

A.P.C. MAHALAXMI COLLEGE FOR WOMEN

THOOTHUKUDI - 2



CRITERION 5

SSR CYCLE IV

STUDENT SUPPORT AND PROGRESSION

- 5.1. Student Support
- 5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases
 - 1. Implementation of guidelines of statutory/regulatory bodies
 - 2. Organisation wide awareness and undertakings on policies with zero tolerance
 - 3. Mechanisms for submission of online/offline students' grievances
 - 4. Timely redressal of the grievances through appropriate committees

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5.1.4 Organisation wide awareness and undertakings on policies with zero tolerance

Awareness through Handbook

INSTRUCTIONS TO STUDENTS

CLASS HOURS

- The college working time is from 9.30 a.m. to 3.15 p.m. on all days except during the even semester when additional courses are being offered.
- 2. The first bell for classes rings at 9.20 a.m. and the second bell at 9.30 a.m.
- When the first bell rings, students should go to their respective classes and take their seats so as to be present when a professor enters the class.
- 4. When the professor enters all students should stand and greet her.
- Students are required to stand up and maintain silence for prayer wherever they are inside the campus.

ATTENDANCE

Attendance in the college is compulsory. Further a student must put in a minimum of 75% attendance to be eligible to write the semester examinations. Students with less than 75% attendance will have to repeat the semester after the stipulated duration of the course. Regular attendance is a must. No one shall be absent from class without proper reason. The members of faculty shall mark attendance at the beginning of each period.

A student who is not in the class when the attendance is taken shall be marked absent. If a student absents herself even for one hour, she will lose attendance for that session. The attendance of each student will be totalled at the end of the semester. Periodic intimation will be sent to the parent or guardian of the student for information and suitable action.

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LEAVE AND ABSENCE

A student requiring leave must apply in the prescribed leave form. She should state in the leave form the reason for her leave. The leave letter counter signed by the parent must be forwarded through the tutor.

Absence without proper leave letter would be severely dealt with. Students who have to leave the class during the session for any valid reason can do so after obtaining permission from the Principal. She can leave the campus only after getting the gate pass from the office.

All the scholarship/fee concession holders should earn 90% of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the Government as per G.O.Ms.No.1537 Social Welfare Department dated 20.04.1983.

LEAVE ON OTHER DUTY

Students who represent the college in sports and games or in competitions, such as fine arts, quiz and elocution etc. or in NSS / NCC / RSP / YRC camps are given credit of attendance for the period. They should fill the proper forms and get them counter signed by the professors-in-charge, before they leave the college for participation. Those who fail to do so will be considered as absent.

CODE OF CONDUCT FOR STUDENTS

- 1. Students are to conform to the best traditions of Indian national life.
- Students should avoid doing anything by word or deed that may disturb the unity and harmony of life in the college. The college is above politics and stands for all communities. Students are forbidden from indulging in any kind of political and communal activities.
- On meeting the Principal and the members of faculty, students should greet them.
- Loitering and making noise in the verandahs, reading room and library are strictly forbidden.
- 5. Students are expected to cooperate with authorities in keeping the premises of the college clean and tidy. They are earnestly requested to avoid writing on the wall, throwing bits of paper in the lecture halls, verandahs or anywhere in the premises. Any infringement of this rule will be severely dealt with.
- 6. Students are expected to dress modestly.

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- No student is allowed to leave the classroom during working hours without the permission of the member of faculty concerned.
- In any official tournament or match where the college takes part, no student shall play for an outside team without getting prior permission from the Principal.
- While attending a public meeting students should be decently dressed. They should be respectful to seniors and superiors, polite and courteous to all.
- 10. Students are expected to be punctual.
- 11. Late comers will be marked absent for the forenoon unless they have a valid reason.

INTERNAL ASSESSMENT

Each semester consists of 90 working days excluding the semester examination days. Three Internal tests are conducted for the students every semester. Papers are duly evaluated and marks are brought to the notice of the students and parents.

OTHER MODES OF ASSESSMENT

Seminars
 Quiz Programmes
 Objective Type Tests
 Case Study
 Group Discussion
 Assignment

Project Work
 Viva Voce

EXTERNAL EXAMINATIONS

External examination will be of three hours duration for all the theory and practical papers. Students are expected to maintain utmost honesty and good behaviour during the conduct of the examination. They should maintain silence in the examination hall and cooperate in the orderly conduct of the examination.

