



KONGUNADU ARTS AND SCIENCE COLLEGE

(Autonomous)
Coimbatore - 641 029



Affiliated to Bharathiar University
Re-accredited by NAAC with 'A' Grade 3.64 CGPA out of 4 (3rd Cycle)
College of Excellence awarded by UGC



POLICY DOCUMENT

BRIEF HISTORY OF THE COLLEGE

COIMBATORE, the fast growing industrial hub of Kongunadu had the need for more colleges during the 70s, and this demand was fulfilled on 12th August 1973, the day on which Kongunadu Arts and Science College came into existence.

16th October 1972 is a memorable day in the history of our College. On that day, the Thudiyalur Cooperative Agricultural Services Limited organized a function to celebrate Saraswathi Pooja. (Late) Thiru. V.K. Lakshmanan, M.Sc., (Ex-MLA), a progressive agriculturist and public worker noted for his selfless service and devotion to work and Dr.M.Aruchami, M.Sc., BT., Ph.D., FAZ., FRES (Lond), the present President of our College Council and Committee participated in the function. During the function, both of them expressed their long cherished desire to start a College which was immediately welcomed and endorsed by (Late) Thiru. T.N. Palanisamy, M.A., IC (Dip) USA, the then President of the Thudiyalur Cooperative Agricultural Service.

The eminent Doctor (Late) N.S. Palaniappan, MBBS., DLO., who had a similar idea to start a college on behalf of Anna Memorial Committee in Coimbatore provided active support to this Mission.

Well educated and eminent personalities like (Late) Thiru.N.Kumaraswamy, (Late) Thiru.K.P.Muthuswamy, M.A., Thiru.V.S.Chinnaswami Gounder, (Late) Thiru.S.R.Rathnaswami Gounder, (Late) Thiru.R.Ramasamy, Texmo Industries, (Late) Thiru.M.Subbiah Gounder, (Late) Thiru. C.S.Ramachandran B.A., (Late) Er.K.M.Elangovan, B.E., and the present active member of the College Council and Committee, Er.R.Somasundaram B.E.,FIE., contributed their might in establishing this higher education institution.

The Thudiyalur Cooperative Agricultural Services Limited was munificent enough to donate about Rs.75,000/- which included the dividend of 16,000 farmers. Other generous donors from the agricultural community and philanthropists of Kongunadu also have made valuable contributions.

(Late) Dr.M.Aruchami, one of the founders of the College, the first Principal, former Secretary and the present President, a dedicated educationist with his sharp academic acumen, futuristic vision, the strong, impartial, transparent and able leadership has guided this Institution to its present state of fame and glory. Er.R.Somasundaram B.E.,FIE., a man of strong and clear convictions endowed with keen sense of imagination and dedication is presently serving as a Member in the College Council and the College

Committee and is guiding the institution on the right path. Dr. C. A. Vasuki M.Sc., daughter of (Late) Dr. M. Aruchami and alumna of this college, a strong achiever has taken overcharge as the Secretary of the College at present.

The College is ideally located in serene and rural surroundings not far from the city. It is conveniently connected with all parts of the city through frequent town buses plying from various destinations. Started in the year 1973 with a humble beginning, the college has grown magnificently in academic stature with autonomous status having 13 research programmes, 14 PG programmes and 23 UG programmes, 7 Diploma, 18 Certificate Courses and 5 PG Diploma. The college is imparting higher education to approximately 5000 students, majority of whom hail from socially and economically weaker sections of the society. More than 60% of the students studying in the college are girls and thus the college is playing a pivotal role in women empowerment and social justice.

The University Grants Commission, New Delhi, conferred the Autonomous Status to our College in the academic year 2004 – 05 and granted extension upto 2031-2032.

In the fourth cycle of re-accreditation, the National Assessment and Accreditation Council has awarded “A+” grade. The University Grants commission has awarded the prestigious award of **College of Excellence** during 2016-2017. The college has been ranked 29 in Indian Rankings 2023 by Ministry of Education , Government of India.

