

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



# **CRITERION 6**

SSR CYCLE IV

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

6.2. Strategy Development and Deployment

6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

## **POLICY DOCUMENTS**

## Contents

| Academic Policy                      | 3  |
|--------------------------------------|----|
| Continuous Internal Assessment       | 5  |
| Student Support Service Policy       | 7  |
| Administration Policy                | 9  |
| Admission Policy                     | 11 |
| Research Policy                      | 13 |
| IPR Policy                           | 14 |
| E-Governance Policy                  | 17 |
| Waste Management Policy              | 19 |
| Anti-Ragging Policy                  | 21 |
| Environment and Sustainable Policy   | 22 |
| Gender Sensitization Policy          | 23 |
| Alumnae Policy                       | 24 |
| Grievances Redressal Policy          | 25 |
| Performance Appraisal Policy         | 28 |
| Financial Support Policy             | 29 |
| APC Mahalaxmi Ammal Endowment Policy | 30 |
| Infrastructure Policy                | 32 |
| Resource Mobilization Policy         | 33 |

#### **Academic Policy**



A.P.C. MAHALAXMI COLLEGE FOR WOMEN

Thoothukudi- 628 002, Tamil Nadu.

#### 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.

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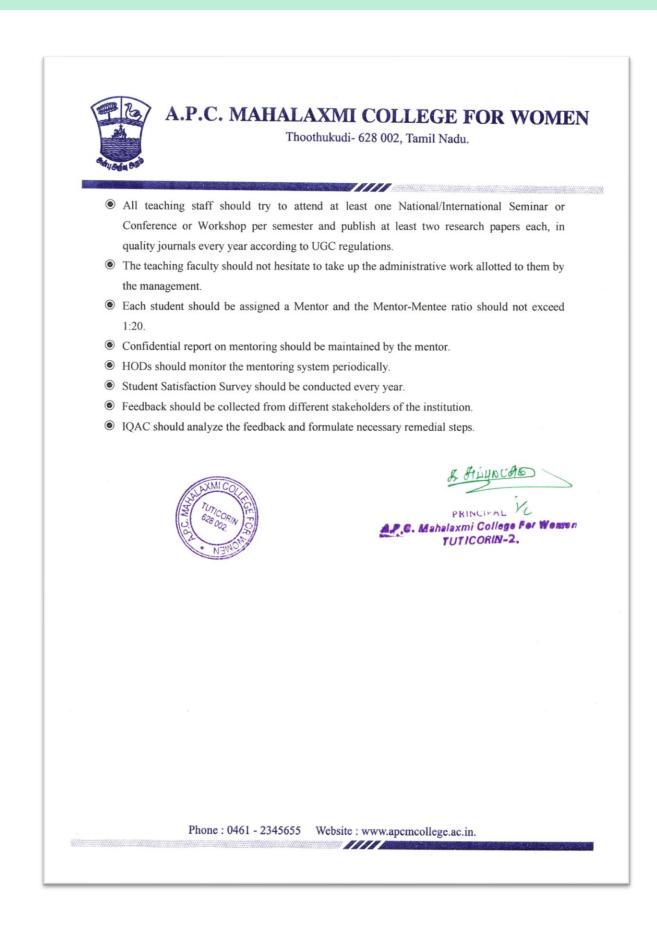
- Staffs and students must be insisted to adopt ICT tools in their teaching and learning.
- The teachers should try to prepare e-content and share it to the students.
- Training on any new practices adopted in the college should be provided for the teaching and non teaching staffs.
- Newly appointed employees should be oriented about their duties, rights and obligations.

Website : www.apcmcollege.ac.in.

