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

POLICY DOCUMENTS

A.P.C.MAHALAXMI COLLEGE FOR WOMEN
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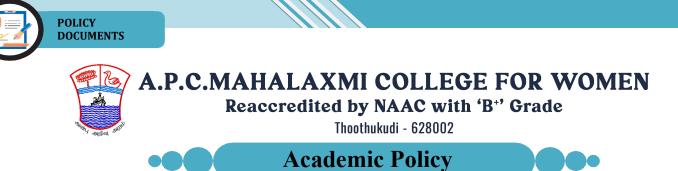Thoothukudi - 628002

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Academic Policy
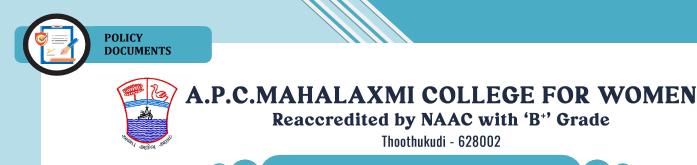
Policy No: APCM/POL/01

A.P.C. Mahalaxmi College for Women strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and the continuous assessment of the academic activities, so as to empower individual students to evolve as a self-reliant individual who would cater to the human welfare and sustainability.

To achieve proper academic excellence the following guidelines are provided:

- The newly admitted students should be oriented about the rules and regulations of the college, code of conduct, curricular, co-curricular activities, scholarships etc., that help them to get adapted to the institutional system.

- Seminars, Workshops and training programmes should be organized to develop the different skill sets like Entrepreneurship, Life Skills, Technical Skills etc. Besides this Career Counseling, Communication Skill Development should be conducted to provide dynamic growth to the students.

- Student centric instructional practices should be adopted and record should be maintained.

- Programme Outcomes, Programme Specific Outcomes and Course Outcomes should be communicated to the students and published in the college website.

- PO, CO attainment analysis should be done and remedial measures are taken if needed.

- The remedial measures taken should be recorded.

- Staffs and students must be insisted to adopt ICT tools in their teaching and learning.

- The teachers should try to prepare e-content and share it to the students.

- Training on any new practices adopted in the college should be provided for the teaching and non teaching staffs.

- Newly appointed employees should be oriented about their duties, rights and obligations.

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Academic Policy

- All teaching staff should try to attend at least one National/International Seminar or Conference or Workshop per semester and publish at least two research papers each, in quality journals every year according to UGC regulations.

- The teaching faculty should not hesitate to take up the administrative work allotted to them by the management.

- Each student should be assigned a Mentor and the Mentor-Mentee ratio should not exceed 1:20.

- Confidential report on mentoring should be maintained by the mentor.

- HODs should monitor the mentoring system periodically.

- Student Satisfaction Survey should be conducted every year.

- Feedback should be collected from different stakeholders of the institution.

- IQAC should analyze the feedback and formulate necessary remedial steps.

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Continuous Internal Assessment Policy

Policy No: APCM/POL/02

The CIA encourages the students to progress continuously in the semester with proper understanding of the course. It also helps the teachers to evaluate their students in accordance with the course objectives. It reduces the stress on students by distributing the course work throughout the semester.

The students are evaluated periodically through various components like surprise tests, assignments, seminars, quizzes etc.,

CIA Mechanism:

The student is evaluated internally for 25 marks and externally for 75 marks.

Internal Evaluation:

➢ Three internal tests should be conducted periodically out of which best two are considered.

➢ Assignment/Seminars must be allotted to the students as a part of their internal assessment.

➢ Lab work is monitored periodically with the completion of observation and record note book.

➢ No student shall be assessed without submitting the record note.

➢ A model test must be conducted at the end of the semester prior to University Exam.

External Evaluation:

➢ Written Exam is conducted by the affliating university for 75 marks and evaluated by the university.

For the proper functioning of the CIA mechanism the following guidelines are given:

⊘ The teachers should make the students aware about the course curriculum, objectives, course outcomes, activities involved in experiential and participative learning.

⊘ The CIA process must be explained clearly to the new entrants by the teachers.

⊘ Teaching plan must be prepared at the beginning of every semester and to be followed.

⊘ Three internal tests are conducted periodically.

⊘ The test papers should be valued genuinely and returned to the students on time.

⊘ The assessment should be fair and enhance the students to correct their mistakes and progress in the following exams.