MANONMANIAM SUNDARANAR UNIVERSITY CODE

- If any student is found talking or laughing in the exam hall, or trying to copy from her neighbour's script, she will be warned, and if the invigilator deems it fit the student will have to move to a different seat.
- 2. If a student is found copying from some manuscript or printed sheet or from any other incriminating material, or is found possessing any such material, she will be prevented from writing the examination. The invigilator concerned will seize the incriminating material, confiscate the Hall ticket, Identity Card and answer script of the student, and provide a statement of her own along with the

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student and that of the Chief Superintendent who will forward it to the Controller of Examinations. The student may be permitted to appear for the subsequent papers on condition. Later, the student will be asked to appear before the Appeals and Grievance Committee appointed by Controller of Examinations, to decide the sanctions against her for malpractice. The sanction will vary according to the gravity of the fault, i.e., from being debarred from one paper or all the papers of one semester, or being debarred from two or three subsequent semesters if necessary.

3. Post-examination discovery of malpractice will be referred to the Controller of Examination by the Examiner. The Controller will refer the matter to the Appeals and Grievance Cell for a decision. (The rules prevailing in M.S. University regarding malpractice and those framed by our Academic council will serve as guidelines) If a student is found indulging in malpractice in any internal assessment test, she will be awarded zero for that test. Disciplinary action will be taken by the Principal if the student is caught again for malpractice.

ISSUING CERTIFICATES

Any student, previous or present, wishing to obtain a transfer or conduct certificate must apply to the college office in the prescribed form. Certificate will generally be issued only after getting application from the students. Certificate will be sent by post, if the application is enclosed with self-addressed, stamped envelope.

The student who wants to get her transfer certificate should come in person with one of her parents.

DISCIPLINARY REGULATIONS

(CFR.TAMILNADU EDUCATIONAL RULES 1973) (Nos.93 - 98)

- Students are forbidden to organize or attend any meeting without the explicit permission of the Principal.
- No student who has been convicted of any offence in a criminal court will be allowed to continue her studies in the college.
- Students should abstain from active participation in party or communal politics.
- 4. Students who indulge in political propaganda or who organise fellow students into political factions in the premises of the college, or who otherwise engage themselves in party politics are liable to be expelled from the college.
- 5. Under the educational rules of the Tamilnadu Government (1978) the Principal has full power to inflict the following punishment; fine, suspension and expulsion from the college, if any student is guilty of rudeness of behaviour and gross breach of conduct rules.
- 6. Students should not indulge in any activity leading to the disruption of peace and discipline and dislocation of normal work in the college premises by resorting to strike. Those who are guilty of violation of this rule will be severely dealt with.
- Ragging of any kind is strictly forbidden. Anyone who is guilty of ragging will be summarily and severely punished.
- Students who are guilty of (i) rude language towards the staff of the college
 (ii) assault or attempt to assault staff or fellow students of the college will be
 expelled from the institution.

INSTRUCTIONS TO PARENTS AND GUARDIANS

- Parents and guardians are earnestly requested to keep in touch with the Principal from time to time. They may meet the Principal at least once in a semester to ascertain the progress and conduct of their wards.
- 2. It is in the interest of the student that all the fees and other dues to the college are paid by the parent or guardian directly in the Central Bank of India (Branch Office) in the campus. The college office keeps an account of such remittances and payments.
- Parents and guardians of the students who reside in hostels outside the campus
 are requested to ensure the safety of their wards. The place of stay must be
 intimated to the college office.
- 4. Every effort will be made to inform the parents or guardian about any instance of serious misconduct on the part of their wards. If there is no response from the side of the parents or guardian, they should comply with any action taken by the institution against the student.