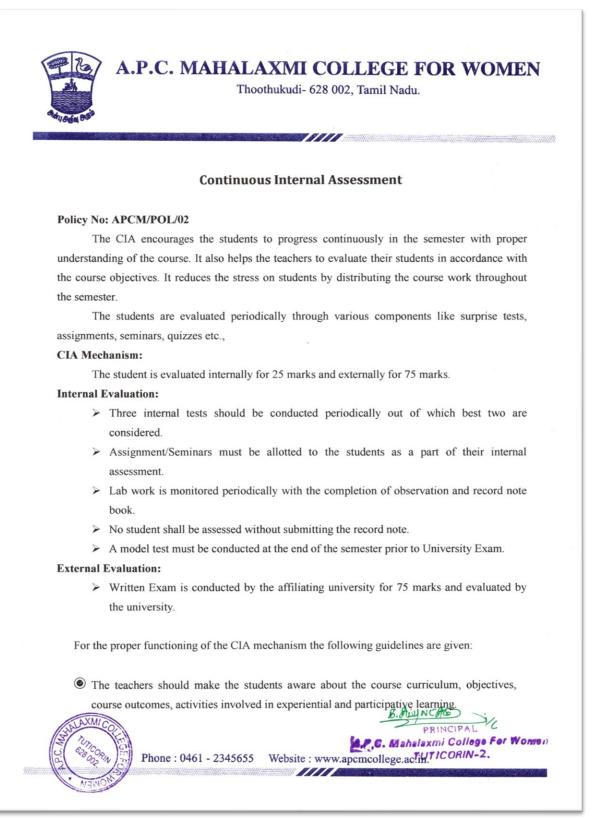
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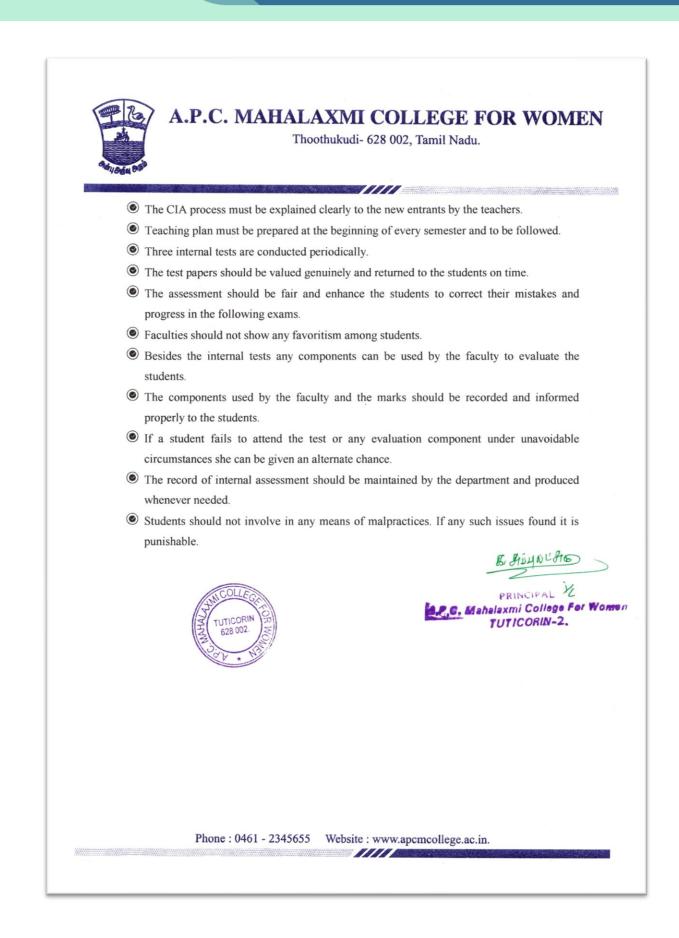
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#### **Continuous Internal Assessment**





#### **Student Support Service Policy**

## A.P.C. MAHALAXMI COLLEGE FOR WOMEN

Thoothukudi- 628 002, Tamil Nadu.

#### **Student Support Services Policy**

#### Policy No: APCM/POL/03

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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.

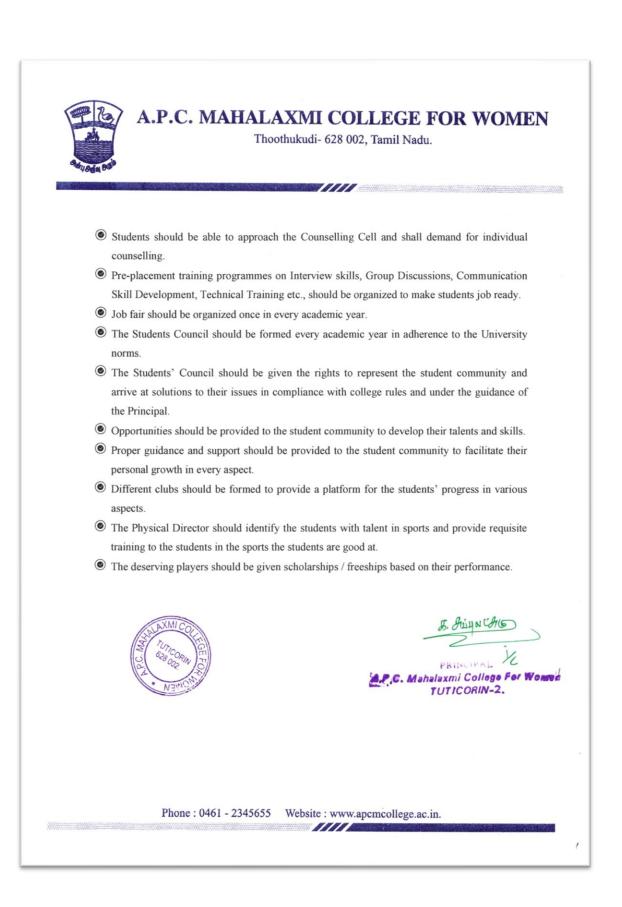
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- Books should be availed by the students and staff abiding to the norms laid down by the library personnel.
- Books, journals, subscriptions and digital sources should be updated regularly if needed.
- Students should be provided the maximum lab facilities as per the norms of the college.
- Annual Maintenance Contract should be enforced to ensure proper functioning of lab.