⊘ Faculties should not show any favoritism among students.

⊘ Besides the internal tests any components can be used by the faculty to evaluate the students.

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Continuous Internal Assessment Policy

- ⊚ The components used by the faculty and the marks should be recorded and informed properly to the students.

- ⊚ If a student fails to attend the test or any evaluation component under unavoidable circumstances she can be given an alternate chance.

- ⊚ The record of internal assessment should be maintained by the department and produced whenever needed.

- ⊚ Students should not involve in any means of malpractices. If any such issues found it is punishable.

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Student Support Service Policy

Policy No: APCM/POL/03

The institution takes various measures and strives hard for the inclusive and comprehensive transformation of the student community. A.P.C. Mahalaxmi College for Women incorporates divergent policies to mould the student community.

To provide support for the betterment of the student community the following guidelines are formulated:

- Necessary support and guidance should be provided to the students to avail the scholarships and grants provided by the Central and State Governments.
- Strategies should be formulated to procure scholarships and freeships from non governmental agencies for the deserving students.
- The institution should provide endowment scholarships and freeships at the institutional level.
- Every department shall carry out one extension activity per year.
- A Coordinator should be delegated and she should maintain the record of extension and outreach activity.
- The library personnel should ensure easy access to the students and the staff.
- New entrants to the college should be oriented about the facilities, rules and regulations to be followed in the library.
- Students should not violate the rules of the library.
- Books should be availed by the students and staff abiding to the norms laid down by the library personnel.
- Books, journals, subscriptions and digital sources should be updated regularly if needed.
- Students should be provided the maximum lab facilities as per the norms of the college.
- Annual Maintenance Contract should be enforced to ensure proper functioning of lab.
- Independent and confidential counselling is provided for the students in need.
- Students should be able to approach the Counselling Cell and shall demand for individual counselling.
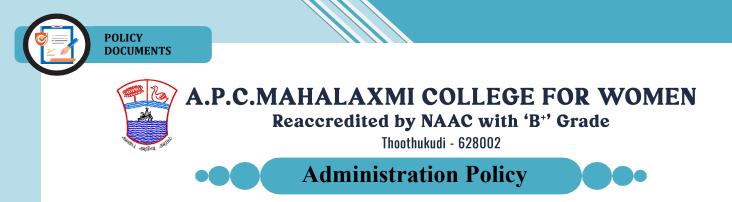
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Student Support Service Policy

- Pre-placement training programmes on Interview skills, Group Discussions, Communication Skill Development, Technical Training etc., should be organized to make students job ready.

- Job fair should be organized once in every academic year.

- The Students Council should be formed every academic year in adherence to the University norms.

- The Students' Council should be given the rights to represent the student community and arrive at solutions to their issues in compliance with college rules and under the guidance of the Principal.

- Opportunities should be provided to the student community to develop their talents and skills.

- Proper guidance and support should be provided to the student community to facilitate their personal growth in every aspect.

- Different clubs should be formed to provide a platform for the students' progress in various aspects.

- The Physical Director should identify the students with talent in sports and provide requisite training to the students in the sports the students are good at.

- The deserving players should be given scholarships / freeships based on their performance.

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Administration Policy

Policy No: APCM/POL/04

Educational Administration is the process of arranging and coordinating the available resources to achieve the institution goals. The following policies are formulated for the proper, efficient and smooth functioning of the institution:

- The Governing Body that comprises of The President of the college, The Secretary and the Principal and 10 other members.
- The Governing Body should supervise the entire functioning of the college.
- The Principal should monitor the entire academic, financial and general of the college.
- Finance department should handle all the accounts relating to management.
- All policies should be framed by the Governing Body.
- It is the responsibility of the Principal to schedule the meetings and the Senior Faculty in Staff Council should maintain the minutes of the meetings.
- Sub committees should be formed to monitor the progress of the Institution.
- The appointments of teaching staff should be done in adherence to the rules and regulations of UGC, Government and the affiliated University.
- The appointments of non teaching staff should be in accordance with the statutes of the University and of the Government.
- Temporary / Contract based appointments should abide by the norms of the management.
- The Principal is in charge of all student admissions according to the rules and regulations of the University.
- An Admission Committee should be constituted by the Principal to execute the admission procedure successfully.
- The committee should abide by the rules and regulations of the UGC, Government and the affiliating University with regard to admissions and reservation of students.