Awareness through Student Induction Programme

2022-2023



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI - 2

Report on Student Induction Programme for newly admitted students

The new academic session for the first-year UG Students began on 28-07-2022. Student Induction Program was initiated by the Internal Quality Assurance Cell of the college for seven days to make the fresher feel comfortable, adjust to the new environment, inculcate in them the ethos of the institution, build relations between teachers and students and promote bonding among themselves. A seven days schedule was drawn by the IQAC and shared with the departments. On the first day, the students for PG held placards bearing the names of the various departments and directed the freshers to their respective classrooms. The freshers were greeted by their seniors with roses and sweets. The Heads of Departments introduced the faculty to the students and also gave them an orientation on the rules and regulations and activities of the respective department. A general orientation was given to the students in the auditorium. The Principal Dr. P. Bala Shanmuga Devi welcomed the students. All the heads of departments addressed the students on discipline, internal and external examinations, various support services offered to students and the other activities of the college. Students were insisted not to involve in activities such as ragging and that they should respect other students and teachers. Students were informed about the statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell and Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment. Dr. T. Lilly Golda, Coordinator, IQAC, proposed a vote of thanks.

Students were taken on a tour of the campus too. The faculty of the Department of English handled Bridge Course in English. Bridge Course in the Major subject was conducted by the respective departments. During the week-long induction programme sessions on Health & Hygiene, Youth & Civic Responsibility & Eco consciousness and motivational talk by alumna were organized by the respective departments. The freshers were taken to the library to create an awareness about the books, magazines, journals and newspapers available for their respective subjects in the library. The Librarian

motivated the students to increase the frequency of using the library both for academics as well as to gather information about current affairs. She also oriented the students as to how to use the library and requested the students to participate in the competitions conducted by the Library Advisory Committee.

On the last day of the SIP, Bridge Course test in English and Freshers Test were conducted. Students were asked to give their feedback on the SIP. Oral feedback and feedback in Google forms were collected from the students. To the freshers, it was a memorable event as the programme gave them the Opportunity to get acclimatized to a new environment. During these seven days of Student Induction Programme, the freshers were able adapt to the new learning environment by creating and developing good rapport not only with their seniors but also with the faculty.



Photo



2021-2022



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

Orientation to Freshers & Parents

06.09.2021

Online Orientation programme was arranged for both freshers and their parents on 6th September, 2021 at 9.30a.m. in order to:

- Enable them to understand the motto, vision and mission of the College.
- Make them aware of the rules and regulations of the college, student welfare and support services provided by the Institution.
- · Explain about the internal and external assessment systems.

The programme was conducted as a part of Student Induction Programme and began with the Prayer Song, followed by the Welcome Address of Dr. K. Bala Deepa Arasi, Member, IQAC. Dr. N. Meenakumari, Principal of our College addressed the audience about the motto, vision and mission of the college and gave a brief introduction about the history of our college. The following Heads of the Departments and members of IQAC gave speech on the following topics:

- Discipline of the students by Dr. S. Banumathi, Head & Associate Professor of PG & Research Department of Tamil.
- Infrastructure facilities available in the college by Dr. Monica Ramraj, Head & Associate Professor of PG & Research Department of English.
- Internal & External examinations by Dr. K. Palani, Head & Associate Professor of PG & Research Department of Mathematics.
- Extension activities including sports by Dr. H. Kobila Subathra Christy, Head & Associate Professor of PG & Research Department of Chemistry.
- NCC by Mrs. P. Muthukani, Head of the Department of Zoology.
- Student amenities available in the campus by Dr. S. Vanitha, Head & Associate Professor of PG & Research Department of Commerce.
- Add on Courses like Major Add on, Apcian Academy courses, BDU Courses offered by the college by Dr. V. Shyamala Susan, Head & Assistant Professor of PG Department of Computer Science.

- Various Awards given to students like proficiency prizes, best student award, promising star ward by Dr. V. Sornalakshmi, Head of the Department of Botany.
- Government & Private Scholarships by Dr. K. Chitra Chellam, Head of the Department of Commerce.
- Club Activities and Statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell, Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment by Dr. L. Sangeetha, Head of the Department of History.
- Co-curricular activities by Dr. R. Rajeswari, Head of the Department of Mathematics (Unaided)
- Student Support Services by Ms. D. Mariselvi, Head of the Department of Physics
- · Library facility by Mrs. B. Ganapathi Sankari, Librarian
- · Instructions to students by Dr. R. Selvalatha, Member, IQAC

The programme came to an end at 11.20.a.m with the vote of thanks proposed by Dr. T. Lilly Golda, Coordinator, IQAC. Dr. R. Samundeswari and Dr. P. Yogeswari Nithya, Members of IQAC compered the programme. The students and parents were asked to join the orientation programme in Zoom and to watch the video in You Tube Channel 938 students and parents attended the oriented programme.

