CODE

Code	Degree
B	UG Programme
M	PG Programme
R	Research Programme
D	Diploma Programme
C	Certificate Programme

5.1.2 UG STUDENTS' ROLL NUMBER IDENTIFICATION

DEGREE CODE	BRANCH CODE	STARTING SERIAL NUMBER		UG PROGRAMME
		Section-A	Section-B	
B	CS	001	101	Computer Science
B	CA	001	101	Computer Application
B	CC	001	-	Computer Science and Application
B	IT	001	101	Information Technology
B	CT	001	101	Computer Technology
B	SS	001	-	Software Systems
B	DS	001	101	Data Science
B	AI	001	101	Artificial Intelligence and Machine Learning
B	CG	001	-	Computer Science with Cognitive Systems
B	MA	001	-	Mathematics
B	BT	001	-	Biotechnology
B	MB	001	-	Microbiology
B	CD	001	-	Costume Design and Fashion
B	HM	001	-	Catering Science and Hotel Management
B	EC	001	-	Electronics and Communication Systems
B	SY	001	101	Psychology
B	CO	001	101	Commerce
B	AF	001	101	Commerce with Accounting and Finance
B	CO	201	301	Commerce with Computer Applications
B	CO	401	501	Commerce with Information Technology
B	CO	601	-	E- Commerce
B	CO	701	-	Business Analytics



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B	CO	801	-	Corporate Secretaryship
B	PA	001	101	Commerce with Professional Accounting
B	BI	001	-	Banking and Insurance
B	PS	001	-	Business Process Services
B	BA	001	101	Business Administration
B	BA	201	301	Business Administration with Computer Applications
B	BA	401	-	Logistics
B	IS	001	-	Information Systems and Management
B	EN	001	-	English Literature

DEGREE CODE	BRANCH CODE	STARTING SERIAL NUMBER	PG PROGRAMME
M	SS	001	Software Systems (5YearsIntegrated)
M	CS	001	Computer Science
M	IT	001	Information Technology
M	CT	001	Computer Technology
M	EC	001	Electronics and Communication Systems
M	BT	001	Biotechnology
M	BI	001	Bioinformatics
M	CO	001	Commerce
M	IB	001	International Business
M	SW	001	Master of Social Work
M	EN	001	English Literature
M	PA	001	Public Administration
M	MA	001	Maths with Big Data

5.1.4 RESEARCH SCHOLARS' ROLL NUMBER IDENTIFICATION

DEGREE CODE	BRANCH CODE	STARTING SERIAL NUMBER		RESEARCH PROGRAMME
		M.Phil	Ph.D	
R	CS	001	101	Computer Science
R	EC	001	101	Electronics
R	CO	001	101	Commerce
R	TM	001	101	Tamil
R	MG	-	001	Management



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R	EN	-	001	English
R	MM	-	001	Maths
R	BS	-	001	Bioscience
R	LS	-	003	Library and Information Science
R	PE	-	001	Physical Education

5.2.0 STUDENTS IDENTIFICATION CARD

- Every student is given an identification card during the month of August/September after assigning permanent roll number based on the details collected by the ID card in-charge as required in the ID card format AD 04. ID card contains name, roll number given by the office (also represented by a bar code), programme, date of birth, photograph, address for communication, blood group, student's signature, and period of validity. It is duly signed by the Principal. All students are required to return these cards at the end of their study period
- Temporary ID cards are issued for the first year students till the permanent ID cards are issued. On loss of original ID cards, until the student receives a duplicate ID card, a temporary ID card is issued against requisition authorized by the respective HODs in the temporary ID card format (AD 05). These are issued by the ID card in-charge.

5.3.0 UNIFORM

The students joining the college are required to wear a uniform on first Wednesday of every month. The faculty in-charge of uniform maintains year wise list of colors with the color code details of cloth. These details are given to students at the time of admission to enable them to arrange the same. In case of any additional requirements for uniforms, students can get the details from the faculty in-charge by mentioning the year of joining.