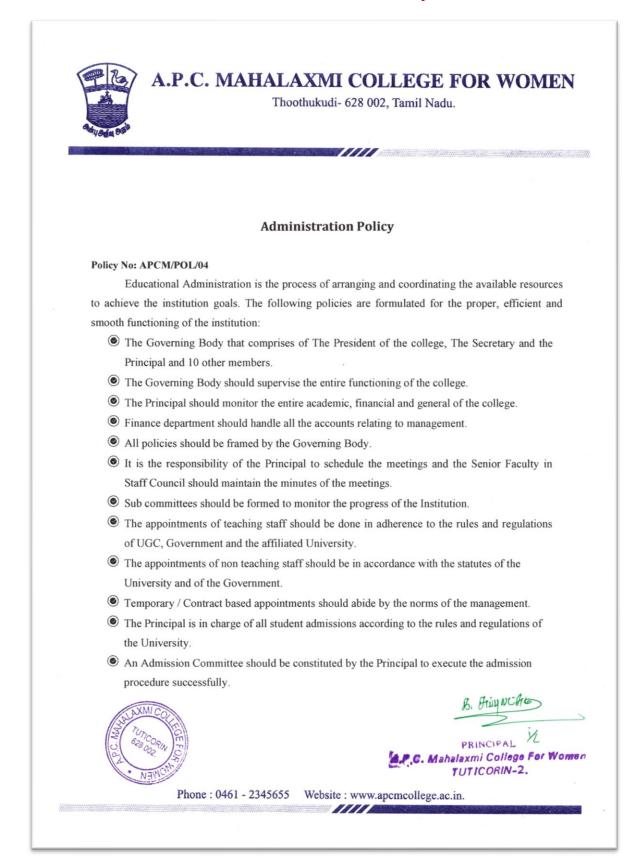
Independent and confidential counselling is provided for the students in need.
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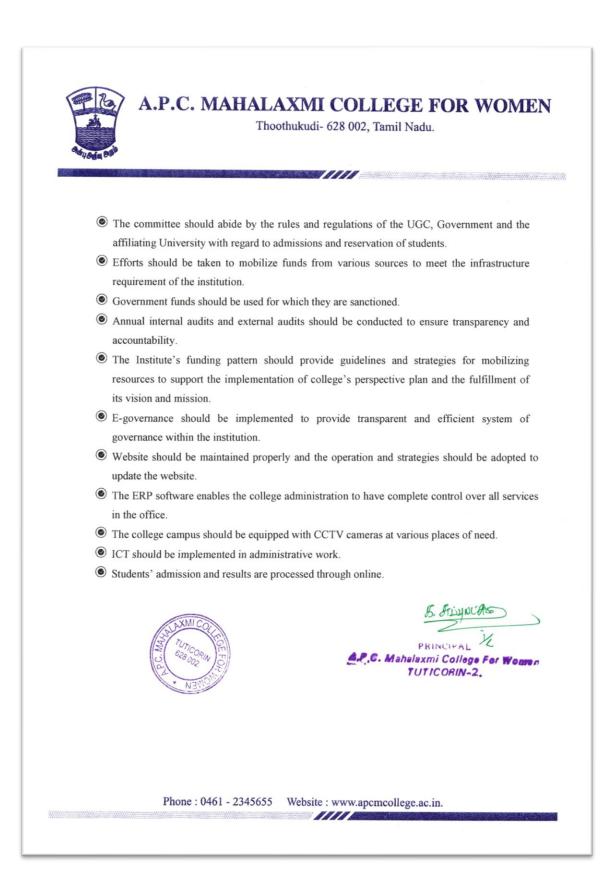
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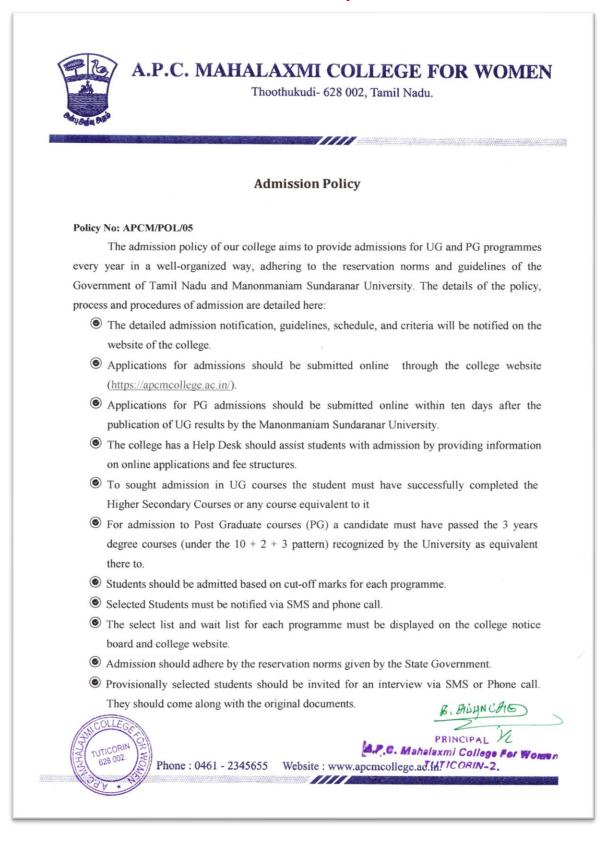