The College Emblem



The College Emblem is simple in form but attractive and gives the stamp of dignity to the College with an ideal to aim at. The 'hut' represents that many millions of the nation have only humble dwellings. Agriculture is the backbone of our country and the country's phenomenal growth and prosperity depend upon not only on agriculture but on industry as well. The 'plough' symbolises the agricultural development and the 'wheel' the industrial progress. The 'mountain' represents lofty ideals and noble thoughts; the 'kuthuvilakku' symbolizes knowledge; the 'book' stands for education and the 'veena' for arts. The Nation's

advancement is indicated by the symbols in the upper half while the symbols in the lower half signify the growth of the individual as the individual makes the Nation.

The emblem bears the motto “**Knowledge, Culture, Hardwork**”. These three factors contribute to the harmonious and complete growth of an individual.

Vision of the College

Developing the total personality of each and every student in a holistic way by adhering to the principles of *Swami Vivekananda* and *Mahatma Gandhi*.

Mission of the College

- Imparting holistic and man-making education with emphasis on character, culture and values - moral and ethical.
- Designing the curriculum and other courses that transform its students into value added and skilled human resources.
- Constantly updating academic and management practices towards total quality management and promotion of quality in all spheres.
- Extending the best student support services by making them comprehensive and by evolving a curriculum relevant to student community and society at large.
- Taking steps to make education affordable and accessible by extending scholarships to the meritorious and economically disadvantaged students.
- Motivating teachers in such a way that they become the role models in promoting Higher Education.

Goals

- Maintaining high academic standards.
- Educating students from rural, agricultural community by giving preference.
- Creating awareness on empowerment of women through education.
- Keeping pace with the knowledge era and gearing up in all activities to match the demands of the scientific and technological world.
- Enhancing the mind set towards research and creation of innovative Knowledge.
- Making every student of the college skilled and employable.

Objectives

- The origin and history of the College has been closely linked to the aspirations of the farming community by serving them effectively and by imparting scientific education to their wards.
- Making education as a powerful medium and an effective tool to promote the social and economic development to the backward and disadvantaged communities

POLICY

Admissions And Withdrawals

1. Students' admissions in the College are made as per the guidelines of Bharathiar University and Government of Tamil Nadu, strictly adhering to the communal reservation.
2. Normally, admissions are done only once in a year in the beginning of the academic year.
3. Details regarding eligibility for admission, documents to be submitted, fees to be paid, etc., are given in the prospectus and also in the website.
4. Any candidate who is found to have obtained admission by false representation will be summarily dismissed with forfeiture of all fees paid.
5. If a student is absent without a valid reason and the leave letter for more than continuous five days from the date of admission or reopening of the College whichever is later, the student's name will be removed from the Register.
6. If a student leaves the College in the middle of any semester, he/she cannot claim remission of any portion of the fees.
7. Students who have completed their course of studies, can get their Transfer and Conduct Certificates after clearing the dues to the Laboratories & Library by submitting a written application to the Principal.
8. If a student leaves the College at the end of an academic year, he / she can receive the Attendance Certificate required by the University if he/ she applies for it.

Fees (Aided Courses)

1. As per the Tamilnadu Government Policy decision, there is no tuition fees upto UG level in the Aided courses.
2. Special fees for an academic year shall be paid as one time payment not later than the tenth working day of the odd semester.
3. For payment of fees after the tenth working day of the semester, a fine of Re.1/- for each working day shall be levied subject to a maximum of 10 working days and the name of the Student will be removed from the roll on the 11th working day for non-payment of fees.
4. Absence from the College with or without obtaining permission is no ground for the exemption from the operation of the above rules. If re- admitted, he / she has to pay a re-admission fee of Rs.10/- in addition to the fees and fines due.
5. Students are eligible for state/central Government scholarships subject to the conditions. The management also provides scholarships on merit/economic status/proficiency in sports.