Department orientation programmes were conducted after the common orientation programme to give information about the subjects, faculty, online class timings, internal exams, attendance, submission of assignments, English bridge course and department bridge course timings, bridge course test and freshers test. The date of commencement of regular classes through online mode was informed to the students. Parents were insisted to monitor their ward's education and discipline and to view the messages posed by the department in Parents WhatsApp Group.

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A.P.C. Mahalexmi College For Women

Photo



2020-2021



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI Internal Quality Assurance Cell Student Induction Program - Report 2020-2021

The first academic year for the new entrants commenced on 9th September 2020. The Internal Quality Assurance Cell of the college organized a week-long Student Induction Program from the commencement date of the new academic session through online mode. The main objective of the Student Induction Program is to make the students feel comfortable in their new environment, open up them, explore their academic interests and activities, create bonding within them as well as between faculty and students, give broader view of life and build character.

Orientation program was arranged for both freshers and their parents on 9th September, 2020 at 9.30 a.m. Due to COVID 19, the program was held virtually. The primary goals of the orientation program are as follows:

- Aid new students in making the transition from their previous environment to APCM campus.
- Acquaint new students and their families with the vision, mission, programs, and services of the college.
- Inform students of campus services and resources that will enhance their academic success and overall college experience.
- Acquaint and educate students of their rights and responsibilities within the campus community
- Enhance students' understandings of strategies for success and begin to understand their own potential and challenges
- Enable students to begin to feel connected to the college and feel confident and excited about their college choice

The Principal Dr. N. Meenakumari welcomed the new entrants and parents. All the Heads of the Department and the members of IQAC oriented the freshers on the following topics.

- · Discipline of the students (College timings, Class hours, Attendance etc.,)
- Infrastructure facilities available in the college
- · Internal & External examinations
- Extension activities like NCC, NSS, YRC and sports

- · Student amenities available in the campus
- Add on Courses like Major Add on, Apcian Academy courses, BDU courses offered by the college.
- Various Awards given to students like proficiency prizes, best student award, promising star award, full attendance award
- · Government & Private Scholarships
- · Association and Club Activities
- Co-curricular activities
- Student Support Services
- · Library facility
- Statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell and Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment

The program came to an end at 11.0.a.m with the vote of thanks proposed by Dr.T.Lilly Golda, Coordinator, IQAC. The students and parents were asked to join the orientation program in Microsoft Teams. Totally 856 students and parents were benefited.

Department orientation programs were conducted after the common orientation program to give information about the subjects, faculty, online class timings, internal exams, attendance, submission of assignments, English bridge course and department bridge course timings, bridge course test and freshers test. The date of commencement of regular classes through online mode was informed to the students. Parents were insisted to monitor their ward's education and discipline and to view the messages posted by the department in Parents WhatsApp Group.

At the end of the day of Student Induction Program, Bridge Course test in English and Freshers Test were conducted to evaluate the entry level knowledge of freshers. Finally, the online feedback form prepared by IQAC as circulated to the students. Even though the program was conducted in an online platform, it went on smoothly without any technical problems and the freshers enjoyed the program.



Photo



Online Orientation to Freshers



Orientation Programme

2019-2020



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

Orientation for Freshers and PTA Meeting 2019 – 2020 Report

Name of the Programme: Orientation for Freshers and "The Art of Parenting"

Date: 15.06.2019
Venue: Classrooms
Time: 10am to 12.30pm

Organized by: Internal Quality Assurance Cell (IQAC)

Objectives: To provide positive atmosphere for learning as well as harmonious

relationship between parents, teachers and students.

