



ACAS POLICY STATEMENT

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4. POLICIES OF STUDENT AFFAIRS

4.1 ADMISSION POLICY

Admission Policy

To ensure a smooth and transparent admission process, Akshaya College of Arts and Science (ACAS) follows a set of common policies and procedures. The guidelines outlined below are strictly enforced to maintain the integrity of the admission process.

Eligibility Criteria for UG Courses

S.No	Community	Minimum Average Marks in Related Subjects (HSC Academic / Vocational)
01	General Category	45%
02	Backward Class including Backward Class Muslims	40%
03	MBC & DNC	40%
04	SC / SCA / ST	40%

Application Process

1. Application Form

Application for admission to any course must be made using the Official Information Slip, which will be available at the ACAS Office.

2.Submission of Documents

Completed Information Slips must be submitted to the Admission Officer along with:

- A photocopy of the mark sheet of the qualifying examination.
- The mark sheet must be attested by a Gazetted Officer.

3.Interview with Director/Principal

- Shortlisted candidates will receive a Call Letter.
- Candidates should meet the Director or Principal with the Call Letter.



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4. Final Submission

- After the interview, candidates must complete the College Application Form issued by the college.
- The completed application form, along with all necessary documents, should be submitted to admission office.

To ensure a smooth, unbiased, and transparent enrollment process, Akshaya College of Arts and Science follows uniform guidelines enforced by the State University Framework.

- **Statutory Compliance:** All admissions to various undergraduate streams are strictly aligned with the guidelines issued by **Bharathiar University, Coimbatore**, and the **Government of Tamil Nadu**.
- **Basic Eligibility:** Candidates applying for UG programs must have passed the Higher Secondary Examination (10+2) or an equivalent examination recognized by the appropriate board authority.
- **Selection Criteria:** Admissions are strictly **merit-based**, determined by the percentage of marks secured by the candidate in their qualifying 12th-grade board examination.
- **Application Mode:** Prospective candidates must fill in and submit the official College Application Form, which is accessible directly from the campus administrative office or available for registration online via its portal.

Institutional Scholarship Criteria During Admission

The college provides targeted financial support and fee concessions at the time of entry under the following designated categories:

- **Academic Merit:** Scholarships based on high percentage brackets in 12th-grade board marks.
- **First Graduate Support:** Special financial assistance designated for girl students who are first-generation higher education seekers.
- **Sports Quota:** Fee waivers for state, regional, or national-level sports achievers.
- **Welfare Schemes:** Institutional/Government scholarships for SC, ST, financially backward students, and children of single parents.



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PROGRAMMES AVAILABLE

ACAS focuses on delivering industry-centric Undergraduate (UG) degrees alongside high-demand technical and professional certifications.

Undergraduate (UG) Courses

- **B.Com.** (Bachelor of Commerce)
- **B.Com. Computer Applications** (B.Com. CA)
- **B.B.A.** (Bachelor of Business Administration)
- **B.Sc. Computer Science** (B.Sc. CS)
- **B.Sc. Information Technology** (B.Sc. IT)
- **B.Sc. Artificial Intelligence and Machine Learning** (B.Sc. AI & ML)
- **B.C.A.** (Bachelor of Computer Applications)
- **B.A. Defence and Strategic Studies**

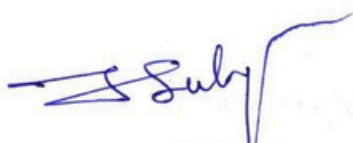
Special Add-On & Value-Added Certifications

To augment core degree outcomes, the institution provides specialized professional training modules Addon alongside the university curriculum:

- Aviation Management
- ACCA (Association of Chartered Certified Accountants professional course track for commerce students)
- IIT Bombay Spoken Tutorial
- Oracle Academy

Research Programme

- Commerce
- Management
- Computer Science


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Akshaya College of Arts and Science



4.2 CODE OF CONDUCT FOR STUDENTS

The college is a dedicated institution for learning and teaching, striving to maintain an environment built on mutual respect, sensitivity, and courtesy. Upon joining the Institute, all students are strictly bound by its institutional rules and regulations.