Attendance & Leave

1. Students should attend the classes regularly.
2. Attendance is marked for each period at the commencement of the class.
3. University and College rules require REGULAR ATTENDANCE in all classes both theory and practical.
4. Absence during one period in any session is treated as absent for half- a-day.
5. In case of absence on medical reasons, the student should produce a Medical Certificate from a Registered Medical Practitioner.
6. The leave application should be submitted only in the prescribed form available in the office / departments.
7. The leave application with the counter signatures of the Parent/ Guardian, the Tutor (and the Deputy Warden, in case of hostel students) should be submitted in advance or on the first day of return to the College.
8. The monthly statement of attendance will be displayed on the Department Notice Board by the respective Department within the first five working days every month in a semester.
9. The attendance particulars are also sent to the parents through SMS.
10. To appear for the University/ Autonomous Examinations, a student has to:

- a) earn 75% of attendance for each semester and that attendance reckoned in terms of day only and not subject-wise.
 - b) satisfy the College by his / her conduct and progress.
 - c) perform all the experiments laid down in subject practicals, making a proper record of each before starting the next.
11. The Principal is authorized to condone deficiency in attendance upto a maximum of 10% of the number of days for each semester.
 12. Only **15 days** will be permitted as **on duty** for students who represent the college in NCC, NSS, YRC, Sports and other extracurricular activities, which will not be included under the minimum eligibility of attendance (75%) appearing for the examinations.
 13. The Principal may take appropriate disciplinary action in case of continued violation of leave rules.

Conduct, Behaviour And Discipline

1. All students should wear clean and decent dress.
2. The girls should wear only Chudidhar/Saree and the boys should wear only Full Pant and Shirt (Half-Sleeve/Full- Sleeve). They should not wear shirts bearing pictures and printed matters. T-Shirts and Casual / Sportive Jeans (Multi-Pockets with stripes in fading colour) are totally banned inside the campus.
3. Every Student should wear the Identity card at all the time inside the campus. Students who lost their ID cards shall make a written request to the Principal for a duplicate Identity card.
4. Every student shall greet the members of the staff on his / her first meeting on the day.
5. When a member of the staff enters the classroom, the students have to stand up as a token of respect.
6. No student shall leave the class or laboratory without the permission of the Staff in-charge.
7. Students shall not loiter on the corridors during the College hours.
8. Students are strictly forbidden to enter other classrooms.
9. StudentsshallattendtheCollegefunctionand meetings in Collegeuniform.
10. Smoking is prohibited inside the College premises.
11. Usage of Mobile Phone is strictly prohibited inside the premises.
12. Students are advised to read notices displayed in the notice board now and then.

Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.

13. Strict silence should be maintained while moving from classroom to laboratory and vice-versa.
14. Students are expected to go to the reading room / library during leisure hours and spend the time usefully.
15. In case, any criminal case is registered against a student by the law enforcing authorities, he / she should intimate the same within 24 hours to the Principal, failing which, he / she is liable for disciplinary action leading to expulsion.
16. a) Under Tamil Nadu Educational rules, the Principal is empowered to inflict the following punishments in the interest of students or the institution concerned:
I. Fines II. Loss of attendance III. Loss of term certificate IV. Suspension and V. Expulsion.
b) The power to take disciplinary action against an erring student is inherent with the Head of the institution.
17. With regard to the matters not specified above, students shall aim at conducting themselves in a manner thoroughly suited to the functioning of the College.

Ragging

Ragging is a serious offence according to Tamil Nadu Prohibition Act 7 of 1997, an act promulgated to prohibit ragging in Educational Institutions in the State of Tamil Nadu. Criminal action will be initiated against student(s) found guilty of indulging in ragging inside and outside the College. Hoardings have been erected in many places inside the college campus regarding the penalties for indulging in ragging. There is an anti-ragging committee to deal with cases of ragging if any reported.