Addressed by: HODs and second senior most faculty of all the Departments

Topics Discussed: Rules and Regulations, College timings, dress code, attendance, Mentor mentee system, Syllabus, Internal tests, Classroom activities, Rank card, Infrastructure, Bridge courses, Fine arts, Scholarships, Extension activities, Add on courses, Value added courses, Grievances Redressal Cell, Anti-Ragging Cell, Internal Complaints Cell, Health and Hygiene, Eco Consciousness, Associations, Clubs and Forums, Prizes, IQAC awards etc.

Highlight of the programme: Online feedback was collected from the parents about college campus and this programme.

Beneficiaries: 738 students (First Year students of all programmes)

Outcome: Made them to know about all the activities and offered students and parents a glimpse of our college that will play a defining role. Provided guidance, as well as equipping parents with a more accurate mental picture of about their ward and made them comfortable with navigating the campus.

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Orientation to Freshers



2018-2019

A.P.C. Mahalaxmi College for Women, Thoothukudi.

Orientation to Freshers

2018-2019

18.06.2018

Report

Orientation Programme for freshers was organised by the Internal Quality Assurance Cell of the College on 18th June 2018 in the Auditorium to:

- · Orient the students about the rules and regulations followed by the institution.
- · Make them aware of the various student support services offered by the institution.
- Inform the students about the internal and external assessment systems, and extension activities.
- Create a pleasant environment to make the students feel comfortable and enthusiastic.

Dr. K. Sathya Bama, Principal of the College delivered the welcome address and explained the vision and mission of the institution. She also highlighted the initiatives taken by the institution for the betterment of the student and the importance of education for women. She advised the students to maintain discipline in the campus and wished the students success in all their endeavours. The heads of the departments belonging to arts and science discipline addressed the students on topics such as rules and regulations of the college, code of conduct to be followed by the students, internal and external examinations, extension activities, sports, fine arts, scholarships, additional courses offered, and amenities available in the college. Students were insisted not to involve in activities such as ragging and that they should respect other students and teachers. Students were informed about the statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell and Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment. They were motivated to take part in various co-curricular and extra-curricular activities. 690 new entrants of I UG attended the orientation programme. The orientation programme came to an end with the vote of thanks proposed by Dr. T. Lilly Golda, Coordinator, Internal Quality Assurance Cell.