6.0.0 STATIONERY

6.1.0 RECORD, OBSERVATION AND WORK DIARY TO STUDENTS

The store in-charge of the College collects the details of the following from the HODs at the end of every academic year (March/April) as per PR 01.

- Number of Record notebooks and observation notebooks for Lab classes.
- Number of work dairy for project work.

After consolidation, store in-charge sends the purchase requisition PR01 to the Trust office through the Principal by mentioning the total numbers required for each of the items. Trust office purchases the items. After receiving the items from the Trust office these are recorded in the purchase register (PR 02) including the results of verification and these are also recorded in stock register ST 01. Class Advisors distributes the items to the students and receipts are recorded in nominal roll (AD 09) and based on this ST 01 is updated. If any other text books



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and instruments required, students are advised to purchase themselves.

6.2.0 OFFICE STATIONERIES

The Office Superintendent maintains a stock register (ST 01) for the Office stationeries. Office Superintendent places the order to the Trust office through the Principal if the stock goes below the buffer stock. The buffer stock requirements are recorded in ST 01. In case of any discrepancy in quality of the products received, feedback is given to the Trust office to initiate further action.

7.0.0 TRANSFER & MIGRATION OF STUDENT

Any student, who wishes to get migrated to our institution from other institutions affiliated to Bharathiar University for genuine reasons, has to obtain an application form from the Bharathiar University and get the willingness certified by the head of the institution in which he/she wishes to join. The filled application form is to be submitted in the University along with the prescribed fee. When the University issues the order permitting the student for migration, he/she will be admitted in the institution for which he/she has made the application. In case the student of any other university wishes to get migrated to our institution, he/she has to apply to the Bharathiar University as stated above along with migration certificate. After getting the order permitting the student for migration, he/she has to apply to the Bharathiar University for exemption from writing the examination in the papers, which he/she has already passed and which are included in the syllabus of the Bharathiar University. Bharathiar University, after consulting the concerned board of studies, informs the student the subjects which are exempted and the subjects in which he/she has to appear for the examination.

8.0.0 ISSUE OF TRANSFER AND CONDUCT CERTIFICATE

On the completion of the programme, course completion cum conduct certificate (AD 06), is issued against specific request to the Principal. Transfer Certificate (AD 07) along with the final semester mark statements are distributed to the students on submission of No Dues Certificate as per (AD 08) and acknowledgement from the student is recorded in the counter foil.

9.0.0. DOCUMENT CONTROL

- (a) OS maintains the copies of current external documents such as rules/regulations issued by the Bharathiar University/ DCE/ Government of Tamil Nadu and G.Os along with the date of release.
- (b) OS updates the rules/regulations based on communication received from the respective agency or as and when such information is known. Obsolete ones are kept in a separate file identified by "Obsolete rules/ regulations".



10.0.0 DATA ANALYSIS OF ADMISSION

After admission of all the programmes are over new roll numbers are allotted in alphabetical order and nominal roll is prepared as per AD 09 and a copy is issued to the departments. AD 09 is maintained in the office for all the classes and updated if there is any discontinuity after the issue of TC. A data indicating the number of seats filled against the available vacancies for individual programme is prepared. The Principal reviews these data with previous year data and required actions in consultation with the Management are initiated and recorded in the respective form.

11.0.0. INFRASTRUCTURE MAINTENANCE

- (a) Estate Manager maintains the list of Block-wise Rooms/Halls (MN 01) in the campus with unique 4 digit room number (first digit of alphabet specifies the block, second digit number specifies the floor and last two digits specify the serial number). The furniture details are also maintained in the MN01 which can be used during inspection and stock verification. Any observation made during inspection is recorded as per (MN 01). The Estate Manager also maintains the copy of documents related to the buildings with layout, electrical and plumbing details.
- (b) Estate Manager prepares and maintains preventive and maintenance schedule as per MN 02 for the follow-up of AMC related maintenance works.
- (c) Complaints pertaining to building, classroom rooms, furniture, electrical fittings, and plumbing shall be recorded by the faculty/staff members in the Maintenance complain Register (MN 05) kept in the office. Complaints shall be noted on daily basis by the Estate Manager and actions initiated/taken are recorded immediately and reviewed by the Principal. Complaints of immediate attendance can also be informed directly to the Estate Manager.
- (d) Principal formulates a committee and appoints convener and members for stock verification for all the laboratories, furniture in the department, library and office at the end of academic year to verify the stock position and to monitor the maintenance. Principal reviews the report and suitable corrective and preventive actions are initiated as required. The general breakage based on the committee report shall be collected from the students at the end of the semesters.
- (e) **Purchase:** Based on the past experience, approved list of suppliers (only for consumable items) is maintained as per PR 03 with the approval of the Principal. In case of poor performance, based on the feedback, the Principal decides to remove such suppliers from the list. New suppliers are included with the Principal's approval. The Estate Manager identifies the requirement of capital equipments / consumable items for infrastructure maintenance based on the new requirements and stock