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Administration Policy

- Efforts should be taken to mobilize funds from various sources to meet the infrastructure requirement of the institution.

- Government funds should be used for which they are sanctioned.

- Annual internal audits and external audits should be conducted to ensure transparency and accountability.

- The Institute's funding pattern should provide guidelines and strategies for mobilizing resources to support the implementation of college's perspective plan and the fulfillment of its vision and mission.

- E-governance should be implemented to provide transparent and efficient system of governance within the institution.

- Website should be maintained properly and the operation and strategies should be adopted to update the website.

- The ERP software enables the college administration to have complete control over all services in the office.

- The college campus should be equipped with CCTV cameras at various places of need.

- ICT should be implemented in administrative work.

- Students' admission and results are processed through online.

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Admission Policy

Policy No: APCM/POL/05

The admission policy of our college aims to provide admissions for UG and PG programmes every year in a well-organized way, adhering to the reservation norms and guidelines of the Government of Tamil Nadu and Manonmaniam Sundaranar University. The details of the policy, process and procedures of admission are detailed here:

- The detailed admission notification, guidelines, schedule, and criteria will be notified on the website of the college.

- Applications for admissions should be submitted online through the college website(https://apcmcollege.ac.in/).

- Applications for PG admissions should be submitted online within ten days after the publication of UG results by the Manonmaniam Sundaranar University.

- The college has a Help Desk should assist students with admission by providing information on online applications and fee structures.

- To sought admission in UG courses the student must have successfully completed the Higher Secondary Courses or any course equivalent to it

- For admission to Post Graduate courses (PG) a candidate must have passed the 3 years degree courses (under the $10 + 2 + 3$ pattern) recognized by the University as equivalent there to.

- Students should be admitted based on cut-off marks for each programme.

- Selected Students must be notified via SMS and phone call.

- The select list and wait list for each programme must be displayed on the college notice board and college website.

- Admission should adhere by the reservation norms given by the Sate Government.

- Provisionally selected students should be invited for an interview via SMS or Phone call. They should come along with the original documents.

- Students with international, national, and state-level sports or games championships/medals must be given special fee concessions based on merit.

- The differently-abled candidates, should submit the physical disability certificate from a District's Chief Medical Officer or authorized hospital to seek admission in that category.

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Research Policy

Policy No: APCM/POL/06

Research is one of the important aspects of academic activities that help the institution to achieve academic excellence. The following guidelines are formulated to develop the research culture in our institution:

- Seminars/Conferences/Workshops on research topics and training programmes in research methodology and Intellectual Property Rights should be organized.
- Quality, Integrity and Ethics should be maintained in research.
- Research materials should be published in UGC, Scopus, SCI and ESCI journals and such published information should be made available to the end users.
- Guidance and support should be provided to the research scholars to publish their reports.
- An annual/periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops should be prepared.
- Professional guidance, technical support and recommendation for financial assistance should be provided whenever needed.
- Financial assistance should be provided for the faculties to attend national and international conferences.

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IPR Policy

Policy No: APCM/POL/07

The IPR policy deems to provide broader guidelines, the practices and the rules of our college regarding intellectual property rights (IPR) and obligations which include the nature of intellectual property (IP), its ownership and other rights, technology transfer and confidentiality requirements. The following guidelines governed by the National IPR Policy 2016 Frameworks and UGC Guidelines are formulated to ensure proper and safe IPR:

- A robust framework of IPR policy which facilitate and encourage research activities among all stakeholders of our college should be framed.
- Conducive environment and academic freedom in research related activities and in generation of Intellectual properties should be provided.
- A single window reference system for all the activities relating to IP generations by the college/ in collaborative works should be created.
- The interest of creator of intellectual property should be encourage and the fair beneficial sharing of IPR is ensured.
- The institution should have full ownership/ the right to assign such ownership of Intellectual property of any kind which is funded wholly by our college/management.
- Whereas, in case of research activities that are partly funded by the college, proportionate share of ownership/ beneficial rights of IP should be based on written agreement between the parties involved.
- Whereas in case of research works carried out based on joint venture/mutual research agreement / industrial or institutional collaboration, ownership and other incidental rights of Intellectual Property rights should be governed by the specific written agreement agreed mutually upon by both.