Dress Code & General Classroom Decorum

1. **Professional Attire:** Every student must wear clean, neat, and formal attire. Casual wear, including T-shirts, shorts, and jeans, is strictly prohibited on all working days.
2. **Classroom Discipline:** During instructional hours, students are not permitted to leave the classroom without obtaining prior permission from the faculty member concerned.
3. **Mobile Phone Policy:** The use of mobile phones is strictly prohibited across the college campus. Any student violating this regulation will face disciplinary action.
4. **Interpersonal Relations:** The college expects students of all genders to maintain healthy, respectful, and decent relationships both on and off campus. The foundational spirit of co-education relies on fostering such mutual respect; any behavior contrary to this ethos is deemed unacceptable and punishable.
5. **Punctuality:** Latecomers are strictly forbidden from entering the classrooms once instruction has commenced.
6. **Prior Approvals:** Students must obtain formal, prior permission before taking leave or participating in external competitions, internships, industrial visits, or any other institutional events.
7. **Corridor Decorum:** Students must maintain strict discipline and silence when moving between classrooms, exiting instructional areas, or passing through campus corridors.
8. **Notice Boards:** It is the personal responsibility of every student to check the official college notice boards regularly for vital announcements. Ignorance of published notices will not be accepted as an excuse, and no concessions will be granted on these grounds.



9. **Vandalism:** Defacing or damaging blackboards, whiteboards, or campus walls is a severe offense and will be dealt with strictly.
10. **Energy Conservation:** Students are instructed to responsibly turn off all fans and lights whenever they vacate a classroom.
11. **Sanitation:** Students must use the designated dustbins to ensure the campus remains green, clean, and litter-free.
12. **Asset Management:** All furniture and institutional property must be handled with proper care. Damaging college assets constitutes a serious breach of discipline. A mandatory penalty fee will be levied to cover any damages caused by students, whether done intentionally or inadvertently.
13. **Political Activities:** Students must completely abstain from any anti-social behavior. Conducting, organizing, or attending political meetings within the institutional premises is strictly forbidden.
14. **Interpersonal Respect:** Students are expected to be consistently polite, courteous, and respectful toward faculty, staff, and their fellow peers.
15. **Identification:** Students must wear their official college identity cards visibly at all times while inside the campus.
16. **Laboratory Discipline:** Students must remove their footwear before entering the computer laboratories and are required to properly shut down their systems before leaving the premises.
17. **Distribution of Literature:** Students are not permitted to distribute or circulate any printed materials, flyers, or pamphlets on campus without obtaining explicit written permission from the Principal.
18. **Anti-Ragging:** Ragging in any form is a severe criminal offense and will be met with immediate and stringent punitive action.
19. **Visitors:** External visitors and guests are strictly prohibited from meeting or interrupting students during scheduled classroom hours.



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20. **Personal Belongings:** Students must not leave their textbooks, valuables, or other personal belongings unattended in the classrooms. The institution accepts no responsibility for any loss or theft of personal property.
21. **Financial Policy:** All institutional fees, once paid, are strictly non-refundable.
22. **Disruptive Behavior:** Engaging in actions that interfere with the learning experience, including talking during lectures, using offensive language, launching personal attacks, creating distractions, sleeping in class, or reading unrelated materials is prohibited and will face severe disciplinary consequences.
23. **Academic Malpractice:** Cheating during internal tests/examinations or permitting another student to copy your work is treated as major academic misconduct. Suitable punitive action will be executed in strict accordance with the guidelines stipulated by the affiliating University.
24. **System Security:** Accessing computerized college databases, administrative records, or institutional networks without explicit authorization is an offense that will be dealt with severely.
25. **Substance Abuse:** Smoking, vaping, and the consumption of alcohol within the institute premises are strictly banned. Entering the campus under the influence of alcohol or any intoxicant is completely prohibited.
26. **Vehicle Regulations:** Students are permitted to bring their vehicles only as far as the designated campus parking zone. Operating vehicles beyond this boundary is strictly prohibited. Engaging in bike racing, car racing, or similar stunt activities inside the campus will result in immediate suspension.
27. **Scholarship Maintenance:** Students receiving Government or Institutional Scholarships, or any fee concessions, must note that the continuation of such financial grants is strictly conditional upon maintaining exemplary behavior, regular attendance, satisfactory academic progress, and strong results in University examinations.