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positions. These are consolidated and submitted to the Principal as per PR 01. In case of capital equipments the Trust office purchases and issues the items on the requisition of PR01 or quotations are sought from various suppliers, after analyzing and comparing the quotations as per PR 04, on approval from the trust office, purchase order is placed as approved by the Principal. In case of consumables approval is obtained for the budget required from the Trust office and based on this purchase is made from the approved suppliers. After receiving the items from the suppliers, these are verified by the Estate Manager and recorded in purchase register PR 02. The stock register (Capital Equipment – ST 02 / Consumable Items– ST 03) is also updated. At the end of every semester, after stock verification based on the balance stock position, stock register is updated.

- (f) In addition, the duties and responsibilities of Estate Manager are,
- (i) House keeping
 - (ii) Repairs and maintenance of buildings and infrastructure facilities
 - (iii) Services and maintenance of Generators, ACs, fire extinguisher and electrical appliances
 - (iv) Follow-up of AMC service related equipments as per MN02
 - (v) Services and maintenance of water resources
 - (vi) Maintenance of landscapes
 - (vii) Furniture and electrical arrangements in Seminar Halls during Department/College functions
 - (viii) Services and maintenance of audio equipments in the Seminar Halls
 - (ix) Services and maintenance of class room furniture and electrical fittings
 - (x) Services and maintenance of rest rooms
 - (xi) Ensuring the class room furniture arrangements (one dual desk for every two students, one staff table, and one black board per class room) as per the strength updated in the Nominal roll AD09
 - (xii) Placing and maintaining sign boards in the campus and in the each class rooms with room number and class allotted details
 - (xiii) Placing temporary sign boards in the campus during important events
 - (xiv) Hall arrangements as per seating plan during End Semester Examinations issued by chief superintendent
 - (xv) Maintaining Seminar Hall Booking note book and updating as per the booking requisition form MN06 given by HoDs/Association in-charges through the Principal
 - (xvi) Maintaining purchase register and stock registers

12.0.0 DOCUMENTS/ RECORDS

DOCUMENT / RECORD	FORMAT No.	RETENTION PERIOD
Application Form for Admission to UG Programmes	AD 01	Permanent



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Application Form for the Admission to PG Programmes	AD 02	Permanent
Certificate verification form	AD 03	1 Yr after completion
Permanent ID card Form	AD 04	6 months
Temporary ID card Form	AD 05	6 months
Course Completion cum Conduct Certificate (Counter foil)	AD 06	Permanent
Transfer Certificate (Counter foil)	AD 07	Permanent
No dues Certificate – Student	AD 08	6 months
Nominal Roll	AD 09	permanent
List of UG/ PG course offered	-	Current
List of foreign students	-	1 Yr. On completion
Requisition for Duplicate ID card	-	Current
Details of uniform color – year wise	-	Current
list of Block-wise Rooms with Furniture details	MN 01	Current
Preventive Maintenance Schedule	MN 02	Current
Maintenance Complaint Register	MN 05	1 Year
Seminar Hall Booking Form	MN 06	6 months
Purchase Requisition	PR 01	1 Year
Purchase Register	PR 02	1 Year
Purchase Order – Stationery (To Trust Office)	-	Permanent
Stock Register–Stationery	ST 01	Current Year
Stock Register – Capital Equipments	ST 02	Permanent
Indent Slip	ST 04	6 months



LIBRARY PROCEDURE

1.0.0 PURPOSE

To ensure that relevant books and periodicals are made available to students, faculty and staff members for their reference and usage.