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IPR Policy

- Whereas, in case of no such agreement, the College should determine the ownership of IP.

- The inventor should disclose their invention as a qualified Intellectual Property, by providing the relevant documents, data and information, to the college through the appropriate authority.

- All copyrights should be reserved in favour of the college without having the right for reproducing the same for commercial purpose.

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IT Policy

Policy No: APCM/POL/08

The institution views IT as a medium to various academic, non-academic and administrative services to all the stakeholders. Following guidelines are provided to ensure safe and secure use of IT resources inside the campus.

- Admission should be made online and the workflow must be clearly stated.
- Website should be updated properly so that each and every information reaches the stakeholders easily.
- Students mark entries should be made via Exampro portal.
- The students and staff should be given access to campus network.
- Computer Lab usage must be maximized.
- Students and Staff should be motivated to use Inflibnet facility.
- Misuse of social media against the management, staff or students should be prevented. Any such activity is punishable.
- Adequate number of systems must be provided and maintained properly.
- Antivirus should be installed in all systems to protect data.

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E-Governance Policy

Policy No: APCM/POL/09

Electronic Governance plays a vital role in all administration, academic, and management activities of the college. In this regard, a set of activities involving the effective contribution of information and communication technology for strengthening the administration and management in the education system. Paperless administration is to be promoted. All stakeholders will be educated on e-governance and encouraged to wield it possibly.

To save time and to provide a more simple and efficient contribution, the e-governance structure is taken on within the institution, in most aspects of our operations.

Website: Updating the college website is an essential duty in the academic circle as it is a mirror of the college information. For this purpose, a separate web designer is appointed by the management. In addition to this, training is be given to a team teaching and non-teaching faculty members for operating website administration and updating activities at the college level.

1. **Administration:**

   - The ERP software is to be used efficiently for the college administration to have complete control over all services in the office.

   - Maintaining the data of staff and students and providing it in required formats, maintaining attendance report, and generating different certificates like bonafide/TC/NOC are to be done using the ERP software.

   - The details of newly recruited teaching and non-teaching faculty may be updated regularly.

   - To achieve the goal of a paperless IQAC, members of the committee may use Google tools like:
     - ✓ Google Sheets: To collect data from various departments.
     - ✓ Google Docs: To prepare Department Self Study Report every year.
     - ✓ Google Drive: To store soft copies of evidences and documents.
     - ✓ Google Forms: To create feedback forms and receive online feedback from stakeholders.

2. **Finance and Account**

   - Maintaining fee record of students and monitoring fees installments are to be done using ERP software.

   - Generation of receipts for expenses and vouchers and producing all types of reports like income, expenses, and balance sheets are to be worked out using the software.

   - Salary payments for all those working on the college campus also may be made through this.

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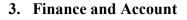## E-Governance Policy

3. **Finance and Account**

   - Maintaining fee record of students and monitoring fees installments are to be done using ERP software.

   - Generation of receipts for expenses and vouchers and producing all types of reports like income, expenses, and balance sheets are to be worked out using the software.

   - Salary payments for all those working on the college campus also may be made through this.

4. **Student Admission and Support:**

   - Student admission and transactions are to be conducted through the website through online mode only and the college accepts applications for all programmes also through online mode.
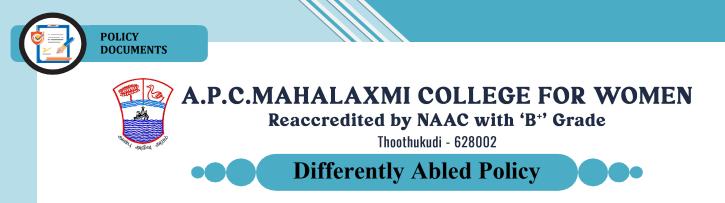
5. **Examination**

   - Paperless communication between the Examination Committee and the other departments may be enforced.

   - Examination Duty allotment, Invigilation, Hall arrangement are to be generated using software.

   - Internal marks entry and generation of data in required formats

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Waste Management Policy

Policy No: APCM/POL/10

This policy is framed with the objective of reducing the waste as far as possible.