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28. **Media Policy:** No student shall communicate internal information or write about matters concerning the Institute's administration, management, or policies to the press or media platforms without written authorization.
29. **Monetary Collections:** No student is permitted to collect money, donations, or financial contributions for picnics, trips, educational tours, get-togethers, study materials, charities, or any other activity without securing the prior official sanction of the Principal.
30. **Document Verification:** Students applying for certificates, testimonials, character references, or any documents requiring the official signature of the Head of the Department (HoD) and the Principal must submit their applications through the College Administrative Office before obtaining the necessary approvals.

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4.3. HOSTEL RULES AND REGULATIONS

1. RULES AND REGULATIONS COMMON TO BOYS AND GIRLS HOSTEL

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the hostel rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of the hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is the home of the student, and therefore, he/she should behave in the hostel as well as outside in such a manner as to bring credit to him/her and to the Institution. Every student must be acquainted with all the rules and regulations of the Hostel. He/she must observe them strictly. Ignorance of rules will not be considered as an excuse.

1. Boarders during their stay in the hostel will be governed by the hostel rules.
2. No boarder will enter rooms of other boarder without permission.
3. Ragging is strictly prohibited in any form.
4. Consumption of alcoholic, narcotic drugs or any intoxicating substance in the hostel premises is strictly prohibited.
5. Keeping any unlawful thing, unauthorized property and unauthorized guests in room is not allowed.
6. No person/guest shall be permitted to stay overnight in the hostel.
7. No male (even father) is allowed to enter at the girl's hostel.
8. Boarders are responsible for the safekeeping of their valuables, and they should take proper care of all their belongings.
9. Boarders should handle hostel equipment, furniture, mess property carefully, and not abuse or tamper with it. If so, then an applicable fine will be charged by the hostel management.



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10. Use water and electricity judiciously. If fan, bulb, tube lights, etc., are left on unnecessarily, boarders will be fined.
11. Every case of illness and accident must be reported immediately to the warden/hostel authorities. The staff/supervisor will accompany the boarder to the hospital.
12. No function or celebration shall be organized inside hostel premises without written permission of Hostel In-Charge/ Warden.
13. Any boarder suffering from a contagious disease will not be allowed to stay in the hostel.
14. Submission of a fitness certificate is a must for all the boarders.
15. Boarders need to carry their mask, sanitizer, and medicines with them as essential belongings during the period of pandemic.
16. All matters relating to differences among boarders and complaints arising thereof (including theft) shall be brought to the notice of the hostel management. No police complaint will be lodged by the boarders before taking prior permission from the hostel management.
17. If any dispute or grievance arises among the hostel dwellers, roommates or flat mates with use of abusive and threatening language, physical fights, and such boarder will be punished by immediate expulsion from the hostel.
18. Hostel management may allow the boarder to change his/her room under occupancy at the end of the academic year or as and when found necessary.
19. Playing music/record player etc., loudly to cause disturbance to others is not allowed.
20. Hostel Charges should be paid by the boarder on a yearly basis.
21. The outside visit time on Sunday and Thursday is between 01:30 PM to 06:00 PM only.
22. The outside visit time on Sundays is 09:00 AM to 06:00 PM or a maximum time of 8 hours in the particular day. **For early departure, permission of parents is a must.** In and out timing will be decided by the management for every semester.
23. In case of emergency, boarders are allowed to go out with the permission of parents and by submission of an application to the Hostel Warden. Without making proper entry, boarders can't go outside the hostel at any point of time.