Punishments for those found Guilty of Ragging in the College

Depending upon the nature and gravity of the offence as established by the Ragging Curb Committee of the College, the punishments for those found guilty of ragging in the college shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing Scholarship/ Fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. Fine ranging between Rs. 25,000/- and Rs.1 Lakh.
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.
12. Whoever directly or indirectly commits, participates in, abets or ropagates “ragging” within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

Dress Code for Teaching & Non-teaching Staff Members

Male Staff Members should not wear Jeans Pants/Shirts and T-Shirts. They should wear college uniform (white & white) during important occasions like Republic- day, Independence-day, College-day etc. They should wear only formal dress on other working days. Female Staff Members should come in formal sarees on other working days and College uniform saree during important occasions that are specified above.

College Uniform

1. The college uniform for men students is white full pant and white shirt with full sleeves. They should also wear black shoes and necktie dark blue in colour during college functions.
2. For women students, the uniform is pink saree with pink blouse.
3. A student who gets admitted in the College should possess at least one set of college uniform to be worn as and when required.

College Timings

Timings for All Courses (except the courses mentioned below the table)

Session	Forenoon				Afternoon		
Periods	I	Interval	II	III	Lunch	IV	V
Hours	10-10.55	10.55-11.10	11.10-12.05	12.05-01.00	1.00-2.00	02.00-03.00	03.00-04.00

Timings for BA English (UA), MA English, B.Com, M.Com, B.Com PA, BBA CA and B.Sc CDF courses

Periods	I	II	Interval	III	IV	V
Hours	08.00-08.55	08.55-09.50	09.50.10.05	10.05-11.00	11.00-12.00	12.00-01.00

UG & PG-programmes-regulations

Duration of the programmes

The UG Programme shall extend over a period of three years comprising of six semesters with two semesters per year. The PG Programme shall extend over a period of two / three years comprising of four / six semesters with two semesters per year. There shall be a minimum of 90 instructional days for each semester.

Rules And Regulations Pertaining To Choice Based Credit System And Examinations

Examination Cell started functioning in August 2004, when this College was conferred autonomous status. Since then, Rules and Regulations have been framed based on the recommendations of Board of Studies, Standing Committee on Academic Affairs, Internal Quality Assurance Cell and Academic Council, keeping in view that they must be student friendly while safeguarding the credibility of the Institution.

Choice Based Credit System coupled with Grading, an innovative method of curriculum and evaluation:

This is a modern system introduced in Higher Educational Institutions to keep the curriculum relevant to the demands in Job Market. Students are offered with a choice of a variety of Job-Oriented Courses, Elective Courses and Courses improving soft-skills. They can choose any course of their interest and need during the period of study and earn extra credits and certificates in addition to the regular hard core (compulsory) subjects. Choice Based Credit System is followed in semester pattern.

Under this system, every subject is fixed with certain credit points, based on whether its content is of knowledge, understanding and application oriented as well as number of contact hours allotted. This is done after a thorough analysis of the content of each subject by the Members of Board of Studies.

Outcome Based Education (OBE)

OBE has been adopted in the curriculum and the evaluation system. OBE is meant to be a student centered learning model. The Focus on outcomes creates a clear expectation of what needs to be accomplished by the end of the course. Students will understand what

is expected of them and teachers will know what they need to teach during the course. The Knowledge, Skill and Attitude of the students will be improved and the quality of the education will also be enhanced through OBE.

College Library And Information Centre

Library Rules

1. All the students and staff of the College are members of the College Library.
2. The Library is kept open from 8 a.m. to 6 p.m. with 'no break' on all days except Sundays and Government Holidays.
3. Library Cards are issued to all students on admission to the College.
4. All UG and PG students are provided with TWO library cards for borrowing books. Research Scholars are provided with THREE cards, teaching staff with FIVE cards and non-teaching staff with THREE cards.
5. Only one book can be borrowed against each card.
6. The staff members have to borrow the books personally from the library and information centre and not through the students.
7. Library cards are NOT transferable.
8. BAR-CODED Identity Card will be provided to all the members. The members should bring the Identity Card and scan the same in the Scanner kept at the reception. Scanning the barcoded identity card is must to enter into the library.
9. Books can be borrowed only when the bar-coded identity card and the library card are produced together.
10. Students are allowed to keep books for two weeks from the date of issue.
11. Borrowed books should be returned to the Library on or before the due date specified on the due date slip. However, renewal can be done to the same person if the book is not required by other students.
12. A fine of Re. 1/- per day shall be levied on the borrowers who failed to return the book on the due date.
13. Students are expected to use the books with care. If a book is lost / damaged, borrower should replace the book or pay penalty FIVE to TEN times the cost of the book.
14. Tearing off the pages or marking on the pages in the borrowed books will attract the condition cited in serial number 13 above.
15. Borrowers are instructed to satisfy themselves with the condition of books at the

