



KONGUNADU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
Coimbatore - 641 029



A BRIEF PROFILE

Kongunadu Arts and Science College started with pre-university course in the year 1973-74, has grown tremendously in academic stature and is now offering 23 UG and 14 PG courses. The college has also blossomed into a full fledged Research institute offering M.Phil and Ph.D programmes in 13 disciplines.

At present, 3901 students are studying and among the total students boys are 2053 and girls are 1848. Our college has the distinction of having over 157 PhDs among the total number of 222 teaching faculty.

The college has been **Re-accredited with "A+" Grade** by the National Assessment and Accreditation Council (NAAC) in the 4th Cycle. Recognizing the quality of Teaching imparted in the college, the University Grants Commission (UGC) awarded the status of **"College with Potential for Excellence"** (CPE) in the year 2011. Satisfied with the successful implementation of the proposals under the CPE scheme, the UGC has awarded the status of **"College of Excellence"** to our college. Autonomy was granted to the college in the year 2004 and it has been extended by the UGC up to 2031-2032. In the year 2019, Our College has been approved with a financial allocation of Rs. 30,00,000 (Rupees Thirty Lakhs) as Mentor Institution by UGC under the scheme of **"Paramarsh"** for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education. The **Department of Science and Technology (DST)**, Ministry of Science and Technology, Govt. of India has granted financial assistance to a tune of Rupees **1.5 Crore** to the college under FIST programme. The **Department of Biotechnology (DBT)**, Govt. of India has sanctioned to a tune of Rs 82 lakhs under **DBT Star College Scheme**. The college has positioned at **29th rank in NIRF ranking 2023** and categorized as **Participated Institution in ARIIA-2023**. The KASC IIC bagged the 3 Star status in the IIC Ranking 2023. The college is a Partner Institute with the Amrita DST Technology Enabling Centre (TEC). The institution is also recognized as a Nodal center for Virtual Labs by the Amrita Vlabs for the department of Biotechnology and School of Computer Science.

During the Academic year 2022- 2023 the College has produced 26 M.Phil degree holders and 42 Ph.D degree holders. Currently 16 M.Phil scholars and 283 Ph.D scholars are



pursuing their degree under recognized guides of the college. A total number of 235 International / National Conferences / Seminars had been organized in the college by the faculty members of various departments. 202 Research articles have been published in International Journals and 24 articles have been published in National Journals by the Faculty members of this college. The Institutional h index is 62.

In the Research front, 1 Major project for the tune of Rs. 10, 00, 000/- has been completed in the previous year. At present 6 projects which include 5 Major and 1 Minor research projects are under process for the tune of Rs. 45,43,000 (Forty five Lakhs forty three thousand) for which funds were received from various funding agencies like Inter University Accelerator Centre, New Delhi, Indian Council of Social Science Research, Ministry of Education (SPARC) Govt. of India, TNSCST, UTHAN (NGO).

A total number of 20 patents were published and 9 patents were granted. Research and Development cell of the college monitors the ongoing research activities by conducting periodic mentoring meetings. The cell brings out a bi-annual journal in the name of "Kongunadu Research Journal" in which standard research articles are being published.

The following bodies functioning in the college are actively engaged in promoting research and extension activities.

- Dr. M. Aruchami Research Foundation
- ISCA- Indian Science Congress Association- Coimbatore Chapter
- Institution Innovation Council (IIC)
- KASC i-Hub
- KASC Tech hub
- Eco Club
- Bird club
- NCC
- NSS
- YRC
- RRC
- Women Empowerment Cell

The Ministry of Education has Established **950+ Institution's Innovation Councils (IICs)** in HEIs on 21st November 2018. **Our college is one among them.** Tamilnadu has maximum number of IICs -179. Out of 1641+ Proof-of-concept applied nationally in 2019, after several stages of selection and mentoring by MIC, a prototype of Electric bicycle- an innovation by our college student **G. Priyadarshan, III B.Sc. Physics** has been selected for National Level Boot



camp and Exhibition held at New Delhi between 9th and 11th September 2019 as part of MIC. Among the colleges selected, Kongunadu Arts and Science College is the one and only Arts and Science College sharing the platform with renowned research institutions like IITs.

In the Smart India Hackathon 2022, a team of 8 students from KASC participated in the National Level Hackathon and won 1st place with a cash award of 1 Lakh rupees.

The Consultancy services available at this College have been publicized through the college website highlighting the areas of “core-competence” so that user industries and institutions can make use of the expertise. The faculty members of the college have generated considerable amount through the consultancy services of their expertise.

The college has Linked MoUs with renowned National and International Institutions / Universities thereby enabling exchange of knowledge, sharing of expertise in niche areas and collaborates on latest research topic which will enhance joint publications.

The Library and Information centre in the college has a collection of 88,000 volumes of Books, 167 Periodicals, 10,00,000 e-books (N-List / INFLIBNET), more than 6500 e-journals, 32 computers, 2 Laptops and one Mini theatre. The Library is fully computerized, bar coded and functioning from 8.00 a.m to 8.00 p.m without any break including Saturdays and vacation. Digital Library Online public access catalogue, e-gate register are the special features, Lecture capturing System, Video Conference facilities are the latest updation in the Library. KASC NDLI club is functioning effectively with more than 7107 students as members in this club. Around 65 activities were organized and received the recognition award from NDLI, Kharagpur, Kolkatta.

The College has a dedicated Placement Cell which continuously monitors the recruitment needs of Companies and networks with them for arranging campus placements. During 2022-2023, 1076 students were placed in various companies.

This College pays equal attention for harmonious growth of both the body and mind of the students. The College believes in following the dictum ‘a Sound Mind in a Sound Body’. The Department of Physical Education, ever since its inception in 1975, has been making all our efforts to train the students in Indoor and Outdoor games. The college has spacious grounds for playing outdoor games like Athletics Track, Volleyball, Kabaddi, Badminton and Basket Ball etc. The students are given intensive training every day in playing many sports and games, with the training provided by professional coaches. There is also a modern, state-of-the-art gymnasium for the benefit of both men and women students of the College, in order to keep their body and physique in a very good shape. The Department of Physical Education has been



A handwritten signature in green ink, consisting of a stylized 'P' followed by a horizontal line.

organizing a number of Sports Events for the benefit of teaching and non-teaching staff of this College. The numbers of Students have won prize in many sports meets, conducted both inside and outside Tamilnadu, in events like Chess, Badminton, and Volley Ball, Power Lifting, Shooting, Teakwondo, Cycling, Best Physique, Cricket, Table Tennis and Athletics competitions.

Our college students have actively participated in the 10th Sub-Junior & Senior Coimbatore District Level Wushu Championship and 17th SUB-Junior; Youth Senior State Wushu Championship-2021 and won the Gold & Silver Medals. Our students also participated in 6th State Youth Rural Athletic Meets-2020-21 and won the Gold & Silver Medals.

The college has got both Boys and Girls NCC wings and the Cadets have participated in the National Independence and Republic Day parades.

The college has also got a strong NSS team with about 500 volunteers and the college has adopted few villages around Coimbatore. In four villages 51 group houses have been constructed under **Indira Awas Yojana (IAY) scheme** for the welfare of the under privileged people. The college has also provided individual toilet facilities to the houses in the adopted village. The NSS and YRC volunteers are actively involving in various Eye check up camp, Health camp, Tree plantation camp, Blood donation camp and many awareness programmes which includes the inculcation of the various Beneficiary schemes of Central Government (**Unnat Bharat Abiyan, Swatch Bharat etc.,**) to the public.

Future Programmes:

1. Curriculum enrichment through scholar- in residence programme.
2. Internationalization of research and academic programmes.
3. Foster Industry- Academia tie-ups through case studies and joint projects.



A handwritten signature in green ink, consisting of a stylized 'S' followed by a long horizontal stroke.

Towards Academic Eminence

Preamble:

The STANDARD OPERATING PROCEDURES OF Kongunadu Arts and Science College (Autonomous), Coimbatore 641029 mentioned herein in detail, shall come into effect from February 2024 and onwards. The contents mentioned herein, either in full or in part, are subject to be altered by the College Management/College Council at any time, by due notification and the revised version shall come to effect there upon.

Objectives for framing the SOP:

1. To constantly improve effectiveness in the delivery of the target and goals including providing quality Education and research to all the stake holders and make our Institution's functioning cordial and seamless so as to attain the target of creating good, confident graduates who will be contributing to Nation Building.
2. To coordinate the operations of all the academic programs in consultation with top management, Principal, CEO, Deans and HoD's.
3. To develop Approaches/SOPs in academic functions to achieve significant improvements in all academic, co-curricular, extracurricular activities, good governance and societal outreach.
4. To create an atmosphere of uniformity in all academic, research, extracurricular and all other transactions between various departments.

Vision, Mission Statements:

Vision

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

Mission

- ☐ Imparting holistic and man-making education with emphasis on character, culture and value - moral and ethical.
- ☐ Constantly updating academic and management practices towards total quality management and promotion of quality in all spheres.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a horizontal line.

LIST OF SOP's

SOP No.	Description	Page No.
1.	CODE OF CONDUCT FOR FACULTY MEMBERS AND OBLIGATIONS	1
2.	ROLES AND RESPONSIBILITIES OF PRINCIPAL, HEAD OF DEPARTMENTS AND FACULTY MEMBERS	8
3.	ACADEMIC PLANNING & DAILY LOG	12
4.	STUDENT INTERNSHIP	14
5.	STUDENT'S PROJECT	21
6.	EXTENSION/ OUTREACH ACTIVITIES	22
7.	BRIDGE COURSE	23
8.	BOOSTER CLASS & REMEDIAL CLASS	24
9.	MENTOR-MENTEE INTERACTION/MEETING	25
10.	INDUSTRIAL VISIT/ EDUCATION TOUR/FIELD VISIT	26
11.	LEAVE RULES/ON DUTY FOR STUDENTS	27
12.	USAGE OF LABORATORIES	28
13.	USAGE OF LIBRARY & INFORMATION CENTRE	39
14.	UTILIZATION OF MANAGEMENT FUNDS UNDER RECURRING AND NON-RECURRING HEADS	41
15.	PLACEMENT	51
16.	ORGANIZING SEMINAR / WEBINAR/ CONFERENCE/ WORKSHOP/ GUEST LECTURES etc.,	52
17.	CONDUCT OF THE DEPARTMENT MEETING	54
18.	SUBMISSION OF RESEARCH PROJECT PROPOSAL	55
19.	STARTING OF NEW PROGRAMMES	56
20.	TUITION FEE WAIVER	57
21.	FIRST AID	58
22.	FACILITATING DIFFERENTLY ABLED STUDENTS	59
23.	E-WASTE MANAGEMENT	60
24.	FEEDBACK ON TEACHING	61
25.	FEEDBACK ON CURRICULUM	62
26.	ACADEMIC AUDIT	63
27.	COLLECTION AND UTILIZATION OF ASSOCIATION FUNDS	64
28.	REMUNERATION OF FACULTY - APPOINTED AS PART TIME TEACHERS AND FACULTY HANDLING VARIOUS CERTIFICATE AND DIPLOMA PROGRAMMES	65
29.	CONDUCT OF BOARD OF STUDIES MEETING	66
30.	CIRCULATING INVITATION/BROCHURE/OTHERS	68
31.	ANNUAL ASSESSMENT OF ACTION AND ACHIEVEMENT REPORT (4AR)	69
32.	CONDUCT OF BOARD OF GENERAL STUDIES	70
33.	SPORTS & FITNESS CENTRE	71
34.	GREEN CAMPUS	73