- To minimize the waste the department should be encouraged to practice recycle, exchange and reuse of equipments and materials.
- Safe and responsible methods of waste disposal should be adopted.
- Adequate training should be provided for the staffs who handle different types of wastes.
- Staff and students should be educated about waste management.
- SOPs for collecting, segregating and disposing the waste must be formulated.
- Waste management programme should be implemented in compliance with state and local requirements.
- Separate containers should be provided to collect chemical / hazardous wastes.

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Differently Abled Policy

Policy No: APCM/POL/11

The disabilities Act 1955 states that "disabled persons should have access to education and employment at all levels". To achieve this the following guidelines are provided:

- The differently abled should be given the right to quality education.
- Equal opportunities should be provided to them.
- The information about the differently abled students, faculties and staffs should be maintained properly.
- Wheel chairs, specialized restrooms should be made available for them whenever needed.
- The faculties should monitor their progress and help them get comfort learning atmosphere in the campus.
- They should not be denied any resources highlighting their disabilities.

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Anti-Ragging Policy

Policy No: APCM/POL/12

In compliance with UGC regulations of 2009 regarding ragging the Anti-Ragging Cell is formed to prevent the menace of ragging. The cell functions with the motive of creating ragging free campus and create a conducive learning environment. The following guidelines are formulated to prevent ragging:

- The institution should strictly observe the provisions of the acts of the Central Government and State Government in considering ragging as a cognizable offence.
- A student involved in ragging should be seriously deal with as per the University regulations and also should be reported to the law and order department of the state immediately.
- Students' activities should be strictly monitored especially during the incoming of the new entrants.
- Counseling facility should be provided within the campus as and when needed. The counselor shall be contacted over phone in case of emergency.
- Anti-ragging cell report and that of the counselor should be submitted to the principal and should be maintained properly.
- Students with stress, tension and other troubles should be provided proper guidance and support by the Mentors and other teachers.
- Instructions from Central, State, UGC and court orders should be updated regularly.
- Cultural programme, festival day and other celebrations are organized to erase the discrimination between the seniors and juniors.

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Environment and Sustainable Policy

Policy No: APCM/POL/13

The institution has provided the following guidelines to adopt environment friendly habits and ensure that its impact on the environment is minimized:

- Green Audit, Energy Audit and Environment Audit should be conducted periodically.
- Awareness and understanding of environmental issues and sustainable development should be created among the stakeholders of the institution.
- Staffs and students should be encouraged to take part in environmental initiatives.
- Environmental and sustainable principles should be integrated into the standard operational procedures and best practices shall be promoted at every level.
- Entry of vehicles should be restricted to prevent carbon footprint.
- Efforts should be made to organize Tree plantation drive inside and outside the campus.
- Institution should work inline with Central Government Project Swach Bharat Abiyan .
- The best habit of RRR (Reduce, Reuse and Recycle) should be encouraged at the student and staff level.
- Emerging environmental and energy issues should be monitored and resolved.
- Activities that harm the environment should not be practiced inside the campus.
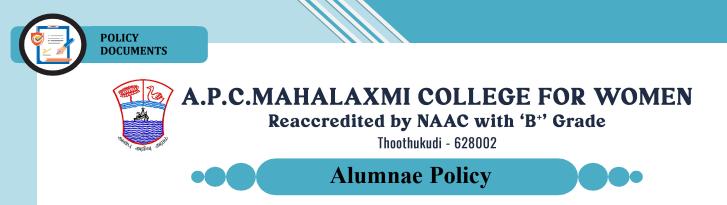
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Gender Sensitization Policy

Policy No: APCM/POL/14

- ⊚ Women Cell should operate actively to provide conducive environment for the personal and professional growth of young women.

- ⊚ The Internal Complaints Cell and Anti-Ragging Cell should function dynamically to trace any incidents of sexual harassment among students and to strengthen their self confidence.

- ⊚ Role of women in socio-economic development of the society should be highlighted to the students through various activities.

- ⊚ Awareness on women related issues should be created through extension activities.

- ⊚ Consciousness and motivation towards gender equality must be created.

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Alumnae Policy
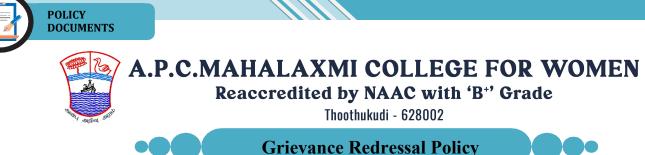
Policy No: APCM/POL/15

Alumnae are the integral to the academic and non academic endeavors of the institution as they enhance the eminence and prestige of the alma mater.