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Awareness through ID



Awareness through other Programmes Celebration of Safer Internet Day

Invitation



Photos

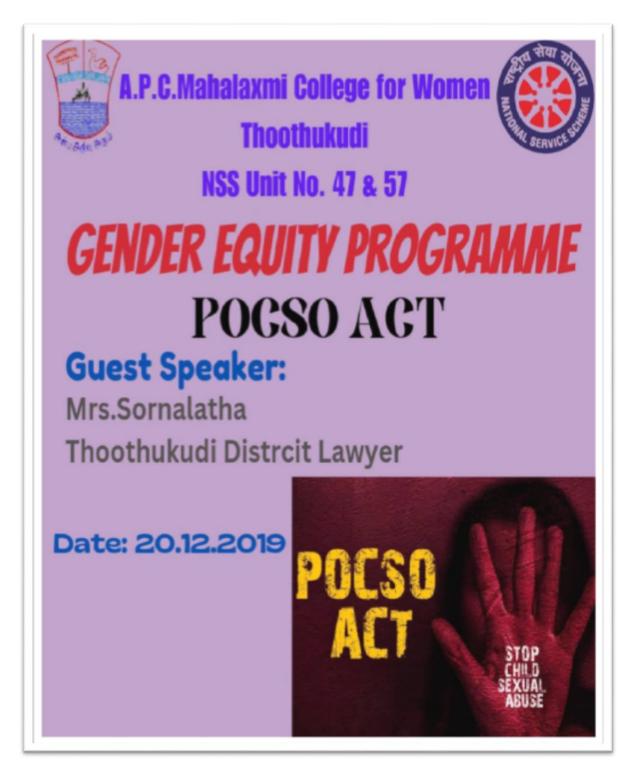


Report



Awareness Programme on POCSO ACT

Invitation



Photos





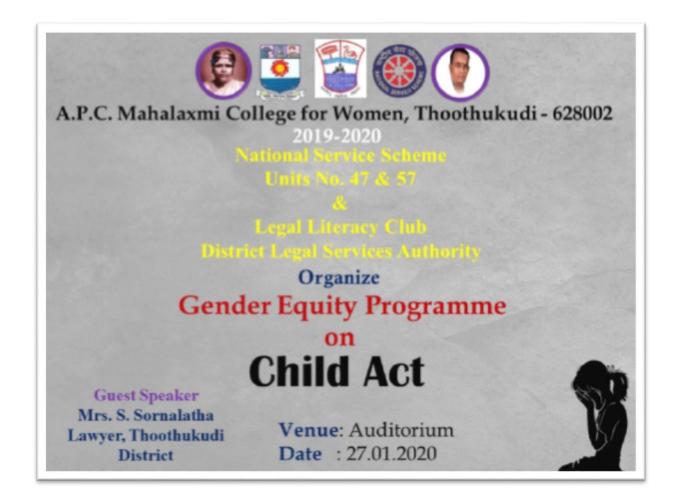
Glimpses of gender equity programme

Report



Gender Equity Programme on Child Act

Invitation



Photos



Report



Gender Equity Programme

Invitation



Photo

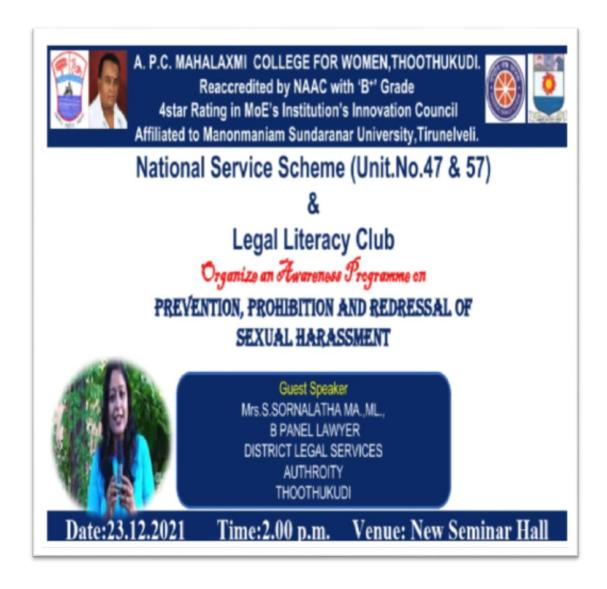


Report



Awareness Programme on Prevention, Prohibition and Redressal of Sexual Harassment