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24. Day scholars are not allowed to enter the hostel.
25. If any boarder is staying back in the hostel during class hours due to some health issues, he/she has to give an application to the respective coordinators mentioning his/her parents contact number in the application for one day. He/she should go to their respective home for treatment if health issues persist for more than two days.
26. Garbage should only be put in the garbage box available in the hostel.
27. Keeping the room clean is the responsibility of all the inmates.
28. For any issues related to the hostel and hostel dwellers, the Hostel In-charge/Warden will talk to the parents of the boarder. Any interference from brother, sister, relatives and friends will not be allowed in matters concerning the hostel.
29. The boarder must enter any complaint if any into the complaint register.
30. Timing to meet the Hostel Warden is 05:00 PM - 10:00 PM daily. Time is not a constraint for any emergency.
31. On working days, all students should leave the hostel before 08:30 AM. Hostel main gates will be closed during working hours from 08:30 AM to 01:30 PM. Students who arrive late to classes will be marked absent for the whole day, and no student is allowed to enter or leave under any circumstances.
32. Surprise visit to hostel room can happen at any time on any day. Any ignorance of the rule will not be entertained by the Management.
33. Marking attendance of boarders in the attendance register is a must on a daily basis.
34. Discipline is a state of mind. The attitude that violates rules and regulations will not be tolerated. Students are solely responsible for their personal conduct. Strict action will be taken against any indiscipline in the Hostel.
35. Request for hostel leaving in mid-session cannot be allowed. Full hostel fees will be charged for the whole academic year as applicable. One-month prior notice in writing is a must for permanent exit from the hostel in any case, which is subject to approval.



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36. Full fee will be charged even if the student is expelled or relieved from the hostel on account of disciplinary actions.
37. Any modification or revision of hostel fee & hostel rule can be done as and when required by the Management.
38. Hostellers will not be allowed to reside in the hostel during vacation & festive holidays like Pongal, Diwali, etc.

Students are informed to strictly adhere to the following timings:

Mess Timings	Study Hours	Visiting Hours
Breakfast - 07:30 AM to 08:30 AM	09:00 PM to 10:30 PM	Working Days 04:30 PM to 06:00 PM. Holidays 10:00 AM to 06:00 PM.
Lunch - 01:20 PM to 02:00 PM		
Tea & Snacks - 04:00 PM to 04:40 PM		
Dinner - 07:45 PM to 08:45 PM		

39. Mess timings will be followed strictly as per the schedule mentioned in the mess time table.
40. During CIA and UNIVERSITY EXAMS, study hours will be extended from 08:30PM to 10:30 PM.



2. ACCOMMODATION POLICY

Purpose

The purpose of this policy is to provide information and also to offer the desired academic environment, protect and secure room occupants. These rules have also been established in order to reduce excessive wear and damage to facilities and to effectively administer the use of the facilities.

Hostel Fees Deposit

The hostel fee shall be paid by the student wishing to be a resident prior to the beginning of that session or according to the notice issued by the accounts department of the institute. This amount is deposited by the student for the purpose of reserving a room for the student. The hostel fees will not be reimbursed. The hostel charges are subject to changes/revised after a period as decided by the ACAS administration.

Refund

The policy on refunds provides "Refunds" regarding hostel fees and there shall be no refund in this regard. A resident who is suspended or expelled by the ACAS authority or removed from a hostel for reasons of improper conduct or violation of policy for the hostel or ACAS regulations is not entitled to any refund. The decision of management will be final and binding.

Cleanliness Responsibility

- i. Students are responsible for the cleanliness of their rooms and are expected to maintain cleanliness.
- ii. Students are expected to leave the rooms clean when moving out of the hostel. A fee will be charged when cleaning is necessary for the next tenant to move in, if needed. For health and facility care reasons, ACAS wardens reserve the right to authorize inspection of student rooms. There will be periodic random inspections of the rooms and bathrooms to ensure that the standard of cleanliness is being kept.
- iii. Neither cooking nor possession of cooking apparatus is permitted in rooms, and food should be stored in such a way as not to attract insects.



Damage Responsibility

- i. Damages to a room or its contents should be reported immediately to the Hostel Warden in written, so the necessary repairs can be made. Failure to do so may result in damage charges.
- ii. Excessive damage to furnishings and equipment will be charged to those found responsible.
- iii. If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living area.

Vacation Residence

Those individuals residing in hostel during the vacation are subject to all institute policies, procedures, rules and regulations.

Mess

- i. No one is allowed to go inside the canteen without the permission of the Mess authority.
- ii. No meal will be served after the specified hours.
- iii. Residents are advised to take their meals according to the allotted meal schedule.

External Guest and Visitation Privileges

- i. All guests must abide by the Student Standards of Conduct.
- ii. Visitors are only permitted during Visitors time in the Visitors room at hostel.
- iii. No guests are permitted to stay overnight in hostel.
- iv. Visitation and guest policies remain in force during holiday, exam, and camping periods. Failure to comply with these policies may result in termination of the housing privileges and/or further judicial action, including suspension or dismissal.

