



ACAS POLICY STATEMENT

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3.1 LABORATORY POLICY

1. Duties and Responsibilities of Computer Lab In-Charge

- To plan and organize the stock register, system inventory register, issue register, and maintenance records of all computer laboratory equipment properly.
- To plan and recommend the purchase of computers, printers, software, networking devices, UPS systems, and other required accessories for the forthcoming academic year in consultation with the Head of the Department and faculty members.
- To obtain quotations from authorized vendors and prepare comparative statements based on quality, configuration, warranty, and cost before submitting proposals to the Principal through the respective HoD.
- To ensure that the computer laboratory infrastructure, internet connectivity, power supply, furniture, and ventilation facilities are adequate for conducting practical classes effectively.
- To identify and arrange the required consumables such as printer cartridges, cables, storage devices, stationery items, and licensed software before the commencement of every semester.
- To maintain copies of invoices, bills, warranty cards, software licenses, and service documents related to computer laboratory equipment.
- To ensure proper installation, updating, and maintenance of operating systems, application software, antivirus software, and networking facilities in the laboratory.
- To implement and monitor safety measures for electrical equipment, systems, and networking devices to maintain an accident-free and secure working environment.
- To arrange periodic servicing, troubleshooting, and maintenance of computers, printers, projectors, UPS systems, and networking equipment during vacation periods or whenever required.
- To organize the computer laboratory for practical examinations, online examinations, workshops, seminars, and project demonstrations.
- To ensure cleanliness and discipline in the laboratory and verify that all systems, air conditioners, lights, and electrical equipment are properly switched off after use.



- To monitor the proper usage of computer systems and internet facilities by students and staff and prevent unauthorized access, software installation, or misuse of resources.
- To account for damages, system failures, losses, or breakages and report the same to the Head of the Department for necessary action and recovery procedures.
- To verify the stock periodically and take responsibility for shortages or discrepancies identified during annual stock verification.
- To assist faculty members and students in the effective utilization of computer laboratory facilities for academic, research, and project activities.
- To perform any other duties or responsibilities assigned by the Principal, HoD, or College Management from time to time.

2. Duties and Responsibilities of System Administrator

- To maintain stock registers for computers, accessories, laboratory equipment, and consumable materials properly.
- To maintain complaint, service, and maintenance registers for all departments and laboratories.
- To maintain records related to purchase requests, service requests, printer servicing, UPS servicing, and toner refilling.
- To maintain weekly records of the working condition of servers, computer systems, printers, projectors, and UPS systems.
- To maintain software license records and service history of computers, printers, scanners, and other IT equipment.
- To monitor system performance, provide security measures, troubleshoot issues, and carry out regular maintenance activities.
- To assist faculty members, office staff, and students in the use of hardware, software installation, and troubleshooting of technical issues.
- To support the implementation and maintenance of network configurations, system setups, and integration of new technologies in laboratories and offices.



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- To ensure antivirus and data security software are updated and functioning properly.
- To ensure uninterrupted internet and network bandwidth connectivity for academic and administrative activities.
- To support online classes, seminars, workshops, examinations, and other digital academic activities.
- To carry out any other duties assigned by the Principal, Head of the Department, or Management.

3. Duties and Responsibilities of Laboratory Assistant

- To assist the Laboratory In-charge in the smooth functioning of the laboratory.
- To maintain consumable issue registers and stock records accurately.
- To maintain records such as student entry register, material movement register, laboratory service register, repair and maintenance register, and attendance records.
- To assist faculty members and students during practical sessions and laboratory activities.
- To report to the HoD and Laboratory In-charge regarding maintenance, repair, theft, damage, or shortage of laboratory equipment and materials.

To display the following on the laboratory notice board:

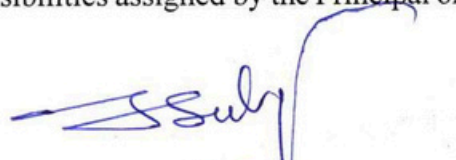
- (a) List of equipment and software with specifications and cost
 - (b) List of experiments/practicals
 - (c) Laboratory layout
 - (d) Laboratory timetable
 - (e) Laboratory utilization chart
 - (f) Safety instructions and guidelines
- To ensure cleanliness, safety, and proper arrangement of laboratory equipment and furniture.
 - To help in preparing the laboratory before and after practical classes and examinations.
 - To ensure proper handling and storage of laboratory materials and instruments.
 - To assist in annual stock verification and preparation of inventory reports.



- To carry out any other assignments given by the Principal, HoD, or Laboratory In-charge.

4. Duties and Responsibilities of Teaching Staff In-charge Conducting Practicals

- To carry out the academic guidelines and instructions on academic or laboratory responsibility by the Principal and Head of the Department regarding the teaching-learning process.
- To conduct practical classes as per the syllabus and curriculum prescribed by the affiliated university.
- To guide students in performing experiments, practical exercises, projects, and laboratory activities effectively.
- To verify and correct observation notes, laboratory records, and practical exercise periodically.
- To ensure all laboratory equipment and systems are switched off properly after practical sessions.
- To maintain discipline and ensure safe practices inside the laboratory.
- To instruct students on the proper use of laboratory equipment, computers, software, and instruments.
- To ensure safety measures are strictly followed during laboratory sessions.
- To report any damaged, missing, or malfunctioning equipment to the Laboratory In-charge and HoD immediately.
- To monitor laboratory attendance and effective utilization of laboratory facilities.
- To encourage students to maintain laboratory cleanliness and proper handling of equipment.
- To assist in conducting practical examinations, project evaluations, workshops, and technical activities.
- To carry out any other academic or laboratory responsibilities assigned by the Principal or HoD.