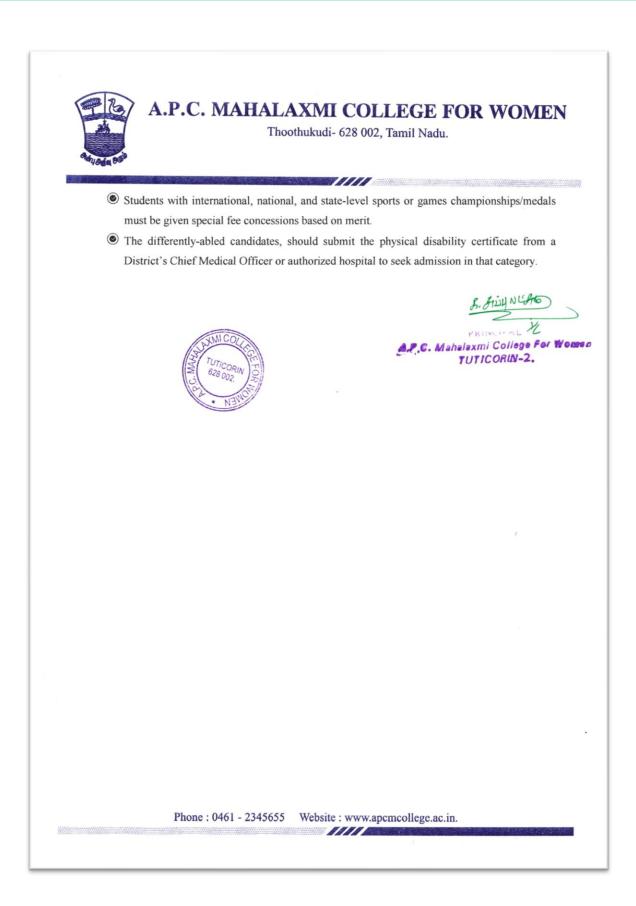
#### **Administration Policy**



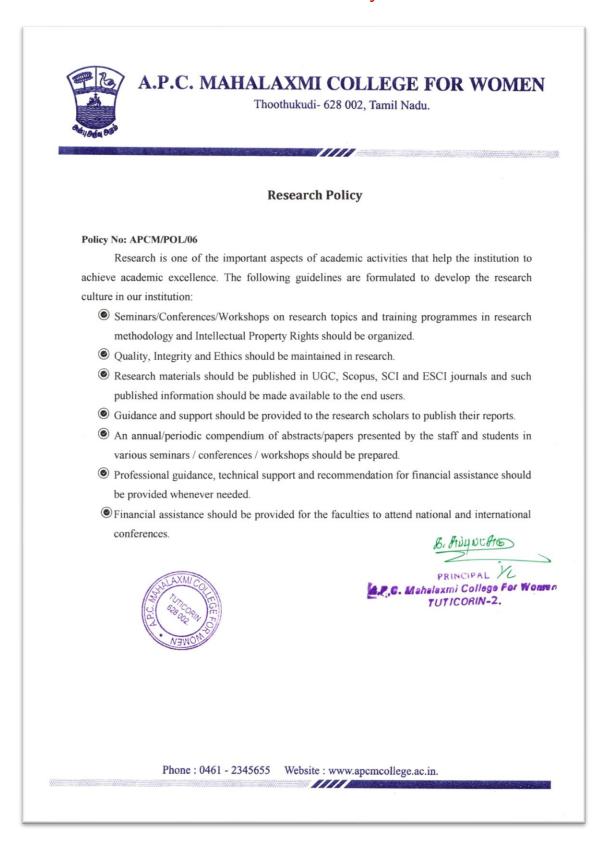


#### **Admission Policy**





#### **Research Policy**



#### **IPR Policy**



A.P.C. MAHALAXMI COLLEGE FOR WOMEN

Thoothukudi- 628 002, Tamil Nadu.

#### **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.

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

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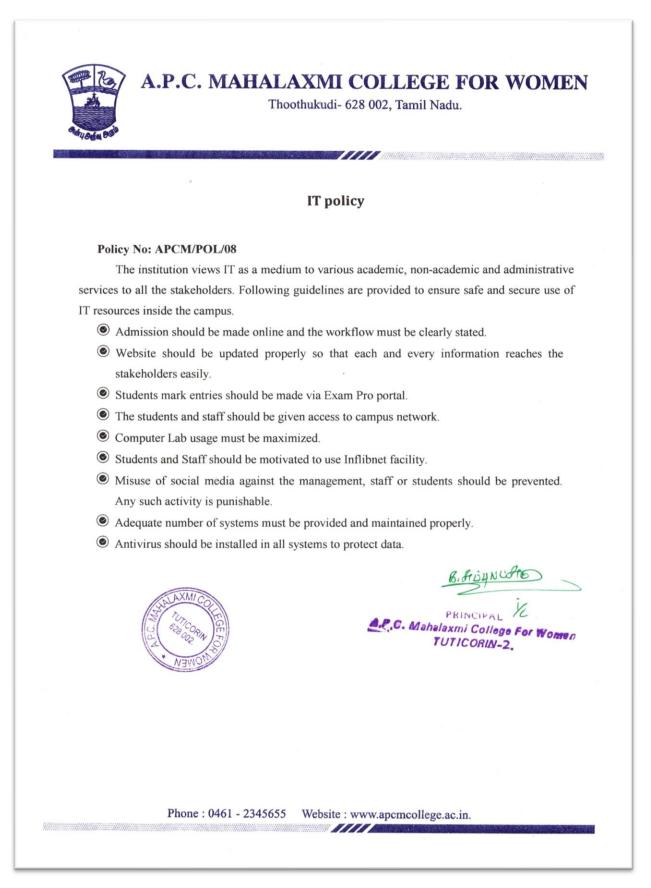
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## **IT Policy**