Locking Hours

The main entrances of the hostel will be locked at 9:00 PM every night. Entrances in all residence area will be unlocked at 5:00 AM.



Quiet Hours

- i. Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.
- ii. Quiet hours are in effect from 09:00 PM to 06:00 AM every day.
- iii. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study, sleep or to have his/her quiet time.
- iv. Stereos and other forms of noise are not to be heard outside of the room for which they are intended so that neighbours both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room.
- v. Activities such as shouting, serenading and playing loud games in the lawn areas outside the residence area are not permitted during quiet hours.
- vi. Repeated complaints about noise from a particular room or person will be investigated and could result in eventual fining or expulsion.

Hostel Meetings

- i. Meetings of Hostel representatives with Hostel management committee should hold at least once in every month.
- ii. Extra meetings may be called to address issues during the course of the semester.

Thefts

All students should take precautions against thefts. Most thefts that occur in the residential units occur as crimes of opportunity when students leave their room with the door unlocked or leave their belongings unattended. Most thefts can be prevented by eliminating these situations. If a theft does occur, students should report it immediately to the warden.



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Drug, Alcohol and Tobacco Policy

The following guidelines will be followed:

- i. ACAS is a smoke-free, alcohol-free and drug-free institution.
- ii. No one under the influence of alcohol, illegal drugs or narcotics is allowed in the hostel or on campus.
- iii. No one shall own, possess, use, transport, distribute, manufacture or sell any illegal or controlled substance as defined by the Narcotics Department of India.
- iv. Medication prescribed and used according to directions by a registered physician is permitted.
- v. The possession of or the use of illegal drugs, alcoholic substance, narcotics or tobacco is forbidden on or off the college campus.
- vi. Anyone who comes to the campus or hostel premises under the influence of alcohol or any illegal substance will face disciplinary action and possible expulsion.



3. HOSTEL RULES - BOYS

RULE No:01	All students should leave the hostel before 08:30 AM. Hostel main gate will be closed by 08.45AM.
RULE No:02	Main gates will be closed in working hours from 08.45AM to 01.30 PM. Students who arrive late to the classes will be marked absent for whole day. No student is allowed to enter or exit at any situation.
RULE No:03	Students must lock their rooms and cupboards safely. If anything is lost or missed, the management will not be responsible.
RULE No:04	Out pass will be given from 09:00PM to 10:00PM. (apart from this timing, out pass will not be provided.) In case of emergency only, out pass will be provided to the students with proper intimation from concerned department. Weekend outing will not be permitted for first year students until end of the second semester.
RULE No:05	Students will not be permitted to leave for home on working days without a valid permission letter approved by warden.
RULE No: 06	All students are informed to get inside hostel before 09:00 PM. Boys will not be allowed after 9.00 PM.
RULE No: 07	Students should utilize the study hours from 09:00PM to 10:30PM. Students should maintain silence, discipline and finish their academic works during the study hours. Mobile phones and electronic gadgets are strictly restricted during study hours. If they are ceased they will never be returned.
RULE No: 08	Study hours have been extended from 8.30 PM to 10.30 PM, during CIA and Semester exams.



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RULE No: 09	Outside food is not permitted inside the hostel. Students may use food court. However, any food parcels brought into the hostel must be disposed properly in Waste bin.
RULE No: 10	Mess timings will be strictly followed as per the schedule specified in the mess time table.
RULE No: 11	Hostel students are not permitted to stay outside the hostel without obtaining prior permission or sanctioned leave. Hostel fees will continue until the students' leave or vacation has been officially approved.
RULE No: 12	The visitors should have the visitor's card with photo affixed and duly signed by the warden, when visiting their wards.
RULE No:13	Smoking, consuming any intoxicant and playing cards are strictly prohibited inside the hostel and campus. If any student is found involving in any malpractice, He will be dismissed from the hostel immediately without any enquiry.
RULE No:14	Day scholar students are strictly prohibited from entering the hostel premises at any time.
RULE No:15	Students should not arrange any function or meeting within the hostel or outside or within the college campus, without prior permission of the Chief Warden.
RULE No:16	Students shall not engage in any abnormal or disruptive activities in their rooms that may cause inconvenience or disturbance to other residents.
RULE No:17	Weekend outings will be permitted only twice per month. Emergency outings may be granted, if necessary, with the approval of the Warden.
NOTE:	Students who violate the hostel rules and regulations may be denied permission to continue their stay in the hostel.