2.0.0 RESPONSIBILITY

Librarian

3.0.0 REFERENCE

Quality Manual QM/05, QM/07 & QM/08; Departmental Procedure DP/02

4.0.0 DESCRIPTION

4.1.0 RESPONSIBILITY AND AUTHORITY

Organization chart showing the line of responsibility is given in QM/05B. The responsibilities and authorities of the Principal and the Secretary are given in QM/05B and that of Librarian is given below.

Librarian

- (a) Collection of requirements of books / journals, CDs, DVDs etc., from the members of faculty / departments.
- (b) Placement of books and Journals order against requirements approved by the Principal / Management
- (c) Follow up with publishers against missing volume of journals
- (d) Verification of books received at the library
- (e) Providing accession numbers to books / journals, CDs, DVDs etc.,
- (f) Issue of books to students / faculty
- (g) Arranging books at the respective location
- (h) Arranging for stock verification once in a year



- (i) Ensuring discipline in the library

4.2.0. PURCHASING

- (a) Books/Journals/Magazines, CDs, DVDs and non-book materials are purchased on need basis.
- (b) Based on the syllabus of various programmes text books and reference books are identified. Catalogues from various publishers and booksellers are collected for identifying the availability of books (Indian and foreign), periodicals (Indian and foreign), CDs and DVDs. Advertisements in various magazines are also noted for the purpose. The same is forwarded to various departments. In addition to this, faculty members also identify the needs and requirements are forwarded to the librarian through book requisition form (LB 01) for books, (LB 02) for periodical subscription and (LB 03) for CDs/DVDs and non-book materials or by marking in the catalogue itself.
- (c) List of potential book publishers / suppliers is also maintained as per LB 04
- (d) If the requests are received, they are forwarded to the Principal and Trustee for approval. On approval, order is placed to the publishers/book sellers through a letter indicating the terms and conditions applicable for availing discount as applicable. If periodicals are not supplied regularly or in case of missing issues, a reminder email is sent to the publisher. Books/Magazines/CDs can also be purchased by the Trustee/Principal directly from the bookshop. Once the books/periodicals and non-book materials are received, they are inspected for quality, price and quantity and acceptance/rejections recorded in the original bill. Accession number is provided and entered in the accession register. Bill is sent to the trust office for payment after getting approval from the Principal.
- (e) On acceptance of the books, periodicals/CDs, the library accession number is affixed on them.
Barcode for books is also provided on the back side of the title page and outside the book. Library seal is affixed on backside of the title page, last page of the book and in between pages. Details are entered in library accession register for books as per LB 05, for periodicals as per LB 06 and for CDs/DVDs as per LB 07 respectively and all details of the books are entered in the library database also. Some books are treated as Reference Books based on the recommendation from Librarian / Faculty / HODs with the approval of Principal and recorded in the accession register. These books are stamped with "For Reference Only" seal. These books are issued during evening hours or holidays and are to be returned on the following working day. Any lapse up to



a maximum of 1 day is informed to the respective HoD. All latest periodicals are displayed in periodical racks subject wise. Details of new Arrivals are displayed in library notice board. Those books found damaged or torn off under normal usage are separated and are sent for binding (LB 08).

4.3.0 ISSUE, RETURN AND RENEWAL

4.3.1 ISSUE OF BOOKS/PERIODICALS/CDs

Class wise nominal roll (AD 09) of the admitted students are maintained in the library. Faculty / Staff members are to be enrolled as a member of the library by filling up the membership form (LB 09) available in the library. Duly filled in forms are to be submitted in the library after obtaining the approval of the Principal. The details based on the above are entered in the library database and the barcode representing the roll number is pasted to the individual's ID card in case of students.