- An alumnae association should be active to maintain cordial long term relationship with the alumnae.
- Alumnae meeting should be conducted once in every academic year.
- Efforts should be made to involve alumnae in academic and non academic endeavors in the college.
- Live testimonies and motivational talk by alumnae should be arranged to inspire the students.
- Any means of Contribution provided by the alumnae should used for the progress of the institution and of the students.

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Grievance Redressal Policy

Policy No: APCM/POL/16

The Institution has an effective system to redress students' grievances, both academic and non-academic through Grievances Redressal Cell which is functioning in the institution as per UGC norms 2018 and under the guidance of the Principal. The Cell aims to redress the grievances of the students through proper channel within the stipulated period and without bias. A systematic grievances redressal mechanism is adopted by the institution to provide an opportunity for the students to express their grievances and problems with utmost anonymity and without any fear. The following guidelines are defined to redress the grievances of students:

- A conducive and harmonious learning environment should be created by immediately resolving students' grievances right from their admission till they complete their graduation.
- Cordial student-student relationship and student-teacher relationship should be promoted.
- Easy accessibility to the grievant for addressing her grievance should be provided.
- The views and suggestions of each grievant must be given due consideration.
- All the grievances should be fairly and promptly resolved.
- Adequate orientation and mentoring to the students about the rules and regulations of the college, the code of ethics to be followed should be given.
- Details about the members of Grievance Redressal Cell and other committees with E-mail Id and contact number of the coordinator should be displayed in prominent places.
- Meetings by Grievances Redressal Cell and other statutory bodies should be conducted twice in a year and immediately if needed.
- Student induction programme and Freshers' Party should be conducted every year.
- The new entrants and their parent should be oriented about the rules and regulations of the college and about various cells and committees functioning in the institution to maintain discipline.

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Grievance Redressal Policy

◉ The mentors and class teachers should communicate periodically with their students and identify if there is any grievances exist. If any found it should be redressed and the grievant should be given proper counselling.

◉ Student Chairman should represent the grievance to the redressal cell.

◉ The complaints or grievances should be given in written format in the Suggestion Box or through mail or through student's chairman or through the class teacher or the HOD. The grievances should be brought to the Principal's notice.

◉ The Principal should analyse the nature of the grievance and forward it to the concerned Cell such as Grievances Redressal Cell, Anti-Ragging Cell, Internal Complaints Cell, and Anti-Discrimination Cell.

◉ After details investigation the remedial measure should be taken within 15 days.

◉ A legal advisor from Thoothukudi District should attend the grievance redressal meeting based on the seriousness of the issues.

◉ All the details should be kept confidential.

◉ The action taken is communicated to the grievant and the offender and both should give their acceptance of the decision in writing.

Committees constituted in the College for Grievances Redressal of Students:

❖ **Grievances Redressal Cell:**

The Grievances Redressal Cell of the institution redresses the grievances and complaints of the students to maintain a hassle-free environment in the College and to promote cordial relationship between students to students and students to teachers. The grievances are timely redressed by the Cell under the guidance of the Principal

❖ **Anti-ragging Cell:**

Ragging, in any form, either in words or in action is a crime as per Supreme Court order. To curb the menace of ragging, the College has an active Anti-ragging Cell which ensures that no such offence takes place inside and outside the campus.

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Grievance Redressal Policy

❖ **Internal Complaints Cell:**

The Internal Complaints Cell of the College looks swiftly and diligently into matters related to sexual harassment. The Institution follows a zero-tolerance policy towards any such transgression.

❖ **Anti-discrimination Cell:**

The institution never encourages discrimination and has constituted Anti-discrimination Cell to ensure that no student is discriminated based on caste, creed, language, or disability of any kind.

Members of the Committee

❖ **Grievances Redressal Committee**

1. Dr. S. Selvalatha – Member
2. Mrs. S. Sornalatha - Lawyer
3. Ms. A.S.P Yuvashree - Student Representative
4. Ms. M. Sabana - Student Representative

❖ **Anti-Ragging Committee**

1. Dr. S. Vijayakalaivani - Member

❖ **Internal Complaints Committee**

1. Dr. Monica Ramraj - Member
2. Mr. S. Sornalatha - Lawyer

❖ **Anti-Discrimination Cell**

1. Mrs. B. Abinaya Bharathi – Member
2. Dr. V. Mahalakshmi - Member
3. Ms. M. Maheswari - Member

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Performance Appraisal Policy

Policy No: APCM/POL/17

Review of staff performance and evaluation of their skills and achievements is achieved by the annual performance appraisal.