1. CODE OF CONDUCT FOR FACULTY MEMBERS

AND OBLIGATIONS

1. College Teachers should be exemplars of excellent conduct and keep up their dignity and/of the profession. They should evince keen interest in academic matters and extension services.
2. The Teacher should lead a life of purity and simplicity and avoid such habits as smoking, taking alcoholic drinks and gambling inside and outside the premises of the college.
3. Every Teacher is required to report at the College before the commencement of working hours. No Teachers will be granted permission for coming late if they have a class
4. They shall sign the attendance register/ biometric when they come to the College for the morning session and failure to sign the attendance register for a session will be considered as absence for the particular day.
5. They shall go to the classes punctually and engage the students for the entire period and shall not dismiss the classes or permit the students to go out before the period is over. They shall not cancel or exchange any class with the other teacher without the permission of the Dean Academics/Principal.
6. They shall prepare scheme of lesson for the subjects they teach for each semester, and submit the scheme of lessons to the Principal and Heads of the Departments once a month or whenever asked for. They shall have the scheme of lesson with them while they teach their classes, and present them, when required, to the Heads of the Departments or the Dean Academics /Principal/ Secretary, when they come round to supervise the classes. The scheme of lessons must contain the plan of portions of lessons for the allotted hours based on the syllabus and CIA exams. In the case of PG classes, in addition to the above, the teachers must submit the plans of written assignment and seminars for the Semester.
7. In the classrooms, the teachers should strictly confine to the teaching of their subjects. They should refrain from indulging in anti-religious, communal, political and anti- institutional propaganda lest they should wound the feelings of any section of the students or staff.
8. Teachers should teach subjects allotted to them. No change should be introduced in the timetable and distribution of work without the permission of the Dean Academics / Principal.
9. The staff member should take active part in extracurricular and co-curricular activities assigned to him/her by the Dean Academics / Principal. Teachers should participate in the College function and attend diligently and efficiently to the duties allotted to them.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a horizontal line.

10. Staff members who are on invigilation duty during CIA exams and end of the Semester exams should exercise efficient and effective supervision and give no room for malpractices by the students. No alternative arrangements should be made without the permission of the Principal. They should prepare the CIA Exam question papers as assigned by the Principal in the prescribed format and submit the same to the CIA exam Committee within the specified time. They should not use mobile phones during the duty.
11. Teachers should conduct the practical, compositions and translation as per the scheme drawn. Negligence, slipshod and insincere work on the part of any member of staff will be viewed seriously.
12. It is expected of the teachers to convene tests and Model examinations of all nature, outside the allotted working hours and contact hours. If they could manage to conduct the tests during allotted working hours after completion of the portions jointly or individually depending on the nature of the subjects, they could do so after intimating the Dean Academics/ Principal and the Head of the Departments for convenient supervision.
13. Teachers should endeavour to get good results and earn credit to their Department and the College by effective teaching and guiding. Results of examination will be reviewed periodically and placed before College Committee for considerations.
14. All instruction and any Departmental work assigned to the staff by the Dean Academics/ Principal and HoD should be carried out efficiently and with utmost sincerity.
15. The class attendance book shall be within the custody of the concerned Head of the Department. It shall be collected from the Head of the Department before going to the class and returned to him/her as soon as the class is over. The Head of the Department should countersign the attendance register and transmit them to the office assistance at the end of the afternoon session getting his/her counter signature in the register. The faculty members have to post the attendance for the classes handled in the ERP without fail at the close of the every working day.
16. The Teachers are responsible for the proper use and maintenance of all movables, equipment and registers kept under their charge and supervision. They shall properly maintain the Stock Register, Acquaintance Register and Equipment Maintenance Register and submit the same to the Principal whenever required to do so.



A handwritten signature in green ink, consisting of a stylized 'S' followed by a horizontal line.

17. Any letter/proposal for project by any Teacher to the authorities in The Government office, University Grants Commission, University or any statutory body should be strictly routed through the HoD/Dean Academics, the Principal and the Secretary of the College.
18. On important occasions in the college, all the staff members should be in their uniform dress. Men staff should put on white shirt and shoes and women staff in their uniform sarees and blouses.
19. Teacher should be available in their respective departments during working hours of the college expect when they are engaged in teaching their classes, in laboratories, library or reading room. They are not expected to move from one department to the other and disturb the normal functioning of the departments. However, if they want to consult any member belonging to other faculty, they should get the consent of the Head of his/her department as well as Head of the other Department and the staff member must make an entry in the movement register while leaving the department. The movement register will be under the custody of the Head of the Department and should be submitted to the Principal/Dean Academics whenever called for.
20. Every staff member should do his/her duty diligently and conscientiously. Any slack, or disobedience or violation on the part of the staff member will be viewed seriously.
21. The Supervisory staff (HoD) must always keep strict vigil in maintaining the general discipline of the students belonging to their department. In the absence of any teacher of the department, students must be clearly informed about their responsibilities. Under no circumstances they must be allowed to disturb other classes.
22. The Teacher should serve as a Role Model for the students and uphold the values cherished by the institution.
23. The Teacher shall regularly organize seminars and workshops for the benefit of the students of their class and for the professional advancement of the teachers in the college.
24. The Teacher shall unfailingly participate in the meetings of the Departmental students Association and Alumni Meetings whenever they are held and ensure their successful functioning.
25. The teacher shall teach all the periods allotted to them and any omission will be deemed as absence and such unfinished portions have to be regularized by taking them after class hours.
26. The teacher shall maintain proper discipline and create a conducive academic atmosphere in their classes.



A handwritten signature in green ink, appearing to be a stylized 'D' or 'Q' followed by a horizontal line.

27. The teacher shall take special coaching classes for the weak and slow learners outside college working hours to improve their learning skill and academic performance.
28. The teachers are required to obtain the prior written permission from the Secretary/ College Committee before accepting any outside remunerative assignment such as tuition, examiner ships or delivering speeches for which payment is received.
29. They may publish books or any other publications only with the written permission of the Secretary or College Committee. Such letter of request should be routed through Principal/ Dean Academics.
30. The Teachers shall not have any monetary transactions or involve themselves in collection of money from the students without the written permission of the Secretary/College Committee.
31. The Teachers shall not perform any act which amounts to abusing any of the staff or the management in the presence of any general or departmental Inspection Commission that visit the college.
32. No teachers shall receive or entertain any visitor/guest while at work in the classroom or laboratories.
33. National holidays such as Republic Day, Independence Day etc., are meant for celebration in the college. All the staff should attend the celebration in the college without fail and such holidays can be availed of only after the celebrations in the college. A register will be maintained to mark the attendance.
34. All the Teachers shall carry out their role as Tutors under the tutorial system(adopted by every class)diligently and work for the student welfare. In performing the role of a tutor, every teacher shall closely monitor the attendance and academic performance of every student placed under him/her. Whenever necessary, they shall call the parents to the college in person and counsel them about the shortcomings of the student. All teachers shall maintain a proper profile of every student tutored by them.
35. It will be the primary responsibility of every HOD to ensure that there is no cancellation of any class on account of casual or other leave applied by the teaching staff of their department.
36. Teachers availing leave shall ensure that all portions allotted to them are fully covered and if necessary, organize special classes after college hours to complete the syllabus and protect the interests of the students.
37. Any action of the Teacher which affects the interests of the students will be liable for disciplinary action.



38. Teachers must desist from visiting the college office during working hours to avoid interruption in the work of the office staff.
39. No Teacher shall engage himself/herself or participate in any action that is likely to cause disharmony in the college or conduct themselves in a manner prejudicial to the interest of the institution. They shall not act in any manner which is anti-institutional or causes disrepute to the image of the college.
40. Any Teachers or a group of teachers desiring to interact with the members of any inspection team visiting the college must have the prior permission of the the same must be submitted before hand to the Secretary of the College. The number of Dean Academics/ Principal and the Secretary. In the event of any written representation, a copy of teachers in any group seeking to interact with outside inspection teams must not exceed 5 in number.
41. It is the primary duty of every Teacher attending to examination duties to ensure efficient execution of the task assigned to them without any scope for error.
42. It will be the duty of every teacher to submit any individual or departmental data as required by the Dean Academics/ Principal from time to time promptly and within the prescribed time.
43. Whenever circular from the office of the Secretary/Principal /Controller of Examinations is issued to the classrooms for the information of students, it must be readout by the concerned teacher immediately and as a confirmation of the same, the signature of the class student Representative or Council Member must be obtained on the circular and returned through the messenger.
44. Publication of papers, guiding of students for M.phil and Ph.D and undertaking Research Projects will constitute important criteria that will be taken into account for further promotion.
45. No faculty shall indulge in communication to student through private messages; any messages that have to be shared to the students should be shared in the common group.
46. Online classroom etiquette
- Dress and present yourself appropriately (Formal Dress only)
 - Use appropriate body language
 - Be punctual
 - Do not share / send any kind of non-academic messages in the chat box.



Be aware of your surroundings

- No beds (unmade or made) in the background
- No messy rooms or open closets where everyone can see your clutter
- Please make sure the background is clear
- No kids crying or screaming in the background
- No pets barking or chirping on the background
- Please kindly create a professional background for your webinars

Mute your microphone when you are not talking

- Keep your microphone always muted
- Please inform your students if you have a audio problem

47. Faculty members shall always be prompt in responding to messages /circulars sent in WhatsApp groups by concern authorities.

48. Teachers have to refrain from posting/broadcasting any statements/slogan/content against the Nation and any leaders in any social media.

49. Teachers should ensure appropriate updation of their personal content/ department content in the website periodically. They should keep all their data update in the ERP periodically and as and when direct by competent authority.

50. Faculty members will not be allowed to resign in the middle of the Semester/Academic year. Faculty members who wish to end their service at KASC have to submit three months notice or have to remit three months salary whichever is applicable. Faculty members who wish to end their service KASC must submit the resignation notice on or before February 1 of that Academic Year.



OUR ASPIRATIONS

Our aspiration is to transform the College from a College of excellence to Institution of Eminence with national and international presence through imparting quality education and research at par with global standards to mould the students with strong core competencies, socially responsible citizens, ethically sound, spiritually and culturally rich citizens rooted firm to the Country and yet contribute to Nation building.

2. To strategically plan and evolve methodologies for Continuous Professional Development (CPD) and Continuous Quality Improvement (CQI) among all the stake holders.

3. To devise strategies for effective design and implementation of a curriculum to suit to the local needs and global market and set a stage for Entrepreneurial Development among faculty and students to contribute to the Nation's GDP.

Leadership is a very essential component of Continuous Improvement. The roles and responsibilities of various positions are detailed here.