#### **E-Governance Policy**



#### **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:

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- 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:

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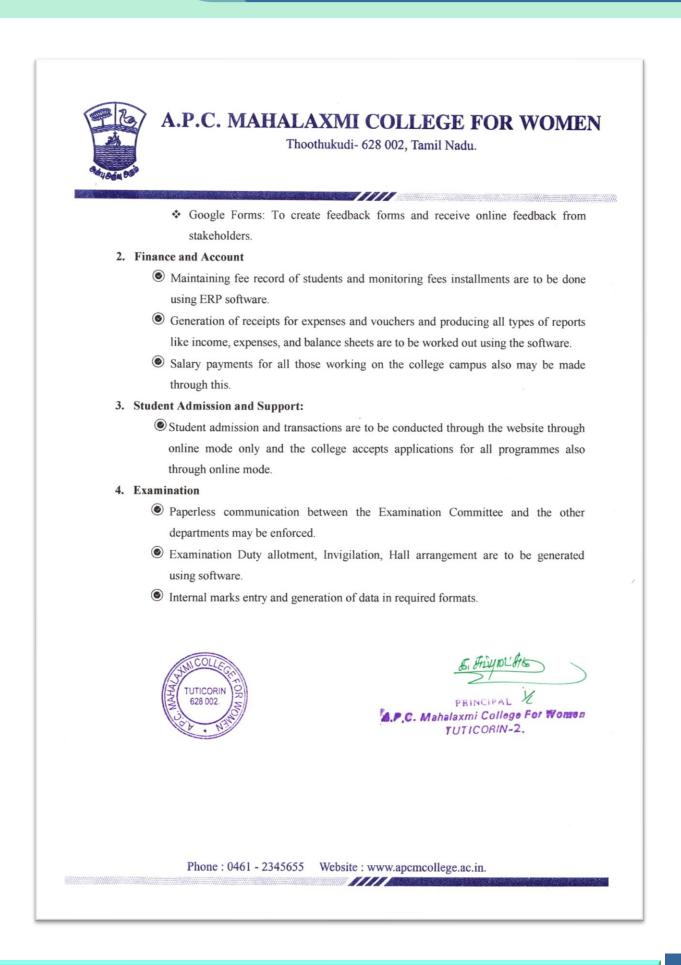
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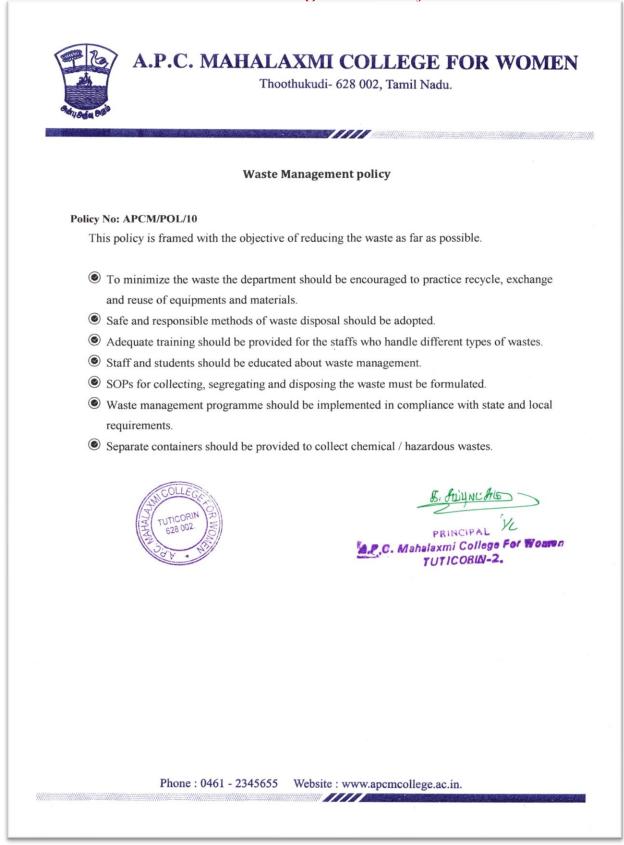
- Google Sheets: To collect data from various departments.
- Google Docs: To prepare Department Self Study Report every year.