issue counter itself. Damage found at the time of issue shall be reported to the Librarian immediately.

16. Students shall leave the books referred by them on the table itself.
17. Students are not allowed to bring any printed matter, note books or files inside the Library.
18. ABSOLUTE SILENCE must be maintained inside the Library.

Reading Room

1. Daily Newspapers and other periodicals including a number of foreign and Indian journals and magazines in various subjects are available in the Reading Room.
2. All the members of staff and the students can make use of these periodicals in the Reading Room only.
3. Periodicals will not be issued under any circumstances.

Book Bank

1. A Book Bank is functioning in the Library.
2. The Book Bank is to provide text books to deserving economically backward students every semester.
3. These books are available for circulation only in the beginning of each semester. The exact period will be announced through proper circular.
4. For the purpose of proper maintenance of these books, the students should renew the books every 30 days by submitting the books to the Book Bank.
5. These books should be returned to the Book Bank on the last working day of each semester, failing which a fine of Re. 1/- per day per book will be collected.

THE MANAGEMENT

President of the college



Dr. M. Aruchami, President of the College has been associated with the College ever since its inception in 1973. He is one of the Founder Members of the College and the Chief Architect of its eminent academic stature today. The College owes its present fame and the reputation to the academic and administrative acumen of Dr. M. Aruchami who has closely guided its growth and development.

He has promoted the cause of Basic Sciences and Research by consciously starting all the Basic Science courses in the College after it came into existence in 1973. His efforts have positioned the College as one of the most reputed institutions offering Post Graduate teaching and Research in all the Basic Science disciplines. He has served as a Fulbrighter at All India level under Indian Educational Administrators Programme by the Council for International Exchange of Scholars, Washington to study the pattern of higher education in USA visiting more than 21 Universities and community colleges in USA. He has also visited various institutions and Universities in Japan, Singapore, Malaysia, Hong Kong, Thailand, USA, U.K., Italy and West Germany to study academic and governance practices. He has served as an active member in the National Institute of Educational Planning and Administration, New Delhi and organised many Seminars and Symposia at National and International Level.

He has served as a Member in many academic and professional bodies and committees at the University level. He is the recipient of Fulbright grant under "Indian Educational Administrators Programme" sponsored by the United States Educational Foundation in India and the Council for International Exchange of Scholars, Washington to visit USA and study American higher education. As the Chief Programme Executive, he conducted a special regional workshop on Vocational Education / Community Colleges sponsored by the United States Educational Foundation in India and Government of Tamil

Nadu for College Principals / Educational Administrator, in the College campus in which Four Presidents (Vice-Chancellors) of Universities in USA participated as resource persons. He was awarded the "BEST PRINCIPAL AWARD" of the Government of Tamil Nadu and the 'SEVA RATNA AWARD 2003-2004' of the Centenarian Trust, Chennai. He served as a Member in the working group constituted by the UGC for 11th Plan proposals in Higher Education, New Delhi. He was a Member of the State and UGC panels constituted for planning the "Education Reforms" in 11th Plan Proposals. He served as a Member in the State Level Quality Assurance Co-ordination Committee. He served as Syndicate and Senate member in Madras University and in Bharathiar University. Was the Indian delegate of ISCA and attended the Sri Lankan Association for advanced Sciences held in Colombo, Sri Lanka. Principal Investigator for the Collaborative Research Projects under PL480 Programme sponsored by United States Department of Agriculture and approved by the Indian Council for Agricultural Research.