2. ROLES AND RESPONSIBILITIES

I. PRINCIPAL

1. The Principal of an Institution should always be fair, honest, objective, protective, and supportive and law abiding.
2. The Principal has to Outline a policy and plan to execute the vision and mission of the institution.
3. Provide leadership, direction, and co-ordination within the Institution and also with other stake holders outside the institution.
4. Plan annual budget under various heads and go through the financial audited statements of the Institution.
5. Ensure effective implementation of long-term and short-term goals of the Institution through relevant authorities, bodies and committees.
6. Direct and monitor the administration of all the academic programmes.
7. Ensure that quality in education and academic services are maintained for continuous improvement.





8. Promote industry -Academia interaction and inculcate effective translational research and development across all research departments in particular and all other departments in general.
9. Constitute various non statutory committees which are necessary for the development of the Institution and smooth functioning of various activities in the institution.
10. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
11. Take necessary action as and when required to maintain discipline in the Institution.
12. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
13. Listen to the student's ideas and set a supportive tone.
14. Empower all the staff and students to reach their maximum potential.
15. Submit annual report on the progress achieved in different developmental and collaborative programmes to the various Committee, Management, Ranking bodies at the National and International Level.
16. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
17. Carry himself with the highest integrity and exhibit outstanding and strong leadership skills.

II. HEAD OF DEPARTMENT

Heads of department are academic leaders in their disciplines and work with the CEO/Principal/Deans and with other heads of department to realise the Institution strategic objectives. Heads of department are accountable for:

- a) To provide academic leadership in their discipline
- b) To be involved in continuous up gradation of the curriculum
- c) To promote the interests and reputation of the department within the Institution and externally
- d) To ensure that the activities of the department support the college's Vision and Mission
- e) To lead entrepreneurial activity
- f) To develop coherent departmental research strategies to deliver high quality research and promote patent filing from the department by faculty and students.



- g) To manage the delivery of the department's teaching programmes
- h) To assure academic quality and standards through compliance with the Institution's quality assurance procedures
- i) To oversee the management of both teaching and non-teaching faculty in the department, ensuring that their performance is monitored and that staff have opportunities for development and training, in accordance with Institution staffing and equal opportunities policies.
- j) To allocate teaching and administrative duties appropriately.
- k) To manage financial, staffing and other resources effectively and efficiently within the assigned budget and other agreed parameters, to ensure achievement of the college's strategy and compliance with financial and other control
- l) To establish departmental links with external agencies, such as employers of graduates, professional bodies, research councils and other funding bodies, for the benefit of the department's teaching and research.
- m) To communicate Institution and college policy to the department and departmental views to the Institution and college.
- n) To ensure effective and efficient communication within the department through a monthly department meeting and maintain the Minutes of these meetings.
- o) Shall ensure that all classes are conducted as per the timetable and make alternative arrangements when faculty go on leave.
- p) Monitor the ERP portal and Webpage up gradation of the department at least once in a month.
- q) HoD must monitor their lab and should maintain their lab with 100% efficiency and the equipment with 100% readiness. Also they should engage their labs to a maximum utilization.

III. FACULTY MEMBERS

- a) Faculty members are required to adhere to educational guidelines, Faculty Code of Conduct and they are required to carry out the terms of their teaching process and complete the teaching tasks involved.
- b) Faculty members may not discriminate against any person on grounds of race, color, culture, community, religion, national origin, gender or disability.
- c) Faculty members must respect the work; culture and dignity of each and every individual



(Handwritten signature)

and encourage holistic development of the students.

- d) Faculty members are required to make all reasonable effort to oppose in competent, illegal or unethical behavior and report any such behavior to the authorities.
- e) Faculty members must demonstrate concern for and appreciation of the heritage, values and principles of the Institution.
- f) The faculty members should sign in their attendance register in the Office and Bio-metric registration before 9.45 am in the forenoon and after 4.30 pm in the afternoon session for all reporting to duty between 10 am and 4 pm. For faculty members reporting to duty at 8 am must sign their attendance and Biometric before 7.50 am in the morning and after 1.00 pm in the afternoon.
- g) He/ She shall wear decent and formal dress with ID Card.
- h) He/ She shall discharge the responsibilities assigned in teaching or research or administrative works diligently in honest and un-biased manner with total commitment.
- i) The faculty members are expected to behave themselves in a professional and co-operative manner.
- j) Attend and participate in the meetings, activities called/assigned by the HOD, Principal, CEO and Deans
- k) To take up other duties and responsibilities prescribed by the Principal/Management not limited to daily academic activities.
- l) He/ She shall not engage in any consultancy work /take private tuitions without prior permission from the management.
- m) Whenever a faculty is deputed/ permitted to take up an assignment outside the Institution, the concerned faculty member should submit proof of attendance and the same should be recorded in the department.
- n) They are required to conform to and follow the rules and regulations in force and brought in force from time to time.

The teaching profession expects high standards of ethical behaviour. The faculty members are expected to behave themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below; the faculty shall not indulge in

- o) Rude or abusive behavior, comment against superiors, making negative comments about other staff members.



- p) Verbal attacks, which are of a personal threatening, abusive and irrelevant nature or go beyond fair and professional conduct.

The faculty shall desist from

- q) Un-authorized distribution of printed material etc.
r) Falsifying/tampering any records or documents.
s) Getting involved in un-authorized activities leading to financial benefit.
t) Exhibiting non-ethical behaviors that jeopardize the moral standards of the Institution.

IV. ACADEMIC COMMITMENTS

- Shall make use of E-learning materials through online web and video podcasts to assist their Teaching Learning Process.
- Shall conduct the assigned classes as per the schedule. Shall maintain the record of Course plans Course files and other relevant documents of the courses handled by them and produce them for the Academic Audit.
- Shall implement designated curriculum with the said objectives.
- Shall participate in professional development opportunities/activities and apply the concepts in academic activities such as classroom delivery and in the practical sessions.



A handwritten signature in green ink, consisting of a stylized 'Q' followed by a long horizontal stroke.

3.ACADEMIC PLANNING & DAILY LOG

DEPARTMENT OF	
Batch :	Class :
	Semester :
Name of the Staff :	
Name of the Subject :	

ACADEMIC PLANNING – ODD / EVEN SEMESTER

Title of the Paper :

Subject Code :

Semester:

Test No& Period	Topics Allotted	No. of hours required for completion	Date & Hours handling	Topics not covered, if any	Signature of staff	Signature of HOD
I From :	Unit I :					
	Unit II :					
To (Upto 1 st CIA)	Unit III :					
II From :	Unit III :					
	Unit IV :					
To (Till End of 2 nd CIA)	Unit V :					



DAILY LOG

Session / Lecture No.	Planned Content of the Lecture (Assignments to be indicated with Date of Submission)	Pedagogy Method	Date	Day Order	Hour
UNIT I - Hours					

Note: Pedagogy Methods: Lecture, Assignments, Seminars, Flipped Class, Demonstration, Tutorial, Role Play,...

Signature of the Staff

Signature of the HoD

KASC-SOP



4. STUDENT INTERNSHIP

1. Students must take up a mandatory Internship training within the duration of the programme as specified in the respective Curriculum in the departments through the Board of Studies.
2. Students can undergo the internship at any reputed Institute/Industry/Training centre/Institutes of National Importance/NGO/Startup/Business firm
3. The duration of the Internship should be minimum of 15 days or as specified in their curriculum.
4. Allot a mentor for the students.
5. Students should get the permission letter from the organization to take up the internship and submit the same to the mentor/guide /supervisor
6. A mentor-mentee meeting should take place weekly twice to discuss about the courses undergone in the training.
7. The department should maintain a continuous progress report for the internship.
8. When the student goes for the internship, they have to take a reporting note and get it attested from the industry/institute and submit the same to the HoD(Format Enclosed)
9. An internship completion certificate received from the organization along with the report must be submitted to the mentor after completion of the Training.
10. The Mentor should forward the report and certificate to the Head of the Department.
11. Head of the Department should forward the reports and certificates collected from the mentors to the Examination Cell.
12. A presentation about the Internship Training must be done by the mentees, before the HoD and Mentor on the date fixed by the Examination Cell.
13. The statement of marks allotted for the internship should be submitted to the Examination cell by the HoD.



9

PROJECT TITLE
INTERNSHIP REPORT

Submitted in partial fulfilment of the requirements for the award of the degree of
BACHELOR OF SCIENCE IN

Submitted by

NAME:

(REGISTER NUMBER: _____)

Department of



DEPARTMENT OF

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

Coimbatore – 641 029

JUNE 2023



DECLARATION

I, **NAME** declare that the Internship work entitled “**TITLE**” submitted to Kongunadu Arts and Science College (Autonomous) in partial fulfilment of the requirements for the Bachelor of Science in _____ is an original Internship work done by me during the period of the study (20__ – 20__).

Place: Coimbatore

Signature of the Candidate

Date: _____

(NAME)



ACKNOWLEDGEMENT

(To be reviewed by the Guide/Supervisor)

Joining or Acceptance Letter (In Company Official Letter Head)

Date:

To

The Department HoD

Kongunadu Arts and Science College,

G.N Mills, Coimbatore – 29

This is to inform that Mr/Ms., Reg. Number a student of Department _____, Kongunadu Arts and Science College. Coimbatore - 29 has reported to Mr/Ms on to undergo a summer Internship Program in partial fulfilment of his/her UG Degree Programme.

Organisational Guide Name and Designation:

Postal Address:

Mobile No:

Phone No:

Fax:

E-mail id:

**Signature of the
Organizational Guide with Seal**

17

KASC-SOP



A handwritten signature in green ink, consisting of a stylized 'D' followed by a long horizontal stroke.

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)
Coimbatore – 641 029.

Department:

Name of the Student:

Reg. No:

Academic Year:

Name of the College Guide:

Name of the company:

Mobile No. of Company Representative:

Company Representative Email id:

Review of Summer Internship Program

Report Date From _____ to _____

Introduction about the Company/ Profile

Purpose of the internship:

Assignment given by the company: (Brief Report thereof)

Day 01:

Day 02:

Day N:

Outcome of the internship:

(Signature)
Name of the Student

18

KASC-SOP



2

Summer Internship Program - Company's Feed Back
(Please give your response)

Name of the Student:

Register Number:

Department:

Name of the company:

Name of the Company Guide:

Mobile No. of Company Representative:

1. Whether the student attended the Internship Program from _____ to _____? Yes / No

a) Number of days attended: _____

b) Remarks (If any): _____

2. Area of Exposure: _____

3. How would you rate the student's attitude during the internship?

(Please rate between 1 and 5, As 5 being excellent)

S. No	Particulars	Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5	Remarks (if any)
1	Punctual						
2	Responsible						
3	Knowledgeable						
4	Supportive						
5	Cooperative						
6	Appearance and Attire						
7	Accomplished the task assigned						

4. Whether the student behaved properly during the internship? Yes/No

5. Whether the student possess any special / unique capability in execution Yes / No

a. If the answer is yes, Please specify

6. Whether any special skill required for the student? Yes / No

a. If the answer is yes, Please specify

7. Overall rating of the student _____

(Please rate between 1 and 5, As 5 being excellent)



(Handwritten signature)

8. Whether the company is interested to absorb him/her for employment?

Yes/No a. If the answer is no, reason.....