Google Drive: To store soft copies of evidences and documents.

Website : www.apcmcollege.ac.in.



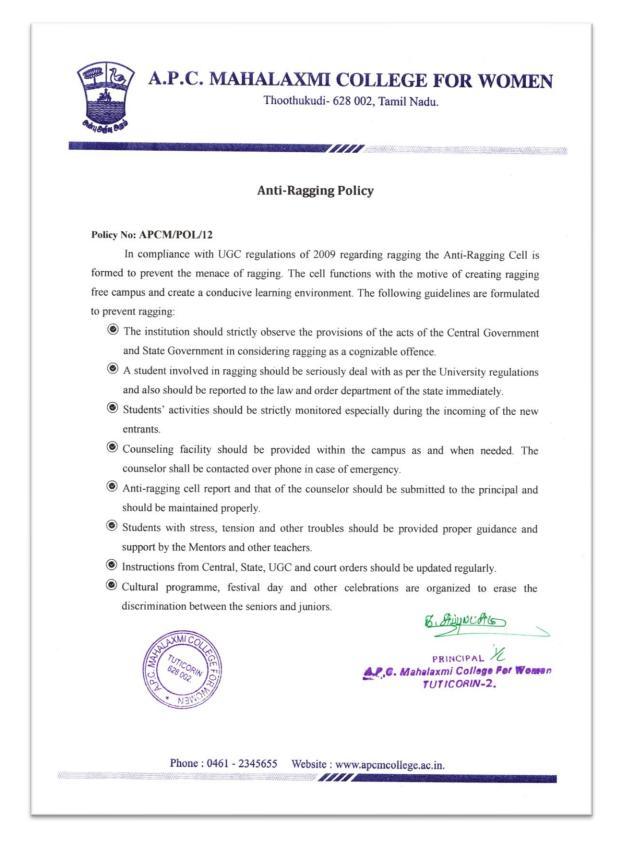
#### Waste Management Policy



## **Differently Abled Friendly Policy**



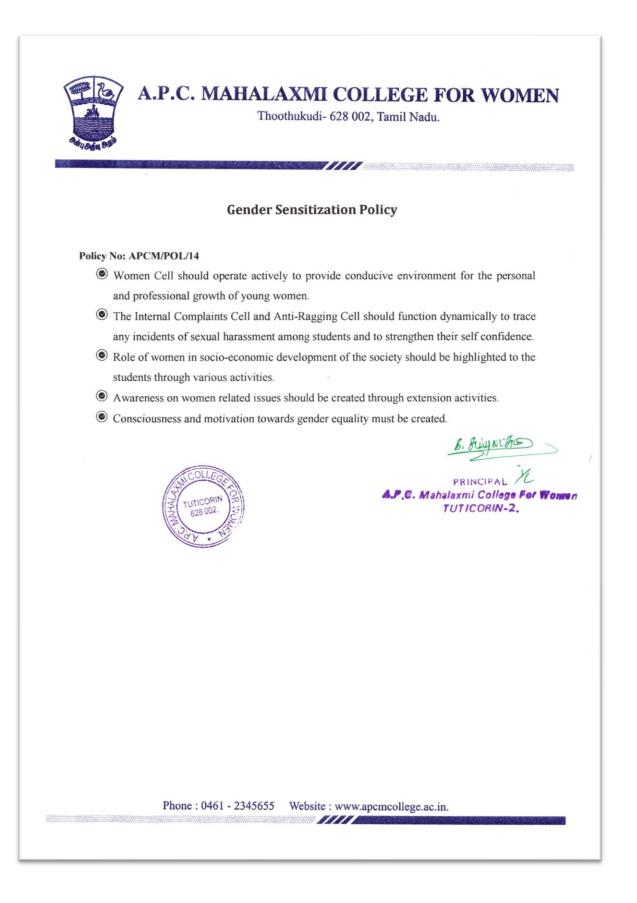
## **Anti-Ragging Policy**



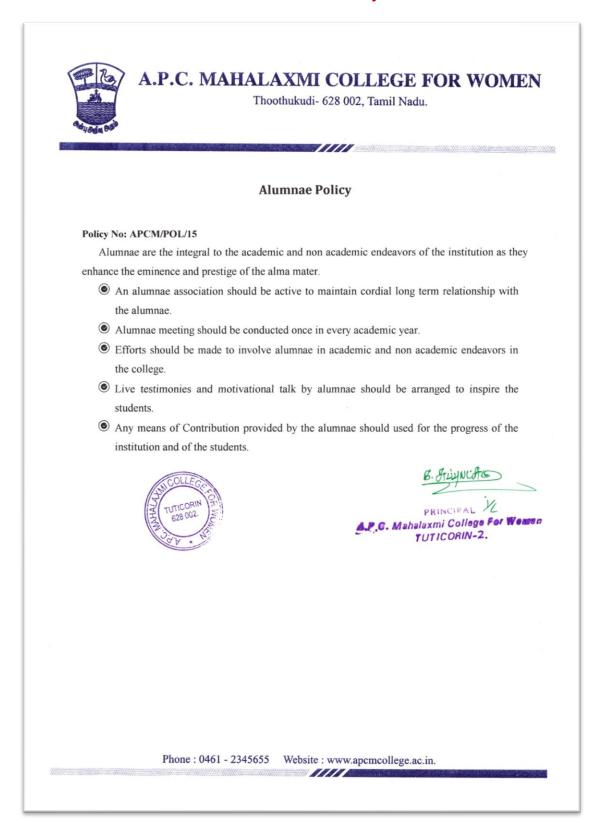
## **Environment and Sustainable Policy**