Details regarding issue of books, periodical CDs and Floppies

USER	No. OF BOOKS	PERIODICAL	CDS/DVDs
Student	3 (14 days)	1 (2 days)	1 (2days)
Faculty Members	6 (1 semester*)	1 (2 days)	1 (2 days)
Staff (Non-Teaching)	3 (30 days)	1 (2 days)	1 (2 days)

* Teaching staff has to renew / return before last working day of every semester.

The books to be borrowed are given at the counter along with identity card. The barcodes of such books as well as the ID card of the individual student are scanned and the books are issued after getting the signature in the issue card. Wherever the bar code is not provided, roll number is fed and books are issued. In case of emergency and during the stock verification, student/staff/faculty are advised to return the books before the due date. The issue and receipt of books are maintained in the system for which automatic back up is maintained through mirroring in the library "Server" to protect the data from any hardware failure. In addition, daily backup is taken and maintained in the hard disk of "Client" system. These systems are not connected to Internet, CD and DVD drives to protect from virus affecting the data.

4.3.2 RETURN



Books are to be returned on or before the due date, failing which a penalty at the rate of Re 1 /- per day. The fine is to be remitted to as a compliment book. Lost or damaged or mutilated books are to be replaced along with a compliment book.

4.3.3 RENEWAL

When there is no enquiry or demand for a particular book borrowed by a student, it can be renewed as per the issue and return procedure for next period.

4.4. STOCK VERIFICATION

Stock of books is maintained up to date in the computer system. Physical verification of the same is done once in a year during the vacation period. The team consisting of minimum six faculty members, nominated by the Principal is entrusted the job of physical verification with the assistance of the library staff members. When there is any shortage of books the value is recovered from the students of the college, through common fine.

4.4.1 IDENTIFICATION

Returned books and books left on the table after reference are arranged as per the Dewey Decimal classification. The location is given in the system. Magazines/CDs, DVDs are arranged subject wise.

The details of books sent for binding and books returned after binding are also updated in the system for intimation to the users during their on line search. A bunch of previous volumes of scientific journals and magazines are offered as back volumes. These bound volumes are kept as reference in journal section.

4.4.2 OTHER SERVICES

- (d) Photocopy facility is available in the library.
- (e) Question Banks – Question papers of past examinations are preserved in the library as question bank and are maintained in the main periodical section and uploaded to College internal library webpage.



4.4.3 PROCEDURE (FOR USE OF LIBRARY)

Rules and Regulations

- (f) In the beginning of every year, the librarian briefs all the first year students on usage/rules and regulations of library during the orientation program as detailed in DP/02
- (g) Silence is to be maintained in the library. Those violating this are first warned and later they are asked to leave the library if they don't abide by the rules.
- (h) All the members have to keep their belongings except loose sheets outside the library, in the rack provided for this purpose.
- (i) Referred books and periodicals are to be left on the table so that the library staff can keep them in the right location.
- (j) Ds and DVDs are to be returned personally to the library staff.
- (k) Members are to carry ID cards with them and are to be shown on demand at any time.
- (l) Library is kept open from 8.30 AM to 7.00 PM on all working days and 9.00 AM to 5.00 PM on Saturdays and during vacation. Sunday is a Holiday.

DOCUMENT/RECORD	FORMAT NO.	RETENTION PERIOD
Book Purchase Requisition / Approval Form	LB 01	1 Year
Periodical Subscription Requisition / Approval Form	LB 02	1 Year
CDs/Non-Book Material Requisition /Approval	LB 03	1 Year
Form List Of Potential Book Publishers/Suppliers	LB 04	Permanent
Accession Register – Books	LB 05	Permanent
Accession Register – Periodical	LB 06	Permanent
Accession Register –CD / Non Book	LB 07	Permanent
Material List of Books sent for Binding	LB 08	Current
Library Membership Form–Faculty/Staff	LB 09	Current
Issue Card	-	Current
New Arrivals	-	Current
Purchase Order books/Periodical/CDs	-	3 Year



PLACEMENT SERVICES

1.0.0 PURPOSE

To provide campus placement for students before completing their programme

2.0.0 RESPONSIBILITY

Primary : Placement
Officer Secondary :
Placement coordinators

3.0.0 REFERENCE

Quality Manual QM/05b, QM/07 & QM/08

4.0.0 RESPONSIBILITY AND AUTHORITY

Organization chart showing the line of responsibility is given in QM/05B. The responsibilities and authorities of the Principal and the Secretary are given in QM/05B and that of placement officer and placement coordinators are given below.