9. Any other information.....

(Signature)

Name of the company's Representative with seal and date



A handwritten signature in green ink, consisting of a stylized 'Q' followed by a horizontal line.

5. STUDENT'S PROJECT

1. Students must take up a mandatory Project in the final year as specified in the department Curricula.
2. Allot Guides for the students.
3. The students should meet the guide twice in a week to discuss the progress of their work.
4. Review / New work findings can be carried out in their research area.
5. First and second Review meeting will be held as per the Academic calendar.
6. Student must present their work through PPT during the review and Viva-Voce Examination.
7. Marks should be allotted on basis of their performance during the review meetings.
8. Final presentation of the work should be done before the External examiner and the Guide on the date fixed by the Examination cell.
9. The statement of marks allotted for the project should be submitted to the Examination cell by the HoD.



A handwritten signature in green ink, consisting of a stylized 'P' followed by a long horizontal stroke.

6. EXTENSION/ OUTREACH ACTIVITY

1. Convene a Department meeting(s) to discuss about the preparatory works of Extension/ Outreach activity and finalize the following:
 - a. Date and venue
 - b. Organizing secretaries
 - c. Organizing committee
 - d. Allotment of works
 - e. Budget
 - f. Target Audience
2. Seek the permission in writing from the organization, to carry out the extension activity.
3. Get the approval from the Principal through proper channel in writing well in advance.
4. Prepare the invitation/Brochure/ Programme schedule and submit to the Principal for approval
5. A copy of the same must be sent to the PRO for wider publicity and also circulate internally through the Principal.
6. Carry out the activity as per the plan.
7. Collect the Feedback from the target audience.
8. The Report along with Geo tagged photographs of the programme must be submitted to the IQAC within a week after the end of the programme.

Report Format

S.No.	Type of Activity	Place	Date	Resource Person	No. of Beneficiaries	Outcome



7. BRIDGE COURSE

1. A Bridge course should be conducted by the Department of Mathematics, Computer Science and English for Non-Mathematics, Non-Computer Science and Tamil medium students of I year UG respectively.
2. The above said departments should frame appropriate syllabus to bridge the gap between the known and unknown.
3. The classes for the Bridge courses should be scheduled in the first month of the first semester.
4. Separate time table should be maintained by the department to handle the classes.
5. Attendance should be maintained duly signed by the staff in-charge and HoD.
6. A post bridge course test should be conducted after the completion of bridge course by the staff in-charges concerned.
7. Collect feedback from the students.
8. Maintain a separate file in the department for the conduct of Bridge course for each academic year in the following order:
 - Bridge Course syllabus
 - Students Name List
 - Attendance
 - Score sheet for the test conducted
 - Feedback



8. BOOSTER CLASS & REMEDIAL CLASS

❖ Booster Class

1. Identify the advanced learners based on the academic records of the students.
2. Conduct a Booster class weekly twice with the extra topic beyond the syllabus to get excel in the academics.
3. Motivate them to participate in interactive activities like debates, group discussion and also in various cultural, extra-curricular and research competitions in and out of the college.
4. Boost the Students to enroll in more number of SWAYAM Courses.
5. Encourage the advanced learners to do inter/intra disciplinary projects.
6. Encourage them to do Advanced Learners Course (ALC), if they are post graduate students.
7. Promote them in peer learning.
8. Maintain a separate attendance for the students with the following details:

S.No.	Name of the Student	Register No.	Class	Topics Covered	Outcome	Signature of the staff

❖ Remedial Class

1. Identify the slow learners from the class.
2. Educate and guide the slow learners to improve subject knowledge by providing Question Banks and e-contents to go aligned with their peers.
3. Provide Simple and easy course materials to the slow learners.
4. Give personal Counseling to the slow learners, if necessary.
5. Maintain a separate attendance for the students with the following details:

S.No.	Name of the Student	Register No.	Class	Subject	Outcome	Signature of the staff



A handwritten signature in green ink, appearing to be a stylized 'Q' or similar character.

9. MENTOR-MENTEE INTERACTION/MEETING

1. The Head of the Department should allot the mentor(s) to the classes in the beginning of the first semester for the students of UG and PG programme based on the strength.
2. The basic information must be filled by the students in the tutor ward form.
3. The Mentor must conduct a common assessment test (the general intelligence) at the entry level and guide to achieve their desires.
4. The mentor(s) must conduct a mentor-mentee meeting twice in a semester in consultation with the HoD.
5. The suggestions/ grievances by the students must be resolved through proper channel.
6. Personnel counseling should be given by the Mentor/HoD, if required.
7. Monitor the regularity of the students.(i) If any student is consecutively absent for three days without any prior information, the same must be informed to their parents.(ii) If any student taking leave on medical ground must produce the medical certificate to the Mentor concerned.
8. The monthly attendance should be circulated to the students before 7th of every month and get it signed.
9. Monthly attendance report should be sent to the parents.
10. The students should get prior permission from the Mentor & HoD and can avail a maximum of 15 days as OD (NCC and NSS camps are exclusive).
11. A duly signed OD certificate must be produced to the Mentor concerned within 5 working days after completion of the programme



A handwritten green signature, possibly 'D', written next to the stamp.

10. INDUSTRIAL VISIT/ EDUCATION TOUR/FIELD VISIT

1. Conduct a department meeting to discuss the places or industries of visit and invite quotations from different tour operators and the tour operator have to be finalized by the HoD
2. Send a requisition letter to the industries for getting permission to visit the industries.
3. Finalize the amount per student in consultation with the tour operator, class representatives and council members.
4. Intimate the places of visit and the amount to the students and give enough time to the students to pay the tour amount.
5. The tour amount should be paid to the respective class representatives.
6. Get the letter of willingness from the parents and students and submit the same to the respective class tutors.
7. Finalize the accompanying staff members based on the strength and follow the existing Procedure issued by the DCE/RJD.
8. Submit a proposal to the RJD Office well in advance (15 Working Days) through Principal for approval.
9. After getting the approval from the RJD, receive the required number of Bonafide certificates from the Principal.
10. Create WhatsApp group that includes the HoD, accompanying staff and the students.
11. Get an undertaking letter from the students with regard to the dress code, discipline etc.,
12. Prepare a database which includes the name of the staff in-charges, students and parents name along with their mobile number and should be shared in the WhatsApp group.
13. Prepare a report on the purpose and outcome of the Industrial visit/ Education Tour/ Field visit and submit same to the IQAC within a week.

Report should contain the following items:

1. Brief Report with outcome
2. Geotagged photos of places visited.
3. Students name list

Counter sign of the HoD.



A handwritten signature in green ink, consisting of a stylized 'S' followed by a checkmark-like stroke.

11. LEAVE RULES/ON DUTY FOR STUDENTS

❖ Leave Rules

1. The students should inform the respective tutors in writing well in advance for taking leave.
2. If the student takes the leave on emergency basis, the same should be informed to the respective tutor/ HoD over phone.
3. The students should not take long leaves unnecessarily.
4. If the student takes long leave under medical ground, the medical certificate must be produced to the respective tutor for further process.
5. Absence during one period in any session (FN/AN) is treated as absent for Half-a-day.
6. The Principal may take appropriate disciplinary action in case of continued violation of leave rules.

❖ Attendance Exemption to Students

1. The students should get prior permission to avail attendance Exemption from the respective tutors.
2. The attendance exemption form must be submitted to the respective tutor after getting the signature from the Coordinator, Tutor, HoD and Principal.
3. A student can avail attendance exemption for a maximum of 15 days or as decided by case to case by the Principal
4. The attendance exemption requests to attend the NCC and NSS camps will not fall within the maximum of 15 days slab as mentioned above.
5. The duly signed Attendance exemption form must be produced to the respective tutor within five working days after availing the attendance exemption.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a long horizontal stroke.

12. USAGE OF LABORATORIES

❖ PHYSICS LAB

1. Students should enter the laboratory at 09.50 a.m. along with their observation notebook and practical requirements.
2. Students should have got signature for their previous experiments from the respective faculty before entering the lab.
3. Students must avoid bringing bags into the working area of the laboratory. This is to prevent accidental damage to the instruments or the bags and to avoid clustering of the working table that might disturb the experiment.
4. Practical requirements are to be kept ready well before the start of the practicals.
5. When entering a laboratory, avoid touching equipment, chemicals, electrical and electronic devices, or other materials until you are instructed to do so.
6. The apparatus must be duly entered in the register before starting the experiments.
7. Do not start any practical work unless you receive instructions from the faculty members.
8. Handle all lab equipment/apparatus with at most care.
9. Any damage to any equipment must promptly be informed to the faculty or the Laboratory Assistant.
10. Prior permission from the faculty must be obtained for performing experiments at unallocated times.
11. Any injury caused by equipment must be brought to the notice of the faculty or Laboratory Assistant immediately.
12. When heater or hot plate is used for doing experiments, students should first consult the faculty or the Laboratory Assistant before starting the experiments.
13. Students should be careful while performing electricity-based experiments. He/she should not touch any wires if his/her hands are wet, even for low voltage equipment.
14. After any circuit connection and before switching on the instrument, the student must show the connections to the faculty or the Laboratory Assistant. This is to avoid damage to the instrument due to wrong connections.
15. Call the faculty immediately if you notice any risky conditions.
16. Never work alone in the laboratory. The presence of a faculty or supervisor is necessary.



17. When removing an electrical plug from its socket, switch off and grasp the plug, not the electrical cord. Hands must be dry when touching an electrical switch, plug or outlet/ socket.
18. Avoid using mobile phones in the lab.
19. Avoid intermingling in the Lab.
20. At the end of the experiment, the student must submit the equipment to the Laboratory Assistant in good condition.
21. No instruments or any material is to be taken from the laboratory without the permission of the Faculty or Laboratory Assistant.
22. After completion of the experiments and calculations, get signature from the respective faculty.

❖ **CHEMISTRY LAB**

1. All the students shall inform proactively about the illness, open wounds to the Department Head / Designee prior to the entry in to the laboratory.
2. HoD / Designee shall guide the students for further precaution or prevention if required to be taken, in case of any illness / open wounds etc.
3. HoD / Designee shall inform to office / administrative in-charge on illness person and such persons shall resume to college / laboratory upon submission of medical/ fitness certificate.
4. Before entering the laboratory keep all the eatables, chewable or beverages in the class room or in designated places outside the laboratory.
5. Eating or chewing inside the laboratory is strictly prohibited.
6. Ensure ornaments, wristwatch, and rings etc., kept in designated places.
7. Ensure the hairs, nails are trimmed and clear from cosmetic applications.
8. Wear proper gowning like Lab coat / Apron.
9. Wear shoes that completely cover the foot.
10. All personnel shall access the intended area to enter / exit in to the laboratory.
11. Wear safety goggles and gloves while handling hazardous chemicals.
12. Ensure gas burners are turned off upon completion of analysis activities.