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3.2 LIBRARY POLICY

1. Organization

- Every book in the library is assigned an accession number and entered in the Accession Register for proper record maintenance.
- Book issue and return transactions are maintained systematically through library registers and library management software.
- Faculty members and students visiting the library are required to record their entry through the visitor register/e-gate system.
- Journals, magazines, periodicals, newspapers, and other learning resources are updated periodically based on academic requirements.
- Daily newspapers are made available in the library reading section for students and staff. Old newspapers are archived or disposed of periodically as per institutional norms.
- Fire safety equipment such as fire extinguishers are installed in the library to ensure safety and security.
- Old and valuable books, journals, and periodicals are properly bound and preserved to prevent damage.
- Library shelves and reading areas are arranged and maintained regularly to provide a clean and user-friendly environment.
- Digital resources such as e-books, e-journals, and online databases are made accessible for academic and research purposes.

2. Maintenance

- Physical stock verification of books and other learning resources is carried out periodically.
- Library furniture, reading tables, shelves, and other facilities are cleaned and maintained regularly.
- Computer systems, printers, barcode scanners, and internet facilities in the library are checked periodically for proper functioning.



- Library floors, reading areas, and stack area are cleaned daily to maintain hygiene and discipline.
- Electrical fittings, lighting systems, fans, and networking facilities are inspected periodically for safety and uninterrupted service.
- Necessary repair and maintenance works are undertaken promptly whenever required.

3. Rules and Regulations

- Silence and discipline must be strictly maintained inside the library premises.
- Students and staff are requested to keep their personal belongings in the space provided at the entrance of the library.
- Valid College ID cards must be produced while entering the library and while borrowing books.
- Undergraduate and Research students are permitted to borrow books as per the rules prescribed by the institution as follows:

S.No	Category	No. of Books	Duration / Term
01	U.G. Students	3 Books	15 Days (With 1 Renewal)
02	Teaching Staff	6 Books	1 Semester
03	Other Staff Members	5 Books	1 Semester

- Teaching and non-teaching staff members may borrow books according to the borrowing limit fixed by the library.
- Borrowed books should be returned on or before the due date specified by the library.
- Fine will be collected for overdue books as per the institution's library rules.



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- In case of loss or damage of books, the borrower must replace the book or pay the prescribed amount decided by the library authorities.
- Books issued for reference purpose, rare collections, journals, magazines, and newspapers will not be lent outside the library.
- Books may be renewed if there is no reservation made by another user.
- Students are not permitted to use the library during regular class hours without proper permission.
- Proper dress code and discipline must be maintained while using the library facilities.
- Students should return all borrowed books and obtain a "No Due Certificate" from the Librarian before completion of the course.

4. Book Purchase Policy

- The faculty members of each department shall identify and recommend books, journals, magazines, and other learning resources based on the prescribed syllabus.
- The recommendations shall be submitted to the Librarian for review by the Library Committee.
- Upon evaluation, the Library Committee shall submit its recommendations to the Principal.
- The Principal shall forward the approved recommendations to the Management for procurement and further necessary action.

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3.3 TRANSPORT POLICY

Rules

- Ragging is strictly prohibited inside the bus.
- If any student involves in ragging, his / her bus facility will be withdrawn after proper enquiry.
- Students must board the bus at the respective stop as described by the Transport Department.
- Students are prohibited from communicating with the driver for any matter.
- The problems, if any, must be communicated only to the Transport Officer for necessary action.
- In case of non-arrival of the bus, students can wait for the alternate arrangements provided by the Transport Department.
- Any sort of financial transaction is not allowed inside the bus with the Driver or Attender. Celebrations related to birthdays or towards any such matters should be strictly avoided.
- Students are advised to give respect and preference to the Staff members in seating inside the bus.
- All are advised to come and wait for the bus at their respective bus stop 5 to 10 minutes well in advance.

Regulations

- College bus facility is an optional service provided for the Staff members and students who are day-scholars.
- For all the students, College bus fee is applicable for the whole of the Academic Year.
- Bus fee at a variable rate will be charged depending upon the boarding station.
- Bus fee is non-refundable unless otherwise a genuine reason is specified.
- All Teaching and non-teaching staff are exempted from bus fees.
- After the payment of bus fee by the student, a bus pass will be issued by the Transport Officer.



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- Bus pass must be available during the journey, and random verification will be done by the Transport Officer and Transport Assistant.
- A warning will be given to the students who do not have the bus pass at the time of verification. If repeated, a fine will be imposed.
- Usage of the bus facility without proper payment of bus fee will lead to a fine of Rs.1,000/-
- During the Academic Year, students can change the place of boarding when situations arise. The information must be given to the Transport Officer, and a new bus pass will be provided.
- After payment of the fee, a bus pass will be issued by the Transport Officer, which must be available during the journey and should be shown upon verification.
- Buses are being operated after regular working hours for the students who are working in laboratories and attending special coaching classes.
- Buses are being operated free of cost for the students who have off-campus drives arranged by the Training and Placement Cell and Sports Activities.
- Buses are being operated on Sundays for coaching classes for students or for any specific programme.
- Buses are arranged for students to visit various industries all over Tamil Nadu with proper permits obtained from the Transport Authorities. All the expenses / part of the expenses relevant to these trips are provided by the Management.