1. *Placement Officer*

- (a) Arranging pre placement training as approved by the Principal
- (b) Maintaining list of department wise pre-placement trainings offered in the College
- (c) Maintaining list of potential industries and updating them
- (d) Contacting potential industries and following up for arranging campus interviews
- (e) Making arrangements for campus placement including pre placement talks
- (f) Informing nearby institutions, as requested by the organization coming for campus placement
- (g) Informing students about campus recruitments in nearby colleges
- (h) Giving intimation to the students on the interview and pre placement talk dates
- (i) Updating and maintaining the list of selected students in the College
- (j) Maintaining the communication of selection list or appointment orders from the industry



- (k) Maintaining contact details of other placement officers in various institutions and accompanying the students whenever campus recruitments are organized by other colleges

2. Placement coordinators

- (a) Collecting placement Registration form (PL 01) from final year students for campus placements
- (b) Preparing schedule for pre-placement training
- (c) Organizing pre-placement training in the department
- (d) Collection of feedback (PL 02) from the students on pre placement training and plan for future improvements if any with the approval of the Principal
- (e) Updating and maintaining the list of selected students (PL 05) in the department
- (f) Coordinating all the placement activities of their Department with the Placement Officer

4.0.0 DESCRIPTION

Placement activities are initiated during the month of May/June every year for the final year batch of the current academic year.

4.1.0 PRE-PLACEMENT TRAINING

- (a) By May/June, the placement coordinators collect placement registration form, as per PL 01 from their department final year students
- (b) Placement coordinator of the department prepares the schedule of topics to be offered with the potential trainers (internal or external) conducting the pre-placement training program. They are identified based on personal contacts of placement officer/coordinators or HODs or Principal or Management. Training program is organized during Saturdays or vacation leave or on a special permission from the Principal after making necessary alternative arrangements for regular classes
- (c) As and when specific dates for such programmes are finalized by the placement officer, the information regarding the same indicating venue, timing and the area of training are displayed on the notice board with copies to all departments at least three days in advance.
- (d) On completion of the program, feedback is collected from selected students (preferably class committee members) as per PL 02 and consolidated as per PL



03 by the Placement coordinator. These are reviewed by the HoD for initiating further improvements.

- (e) Placement Officer maintains list of department wise pre-placement trainings offered in the College.

4.2.0 CAMPUS PLACEMENT ACTIVITIES

- (a) A list of potential industries / institutions is prepared by the placement officer (PL 04). The list is prepared through different sources like advertisements, the list of industries prepared for placement for the previous batch, information from various directories of industries, newspapers, websites, known contacts and the placement officers of other known institutions.

The list of core industries is also obtained from the respective departments

- (b) Companies are contacted from August/September through letters/emails or in person with the permission of Principal/request of industry every year. Based on their interest further follow up is planned
- (c) Whenever an organization expresses its willingness to come for placement, a mutually agreed date of placement talk/test/interview as required is decided. On finalization of the date, the details are circulated to relevant classes and displayed in the notice board
- (d) Brochures if any provided by the organization is maintained at the placement office for students to get information about the organization. Otherwise, students are advised to get the details from the given website
- (e) As required by the organization, necessary arrangements for giving pre placement talk, tests, interview and group discussion are made. On completion of selection and receipt of intimation of selection/offers received, the details are displayed on the placement notice board with copies to respective HODs.
- (f) Based on the selection list/offers of students, the placement coordinators in the departments updating the class wise placement offers received in the consolidated report PL 05. A copy these details are collected by the placement officer at the end of academic year during the month of May and maintained in the College placement cell.
- (g) Opportunities for students from other colleges are also provided for attending interview as requested by the organizations
- (h) Placement Officer maintains the contact details of other placement officers in various institutions. PO informs and accompanying the students whenever campus recruitments are organized by other colleges.