Invitation

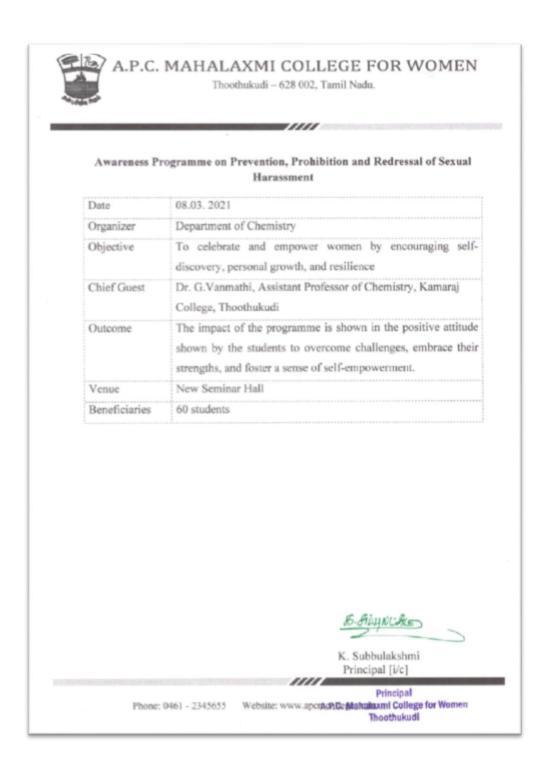


Photos



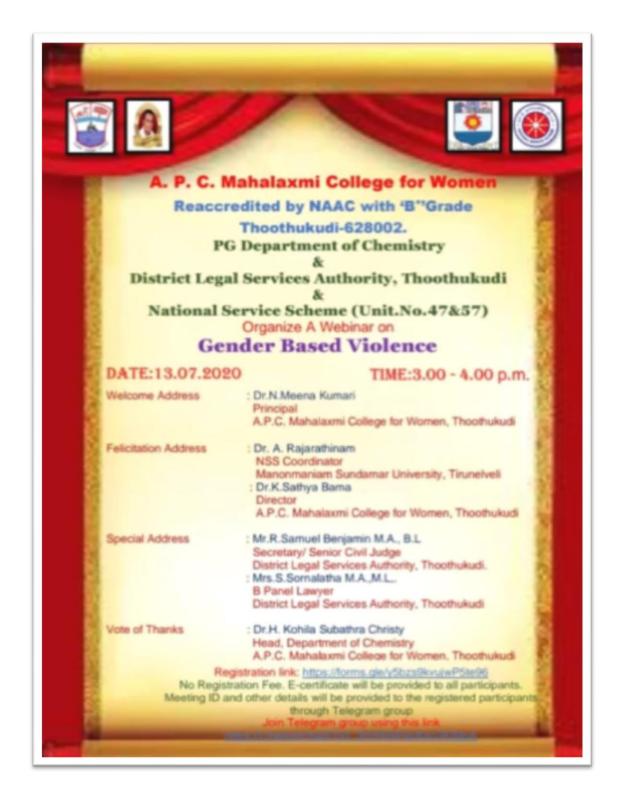
Chief guests addressing the participants

Report

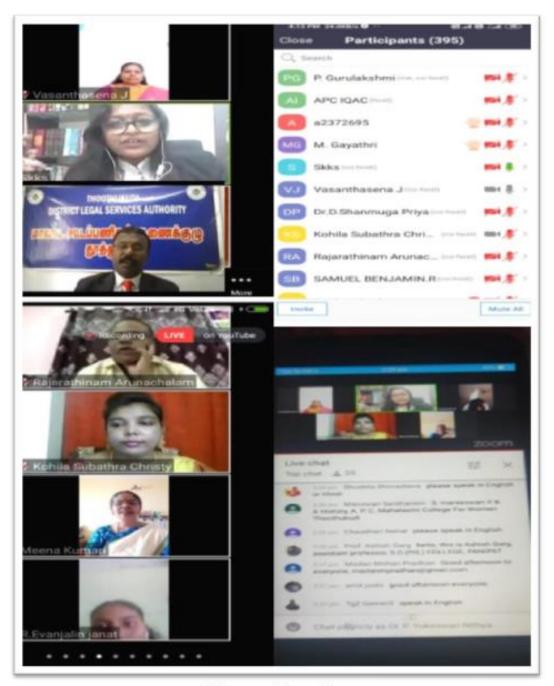


Webinar on Gender based Violence

Invitation



Photos



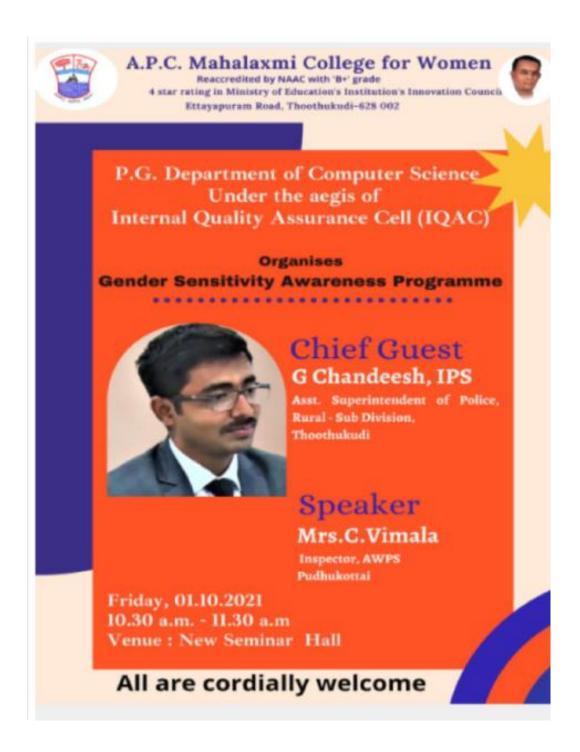
Glimpses of the webinar

Report



Gender Sensitivity Awareness Programme

Invitation



Photo



Chief guest addressing the students



Chief guest and the dignitaries' photograph with the students

Report