13. Be aware of the locations of laboratory safety showers, eyewash stations, and fire extinguishers. The safety equipment may be located in the hallway near the laboratory entrance.
14. Aware of emergency exit routes.
15. Avoid skin and eye contact with chemicals.
16. Minimize all chemical exposures.
17. Avoid distracting or surprising persons working in the laboratory.
18. Use equipment only for its designated purpose.
19. Combine reagents in their appropriate order, such as adding acid to water.
20. Avoid adding solids to hot liquids.
21. All laboratory personnel should place emphasis on safety and chemical hygiene at all times.
22. Never leave containers of chemicals open.
23. All containers must have appropriate labels. Unlabeled chemicals should never be used.
24. Do not taste or intentionally sniff chemicals.
25. Never consume and/or store food or beverages or apply cosmetics in areas where hazardous chemicals are used or stored.
26. Do not use mouth suction for pipetting.
27. Wash exposed areas of the skin prior leaving the laboratory.
28. If an unknown chemical is produced in the laboratory, the material should be considered hazardous. Refer to its material safety data sheet (MSDS).
29. Do not pour chemicals down drains, and do not utilize the drain for chemical waste disposal.
30. Keep all sink traps (including cup sink traps and floor drains) filled with water by running water down the drain at least monthly.
31. Do not utilize fume hoods for evaporations and disposal of volatile solvents.
32. Perform work with hazardous chemicals in a properly working fume hood to reduce potential exposures.
33. Avoid working alone in a building laboratory if the Procedures being conducted are hazardous.
34. Access to laboratories and support areas such as stockrooms or specialized laboratories should be limited to approved personnel only.



[Handwritten signature]

35. All equipment should be regularly inspected for wear or deterioration.
36. Equipment should be maintained according to the manufacturer's requirements and records of certification, maintenance, or repairs should be maintained for the life of the equipment.
37. Designated and well-marked waste storage locations are necessary.
38. No cell phone or ear bud usage is allowed in the active portion of the laboratories or during experimental operations.
39. Clothing made of synthetic fibers should not be worn while working with flammable liquids or when a hazard is present as these materials tend to melt and stick to exposed skin.
40. Laboratory coats should not be stored in offices / classrooms or break rooms as this spreads contaminants to other areas.
41. Computers and instrumentation should be labeled to indicate whether gloves should be worn or not. Inconsistent glove use around keyboards is a source of potential contamination.
42. Avoid wearing jewellery in the lab as this can post multiple safety hazards.

❖ **BOTANY LAB**

1. Laboratory technicians must immediately notify the laboratory in charge faculty members or Head of the Department in case of an accident, injury, illness or over exposure associated with laboratory activities.
2. A laboratory coat or equivalent protection suit is mandatory for the students when handling hazardous chemicals, flame, acids, infectious materials, pathogens.
3. Eating or drinking should not be done in the laboratory at any time.
4. No animals or minors (persons under the age of 18), or immuno-compromised persons will be allowed to enter the lab at any time.
5. Food, medications, or cosmetics should not be brought into the lab for storage or later use.
6. Food is stored outside the areas designated specifically for that purpose.
7. Students with open-toed shoes or sandals should not be allowed inside the laboratory.



8. Personal protective equipment, commonly referred to as “PPE”; such as gloves, lab coat, and goggles should be worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.
9. All skin defects such as cuts, abrasions, areas of dermatitis, etc. should be covered with an occlusive bandage.
10. Mouth pipetting should be avoided. Mechanical pipetting devices such as steripipettes should be used at all times.
11. All Procedure are to be performed carefully to minimize the creation of splashes or aerosols.
12. Follow all manufacturer’s instructions and SOPs when using any of the laboratory equipment.
13. Wash hands: After removing gloves, and before leaving the laboratory.
14. Razor blades, scalpels, and hypodermic needles (“sharps”) should be discarded into the biosafety cabinet. DO NOT recap needles.
15. Work surfaces should be decontaminated with surface sterilants or disinfectants. Follow manufacturer instructions for contact time.
16. All cultures, stocks, and other regulated wastes are decontaminated by autoclaving before disposal. Liquids (non-organic) can be decontaminated with bleach, bringing the solution to 10% bleach, and discarded in the sink. No other chemicals can be discarded in the sink.
17. First aid kits for small injuries and minor burns should be kept well-stocked in a convenient location. The components should be checked and refreshed twice a year.

❖ **ZOOLOGY LAB**

1. Read all Procedure and associated safety information prior to the start of an experiment.
2. Perform only those experiments authorized by your faculty.
3. Follow all written and verbal instructions. Ask for assistance if you need guidance or help.
4. Know the locations of the nearest fire alarms and at least two ways out of the building. Never use an elevator in emergencies.
5. Know the proper emergency response Procedure for accidents or injuries in the laboratory.



6. Dress for work in the laboratory. Wear clothing and shoes that cover exposed skin and protect you from potential splashes. Tie back long hair, jewellery, or anything that may catch in equipment.
7. Never eat food, drink beverages, chew gum, apply cosmetics (including lip balm), or handle contact lenses in the laboratory.
8. Use a chemical fume hood or biosafety cabinet, as directed by the professor.
9. Observe good housekeeping - keep aisles clear.
10. Practice good personal hygiene. Wash your hands after removing gloves, before leaving the laboratory, and after handling a potentially hazardous material.
11. Properly segregate and dispose of all laboratory waste.

❖ BIOCHEMISTRY

1. Food and drink must not be consumed inside the laboratory or be stored in laboratory refrigerators or freezers.
2. Handling contact lenses or applying cosmetics is not permitted in the laboratories.
3. Instructed to wear gloves, while preparing the reagents.
4. Mouth pipetting of reagents is forbidden, mechanical pipettes are provided instead.
5. All Procedure is to be performed carefully to minimize the creation of splashes or aerosols.
6. Personal protective equipment (PPE) includes gloves, and laboratory coat, are compulsory. Girls should come with tied hair.
7. Students are advised to use Glass stoppers while adding reagents.
8. Wash your hands after handling reagents and samples (blood, urine and cultures etc.) before leaving the laboratory.
9. After finishing an experiment, or when taking a break or going home, clean up as follows: Replace tops on solutions and return containers to appropriate places.

Replace lids on all pipette canisters. Rinse and decontaminate all dirty glassware and place in trolley for wash up. Turn off equipment and burners, Wipe down benches, close windows and doors, and turn off lights before leaving the laboratory.



❖ **BIOTECHNOLOGY LAB**

General Guidelines

1. Students should behave responsible and professional at all times in the laboratory.
2. Make sure that you are thorough of the procedure that you are going to get involved in. If you are not sure of the procedure, please discuss with your instructor before proceeding.
3. Familiarize yourselves with the hazard symbols on chemicals and also read the Material Safety Data Sheet (MSDS) of the chemicals you are about to use. (MSDS for most chemicals are available online).
4. Learn and familiarize before you try to use any equipment.
5. Use equipment and laboratory ware correctly and with care.
6. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Wash hands thoroughly before and after participating in any laboratory activities.
7. Lab note books alone are allowed inside the laboratory.
8. Bags, cell phones, water bottles, food containers should not be brought into the laboratory.
9. Students must perform only those experiments authorized by the instructor.
10. Use Personal Protective Equipments (PPE) as and when needed.
11. Work scientifically in an orderly fashion honestly following the Procedure for that day's experiments.
12. Never take anything from your place of work that does not belong to you.
13. Follow safety Procedure and know how to apply FIRST AID.
14. Do not waste reagents or other laboratory supplies.
15. Reagents and dyes from your experiment should be properly disposed and should not be poured into the sink.
16. Used PPE, DNA gels and chemicals need to be disposed properly without causing harm to the environment or to others.

Handling Chemicals and Equipments

1. Mouth pipetting is dangerous, so, use rubber bulbs or electronic pipette pumps to suck liquids.



2. When using volatile or toxic chemicals, ensure to open and use them within a fume chamber.
3. Students must properly dispose of all chemical waste accordingly.
4. Students must never enter the science storage rooms or preparation areas unless accompanied by a Teacher/Technician.
5. Students should wear appropriate personal apparel at all times in the laboratory
 - ✓ Avoid wearing loose or flammable clothing; long hair should be tied back
 - ✓ Avoid wearing shorts and short length clothes to the lab because this leaves your legs vulnerable to chemical or biological spills.
 - ✓ Closed and well-fitting flat shoes are recommended to protect the toes and for comfort as one have to spend long periods of time on feet.
 - ✓ Hair beyond chin length should be tied back or pinned up because this can be a source of contamination for your experiments or injury if it accidentally swings towards an open flame.
 - ✓ Dangling jewellery on your hands, neck and hair should be removed once you enter the lab space
6. All lab preparations and aliquots of reagents should be clearly labelled with the following:
 - ✓ Name of reagent or chemical mix
 - ✓ Date of preparation
 - ✓ Identity of the individual responsible for the preparation
 - ✓ This should be stored in the appropriate container, for example; amber containers for light-sensitive reagents and stored under the right temperature.
7. It is important to adhere to the storage guidelines of chemicals within the lab.
8. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately; no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm.
9. Students must never remove chemicals, equipment or supplies from the laboratory area.
10. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.



[Handwritten signature]

11. Entry into log books kept for each instrument is deemed compulsory before using any instrument.
12. At the end of your experiments, thoroughly wash your hands with soap and clean water.
13. Disposal of hazardous waste in proper place.

❖ **COSTUME DESIGN & FASHION LAB**

1. Enter the lab with lab coat provided.
2. Do not bring food or beverages to the lab
3. Make sure the sewing machine is in the “off” position when not in use.
4. Do not run or engage in “horseplay” in the clothing lab.
5. Handle lab equipments carefully. Do not throw or toss anything in this room.
6. Handle shears and scissors correctly, blades closed pointing toward the floor.
7. Never dispose solid particles by putting them down the sink.
8. Keep noise to a Minimum level in the clothing laboratory.
9. Does not Leave your hair open while sewing.
10. Stay at assigned sewing machine or assigned seat.
11. Never use chipped or broken glassware.
12. Report Breakage to teacher immediately.
13. Dispose used chemicals and matches carefully.
14. Never leave a lighted Bunsen burner or any hot object unattended.
15. Turn off all power switches before plugging and unplugging an appliance.
16. Never taste or touch or smell the chemical substances.
17. Act responsibly in the lab. Do not look or smell directly in to the test tube or the flame.

❖ **PSYCHOLOGY LAB**

1. Students are expected to maintain discipline while working in the lab.
2. Be punctual to the class in the completion of practical work and submission of records.
3. Bring the required stationary and observation and record books to class.
4. Records should be covered neatly and wear lab coat.
5. After the lab work has been done students should keep back the tests in the designated place.



6. Follow the instructions and procedure carefully.
7. While conducting the experiment or test on your subject, make sure you understand the instructions and communicate them clearly.
8. Handle all apparatus with care. Working tables and stools should be put back in place before leaving the lab to avoid any inconvenience.
9. Sit straight and be professional in your style of dress. Pin, tie or plait your hair.