He is currently on the Governing Board/s of many Autonomous and Non- Autonomous Colleges in the State. He is also the UGC Nominee in the Planning & Monitoring Board of Sri Venkateswara University, Tirupati. He has served as a Member of the Council and Committee of the Indian Science Congress Association. He has taken the initiative to open the new Chapter of the ISCA at Coimbatore and was nominated as its Convenor. He is the longest serving President of the Association of Management of Private Colleges, Tamil Nadu, a post which he has continuously held from 1993. As President of the Association of Management of Private Colleges, he has championed the cause of academic innovation strongly and consistently by having a continuous dialogue with policy makers and regulators by offering solutions to the many challenges and critical requirements of our time. He has been in the forefront of social service by actively supporting and implementing the complete rehabilitation and development of villages. Under his inspirational leadership, the NSS students of the College have transformed the lives of hundreds of poor and destitute villagers by purchasing land for construction of houses, funding the construction of their homes, adopting villages and undertaking other community service programmes that have significantly improved the quality of life of the downtrodden villages. He has also made an important difference to the lives of a large number of students hailing from the rural and peasant communities by empowering them through his educational service.

He has helped the farming and peasant community to a great deal by enabling transfer of scientific skills and practices which have been validated by the Research done in the Science Departments of the College using a "lab-to-land" and "Earn while they Learn"

approach. The peasant community has absorbed these scientific practices to improve their agricultural productivity and also increase their earning potential. His planned approach to staff development has enabled the College to have a larger number of MPhil and PhD holders among its faculty members. The sincere and dedicated service rendered by the Faculty Members under the guidance of Dr.M.Aruchami and with the magnificent support provided by the Management over four decades, the College was able to secure No.1 position with the NAAC rating of CGPA 3.80 out 4.00 aggregating to a percentage score of 95% among all Arts and Science Colleges in India in the year 2007. He was instrumental in the College getting the status of "College with Potential for Excellence" awarded by UGC. He further propelled the institution to reach ahead and secure the prestigious “College of Excellence” award which only a select few colleges in Tamil Nadu have received from the UGC. His public spirited contribution to charities and efforts to protect the value system and restore pride in India's culture and heritage deserves a special mention.

Secretary of the college



The Laurel Wreath of our College; Dr. C. A. Vasuki is a **University Gold Medalist** and holds a Master's degree in Life Sciences. As the daughter of the President, Dr. M. Aruchami, she has been closely associated with the growth and evolution of the College ever since her Under Graduate student days at the College. With the guidance from our College President and assistance from the College Council, she propelled the college to reach the skies and receive several prestigious awards and Recognitions from various governing bodies UGC, NAAC and MHRD.

She was one of the few chosen by the United States Department of Agriculture (USDA) for a Research project at the Beltsville Agricultural Research Centre (BARC), USA. She has also served as a visiting faculty in the Beltsville Agricultural Research Centre for over 2 years. She became the Director-Finance of the Institution and subsequently became the

Joint Secretary vested with the responsibility of managing and mentoring all matters connected with the Finance, Academic and Administrative activities in the College.

She took charge as the Secretary of the College with effect from 22nd May 2015 and has been steering the institution successfully with the following agenda for the immediate future:

- Formulation of policy aimed at building sustained excellence in Post Graduate Teaching and Research.
- Overseeing the efficient functioning of the academic and administrative branches of the Institution.
- Human Resources Management for building effective teaching and research talent that will help to grow the Institution.
- Finalization of Research Collaborations with Institutions and Industry in the United Kingdom, Australia and other developed countries.
- Supporting and enabling cultural and artistic pursuits aimed at nurturing India's rich heritage and advocating community centric welfare initiatives.

The College has achieved the prestigious status of '**College of Excellence**' awarded by the UGC under her stewardship. She has been elected as the General Secretary of Association of Management of Private Colleges, Tamil Nadu (AMPC). She is also the Convenor of the Indian Science Congress Association – Coimbatore Chapter.