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3.4 PURCHASE POLICY

1. The Governing Council

The Governing Council has a statutory responsibility to oversee the financial management of the College and to ensure adherence to the Budget and Finance Policies and Procedure Rules implemented through the Principal.

2. The Principal

The Principal is responsible for:

- a) The detailed preparation of consolidated annual College Budget which addresses the strategic aims and targets established by the Governing Council;
- b) The day-to-day management of the College Budget under the Scheme of Delegation by the Governing Council; and
- c) Ensuring the effective operation of the finance function within the College, to include:
 - i. The roles of each member of staff being clearly defined and the duties of staff with responsibility for financial transactions being, as far as is practicable, distributed to ensure that key tasks such as the processing of orders and invoices are assigned to separate members of staff (segregation of duties) and that appropriate systems of internal check exist;
 - ii. The adherence to the Budget and Procedure;
 - iii. The establishment of systems to ensure that financial control is maintained at all times, including procedures in the absence of key staff; and
 - iv. The maintenance of proper books of accounts and transaction records/vouchers for auditing.



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3. Annual Budget

- The Programme Co-ordinators (HoDs) are responsible to prepare the respective department recurring and non-recurring expenditure.
- The Accountant is responsible to prepare the general budget details annually during the month of April in every calendar year other than that applicable for the departments.
- The Department and Institution Annual Budget are prepared and placed before the Governing Council for consideration and appropriation of budgetary provisions for various programmes and the institution.

4. Stocks and Equipment

An inventory of stocks and equipment held in the College will be maintained and checked on a bi-annual basis.

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3.5 MAINTENANCE POLICY

- The Institution has established systems and procedures for the maintenance and optimal utilization of physical, academic, and support facilities such as classrooms, laboratories, library, computer centers, seminar halls, sports facilities, hostel facilities, and other infrastructure.
- Funds for maintenance activities are allocated annually based on institutional requirements, previous expenditure patterns, and budgetary provisions.
- The Institution follows a preventive maintenance system to ensure smooth functioning, safety, cleanliness, and effective utilization of all facilities. Maintenance activities are scheduled on a daily, weekly, monthly, half-yearly, and annual basis depending upon the type of facility and nature of work.

The following table illustrates the systems and procedures to be adopted at the institution for maintenance and uploading of physical, academic and support facilities.

S.No	Type of Facility	Description of Facility	Maintenance Frequency	Nature of Work
I	Physical	1. Class rooms	Daily	Cleaning
		2. Laboratories		
		3. Office area		
		4. Managing Trustee/ Chairman, Trustees, Principal's room, Advisor room, HoD s room	Weekly	Cleaning with detergent
		5. Staff rooms		
		6. Common area including corridors		
		7. Rest rooms / toilets.	Daily	Cleaning
			Weekly	Cleaning with detergent and antibacterial solution
		8. Seminar Halls, Conference rooms, Auditorium	Weekly	Cleaning



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		9. Air-conditioning units and CCTV Surveillance Cameras	Monthly	Cleaning, operation
II	Academic	10. Machinery and Equipment	Weekly	Cleaning
			Half-yearly	Oiling, Operation
		11. Instruments	Half-yearly	Working
		12. Library area, Board, Bench and desk in Class rooms,	Daily	Cleaning
		13. LCD projectors in class rooms, Laboratories, Seminar halls and other areas	Half-yearly	Cleaning
		14. Computers, Printers, Switches and Accessories	Weekly	Cleaning
			Monthly	Working
			Yearly	Working
		15. Sports and games, fitness Centre	Weekly	Cleaning
			Monthly	Working
III	Support	16. Hostel rooms, Corridors	Daily	Cleaning
		17. Dining area and cooking	Daily	Cleaning
			Weekly	Cleaning with detergent
		18. Hostel Rest rooms/ Toilets	Daily	Cleaning with detergent and antibacterial liquid
			Weekly	Cleaning with detergent and antibacterial liquid
		19. Transport Vehicles-Bus	Daily	Fuel, oil, water, brake check
			Monthly	Inspection
		20. Electrical fittings	Monthly	Regular Checking



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		21.Plumbing	Daily	Repairing on Damaged fittings
		22. Water Sump	Half-yearly	Cleaning
		23.Generators		Fuel, Oil.
			Daily	Water, Lubrication etc., Working
			Yearly	Complete Checkup
		24. Solar Power Plant	Monthly	Cleaning
			Yearly	Complete Checkup
		25. Garden	Daily	Watering plants, Cleaning and related works
			Weekly	Watering trees

ICT Facilities

- Computer systems, internet connectivity, Wi-Fi facilities, projectors, and networking devices are maintained by the System Administrator.
- Antivirus software, data backup systems, and software updates are monitored regularly to ensure data security and uninterrupted academic activities.