4. HOSTEL RULES – GIRLS

RULE No:01	All students should leave the hostel before 08:30 AM. Hostel main gate will be closed by 08.45 AM.
RULE No:02	Main gates will be closed in working hours from 08.45 AM to 01:30 PM. students who is late to the classes will be marked absent for whole day no student is allowed to enter or exit at any situations.
RULE No:03	Students must lock their rooms and cupboards safely. If anything is lost or missed, the management is not responsible.
RULE No:04	Out pass will be given only on Sundays. Only in case of emergency, out pass will be provided to the students with proper intimation from concerned department. Weekend outing will not be permitted for first year students until end of the second semester.
RULE No:05	Students will not be permitted to leave for home on working days without a valid permission letter approved by warden.
RULE No: 06	All students are informed to get inside hostel before 6.00 PM.
RULE No: 07	Students should utilize the study hours from 09:00PM to 10:30PM. Students should maintain silence, discipline and finish their academic works during the study hours. Mobile phones and electronic gadgets are strictly restricted during study hours. If they are ceased they will never be returned.
RULE No: 08	Study hours have been extended from 8.30 PM to 10.30 PM, during CIA and Semester exams.
RULE No: 09	Outside food is not permitted inside the hostel. Students may use food court. However, any food parcels brought into the hostel must be disposed properly in Waste bin.



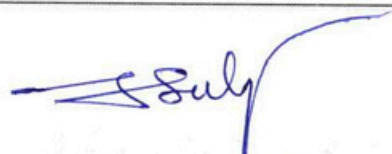
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RULE No: 10	Mess timings will be strictly followed as per the schedule specified in the mess time table.
RULE No: 11	Hostel students are not permitted to stay outside the hostel without obtaining prior permission or sanctioned leave. Hostel fees will continue until the students' leave or vacation has been officially approved.
RULE No: 12	The visitors should have the visitor's card with photo affixed and duly signed by the warden, when visiting their wards.
RULE No:13	Day scholar students are strictly prohibited from entering the hostel premises at any time.
RULE No:14	Students should not arrange any function or meeting within the hostel or outside or within the college campus, without prior permission of the Chief Warden.
RULE No:15	Students are permitted to go for outing between 09.00 AM to 06.00PM. They must report back to the hostel before 06.00PM without fail.
RULE No: 16	Students shall not engage in any abnormal or disruptive activities in their rooms that may cause inconvenience or disturbance to other residents.
RULE No: 17	If a student is unwell for more than two days, her parents/ guardians must take her home for proper care and recovery. The student will be permitted to return to the hostel only after complete recovery and with necessary approval.
RULE No: 18	Weekend outings will be permitted only twice per month. Emergency outings may be granted, if necessary, with the approval of the Warden.
NOTE:	Students who violate the hostel rules and regulations may be denied permission to continue their stay in the hostel.


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4.4 SCHOLARSHIP POLICY

High Achieving Merit Scholarship

Govt. and Govt.Aided School	Private School	Concession (Tuition Fee & Bus Fee)
501 & Above	526 & Above	100%
476 to 500	501 to 525	75%
451 to 475	476 to 500	50%
426 to 450	451 to 475	25%

Note: Fee Concession will be continued for students who have cleared all Semester examinations without arrears.