- ☉ The performance appraisal is applicable to faculty and non-teaching staff.
- ☉ The self appraisal form prepared by IQAC should be duly filled by the faculty and non-teaching staff and submitted to IQAC.
- ☉ The appraisal should be done confidentially once every year.
- ☉ The appraisal forms should be analyzed by IQAC; the annual self-assessment for the Performance Based Appraisal System (PBAS) and PBAS Proforma for Promotion under CAS should be used for performance appraisal as per UGC guidelines 2018.
- ☉ Feedback should be given to the management.
- ☉ The findings and remarks if any by the authorities should be communicated to the concerned staff.
- ☉ The job performance of all the employees of the college should be assessed to aide in their development and motivation.

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Financial Support Policy

Policy No: APCM/POL/18

The APCM recognizes the evolving nature of the teaching-learning process and places high value on enhancing the academic knowledge and research standards of its faculty members. This policy outlines the procedures for providing financial support to teaching faculty for attending conferences, workshops, and covering membership fees of professional organizations. It applies to all full-time permanent faculty members teaching at both undergraduate and postgraduate levels. This policy aims to facilitate continuous learning among teachers, enabling them to stay updated in their respective fields. Ultimately, this ensures that students receive education that is both knowledge-oriented and skill-based, thereby enhancing their employability.

Policy Guidelines

- Financial support is available for participation in seminars, workshops, conferences, and training programmes, both online and offline, within India and abroad, as well as for paying professional body membership fees.
- Presentation of papers in National / International level seminars and conferences.
- The support includes reimbursement of registration fees and travel allowances to promote faculty development.
- Faculty members must have completed at least one year of service to be eligible for financial support for attending state-level faculty development programmes.
- Permanent faculty members are eligible for financial assistance to attend national or international programmes.
- Only 25% of the faculty in a department can avail of this support in a given year.
- Funding is provided to faculty members on a rotational basis.
- Financial support for attending international conferences and development programmes abroad is limited to one programme every five years per faculty member.
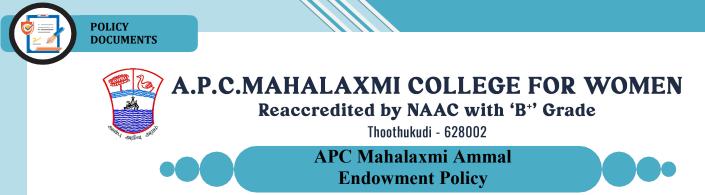
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Financial Support Policy

Procedure:

- Applications must be submitted to the Principal, signed by the Head of the Department, at least seven days prior to national-level programmes and 2 months prior to international-level programmes.

- Faculty members must ensure that their teaching responsibilities are not compromised.

- Faculty members are required to submit a requisition form along with supporting documents such as brochures or confirmation letters for claiming Registration Fees or Travel Allowance. The institution provides a specified amount of Traveling Allowance for participation in such events, authorized by the head of the institution.

- After returning from the conference, faculty members must submit a report detailing their activities.

- All receipts, tickets, boarding passes, etc., must be submitted for reimbursement within one week.

- Faculty members must also provide a report on the conference attended, along with photographs and certificates received.

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APC Mahalaxmi Ammal Endowment Policy

Policy No: APCM/POL/19

A.P.C. Mahalaxmi Ammal Memorial Scholarship Endowment provides anopportunity to advance the economically backward students education of our college. It enables the students to pursue their studies without any financial constraint. This endowment is funded by 64 members of the staff of A.P.C. Mahalaxmi College for Women, Thoothukudi. Our college considers award of scholarship based on provable merit of the enrolled students. The policy considersaward of one scholarship or adjustment toward tuition fee to a meritorious/sportsstudent in each discipline per academic year. To avail these fee concessions and scholarships students should apply in the prescribed form. Students need to submit the filled application form before a given deadline.