Campus Maintenance Committee

- A Campus Maintenance Committee constituted by the Principal monitors the maintenance and utilization of all physical, academic, and support facilities.
- The committee periodically reviews maintenance activities, infrastructure requirements, utilization records, and safety measures to ensure effective campus management and continuous improvement.

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3.6 EXAM POLICY

1. Roles & Responsibilities

The Examination Cell plays an important role in maintaining the academic standards of the institution. It is responsible for conducting Internal Assessment Tests, Model Examinations, Model Practical Examinations, and University Semester Examinations. The Examination Cell also maintains student examination records and results.

Purpose

The purpose of this SOP is to ensure the smooth, fair, transparent, and timely conduct of examinations as per the regulations of Bharathiar University.

Scope

This SOP applies to:

- University Semester Examinations (UG)
- Internal Assessment Tests (CIA I, II & Remedial)
- Model Examinations (Theory & Practical)
- Practical Examinations (End Semester)
- Revaluation and Photocopy Procedure

2. Pre-Examination Procedures

i. Planning & Scheduling

- Prepare Internal examination time table based on College Academic Calendar.
- Share time table with departments.
- Display time table on notice board and ERP/college communication channels.

ii. Question Paper Process

- Circular will be sent to departments for question paper preparation.
- Departments should submit question papers 7 days before the examination.
- Question papers will be verified and scrutinized by the Examination Cell.



- Confidentiality of question papers should be maintained.

iii. Student Related Activities

- Verify student eligibility, attendance, and fee payment status.
- Prepare attendance sheets and nominal rolls.
- Issue hall tickets to eligible students for End- Semester Examination.

iv. Infrastructure & Hall Arrangement

- Allocate examination halls.
- Prepare seating arrangement and hall plan.
- Assign invigilation duties to faculty members.

3. Internal Assessment Examinations

- Two Continuous Internal Assessment Tests and one Model Examination are conducted every semester.
- Examination time table is prepared and circulated to Departments.
- Faculty members should submit question papers approved by the HoD through Class In-Charges.
- Examination Cell prepares copies of question papers.
- Seating arrangement and hall plan will be prepared before the examination.
- Faculty members should report to the examination hall 10 minutes before the commencement of examination.
- Students should carry their College ID card and be present before the examination time.
- Students should keep their belongings in the allotted place.
- After the examination, answer scripts will be verified with the absentee list and handed over to faculty members for valuation.

4. Semester Examination Procedures

(Theory & Practical Examinations)

- Master timetable will be prepared based on the university examination schedule.
- Question papers received from the university will be arranged subject-wise and code-wise.



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- Examination Cell maintains stock register for answer booklets.
- Nominal roll received from the university will be verified.
- Hall tickets will be issued to eligible students.
- Hall plan and seating arrangement will be prepared before examination.
- Register numbers will be displayed according to seating arrangement.
- Students must carry Hall Ticket and College ID Card.
- Students should occupy their seats before the commencement of examination (Before 10 Minutes).
- Late entry and early exit will be permitted only as per university rules.
- Attendance sheets will be collected from examination halls promptly.
- Details of invigilators will be maintained.
- Answer scripts will be packed, sealed, and handed over to university authorities as per schedule.

5. Documents to be Maintained

- University Circular File
- Examination Time Table (CIA I, II, Remedial, Model & End Semester)
- Seating Arrangement File (CIA I, II, Remedial, Model & End Semester)
- Hall Allocation File
- Invigilation Duty Chart
- Attendance Sheets
- Hall Ticket Records
- Internal Marks Records (CIA I, II & Model, End Semester)
- Stock Register for Answer Booklets
- Malpractice File
- Answer Scripts (CIA I, II, Remedial, Model)
- Assignment I&II
- Examination Reports
- Result Analysis Reports



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6. Outcome

- Smooth and systematic conduct of examinations.
- Transparency and confidentiality in examination process.
- Proper Maintenance of examination records and timely submission of reports.

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3.7 RESEARCH POLICY

1. AIMS OF THE RESEARCH POLICY

- Akshaya College of Arts and Science aims to foster and sustain a vibrant research culture that promotes scientific temper, critical thinking, creativity, and research aptitude among its faculty members, non-teaching staff, and students. The institution is committed to supporting quality research across disciplines in arts, science, commerce, and management, thereby contributing to academic excellence and societal development.
- The research policy seeks to align research initiatives with the vision and mission of the institution while encouraging meaningful participation in research, innovation, and scholarly activities. The college facilitates research through the provision of necessary infrastructure, resources, funding support, and opportunities for interdisciplinary collaboration.
- Further, the institution ensures that all research activities adhere strictly to applicable statutory guidelines, ethical standards, and regulatory frameworks. It emphasizes responsible research practices, academic integrity, safety, and ethical conduct in all scholarly endeavors, thereby upholding national and international norms in research and publication.

2. OBJECTIVES OF THE RESEARCH POLICY

- Strengthening the institutional capacity for effective strategic, technical, and operational planning, budgeting, and monitoring of all research activities of the institution.
- Formulating and implementing rules, procedures, and guidelines for providing research support, instituting research awards, and facilitating other related research activities.
- Developing clear rules, procedures, and guidelines for granting on-duty permission and other support measures to faculty members engaged in research activities.

3. RESEARCH STRUCTURE AT ACAS

- Research Advisory Committee (RAC): Responsible for planning, monitoring, and evaluating all research activities of the college.