Fee Concession Not Applicable for

1. Vocational Stream (+2 students)
2. BBA-Aviation & Logistic Management and B.A Defence & Strategic Studies

Sports Scholarship

Sports Scholarship	Concession in Tuition Fee
National Level	50%
State Level	25%
District /Zonal Level	10%

Government Scholarship

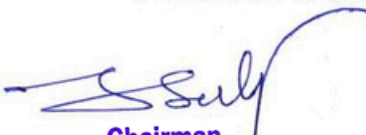
- SC-ST Scholarship
- Pudhumai Penn
- Tamil Puthalvan



4.5 POLICY FOR PERSONS WITH DISABILITIES

The *Rights of Persons with Disabilities Act, 2016* enacted by the Government of India prohibits discrimination against individuals with physical, intellectual, mental, and sensory disabilities. Akshaya College of Arts and Science is committed to providing equal opportunities and ensuring that no individual faces discrimination on the grounds of disability. ACAS under this policy identifies the following as the solutions to ensure the above,

1. To provide an inclusive teaching, learning, and working environment in which students and staff with disabilities are treated with dignity, respect, and equality.
2. To ensure that all authorities, faculty members, and staff extend necessary support to persons with disabilities and treat them fairly without prejudice or bias.
3. To create a barrier-free campus environment by providing lift/ramps, accessible pathways, and other infrastructural facilities that enable easy movement and access for persons with disabilities.
4. To provide appropriate signage, display boards, and directional signposts to facilitate easy identification of various facilities within the campus.
5. To arrange scribe facilities and other necessary academic support services for students who require assistance during examinations and academic activities.
6. To provide separate, accessible, and clearly identifiable restroom facilities for students and staff with disabilities.
7. To ensure the availability of assistive devices and support services as per the requirements of students and staff, subject to Government norms and guidelines.
8. To implement and update disability-related facilities and services in accordance with the provisions and guidelines issued by the Government from time to time.


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4.6 INTERNSHIP POLICY

1. INTRODUCTION

The academic curriculum includes internships in industries, corporate houses, research laboratories, or social organizations as an unaudited exercise during winter and summer vacations. Since the academic curriculum is governed by the affiliating university and the institution is non-autonomous, the internship remains unaudited.

According to the general framework of the program, students must complete a brief, immersive project within a designated organization. The internship gives students an opportunity to obtain practical experience within industries or organizations, apply the knowledge and skills they have learned in the classroom, network with professionals and fellow interns, and hone their presentation, writing, and communication skills. Internships often act as a gateway to placements for many students. It allows students to gain real-time professional experience and exposure, explore diverse career paths, add value and experience to their CVs, and learn organizational and corporate culture.

2. OBJECTIVES

Industrial and corporate internships are career development opportunities tailored to the specific field of the intern. They are structured, short-term, supervised tasks with specific timescales. Internships may be paid, unpaid, compensated, or non-compensated according to the internal procedures of the hosting organization. Both the industry and the intern benefit mutually from this arrangement.

The intended objectives of the internship program are:

- To expose students to professional environments that cannot be simulated in the classroom, allowing them to apply their academic and domain-specific knowledge to real-world situations.
- To provide students with the practical and life skills required for a successful professional career.



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- To comprehend how social, environmental, economic, and administrative factors affect workplace dynamics.
- To expose students to professional responsibilities, corporate ethics, and accountability.
- To become familiar with the organizational structures of various sectors (Corporate, Public Sector, NGOs, etc.) and to develop essential teamwork skills.
- To gain experience in all types of professional communication (including pre-internship applications, interpersonal skills during the internship, documentation, and post-internship report/project writing).
- To demonstrate how the internship has impacted their professional growth and lifelong learning.
- To establish linkages for future job or research opportunities within the hosting organization.

3. BENEFITS OF INTERNSHIP

Benefits to the Industry / Organization

- Availability of ready-to-contribute candidates for immediate employment upon graduation.
- Enhancement of the organization's social strategy, community presence, and corporate social responsibility (CSR) initiatives.
- Access to a year-round source of highly motivated pre-professionals.
- Fresh viewpoints and innovative ideas brought by students to help solve organizational problems.
- Availability of qualified candidates for specific projects, temporary roles, or seasonal workflows.
- Freedom for permanent staff to delegate routine tasks and pursue more creative or critical projects.
- Access to a flexible, cost-effective workforce that does not require a long-term employer commitment.
- A proven, cost-effective method to recruit, observe, and evaluate potential future employees.
- An improved local reputation by actively supporting educational institutions and investing in community youth.