❖ **COMPUTER LAB**

1. Wear ID card and Maintain Silence while entering the lab.
2. Sit according to the Register Number.
3. Use the Login Name provided
4. Don't bring Cell Phones and any of your belongings inside the Lab
5. Don't Chew or bring eatables inside the lab
6. Don't touch A/C, Power Switch and Computer Screen.
7. Don't Use Internet Facility in any unwanted manner.
8. Don't stand or Roam inside the Lab.
9. In Case of System failure, don't try to fix it yourself, feel free to contact Lab Technicians.
10. Save your files and properly shutdown the systems before leaving the Lab.

❖ **LANGUAGE LAB**

1. Faculty members and students enter Language Laboratory placing their footwear outside the laboratory at the appropriate place.
2. Students are permitted to enter the Language Lab only with their Identity Card.
3. Students are not allowed to use their mobile phones inside the lab.
4. Students must sign in the movement register and attendance notebook.
5. Students have to handle the system and headphones with care.
6. Students should listen to the content of audio by putting the headset.
7. Students should ensure that strict discipline is maintained in the Language Lab.

❖ **MATHEMATICS LAB**

1. Wear ID card and Maintain Silence while entering the lab.



2. Use the Login Name provided
3. Don't bring Cell Phones and any of your belongings inside the Lab
4. Don't Chew or bring eatables inside the lab
5. Don't touch A/C, Power Switch and computer Screen.
6. Don't Use Internet Facility for any unwanted manner.
7. In Case of System failure, don't try to fix it yourself, feel free to contact Lab Technicians.
8. Save your files and properly shutdown the systems before leaving the Lab.
9. Maintain a log book for the usage of the system and software



A handwritten signature in green ink, consisting of a stylized 'Q' followed by a horizontal line.

13.USAGE OF LIBRARY

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 bar-coded 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. The Staff Members (Teaching & Non-Teaching) are allowed to keep the books for One Month from the date of issue. They can renew and retain the borrowed books up to the end of the semester. They must return the books before the last working day of the semester.
15. Tearing off the pages or marking on the pages in the borrowed books will attract the condition cited in serial number 13 above.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a horizontal line.

16. 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.
17. Students shall leave the books referred by them on the table itself.
18. Students are not allowed to bring any printed matter, note books or files inside the Library.
19. 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



2

14. UTILIZATION OF MANAGEMENT FUNDS **UNDER RECURRING AND NON-RECURRING HEADS**

I. Annual Budget /Requirement submission

All teaching and research departments have to submit the annual budgetary requirements on or before 15th April of every calendar year as per the format given below:

FORMAT 1

Submission of Budget / Requirements from the Department of _____

S.No	Particulars	Amount in Rupees	Justification
1.	Capital Assets (Including equipment)		
2.	Consumables i. Chemicals ii. Glassware iii. Spares/ accessories iv. Miscellaneous		
3.	Breakage/Replacement/Service and Repairs*		
4.	Conduct of Seminars/Conference/Workshops		
5.	Contingency expenses**		
	Total budget requested in Rupees		

Head of the Department

*The annual breakage amount collected shall be used

**A maximum amount of Rupees 8,000/- may be spent

II. Procedure for purchase:

The following procedure shall be adopted for procuring goods which shall confirm the following yardsticks.

i. The specifications in terms of quality type etc. as also the quantity of goods which shall be procured should be clearly spelt out keeping in view the actual requirements

FORMAT 2

Indent form (Requirement/Stock on hand)

Department of _____



2

S.No	Name of the Chemical/ Item/Glassware	Availability (Stock as on March 31 st)	Quantity (Required appropriate cost in Rupees)

ii. The specification should meet the basic needs of the departments without including surplus and non-essential features which may result in unwarranted expenditure.

iii. Care should be taken to avoid purchase of excess quantities so as to avoid inventory carrying cost.

iv. The demand for goods should not be divided into small quantities to make piecemeal purchases so as to avoid necessity of obtaining prior sanction from competent authorities with reference to the estimated value of the total demand.

v. Quotations and offers must be invited following a fair transparent and reasonable procedure.

vi. The Procuring authority should be ensuring that the product satisfies the requirements in all aspect and the price is reasonable and consistent with the quality of the product.

vii. All the major procurement proposals should be included in the annual budget.

(A) . Inventory control

i. Inventory means taking stock of adequate content/items in the stores so that materials are available whenever and where ever required this result in optimal balance.

ii. Inventory control aims to provide maximum supply service, consistent with maximum efficiency and optimal investment and also to provide a cushion between forecasted and actual demand of materials.

(B) Function of technical committee and Purchase Committee:

i. Every department/Center shall have a technical committee consisting of all the staff members of the department and may include an outside expert from Colleges/Universities/Stand alone Research Institutions/Research laboratories, if necessary.

ii. The Purchase Committee shall assist the HoD/Principal investigator (in case of a project) in procuring quotations, preparing comparative statement presenting the same to the college purchase committee and placing necessary purchase order with the supplier



(Handwritten signature)

iii. The Committee shall also ensure appropriate timely delivery of the goods making necessary entries in the action & stock register. So as to facilitates passing the bill for payments.

(C) Approvals for purchase:

i. For purchases which cost less than 1000 rupees (contingency expenses), the HoD may purchase the required items and submit the bill to the Self-Financing office. The value of a single bill shall not exceed 1000/- rupees.

ii. For purchases between 5,000 to 1, 00,000, the purchase has to be initiated by procuring 5 quotations from different suppliers through an indent letter and a comparative quotation.

iii. For purchases, appropriate permissions shall be sought from the Secretary/Director through the Dean Academics.

iv. After the issue of the purchase order the goods supplied shall be verified and appropriately account by making necessary entry in the stock register and the accession register before passing the bill for payment.

FORMAT 3

(Comparative Statement for purchase of Chemicals, Glassware and other consumables)

Department of _____

S.No	Name of the item	Quantity required	Brand	Supplier 1		Supplier 2		Supplier 3	
				Rate in Rs	Discount rate	Rate in Rs	Discount rate	Rate in Rs	Discount rate

(D) Purchase order

Purchase order should contain the terms and conditions of supply, which should include interalia. Period of supply/delivery, mode & place of delivery, liquidated damage for delayed



(Handwritten signature)

supply, risk purchase, terms of payment, taxes etc., The purchase order has to be signed by the Secretary and Director.

(E)Issue of goods

- (i) In case of departments without a formal departmental store, the goods received by the Head of the Department should be issued to the concerned laboratories or other users immediately on receipt of the stores.
- (ii) The personnel of the concerned laboratories receiving the stores may sign on the stock register of the Department. On being issued to a laboratory, durable goods are deemed to be installed and consumable stores are deemed to be stored at appropriate conditions and used by maintaining a issue register.
- (iii) In case of durable articles, the site of installation should be noted on the Department Stock Register. In case of equipment purchased under any Govt. funded projects, necessary entries with remarks on the details of the project must be mentioned in the stock register.
- (iv) In case of departments with a formal “Departmental Stores”, the goods may be issued in small quantities from the Stores for usage. While receiving the supply against the indent, the Indenting Officer/lab attender shall examine, count, measure or weigh the goods, as the case may be, to ensure that the quantities are correct, the quality conforms to the required specification and there is no damage or deficiency in the goods. The indenting officer/lab attender shall give an appropriate acknowledgement in support of receipt of the goods. Issue of the stores may be accounted for in the concerned Stock Register, based on the indent.
- (v) If the HOD/Officer in charge of the Stores is unable to comply with the indent in full, he should make the supply to the extent available and make suitable entry to this effect in the indenter copy of the indent. In case alternative materials are available in lieu of the indented materials, suitable indication to this effect may be made in the document.

(F) Custody of goods

The HoD/Officer in charge of stores having custody of goods, especially valuable and/or combustible articles, should take appropriate steps for arranging their safe custody, proper



A handwritten signature in green ink, consisting of a stylized 'Q' followed by a horizontal line.

storage accommodation including arrangements for maintaining required temperature, dust free environment etc.

(G) Stock Entry and Invoice Certification

(i) On receipt of goods at the Department/Centre/Project, the concerned HOD/ Officer shall examine the goods and if found correct, return one copy of the chalan to the firm duly signed.

(ii) Thereafter, the goods may promptly be taken to the stock and entered in the appropriate Stock Register.

(iii) Necessary Stock entry Certificates indicating the name of the Stock Register and reference to the folio/page number, may be recorded by him on all copies of the Invoice.

(iv) One copy of the chalan together with two copies of Invoice with stock entry certificate/ Register shall be sent by him to the Principal/Officer (Purchase). The Purchase Section will retain the chalan and one copy of the Invoice in the concerned Purchase file and send the original/first copy of the Invoice along with a copy of the Purchase Order to the Principal/Officer (Purchase) for arranging payment to the firm by cheque/demand draft, as may be appropriate.

(v) The bill for payment may be pre-audited by the Internal Audit Section before final payment is made, particularly for firms that are not engaged in other business with the Institute.

(v) Details of the goods so received should be entered in the appropriate Stock Register and the HOD should certify that he has actually received the goods and entered in the appropriate Stock Register(s) to be named & essentially get endorsement from the principal

(H) Stock Accounts

(i) Separate accounts/Register shall be kept for –

(a) Procurement (Accession) Register to be maintained by the Department

(b) Fixed Assets such as Plant, machinery, equipment, Accessories, fixture etc. should be maintained in separate register.

(c) Consumables such as chemicals, glassware, Office stationery, maintenance spare parts, etc for departments without a Departmental store should be maintained in separate register.



(d) Assets of historical/artistic value, if any, should be maintained in separate register.

(ii) Major Stock/Asset Register to be maintained in Accounts Section (office) after receipt of Invoice from the Department/ Project Centre for items with value exceeding Rs.5 lakh.

(I) Physical Verification of goods

Physical verification of fixed assets and consumable goods should be undertaken at least once in a year and results of such verification should be recorded in the corresponding stock register. Discrepancy, if any noticed, should promptly be investigated and appropriate action taken.

A. Procedure for Verification

(i) Physical verification shall be done by an Officer, other than the custodian of the inventory being verified. Such verification should invariably be made in the presence of the Officer responsible for custody of the goods.

(ii) Certificate of verification along with the findings shall be recorded by the Verifying Officer, in the Stock Registers.

(iii) Discrepancies including shortages, damages and unserviceable good, if any identified during verification shall immediately be brought through proper channel to the notice of the authority for taking appropriate action

Format 4

Annual Inter Departmental Stock Verification _____ (YEAR)

Name of the Department:

Date of Stock Verification:

Names of the Verifying Committee Members:

1.

2.

Code Numbers of Stock Registers verified:

1.

2.

KASC-SOP



(Handwritten signature)

NOTE: Please check that all the items available in the lab/ dept are entered in the appropriate stock registers **AND** all the items entered in the stock book are available in the lab/ dept whose assets are being checked. In case of any deficiency please report in the following table.