4.3.0 ANALYSIS

The number of students placed against the class-wise students' strength, number of placement offers received, number of industries visited for campus recruitment, number of pre-placement training conducted are reviewed and analyzed (including industry and trainers feedbacks if any) at the placement review meeting at the end of the academic year and decisions taken are recorded in QS 04.

5.0.0 DOCUMENTS / RECORDS

DOCUMENTS/ RECORDS	FORMAT NO	RETENTION PERIOD
Placement Registration Form	PL 01	1 Year after course completion
Pre placement Training Feedback	PL 02	1 year
Pre placement Training Feedback Analysis	PL 03	1 Year
List of Potential Industries/Institutions	PL 04	1 Year
Class wise placement offers-consolidated report	PL 05	1 Year
List of industries visited the institution for		
Placement during the previous year	-	1 Year
Minutes of placement review meetings	QS 04	1 Year



RECRUITMENT AND TRAINING

1.0.0 PURPOSE

To provide adequate human resources and to impart training to upgrade the knowledge and skills of Staff and Faculty

2.0.0 RESPONSIBILITY

Recruitment:
Secretary
Training :
Principal

3.0.0 REFERENCE

Quality manual: QM/05 & QM/06, Department Procedure DP/02

4.0.0 DESCRIPTION

4.1.0 RESPONSIBILITY AND AUTHORITY

Organization chart showing the line of responsibility is given in QM/05B. The responsibilities and authorities of the Principal and the Secretary are given in QM/05B. Responsibilities and authorities of office superintendent with regard to recruitment are given in DP/02.

4.2.0 RECRUITMENT

The norms regarding qualification are prescribed by the UGC/BU for teaching faculty. Secretary decides the qualification for non-teaching staff. The above are maintained by the Principal's Office as per HR 02 as approved by the Principal.

4.2.1 TEACHING FACULTY

- (a) Need for faculty is identified by the Principal / Secretary (in consultation with the HODs if required) at the end of each academic year/semester for the forthcoming year/semester as per UGC/BU norms and based on introduction of new



programmes/courses.

- (b) In the HODs meeting, need for faculty/staff are also identified by the Principal during the current semester based on resignation of the existing faculty or due to long leave availed by some faculty.

4.2.2 TECHNICAL STAFF AND OTHER STAFF

HODs identify the need for technical staff either at the end of the academic year/semester or as and when the need arises, in consultation with the Principal and reviewed at HODs meeting.

4.2.3 ADMINISTRATIVE STAFF

Need for administrative staff is identified by the Principal/Secretary.

4.3.0 SELECTION PROCEDURE

4.3.1 TEACHING FACULTY

- (a) Based on the needs identified, vacancies are filled as per UGC/BU guidelines. Advertisement calling for suitable candidates is given at least in one news paper. Candidates are required to submit their applications either by post or in person as indicated in the advertisement.
- (b) Based on the applications received, suitable candidates who meet the required qualifications are short listed. Call letters for the interview are sent to the candidates at least seven days before the date of interview.
- (c) Interested candidates can also submit their applications on their own in the office. At the time of calling for interview against advertisement, these applications are also considered. If any urgent need of faculty arises during the middle of the year/semester, suitable applications maintained in the office are considered for further action.
- (d) Short listed candidates approved by the Principal are called for an interview. The selection committee conducts the interview, and the details are recorded as per HR04. The selection committee comprises of Secretary, Principal, respective HODs, and a subject expert from other institution if required. Based on this, external committee members are informed about the details of the interview at least three days in advance. There is no minimum chorum required. For adhoc appointment, Principal, department HOD and an external specialist, if required, from outside can form a committee. In the absence of the concerned department HOD, Principal decides the committee member.
- (e) When candidates report for attending the interview, they are requested to give their details as per HR 03. Performance of the candidates are recorded in HR



- 05 and candidates selected and wait listed are recorded as per HR 06.
- (f) Deans and Directors are personally interviewed by the Principal and Secretary and recruited.
 - (g) Selected candidates are informed about their selection through letter. The selected candidates when joining duty, are requested to give a joining report along with original certificates.
 - (h) Resignation/Termination from the service is permitted by giving one month notice (for temporary appointment) and 3 months notice (for regular appointment) from either side as the case may be. Normally candidates are not relieved during the academic session. Faculty is requested to complete the formalities as per HR 07 before getting relieved.