She is a recognized and active social worker coordinating various social and community related voluntary activities in coordination with the Lincolnshire Trust.

She has acquired considerable expertise as an Educational Administrator and has her own distinctive vision on shaping the future development of the Institution. She believes in the importance of "**harnessing the resources of talented personnel and recognizing true performance**" as the building blocks of any growing Institution. She has widely travelled and has gained much worldly knowledge, which will definitely help the institution to grow further in its academic stature.

General Responsibilities of Various Bodies in the College

COLLEGE COUNCIL

The college council shall ensure that:

- The college promotes moral, spiritual, social, and personal development of the students and provides them a quality education.
- The college is in compliance with the higher education policies, government regulations and students have an easy access to the educational resources.
- The college has systems in place whereby its performance can be assessed – the effectiveness of teaching and the attainment of academic standards of higher education.
- The college promotes equality of opportunity for the disadvantaged students and enhances the diversity within the campus.
- The college council should work collaboratively with the principal in exercising these functions. Also, the board shall have regard for the public interest in the affairs of the school, and be accountable to students, their parents and the trustee Partners.

The other statutory bodies of the college are

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

The college will, in addition, have other non statutory committees such as

- Planning and Evaluation Committee
- Staff Welfare and Grievance Redressal Committee
- Students Welfare and Grievance Redressal Committee
- Research Committee
- CIA Examination Committee
- Examination Committee
- Library Committee
- Placement Cell
- Sports Committee

- IQAC-Kongunadu News Letter Committee
- Magazine Committee
- Calendar Committee
- College Website Committee
- Purchase Committee
- Internal Complaints Committee
- Disciplinary Committee
- Ragging Curb Committee
- Students Counseling Committee
- Association: Alumni, Students, Faculty
- Institutional Innovation Club I-Hub
- Internal Complaints Committee
- Plagiarism Curb Committee
- Anti Sexual Harassment committee

GOVERNING BODY

Constitution of Governing Body

Number	Category	Nature
1 Chair Person	Management	President of the institution
5 Members	College Council	Trust or management as per the constitution or byelaws, with the Chairman or Director as the chairperson
1 Member	Principal of College	Ex-Officio
1 Member	Educationist or industrialist	Nominated by the management
2 Members	Teachers of the College	Nominated by the Principal
1 Member	UGC Nominee	Nominated by the UGC
1 Member	University Nominee	Nominated by the University

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

ACADEMIC COUNCIL

Composition of Academic Council

1. The Principal (Chairman)
2. Chair persons of the Board of Studies
3. Four teaching staff of the college representing different categories
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body
5. Three nominees of the university
6. A faculty member nominated by the Principal (Member Secretary)

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions of the Academic Council

The Academic Council shall 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 shall 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 keeping in view the policy of the Government.

(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.

BOARD OF STUDIES

Composition of Board of Studies

1. Head of the Department concerned (Chairman).
2. The entire faculty of each department.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One alumnus to be nominated by the Chairman. The Chairman, Board of Studies, may with the approval of the principal of the college,
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

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; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.

FINANCE COMMITTEE

Composition of Finance Committee

- (a) The Principal (Chairman).
- (b) One member from college council.
- (c) One member nominated by the Governing body
- (d) Finance Officer of the affiliating University

Term: Term of the Finance Committee shall be three years. **Meetings:** The Finance Committee shall meet at least twice a year **Functions of the Finance**

Committee

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and Audited accounts for the above.

Rules and Regulations

Service rules, Procedures, Recruitment and Promotional Policies are followed as per UGC Guideline of the UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education 2010, issued by University Grants Commission.