- The payment of the scholarship amount is dependent on the history of their academic record with no arrears and conduct record with no disciplinary actions.

- A student is should not hold more than one scholarship at a time, irrespective of type and amount of scholarship and/or study support donations.

- The scholarship amount will be fixed following certain criteria: 25% of fee concession is available for financially challenged, 30% for single parent students and 50% for parentless students.

- In addition to the above, 10% and 25% concession should be offered to students with more than 75% and 90% academic record respectively.

- Students with physically challenged parents should also be given concession. The percentage should be fixed based on the disability.

- The scholarship committee instituted by the management should scrutinize the application and recommend eligible candidate names for the award of scholarship as applicable.

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APC Mahalaxmi Ammal Endowment Policy

- Our College President should approve the award of the scholarship.

- The scholarship committee should communicate to the selected candidates and the database of all the awardee candidates and their academic progression in specific format should be maintained.

- Students should reapply each year for scholarship up to their final year, provided they continue to meet the requirements of the award.

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Infrastructure Maintenance Policy

Policy No: APCM/POL/20

The primary objective of this policy is to ensure optimal utilization of resources for the maintenance of various facilities across the college campus, thereby fostering a conducive learning environment.

- Seminar halls and laboratories should undergo regular maintenance by designated non-teaching staff assigned to each area. Heads of Departments (HoDs) must submit written requisitions to the Principal for the utilization of ICT Halls and proper documentation should be maintained.

- Adequate janitorial staff should be employed to maintain hygiene, cleanliness, and infrastructure on the campus, ensuring a pleasant and safe environment for learning and work.

- Campus maintenance should be monitored through CCTV cameras to ensure organized parking facilities and well-maintained restrooms. Additionally, each department should maintain a stock register for equipment inventory.

- At the end of each year, comprehensive reporting and stock verification procedures should be conducted to ensure accountability and resource optimization.

- HoDs should register the departmental issues in a dedicated complaints register, with a commitment to resolving them within a specified timeframe.

- Staff members should be encouraged to report concerns using Google Forms, facilitating efficient resolution and updates on rectifications.

- All faculty, staff, and relevant stakeholders should adhere to this policy to ensure the effective maintenance and utilization of resources across the college campus.

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Resource Mobilization Policy

Policy No: APCM/POL/21

The institution recognizes the importance of diversifying its financial base to ensure sustainable development and continuous improvement of its academic and infrastructural capabilities. The following guidelines are provided to enhance the institution's educational environment and support its mission of fostering academic excellence and holistic development.

Sources of Funds:

◉ Student Tuition Fees collected from enrolled students should be the Primary source of revenue.

◉ Government Scholarships should be allocated periodically for eligible students and it should be deposited into the college's bank account to cover a share of tuition and college fees.

◉ Admission fees, lab fees, and certificate course fees collected from students should be considered as additional fees'

◉ Rental Income should be generated from leasing canteen facilities, bank premises, and halls for government exams during holidays.

◉ Contributions from alumnae, staff, individual philanthropists, and corporate sponsors from the society should be used to support the progress of the students.

Utilization of Funds:

The mobilized fund should be use for the maintenance and enhancement of physical infrastructure to provide a conducive learning environment.

◉ Financial support should be provided for teachers to attend conferences, seminars, and workshops.

◉ Organizing seminars, conferences, and workshops should be conducted to enhance academic facilities and foster knowledge dissemination.

◉ Freeships and scholarships should be provided for the deserving and meritorious students.

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Resource Mobilization Policy

Utilization of Resources:

- The available resource should be utilized for the Promotion of research, development, consulting, and other related activities by involving faculty members at various levels.

- Depending on available finances, travel grants should be provided for faculty to attend or present research papers at National or International Conferences in India.

- Usage of infrastructure should be maximized by using the physical infrastructure beyond regular college hours for remedial classes, co-curricular/extra-curricular activities, and parent-teacher meetings.

- Faculty members should be encourage to deliver invited talks, serve as judges for competitions, and participate in board meetings and question paper setting.

- Collaborative learning and development through the sharing of knowledge gained from seminars or refresher courses among faculty members should be promoted.

- Faculty expertise across departments should be leveraged to enhance interdisciplinary collaboration and optimize resource utilization.

- Regular audits and reviews should be conducted to ensure transparency, accountability, and alignment with the institution's strategic goals.