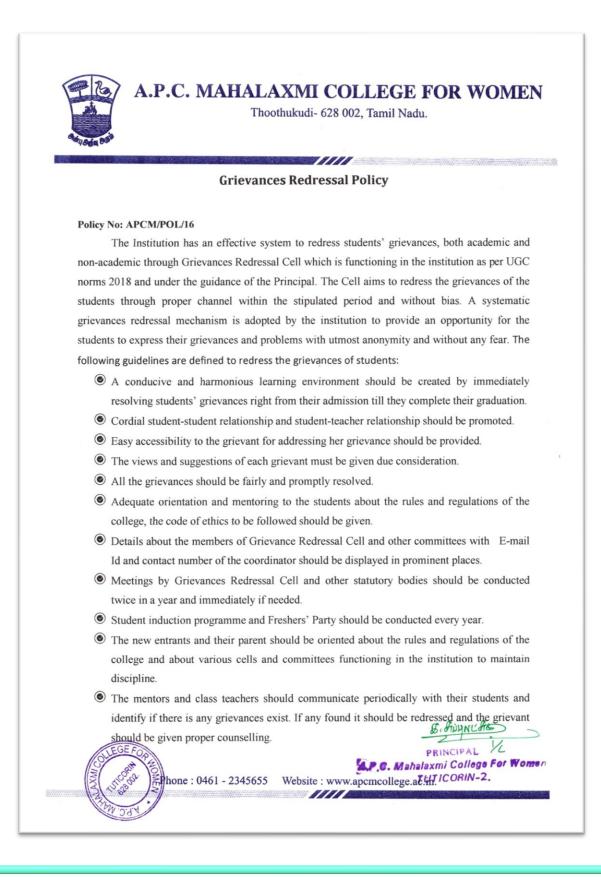
## **Gender Sensitization Policy**

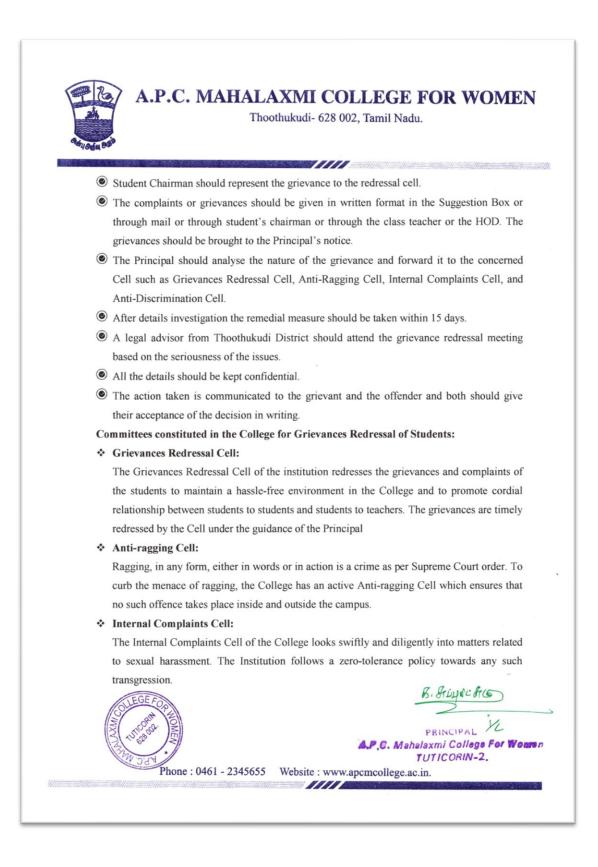


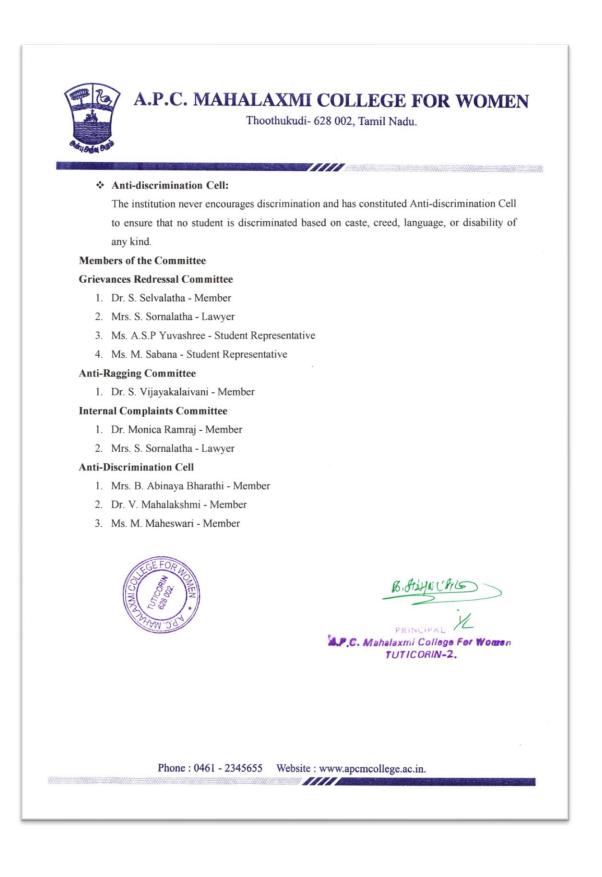
#### **Alumnae Policy**



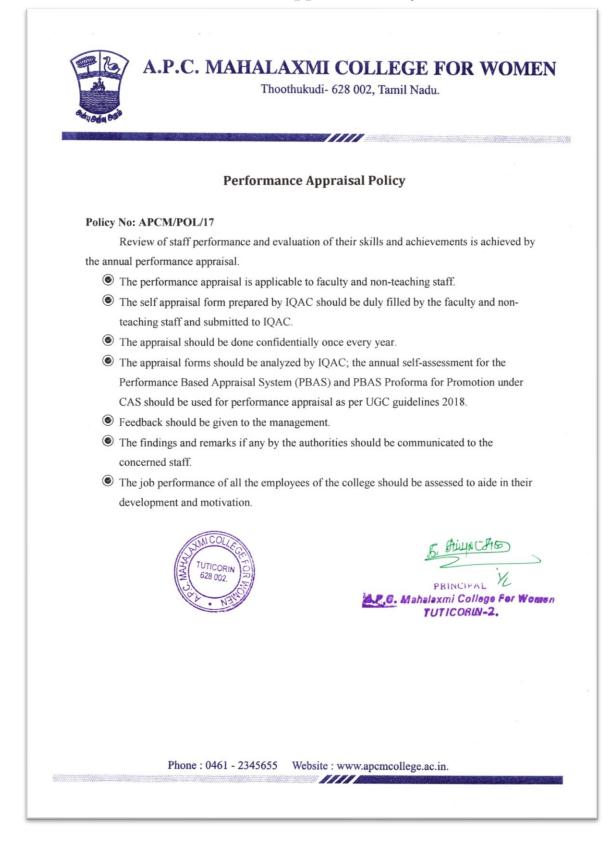
#### **Grievances Redressal Policy**



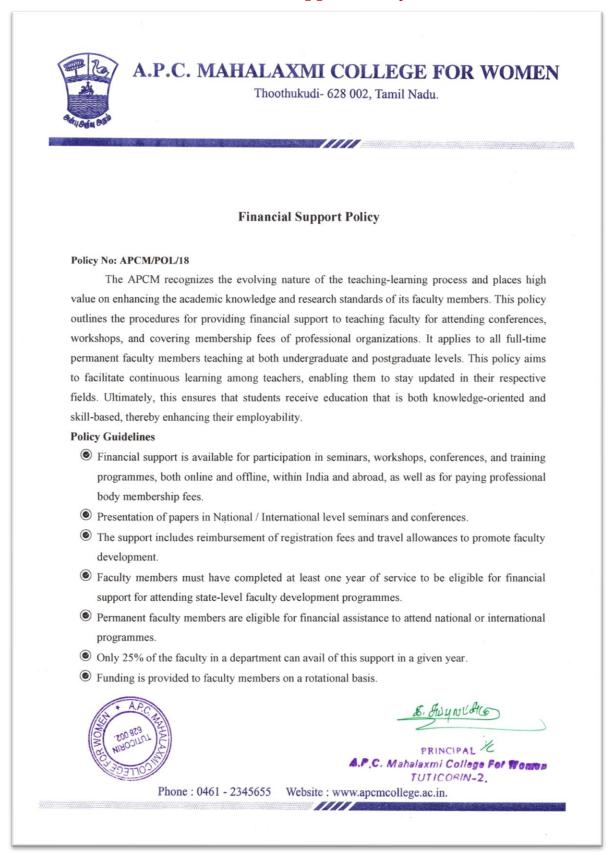




## **Performance Appraisal Policy**



#### **Financial Support Policy**



#### **APC Mahalaxmi Ammal Endowment Policy**





## **Infrastructure Policy**

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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  |  |
| mainte                            | enance of various facilities across the college campus, thereby fostering a conducive learning  |  |
| enviro                            | nment.  |  |
| ۲                                 | 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 prope   |  |
|                                   | documentation should be maintained.   |  |
| ۲                                 | 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.   |  |
| ۲                                 | 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.   |  |
| ۲                                 | 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.   |  |
| ۲                                 | Staff members should be encouraged to report concerns using Google Forms,   |  |
|                                   | facilitating efficient resolution and updates on rectifications.  |  |
| ۲                                 | 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**