S. No	Stock Register Number	Volume and Page No	Name of the item	Deficiencies identified		
				Missing	Unserviceable/ cannot be put to use*	Broken

Certified that the physical verification was done for equipments, random check for chemicals, glassware and miscellaneous items as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the lab/dept and the initials have been put in the stock registers against each major item.

*May be informed to the committee in advance.

Signatures of the Verifying Committee

1.

Signature of the HoD

2.



(Handwritten signature)

(B) Transfer of charge of goods etc.

In case of transfer of Officer-in-Charge of the goods, materials etc., the transferred Officer shall see that the goods/materials are made over correctly to his successor.

A statement giving all relevant details of the goods/materials etc. in question shall be prepared and signed with date both by the relieved Officer and the relieving Officer duly mentioning "handed over" and "taken over" respectively.

Each of these Officers will retain a copy of the signed statement and another copy may be submitted to the Registrar for records.

In case any discrepancy is noticed between the book balance and the balance handed over, the same should be promptly reported to the Principal, for ordering investigation and fixation of responsibility or for considering write off, as the case may be, depending on the circumstances, nature and value of stores.

(C) Disposal of goods

(i) An item may be declared surplus or obsolete or unserviceable if the same is of no use. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.

(ii) The Principal may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.

(iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should be worked out.

In case the book value is not possible to be worked out, the original purchase price of the goods in question may be utilized.

A report of stores for disposal shall be prepared by the Committee constituted.

(iv) In case an item becomes surplus, obsolete or unserviceable due to negligence, fraud or mischief of any Officer or Staff, responsibility should be fixed.



(D) Modes of disposal

(i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two lakhs should be disposed of by:

(a) obtaining bids through advertised tender, or

(b) public auction.

(ii) For surplus or obsolete or unserviceable goods with residual value up to Rupees Two lakhs, the mode of disposal will be determined by the apex committee, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and also deterioration in value of goods to be disposed of.

(iii) Certain surplus or obsolete or unserviceable goods like expired medicines, food grain etc. which are hazardous or unfit for human consumption should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

(iv) Surplus or obsolete or unserviceable goods, equipment, documents etc. involving security concerns (e.g., negotiable instruments, receipt books, stamps etc.) should be disposed of/destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

Miscellaneous

- i. **Power to write off: All profits and losses due to revaluation, stock taking or other causes shall be duly recorded and adjusted where necessary.**

Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in accounts is involved. The Principal or Apex authority is delegated with the powers to write off losses to the extent indicated below provided that:

(a) The loss does not disclose a defect in rules or procedure, the amendment of which requires the orders of higher authority;

(b) There has not been any serious negligence on the part of any employee which may call for disciplinary action by a higher authority.



(ii) **Losses due to depreciation:** Losses due to depreciation shall be analyzed and recorded under following categories, as applicable:-

- (a) Normal fluctuation of market prices;
- (b) Normal wear and tear;
- (c) Lack of foresight in regulating purchases; and
- (d) Negligence after purchase.

(iii) **Losses not due to depreciation:** Losses not due to depreciation shall be grouped under the following heads: -

- (a) Losses due to theft or fraud;
- (b) Losses due to negligence;
- (c) Anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (d) Losses due to damage; and
- (e) Losses due to extra-ordinary situations under "Force Majeure" conditions like fire, flood, cyclone, enemy action, etc.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a horizontal line.

15. PLACEMENT

❖ REGISTRATION

1. The placement officer has to send a circular through Principal to the I year UG and I year PG students for registration.
2. The registered students should be instructed about placement training, fee and discipline.

❖ TRAINING

1. The placement officer has to arrange the placement training to the students in a phased manner.
2. The trainers should be from a professional institute or from MNCs.
3. The attendance must be taken by the placement coordinators during the training session.
4. The long absentees must be identified and proper counseling should be given to them.

❖ DRESS CODE AND DISCIPLINE

1. The students should wear the formal dress and shoe while attending the interview.
2. The students should maintain proper discipline while attending the placement training or interview.

❖ RECRUITMENT

1. The placement officer has to identify the suitable MNCs for recruitment and invite the companies for on campus interview.
2. The necessary arrangement has to make for the MNCs visit by the placement officer.
3. The placement officer has to send a circular to the final year UG and PG students regarding the on campus interview well in advance.
4. The selection letter should be submitted to the placement cell and the copy of the same to IQAC.
5. The placement officer should submit the complete report of the recruiter and number of students placed with packages at the end of every academic year to the IQAC.



A handwritten signature in green ink, appearing to be a stylized 'D' or 'Q' followed by a horizontal line.

16. ORGANIZING SEMINAR / WEBINAR/ CONFERENCE/
WORKSHOP/ GUEST LECTURES etc.,

1. Convene a Department meeting(s) for discussion to organize regarding the conduct of seminar/conference/workshop/symposium/colloquium/webinar/hand on training/guest lecturers/lecture series at Regional/State/National/International level and finalize the following:
 - a. Date and venue
 - b. Organizing secretaries
 - c. Organizing committee
 - d. Allotment of works
 - e. List of Resource person(s)
 - f. Target Audience
 - g. Registration fee
 - h. Tentative Budget
2. Get the approval for the conduct of the programme from the Principal through proper channel in writing well in advance.
3. Submit proposals for financial assistance/partial financial assistance to the various funding agencies, if necessary.
4. Prepare the invite letter duly signed by the Principal and send to the resource persons through principal@kongunaducollege.ac.in.
5. Prepare the invitation/Brochure/ Programme schedule and submit to the principal for approval and circulate to the Resource person and participants well in advance. A copy of the same must be sent to the PRO for wider publicity and also circulate internally through the Principal.
6. The Honorarium for the Resource person should be given as given below:

Resource Person	Honorarium	TA/DA
Foreign delegate	Rs.5000/session	Actuals
Other State	Rs.3000/session	
Within Tamilnadu	Rs 2000/session	



If the programme is supported by any funding agency (ies) please follow their guidelines for the same.

7. Feedback must be collected from the target audience and analyzed and a report should be prepared.
8. The Report along with Geo tagged photographs of the programme must be submitted to the IQAC within a week after the end of the programme
9. Report of the programme must be sent to the PRO for publishing in the Newspapers after getting approval from the authorities concerned.
10. The Income and Expenditure statement, Utilization certificate (if programme is supported by funding agency) must be prepared by the Organizing secretaries and the same must be placed in the department meeting for approval. The approved Income and Expenditure statement along with the signature of all the faculty members must be submitted to the Internal Audit Committee.

Format for the Submission of the Report to IQAC

Name of the Department/ Clubs	
Type of Activity (Seminar/ Conference/ Guest Lecture/ Hands on Training/ Workshop/ Any other(specify the type of activity))	
Title	
Date	
Objective	
Resource Person	
No. of Beneficiaries	
Outcome/ Report	
Invitation Copy	
Geotagged Photograph	



17. CONDUCT OF THE DEPARTMENT MEETING

Agenda/circular for Department Meeting

There will be a staff meeting on ----- at -----am/ p.m. in the _____

Kindly attend.

AGENDA:

- 1.
- 2.
- 3.

Signature of the HoD

Format for Minutes Recording:

DEPARTMENT OF _____ / CLUBS

Date of the meeting

Venue

Chair Person/HoD

Points Discussed in the Meeting

S.No	Agenda	Description	Staff Incharge(s)	Target Date	Remarks

S.No	Name of the Staff with Designation	Signature



18. SUBMISSION OF RESEARCH PROJECT PROPOSAL

1. The Dean, Research and Development may circulate the list of funding agencies to the staff members through the Principal twice a year.
2. The details of call for proposals published by various funding agencies should be circulated to the staff members through the Principal from time to time.
3. The staff members may identify the suitable funding agency with respect to the thrust areas.
4. Staff members can register and Prepare the proposal align with the requirements of the funding agencies
5. The necessary documents should be submitted to the Principal for further process.
6. A copy of the submitted proposal should be forwarded to the office of R& D.
7. If the submitted project proposal is sanctioned, project must be completed successfully as per the guidelines issued by the funding agency concerned.
8. Income & Expenditure statement and utilization certificate must be prepared as per the guidelines of the respective agency.
9. Before the submission of annual Income & Expenditure statement and utilization certificate, the same must be placed before the Internal Audit committee for its approval.
10. After getting the concurrence from the Internal Audit committee, the same must be submitted to the funding agency with necessary documents within the specific timeline.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a long horizontal stroke.

19. STARTING OF NEW PROGRAMMES

UG / PG /CERTIFICATE/ DIPLOMA/PG DIPLOMA PROGRAMME

1. Appoint a person as an in charge to Study the demand of the programme.
2. Write a requisition letter to the Secretary through proper channel to place in the college committee for the approval.
3. Submit the College committee meeting minutes to the Principal's office for further process.
4. Submit the filled in proforma along with the Demand Draft, Justification for the introduction of the new programme, College committee meeting minutes and syllabus (if the programme is not offered by the University) within the stipulated time to the Bharathiar University by the Principal. **(Not Applicable for the programmes introduced under autonomous status).**



9

20. TUITION FEE WAIVER

1. Economically weak students without arrears are eligible for Tuition fee waiver.
2. The eligible students should be selected by the tutor and the Head of the Department.
3. A Requisition letter of fee waiver should be submitted by the respective students to the Secretary of the College through proper channel.
4. The tuition fee waiver will be allotted by the Secretary based on the merit.
5. The fee waiver requisition letter should be submitted to the Office Superintendent - Unaided for further process.
6. The tuition fee waiver must reflect in the audited account statement for further requirements.

❖ Full Fee Waiver

1. Full fee waiver is applicable :
 - ✓ To the sons/ daughters of freedom fighters.
 - ✓ To the sons/ daughters/ dependents of Defence service personnel's.
 - ✓ To the sons/ daughters/ dependents/ repatriates from Burma and Ceylon.



21. FIRST AID

1. The First Aid Kit should be placed at every corridor of the campus and the laboratories.
2. The demo of the usage of First Aid Kit should be given to the staff and students in the beginning of every academic year or a demo video may be shared to the Staff and students.
3. The First Aid Kits should be replaced in a standard time interval



A green handwritten signature or mark, possibly a stylized 'D' or a checkmark, located to the right of the stamp.

22. FACILITATING DIFFERENTLY ABLED STUDENTS

1. Class rooms are allotted in the easily accessible places.
2. Braille system is followed for teaching the visually challenged students.
3. Scribe facility is provided for writing the examinations.
4. Wheel chairs are being provided for mobility and independent functioning.
5. Disabled- Friendly bathrooms are available.
6. Provide Guidance and counseling to differently abled students.
7. Scholarships are provided for them.
8. Celebrates important days pertaining to disability such as the World Disabled Day, White Cane Day, etc.,
9. Rails, ramps and lifts are provided for hassle free mobility.
10. Books in the form of CDs are available in the library for visually challenged students.



23. E-WASTE MANAGEMENT

1. Place a separate box in the Physics laboratory to collect the Electronic components which are junk.
2. Use separate box in the Computer lab to collect the damaged/ unused computer parts.
3. Identify the vendors and dispose/ Recycle/Renovate/Reuse the e-waste by getting the approval from the Secretary and the Principal.
4. Create Awareness for the students and the faculty members on the disposal of E-Waste.
5. Place a common box in the institution to collect the E-waste discarded by the students and others.