CONSTITUTION AND FUNCTIONS OF NON STATUTORY COMMITTEES

INTERNAL QUALITY ASSURANCE CELL

The committee consists of

- a) Chairman – Principal
- b) Member from management
- c) Coordinator
- d) Nominees from local society
- e) Industrialist
- f) Senior administrative Officers
- g) Members from Faculty
- h) Alumni
- i) Office Superintendents
- j) Students Association President

Functions

1. To frame the policy for the academic and administrative growth of the institution.
2. To develop a quality benchmark for the various academic and administrative activities of the college.
3. To design and maintain quality assurance within academic system.
4. To analyse and review the feedback received from students, parents, stake holders and alumane.
5. To evaluate the appraisal report of teaching and non-teaching staff.
6. To initiate the recommendation from Planning and Evaluation Committee, Board of Studies, Academic Council and Governing Body.
7. To plan and conduct Academic Audit
8. To prepare AQAR Report.

PLANNING & EVALUATION COMMITTEE

The committee consists of

- a) Chairman – Secretary & Director
- b) Principal
- c) Chief Executive Officer
- d) Dean (Academics)
- e) Dean (R&D)
- f) All Heads of the departments

Functions

- 1 To initiate the proposals to be submitted to educational agencies like UGC, DST, DBT, NBHM, ICSSR etc.,
- 2 Introduction of new courses.
- 3 To send the proposals to University for extension of affiliation.
- 4 To co-ordinate among the departments to apply for various schemes/grants to AICTE, UGC etc.,
- 5 To plan for the optimal utilization of physical and financial resources.
- 6 To overview all the activities of the previous academic year and derive observation and take necessary action.

STAFF WELFARE AND GRIEVANCES REDRESSAL COMMITTEE

The committee consists of

- a) Chairman-Principal
- b) Chief Executive Officer
- c) Dean (Academics)
- e) Dean (R&D)
- d) Faculties of different departments as its members

Functions

1. To receive Grievance from teaching and non-teaching staff.
2. To find the facts of the Grievance.
3. To suggest remedial and preventive measures.

STUDENTS WELFARE AND GRIEVANCES REDRESSAL COMMITTEE

The committee consists of

- a) Chairman-Principal
- b) Chief Executive Officer
- c) Dean (Academics)
- e) Dean (R&D)
- d) Faculties of different departments as its members

Functions

1. To receive Grievance from students.
2. To find the facts of the Grievance.
3. To review the suggestions/complaints raised by the students during periodical counseling.

EXAMINATION COMMITTEE

The committee consists of

- a) Chairman-Principal
- b) Controller of Examinations
- c) Chief Executive Officer
- d) Dean (Academics)
- e) Faculties from various departments
- f) Office Superintendents

The following are the functions of the Examination Committee.

Functions

1. To prepare invigilation schedule.
2. To assist in smooth functioning of continuous internal assessment examinations and end semester examinations.

LIBRARY COMMITTEE

The committee consists of

- a) Chairman – Principal
- b) Librarian
- c) Members of various departments.

Functions

1. To prepare the list of books/journals as per the requirement of various departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books
4. To suggest the punishments to be awarded for the students violating the guidelines of the library.
5. To organize the book fair for the public and for the students.

INTERNAL COMPLAINTS COMMITTEE

It consists of

- a) Chairman-Principal
- b) Faculties of various departments
- c) Office Superintendents
- d) Advocate

Functions

1. To receive complaints if any, from the staff and students who have been subject to sexual harassment
2. To keep all records intact and in proper order of the complaints received
3. To enquire into such complaints and establish the facts

RAGGING CURB COMMITTEE

The committee consists of

- a) Chairman-Principal
- b) Senior faculty members of different departments
- c) Inspector of Police
- d) Student representatives

Functions

1. To vigilant any act amounting to ragging.
2. To consider the complaints received from the students regarding ragging and conduct enquiry and submit the report along with the punishment recommend to the offenders.
3. To take all necessary measures for prevention of Ragging inside the campus/ Hostel.

CASTE BASED DISCRIMINATION COMPLAINTS COMMITTEE

The committee consists of

- a) Chairman-Principal
- b) Faculty members of different departments

Functions

1. To function as a Grievance Redressal Cell for the grievances of SC/ST students and employees.
2. To provide safe environment for all the students without any caste discrimination.