- Department Research Coordinators (DRC): Facilitate and coordinate research activities at the department level.
- Innovation & Entrepreneurship Development Cell (IEDC): Supports student and faculty initiatives in ideation, incubation, prototyping, and entrepreneurship, including social and cultural enterprises.

4. RESEARCH PULICATION NORMS

Faculty Cadre	Minimum Scopus Publications Required / Year	Peer reviewed Publications Required / Year
Professor	2	4
Associate Professor	2	4
Assistant Professor	1	3

5. PUBLICATION INCENTIVES

5.1 Journal Publication Incentives

Norms	Incentive in Rs.			
	First / Corresponding Author	Second Author	Third Author	Fourth Author
Scopus	5,000	4,000	3,000	2,000
Peer reviewed	1,750	1,500	1,250	1,000
Web of Science	6,000	5,000	4,000	3,000

* Google scholar / Indexed.

*For publications from the same institution, only the first two authors are eligible for incentives. Beyond the second author, only one faculty member will be eligible as per the prescribed scale.



5.2 Book & Book Chapter Incentives

Type	Incentive in Rs.
Authored Book – ISSN / ISBN	3,000
Edited Book – ISSN / ISBN	1,500

a. Published in High Impact journals

- For every paper published in a journal with more than an impact factor, of 5, the first and corresponding author will get an additional incentive of Rs.1,000/- (Web of Science) and Rs.750/-(Scopus) respectively and peer reviewed journal Rs. 500/-.

b. Collaborative Research Publications

- For papers published with collaboration with other premier institutions like Top 100 NIRF Ranking Colleges in Tamil Nadu, an additional incentive of Rs. 1,000/- for the first author and Rs. 500/- for the second author will be given.
- For papers with international collaboration (Foreign University / Institutions / Industry / Research organizations) - An additional incentive of Rs. 1,000/- for the first author and Rs. 500/- for the second author will be given.

5.3 National and International Conference Support

Description	Incentive in Rs.	Eligibility
ICSSR, Indexed in Scopus or Peer reviewed journal publication	Rs.1,000 (up to 3 rd Author)	Participating in Institutes under NIRF ranking within 100.

- Towards Registration for Conference, Travelling Allowance (T.A) & Dearness Allowance (D.A)- (Will be paid after the article gets indexed in either Scopus/WoS).
- Applicable for only one ACAS author.

c. Eligibility:

- Faculty with minimum one-year service is eligible for partial conference support as decided by the Management.



- Conference support can be availed only once in two academic years.
- Beneficiaries must serve the institution for three years after availing financial assistance else, the financial support received must be refunded.

6. IPR SUPPORT

Patent Filing

Support Type	Incentive in Rs.	Eligibility
Filing & Early Publication Charges	2,000	ACAS must be the First Applicant.
Patent Grant Incentive	5,000	

*The first author must be ACAS. Among the remaining authors, only one will be eligible for the incentive.

7. FUNDED RESEARCH PROJECTS

Role	Incentive
Principal Investigator (PI)	5% of sanctioned amount
Co-PI	2.5% of sanctioned amount

Disbursement Schedule:

- 2% (PI) + 1% (Co-PI) upon receiving sanction letter & funds.
- 1% (PI) + 1% (Co-PI) after first progress report.
- 2% (PI) + 0.5% (Co-PI) after project completion.

8. CONSULTANCY POLICY

Revenue Sharing Model

Type of Consultancy	Principal Investigator	ACAS
Personal Consultancy	60%	40%
ACAS Consultancy	40%	60%



9. NPTEL Certificate

Type	Incentive in Rs.
Other Domain Certificate	3,000
Gold	2,000
Silver	1,500

10. FHR GLOBAL CERTIFICATION SUPPORT

Faculty members are eligible for institutional support to obtain global certifications. Those who receive this support for the examination fee are required to serve the institution for a minimum period of three years. If this condition is not met, the faculty member must repay the financial assistance received.

11. Ph.D COMPLETION / Ph.D SUPERVISOR SUPPORT

Support Type	Incentive in Rs.
Ph.D- Completion- Faculty Members	5,000 + Hike in Salary
Ph.D- Completion- Supervisor	10,000/- Scholar
Qualified in NET / SET	2,000/- Salary increment

12. STUDENT RESEARCH SUPPORT

- Undergraduate students are encouraged to publish their project work and research articles in reputed journals and academic platforms relevant to their disciplines.
- Students are motivated to participate in research-based competitions, seminars, workshops, conferences, and academic events organized by universities, government bodies, and recognized institutions.

13. BEST RESEARCH DEPARTMENT AWARD

This award is given annually during the annual day function to the research-wise best performing department. The criteria for selection of the award are as follows.