4.3.2 TECHNICAL STAFF AND ADMINISTRATIVE STAFF

- (i) Based on the needs identified, advertisements are given if required. Applications if any received directly by the HODs or in the office through their personal contact or contact of any other faculty are also forwarded to the Principal.
- (j) Selection committee consists of the Principal and Secretary (and HODs in case of technical staff). In the absence of the concerned department HOD, Principal decides the alternate member. When candidates report for attending the interview, they are requested to give their details as per HR 04. The results of the interview are recorded as per HR 05. Selected candidates are informed about their selection through letter. The selected candidates who join duty are requested to give joining report along with the original certificates.
- (k) Attenders, Sweepers/Scavengers are personally interviewed and recruited by Secretary/Principal. The selected candidates are orally advised to join.

4.4.0 ISSUE OF STAFF ID CARD

Every staff is given an identification card on joining the institution from the Principal's office. It contains Name, Designation, Department, Date of Birth, Photograph, Blood Group, Residence Address, Residence Phone number and Holders Signature. It is duly signed by the Principal. All the staff must return these cards while leaving the institution.

4.5.0 TRAINING

4.5.1 INDUCTION PROGRAMME

For all the newly recruited faculty members, induction program is conducted at the beginning of every academic year. For, those who are joining during the middle of the year, they are briefed about the relevant information individually by the concerned HODs and they join the next induction program. The induction program covers the rules and regulations of the college, teaching method, evaluation system, relevant QMS



requirements and their responsibilities/authorities.

4.5.2 TRAINING

The training needs are identified by the Principal based on changes in the syllabus, students feed back and latest trend in the subjects. These are documented in the minutes of the meeting (QS 04). Accordingly external agencies are contacted by the Principal incase of external training. Suitable training for technical staff/Administrative staff is also identified and arranged by the Principal. In addition, based on the communication received from the university/external agencies, the need for deputing faculty is decided by the Principal in consultation with HODs. Faculty members themselves also identify the need for attending seminar, conference, and training programmes to update their knowledge. The faculty applies training requisition form (TR 01) with the necessary details through the HoD to the Principal. On approval of TR01, the Management also sponsors registration fee, and travelling expenses for the faculty members to participate and present research papers in reputed Institutions.

Faculty members themselves identify the need for acquiring higher qualification and based on their interest. Candidates forward the prescribed applications to the respective institutions, with the authorization of HODs/Principal/Secretary. The Secretary takes the decision of permitting the faculty members to pursue higher studies according to the rules and regulations that prevail, considering the availability of faculty. HODs maintain a list of the faculty members who are pursuing part time and full time programmes outside the college. The management sponsors 50% concession on tuition fee for faculty members pursuing research programmes in our own institution. The management also sanctions remuneration upto 50% of tuition fee of the respective research programmes for the faculty members who are guiding the research scholars.

5.0.0 DOCUMENTS/RECORDS

DOCUMENTS/RECORDS	FORMAT No.	RETENTION PERIOD
Qualification Matrix	HR 02	Current
Personal Bio Data – Faculty	HR 03	6 Months if not selected/Till he/she leaves if selected
Personal Bio Data – Non teaching	HR 04	6 Months if not selected/Till he/she leaves if selected
Evaluation Form	HR 05	1 Year
Selection / Waiting List	HR 06	1 Year
No Dues Certificate –Faculty / Staff	HR 07	1 Year
Minutes of the Meeting	QS 04	1 Year
Faculty Training Requisition	TR 01	Till he/she leaves
Joining Report	-	Till he/she leaves



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NOC	-	1 Year
News paper Advertisement	-	1 Year
List of Selection Committee Members	-	1 Year
Short listed Candidate's list for Interview	-	1 Year