A green handwritten signature, possibly of a principal or official, written in a cursive style.

24. FEEDBACK ON TEACHING

1. Principal/ Academic coordinator for SF stream would allocate the date for collection of feedback from each class under aided and unaided streams through online.
2. Feedback menu will be enabled in the student's login for three days from the date of allocation.
3. The students should submit the feedback through their respective login.
4. Principal/ Academic coordinator for SF stream would generate the feedback report of the aided and unaided staff members for analysis.



25. FEEDBACK ON CURRICULUM

1. Feedback on curriculum to be collected from the following stake holders every year, three months before the conduct of Board of studies meeting
 - (i). Student
 - (ii). Alumni
 - (iii). Faculty
 - (iv). Employers
 - (v). Parents
2. The feedback collected must be analyzed and placed before the members of board of studies for further action
3. The necessary action must be taken on the analysis of the feedback report.
4. The Analysis Report and Action taken report on analysis of feedback must be submitted to IQAC.



A handwritten signature in green ink, consisting of a stylized 'P' followed by a horizontal line.

26. ACADEMIC AUDIT

1. Every year the Academic audit takes place in the month of July for all the departments.
2. The Academic Experts are invited from well reputed Institutions/Universities.
3. A structured format is circulated to all the departments in the second week of June.
4. The filled in format must be submitted to the Principal's office in the last week of June.
5. The Supporting document must be available in the departments for verification during the visit of audit committee members.
6. The audit committee members visit each department and provide an audit report in a structured format which includes the SWOT Analysis of each department.
7. The Audit Report is placed before the IQAC Meeting for approval and is circulated to the departments for further action.



A handwritten green mark, possibly a signature or initials, consisting of a loop followed by a long horizontal stroke.

27. COLLECTION AND UTILIZATION OF ASSOCIATION FUNDS

1. The HoDs and the incharge of various Associations and Clubs shall collect the prescribed nominal amount from the students after getting prior written approval from the Secretary through the Principal & the Dean Academics for all Self Financing departments .
2. For all aided departments, the association fund will be released from the aided office after prior approval from Principal.
3. The amount collected from the students must be deposited in the Self financing office(for all Self Financing departments)and the receipt of the same to be kept in the Department.
4. For utilization of the association fund, budget requirement shall be submitted to the respective deans for the approval and release of fund from the Self financing office.
5. After utilization of the funds the appropriate receipts and bills shall be submitted to the Self financing office. After appropriate discussion in the department meeting (Minutes of the meeting to be enclosed)and submit the bills and abstract to the Internal Audit Committee which will be convened once in a month for necessary verification & approval. All the bills shall be duly signed by the faculty in charge , the HoD and the respective Deans.
6. At the end of the every financial year a consolidated abstract pertaining to the expenses and the balance amount in hand shall be prepared and submitted to the Secretary.



**28.REMUNERATION OF FACULTY WHO ARE APPOINTED AS
PART TIME TEACHERS AND FACULTY WHO ARE HANDLING
VARIOUS CERTIFICATE AND DIPLOMA PROGRAMMES**

1. Each department may appoint part time lecturers and faculty who are for handling various certificate and diploma programmes depending on the requirements after getting the prior approval from the secretary through proper channel.
2. If the number of workload is more than 12 hours in excess for unaided, appoint part time lecturers on hourly basis after getting the prior approval from the secretary through proper channel.
3. Part time lecturers and faculty who are handling various certificate and diploma programmes will be paid Remuneration as follows:
 - i. For theory Rupees 250 per hour.
 - ii. For Practical Rupees 200 per hour
 - iii. The HoD's may allot instruction hours to the part time lecturers and faculty who are handling various certificate and diploma programmes in such a way the total Remuneration does not exceed Rupees 10,000 per month.
4. The HoD's shall ensure that the part time lecturers and faculty who are handling various certificate and diploma programmes are not fulltime Ph.D scholars.
5. The HoD's shall monitor the classes handled by the part time lecturers and faculty of various certificate and diploma programmes and submit the consolidated attendance and claims in the prescribed format at the end of every calendar months.
6. The HoD's shall avoid allotting practical hours to part time lecturers and faculty who are handling various certificate and diploma programmes, practicals may be allotted under certain circumstances which is unavoidable.
7. Under circumstances of allotting fulltime research scholars, prior approval from the Secretary & Principal shall be obtained. The fulltime research scholars will be paid remuneration as mentioned above in S.No.3.



29. CONDUCT OF BOARD OF STUDIES MEETING

1. The constitution of Board of studies is given below as per the UGC Regulations

Position	Role in BOS
Head of the Department	Chairperson
Faculty Members	Members
University Nominee	Member
Two Subject Experts	Members
Industrialist	Member
Alumni	Member
Student Representative	Member

2. Board of studies meeting is conducted every year in the month of March
3. A communication letter regarding the date of conduct of BOS is sent to the Board of studies members in the month of February.
4. A draft of the curriculum, syllabus and scheme of examinations with the courses to be modified/included and the analysis of feedback from the stake holders are placed before the members for discussion.
5. Minutes of the meeting to be prepared based on the discussion and to be signed by the members.
6. A draft of the curriculum, syllabus and scheme of examinations to be prepared based on the suggestions given by the members in the discussion.
7. A copy of the minutes of the Board of Studies meeting to be submitted to the principal's office a day after the Board of studies.
8. The draft of the curriculum, syllabus and scheme of examinations to be placed before the standing committee on Academic affairs meeting to be held after a week time from the conduct of BOS.
9. The following is the constitution of Standing Committee on Academic Affairs



A handwritten signature in green ink, consisting of a stylized 'D' followed by a horizontal line.

Position	Role in SCAA
Head of the Institution	Chairman
All the Heads of the Department	Members
Teaching Staff Nominated by the Principal	Members -2
Member Secretary	Member

10. The Minutes of the SCAA to be circulated to all the members for further action.
11. The draft of the curriculum, syllabus and scheme of examinations to be placed before the Academic Council meeting to be held after 15 days from the conduct of BOS.
12. The intimation letter for the conduct of Academic Council to be sent to the members of Academic Council
13. The following is the constitution of Academic Council

Position	Role in AA
Head of the Institution	Chairman
Chairperson of BoS	Members
Teaching Staff Nominated by the Principal	Members -2
Member Secretary	Member
Experts Representing Education, Law, Industry, Medicine, Commerce	Members
University Nominees	Members-3

14. The Chairperson of BOS must present the modifications/ revisions in the curriculum, syllabus and scheme of examinations in the Academic Council meeting.
15. The recommendations/ suggestions of the experts must be noted by the respective chairperson of the BOS for further action.
16. The minutes of the Academic Council prepared by the Member Secretary and the same must be circulated among the members within 15 days after conduct of Academic Council.
17. The final version of the curriculum, syllabus and scheme of examinations must be submitted to the Principal's office for further action.



30. CIRCULATING INVITATION/BROCHURE/OTHERS

1. The invitation, Brochure etc., of the activities organized by the departments/ Clubs must be circulated with prior permission from the Principal.
2. Circulation should be done through WhatsApp from Principal's office a week before the conduct of activities.
3. Circulate the same through PRO in the social media a week before the conduct of activities.



A handwritten signature in green ink, consisting of a stylized 'P' followed by a horizontal line.

31. ANNUAL ASSESSMENT OF ACTION AND ACHIEVEMENT

REPORT (4AR)

1. The Annual Assessment of Curricular, Research and Extension activities of the department is conducted in the month of July every year.
2. Every department must prepare a proposed plan of action for the ensuing academic year and action taken report of the previous academic year and submit to the IQAC
3. The Schedule for the presentation will be intimated well in advance.
4. The Head of the Department in the presence of all staff members should present the same before the Expert Committee
5. After the presentation, the expert committee members will submit their suggestions/recommendations to IQAC for further action.
6. The suggestions/recommendations provided by the Expert committee members are placed in the IQAC meeting for its approval.
7. After the approval, the suggestions/recommendations are circulated to the departments for further necessary action.



A green handwritten signature, possibly reading 'P. S.', written in a cursive style.

32. CONDUCT OF BOARD OF GENERAL STUDIES

1. The Composition of board of general studies is given below

Position	Role in BOS
Principal	Chairperson
IQAC Coordinator	Member
Faculty members from various discipline	Members

2. Board of General studies meeting is convened once in a year before the conduct of board of studies meeting.
3. The courses, that are common for all the programmes are discussed in the meeting.
4. The syllabi for the common courses are framed/ revised accordingly.

The minutes of the general board of studies must be circulated to the chairperson of board of studies well in advance, before the conduct of board of studies meeting for further necessary action.



33. SPORTS & FITNESS CENTRE

1. No food or drink shall be consumed in the sports room or in the changing rooms other than drinking water.
2. A “No Smoking” policy operates throughout the College campus.
3. Use only Athletic Clothing and Shoes - No other casual uniforms are allowed while sporting.
4. Students have to seek prior permission to use the sports facilities.
5. The students shall not use the facilities for any purposes other than that specified in the permission letter.
6. The student shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition.
7. Students should follow rules and regulation for the safety of other users of the sports centre.
8. Safety measures should be ensured while using equipments.
9. Before leaving, sports kits should be returned to appropriate storage points.

❖ FITNESS CENTRE

1. A college ID and prior permission is required to gain access into the Fitness Center
2. Use of another student's ID to gain access to the Fitness Center will not be permitted.
3. Proper athletic attire must be worn while using the fitness centers.
4. Sneakers, socks, athletic pants/shorts, and t-shirts are considered appropriate attire.
5. Shirts should cover full chest, back and lower torso area (no sport bras only).
6. Wearing jeans are not permitted. Jeans often have studs, rivets and zippers which may tear the fabric on the benches.
7. Exercise /activities by bare feet, socks only or sandals are NOT permitted (except during certain group exercise classes).
8. During winter months and rainy days, please bring a dry pair of shoes.
9. Food and beverages are not allowed in the centers other than drinking water.
10. Avoid using fitness centre if you have flu, a cold, or any other contagious illness.
11. Contact immediately the fitness center staff person for assistance in case of any injury or becomes dizzy/ill while using the centers.



12. Use first aid kit kept in the centre for minor injuries. Athletic tape may only be used for minor injuries.
13. Students must re-rack their own dumbbells and weight plates after using them.
14. Please do not slam or drop the weights.



34. GREEN CAMPUS

1. Use the Dustbins placed in the Institution to dispose all the Biodegradable waste (Food waste, Paper etc.).
2. Use separate bin in the Campus to dispose all the Non- Biodegradable (Ball-point pens, plastic bottles, carbon papers, Head-phones etc.) waste.
3. Create Awareness for the students and the faculty members on the disposal of E-Waste.
4. Don't use polythene.
5. Don't waste food and water.
6. Keep environment clean.
7. Don't spoil furniture's.
8. Maintain Campus Garden in the Institution.



A handwritten signature in green ink, consisting of a stylized 'D' followed by a horizontal line.