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S.No	Criteria (Data pertaining to the assessment year)	Details	Points as per criteria
1	Research funds obtained by the department	More than Rs.5L - 20 Marks Rs.3L – 5L - 15 Marks Less than Rs.3L - 10 Marks	20
2	Number of Research papers (Scopus/Peer reviewed/WoS) published in the Journals in the name of our college	≥ 16 papers - 20 Marks 11–15 - 15 Marks 6–10 - 10 Marks 1-5 - 5 Marks	20
3	Highest impact factor of the journal wherein our college research paper has been published	≥ 5.0 -10 Marks 4.0 – 4.9 - 8 Marks 3.0 – 3.9 - 6 Marks 1.0 – 2.9 - 4 Marks < 1.0 - 2 Marks	10
4	Total number of research Activities/ Events completed	≥ 10 -10 Marks 7 – 9 - 8 Marks 4 – 6 - 5 Marks 1 – 3 - 3 Marks	10
5	Books / Book chapters published/ Other research activities (ISBN books / chapters)	≥ 5 - 5 Marks 3 – 4 - 4 Marks 2 - 3 Marks 1 - 2 Marks	10
6	Maintenance of Google Scholar page for the Department	Active, updated, verified & public with department profile-5 Active but not updated regularly-3 Created but incomplete-2	5



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S.No	Criteria (Data pertaining to the assessment year)	Details	Points as per criteria
7	Total number of citations of the department	≥ 150 - 5 Marks 101 – 149 - 4 Marks 75 – 100 - 3 Marks 50 – 74 - 2 Marks ≤ 50 - 1 Marks	5
8	h index of the department	≥ 10 - 5 Marks 8– 10 - 4 Marks 6 – 8 - 3 Marks 4 – 6 - 2 Marks ≤ 4 - 1 Marks	5
9	i10 index of the department	≥ 10 - 5 Marks 9– 10 - 4 Marks 7 – 8 - 3 Marks 5 – 6 - 2 Marks ≤ 4 - 1 Marks	5
10	Number of research proposals submitted to the external agencies	≥ 10 - 5 Marks 8– 9 - 4 Marks 6 – 7 - 3 Marks 4-5 - 2 Marks ≤ 3 - 1 Marks	5
11	Number of patents applied by the department	≥ 5 - 5 Marks 3– 4 - 4 Marks 2 - 3 Marks 1 - 2 Marks	5
TOTAL			100



14. BEST RESEARCHER AWARD

The Best Researcher is selected from among all faculty members based on the following criteria, and the award is presented annually during the Annual Day function.

S.No	Criteria (Data pertaining to the assessment year)	Details	Points as per criteria
1.	Research funds obtained (Govt. / Industry funded projects)	PI – 10 Marks / project Co-PI – 5 Marks/ project	30
2.	Number of Research papers published in the reputed international Journals (Peer reviewed, Scopus, WoS etc..)	Q1 – 8 Marks / paper Q2 – 6 Marks / paper Q3 – 4 Marks/ paper Q4 – 2 Marks/ paper	20
3.	Total number of citations	≥ 100 - 5 Marks 75 – 90 - 4 Marks 50 – 75 - 3 Marks 25– 75 - 2 Marks < 25 - 1 Marks	10
4.	h-index	h-index ≥ 10 - 10 Marks h-index 6-9 - 7 Marks h-index 3-5 - 5 Marks	10
5.	i10-index	i-index ≥ 10 - 10 Marks i-index 6-9 - 7 Marks i-index 3–5 -5 Marks	10



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S.No	Criteria (Data pertaining to the assessment year)	Details	Points as per criteria
6.	Books / Book chapters published (ISBN / Scopus indexed/ Peer Reviewed)	≥ 3 Books / Chapters -5 2 Books / Chapters - 4 1 Book / Chapter - 1	10
	Other research activities (Journal Reviewer, Editorial Board Member)	≥ 4 Activities - 5 2 – 3 Activities - 3 1 Activity - 2	
7.	Patents	Granted - 10 Marks Published - 7 Marks Filed - 5 Marks	10
TOTAL			100

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3.8. PREVENTION OF RAGGING (ANTI-RAGGING) POLICY

Treating all students equally and ensuring unbiased access to all institutional resources are principles of paramount importance to our Arts and Science College. To strictly prohibit, prevent, and eliminate the scourge of ragging, the College rigidly enforces the **Tamil Nadu Prohibition of Ragging Act (Act No. 7 of 1997)**.

TAMIL NADU PROHIBITION OF RAGGING ACT, 1997

(The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th February 1997 and is published for general information)

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the Forty-Eighth Year of the Republic of India as follows:

1. Short Title, Extent, and Commencement

- (1) This Act may be called the **Tamil Nadu Prohibition of Ragging Act, 1997**.
- (2) It extends to the whole of the State of Tamil Nadu.
- (3) It shall be deemed to have come into force on the 19th day of December 1996.

2. Definitions

In this Act, unless the context otherwise requires, “**ragging**” means the display of noisy, disorderly conduct or doing any act which causes or is likely to cause physical or psychological harm, or raise apprehension, fear, shame, or embarrassment to a student in any educational institution and includes:

- Teasing, abusing, playing practical jokes on, or causing hurt to such student; or
- Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

3. Prohibition of Ragging

Ragging within or outside any educational institution is strictly prohibited.



4. Penalty for Ragging

Whoever directly or indirectly commits, participates in, abets, or propagates “ragging” within or outside any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. Dismissal of Student

Any student convicted of an offence under Section 4 shall also be dismissed from the educational institution and such student shall not be admitted to any other educational institution.

6. Suspension of Student

(1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, such head or responsible person shall inquire into the same immediately. If the complaint is found to be true, they shall suspend the student who has committed the offence from the educational institution.

(2) The decision of the head of the educational institution or the person responsible for the management of the educational institution that a student has indulged in ragging under sub-section (1) shall be final.

7. Deemed Abetment

If the head of the educational institution or the person responsible for the management fails or neglects to act in the manner specified in sub-section (1) of Section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in Section 4.

8. Power to Make Rules

(1) The State Government may make rules for carrying out all or any of the purposes of this Act.

(2) All rules made under this Act shall be published in the *Tamil Nadu Government Gazette* and, unless expressed to come into force on a particular day, shall come into force on the day on which they are so published.



(3) Every rule made under this Act shall, as soon as possible after it is made, be placed before the Legislative Assembly.

9. Repeal and Saving

- (1) The Tamil Nadu Prohibition of Ragging Ordinance, 1996 is hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under this Act.

ROLE OF THE ANTI-RAGGING COMMITTEE

To ensure a completely ragging-free campus, the Anti-Ragging Committee of the Arts and Science College performs the following duties:

- **Strategic Faculty Presence:** Ensures that at least one faculty member is present at any given time across all sensitive campus locations to deter potential ragging activities.
- **Off-Campus Precautions:** Takes proactive measures to prevent ragging at external locations, such as local transit hubs and bus stops, by coordinating with student volunteers and discreet student informers at various boarding points.
- **Orientation & Counselling:** Arranges dedicated counselling and guidance programs for incoming freshers and their parents to sensitize them regarding anti-ragging policies.
- **Mandatory Affidavits:** Collects official anti-ragging affidavits executed by both students and parents during the admission process.
- **Grievance Redressal:** Promptly processes, reviews, and resolves any formal or informal complaints received from victims of ragging.
- **Evidence Verification:** Conducts rigorous fact-finding enquiries utilizing eyewitness accounts, physical evidence, and CCTV footage where necessary.
- **Disciplinary Enforcement:** Awards appropriate disciplinary punishments against culprits in accordance with institutional guidelines and state laws.
- **Student Peer Support:** Integrates student members into the Anti-Ragging Committee to assist the administration in maintaining a secure, vigilant, and respectful peer environment.



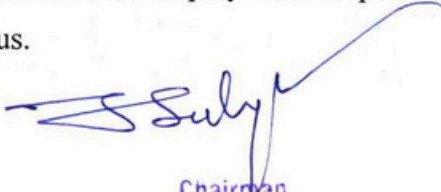
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- **Comprehensive Monitoring:** Mandates faculty teams to regularly patrol common areas where arts and science students congregate, including academic blocks, laboratories, hostels, the food court, parking lots, playgrounds, and college buses.
- **Legal Awareness:** Educates students on the legal severity of ragging, including the direct impact of criminal procedures and institutional punishments on their future academic and professional careers.
- **Information Dissemination:** Publicizes the college's zero-tolerance policy through continuous circulars, visible posters, and information display boards placed prominently throughout the arts and science college campus.


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3.9 ANTI-SEXUAL HARASSMENT POLICY

Sexual harassment fundamentally compromises the safety, dignity, and well-being of women. Misconduct such as lewd remarks, unwelcome physical contact, wolf-whistles, and suggestive staring are often normalized, yet they constitute a distinct form of everyday violence. Within our Arts and Science College community, sexual harassment is recognized as discriminatory and exploitative behaviour that creates an atmosphere of intimidation, undermining the freedom necessary for academic and creative expression. Sexual Harassment encompasses any unwelcome verbal, non-verbal, or physical attention or contact of a sexual nature.

This includes, but is not limited to:

- **Verbal:** Comments regarding physical appearance, sex-based jokes, gender-specific put-downs, or any language intended to demean, intimidate, or threaten. Spreading rumors about an individual's appearance or personal life also constitutes harassment.
- **Non-Verbal:** Suggestive staring, displaying sexually explicit images, sending inappropriate digital media via text or email, or engaging in behavior designed to cause discomfort or invade personal space.
- **Physical:** Unwelcome hugging, patting, or any form of unsolicited bodily contact, as well as stalking or tracking an individual.

Sexual Harassment: The Law

Sexual harassment is a direct violation of human rights and an infringement on individual life and liberty as guaranteed by the **Constitution of India**. Such behavior transgresses personal dignity, gender equality, and fundamental rights, standing in direct violation of the anti-discrimination laws of the country:

- **Article 15:** Prohibits discrimination on grounds of religion, race, caste, sex, or place of birth.
- **Article 19(1)(g):** Upholds the Right to Freedom, protecting a woman's right to practice any profession or to carry on any occupation, trade, or business.



Eradicating sexual harassment requires fostering a deep institutional understanding of the issue and driving a positive shift in attitudes across all stakeholders—including faculty, staff, students, and administrators.

While India historically addressed these violations through foundational provisions of the **Indian Penal Code (IPC)**—such as **Section 354** (outraging the modesty of a woman), **Section 375** (dealing with sexual assault/rape), and **Section 509** (acts intended to insult the modesty of a woman)—alongside specific statutes like the *Indecent Representation of Women (Prohibition) Act, 1987* and regional regulations, systemic recognition has since evolved significantly. Following the landmark guidelines laid down by the Supreme Court of India, sexual harassment is explicitly codified as a systemic form of gender discrimination impacting a woman's fundamental Right to Life and Livelihood, mandating strict preventive and redressal mechanisms in higher education institutions.

Prevention of Sexual Harassment: Internal Complaints Committee (ICC)

To ensure robust prevention and compliance, the Akshaya Arts and Science College has established a formal **Internal Complaints Committee (ICC)** under the institutional **POSH (Prevention of Sexual Harassment) Cell**.

- **Composition:** The committee is led by senior women professors and includes representation from girl student coordinators, alongside an external member from a registered society dedicated to the prevention of crimes against women.
- **Redressal:** Formal complaints can be submitted directly to any designated member of the Committee for prompt and confidential investigation.

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3.10 WOMEN EMPOWERMENT POLICY

What is the expectation of Women Empowerment Policy?

The Women Empowerment Policy aims to nurture confident, independent, and socially responsible women. It seeks to promote leadership, innovation, and active participation in institutional and societal development. The policy envisions creating an inclusive environment that supports the holistic growth and well-being of women.

Goals and Objectives

The institution is dedicated to advancing the personal, professional, and academic growth of female students through the following objectives:

- To provide comprehensive personal and academic counselling to female students.
- To organize regular awareness programs focused on legal rights, statutory protections, and gender equity.
- To design and execute skill development programs aimed at building self-reliance and fostering a positive professional attitude.
- To encourage active participation in community development initiatives and academic research programs.
- To empower female students to realize and achieve their full potential.

Composition of the Women Empowerment Cell

The Women Empowerment Cell is structured as follows:

- **Coordinator:** A senior women faculty member leading the cell.
- **Departmental Representatives:** One lady faculty member nominated from each academic department.
- **Student Leadership:** A designated girl student coordinator serving as an active member.



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Roles and Responsibilities of the Cell

- **Safety Monitoring:** Actively working to prevent incidents of eve-teasing or misconduct within the campus blocks, studios, common areas, and college buses.
- **Professional Respect:** Preventing any inappropriate behavior or workplace misconduct directed toward women faculty and staff members.
- **Student Protection:** Ensuring fair, respectful, and equal treatment of all girl students across all academic and extracurricular forums.
- **Digital and Verbal Vigilance:** Monitoring and preventing the dissemination of crude, un-aesthetic, or provocative comments and messages.
- **Grievance Platform:** Providing a secure, accessible, and empathetic platform for listening to complaints and ensuring the effective redressal of grievances.

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3.11 GRIEVANCES AND REDRESSAL POLICY

Our College is deeply committed to cultivating a fair, transparent, and supportive environment for all students, faculty members, and staff. The primary objective of this Grievance Redressal Policy is to effectively address and resolve concerns, ensuring a harmonious and thriving creative and academic atmosphere across our campus. The Grievance Redressal Cell acts as a vital bridge between our arts community (students and staff) and the college administration, providing an appropriate mechanism for the resolution of complaints. The committee ensures that all genuine concerns are addressed promptly and that practical solutions are provided within the institutional framework.

GRIEVANCE REDRESSAL COMMITTEE

The institution has constituted a “Grievance Redressal Committee” to address grievances and complaints raised by students, teaching staff, and non-teaching staff members. This committee serves as a secure platform for individuals to voice their grievances concerning academic pursuits, administrative processes, discipline, campus and studio facilities, harassment, or any other issues impacting our creative college environment.

The core function of the committee is to ensure absolute fairness, transparency, confidentiality, and the timely resolution of all submitted grievances.

Scope of the Committee

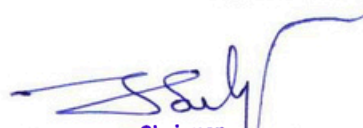
Any student, faculty member, or staff member who is affected physically, mentally, academically, or professionally due to violation of institutional rules, misconduct, discrimination, harassment, or any unfair practice may submit the grievance to the committee through the prescribed procedure.

The committee conducts meetings periodically and also convenes emergency meetings whenever necessary to review grievances and recommend suitable corrective measures to the college authorities.



Roles and Responsibilities of the Grievance Redressal Cell

- The institution provides an appropriate mechanism, including online/offline grievance submission facilities, for students and staff members to submit their complaints or grievances.
- On receipt of a complaint, the Grievance Redressal Committee meticulously examines the matter and initiates appropriate action within a reasonable timeframe.
- The committee fixes a suitable date for enquiry or hearing and communicates the same to the concerned parties.
- The aggrieved individual holds the right to present their grievance either in person or through an authorized representative.
- The committee ensures that all grievances are addressed fairly, confidentially, and without bias.
- In cases where grievances are not resolved at the institutional level, the matter may be referred to the appropriate higher authority or Ombudsperson as per government/university regulations.
- The institution extends full cooperation to the Grievance Redressal Committee and Ombudsperson for the timely resolution of grievances.
- After reviewing the complaint and hearing both parties, the committee or Ombudsperson may recommend appropriate corrective measures or relief to the aggrieved individual.
- Copies of the final decision or recommendation may be communicated to the concerned parties and maintained for institutional records.
- The institution shall take necessary steps to implement the recommendation made by the committee or Ombudsperson.
- If any complaint is found to be false, misleading, or intentionally fabricated, appropriate disciplinary action may be recommended against the complainant.
- Information related to the Grievance Redressal Committee, procedures, and contact details shall be made available on the college website and in institutional publications for awareness among students and staff.


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