Benefits to Students

- A direct opportunity to get hired by the host industry or organization.
- Practical experience in an organizational setting well before the intern officially begins his/her full-time career.
- An excellent chance to observe how theoretical concepts gained in classrooms are applied in real-world scenarios. (On-the-job training is frequently more practical and insightful than classroom instruction alone).
- Assistance in deciding if a specific industry or profession is the right career path to pursue.
- An opportunity to learn new tools, software, methodologies, and supplement academic knowledge.
- A platform to enhance personal communication, presentation, and leadership skills.
- Exposure to specialized fields of interest, helping students explore diverse career possibilities and potential workplaces.
- Opportunities to advance existing skill sets, test capabilities, and develop new competencies under institutional mentoring.
- A chance to meet new people, build professional networks, and learn directly from their professional experiences.
- A valuable, standout addition to their resume or CV.
- Enhancement of their candidacy for higher education, research applications, and fellowships.
- An opportunity to evaluate the organization's culture and work environment before committing to a permanent position.



4. GENERAL INTERNSHIP GUIDELINES

- An internship is highly beneficial compared to a standard college project because it allows interns to understand how professional enterprises operate, build corporate networks, expand social circles, and work on live tasks. Students are encouraged to pursue internships during winter or summer vacations throughout their undergraduate programmes.
- An internship is a premier opportunity to learn inside a professional environment without being a contractual employee. Students are advised to set clear personal and academic goals prior to starting their internship and maintain focus on achieving them.
- When registering for an internship at a large organization, students are advised to shadow professionals across different departments to comprehend the cross-functional nature of business operations and map future employment opportunities.
- Attitude and mindset play a critical role in the learning process. Internships help students learn how to navigate diverse work environments without hesitation. Students must approach all assigned tasks with enthusiasm, fervor, and dedication.
- Interns are advised to avoid negativity and never ignore an opportunity to learn more about a new concept, technology, industry vertical, or corporate process.
- Interns should remain inquisitive, proactive, and strive to gain maximum domain knowledge and professional exposure.
- Interns are advised to identify a capable mentor within the host organization and take the initiative to assist with projects where they can make a positive, measurable impact on the business.
- Interns will familiarize themselves with various operational materials, workflows, creative processes, products, and applications along with relevant quality control and administrative systems.





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- Interns must strictly maintain a regular workspace schedule as mutually determined by the student and their corporate Project Head.
- Interns are advised to view this opportunity as a critical developmental bridge connecting their college education to the professional corporate world.

5. SUGGESTED INTERNSHIP SCHEDULE

S.No.	Suggested Timeline	Suggested Duration	Type of Internship / Engagement
1	Summer/Winter vacation after the 2nd Semester (First Year)	Minimum 3 to 4 Weeks. 25 To 30 days	Industrial / Corporate / Government / NGO / MSME / Rural or Fieldwork Internship
2	Summer/Winter vacation after the 4th Semester (Second Year)	3 to 4 Weeks 25 days	Advanced Industrial / Corporate / Government / NGO / MSME / Institutional Research Internship
3	During the 5th Semester (Final Year)	3 to 4 Weeks 30 days	Academic Project Work / Capstone Project / Dissertation / Field Studies / Internship.

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4.7 ALUMNI POLICY

Objectives

This policy applies to all graduated students of the undergraduate programmes.

Core Objectives:

- To build and secure a centralized digital registry mapping the geographic and professional distribution of all graduates.
- To channel the expertise of alumni back into the classrooms through mentorship, curriculum design, and masterclasses.
- To systematically organize both financial and non-financial support for infrastructure growth, student scholarships, and placements.
- To leverage the achievements of alumni to enhance the reputation and public standing of the college globally.

Membership Classification

- All graduating students who register and contribute the designated one-time alumni fee during their final semester clearance.
- Former student cohorts who attended the college for a limited duration or specific short-term certified programs.
- Distinguished public figures, eminent scientists, literary figures, or retired long-serving faculty members nominated by the Executive Committee.



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Governance Structure

The Alumni Association shall function as an independent cell or a registered entity under the State Societies Registration Act, overseen by a balanced Executive Committee:

Designation	Role within the Committee	Institutional Status
Patron-in-Chief	Overriding advisory and long-term vision alignment.	Head of College Management / Trust
President	Operational head managing institutional coordination.	Principal (Ex-Officio)
Vice-President	Leads external outreach and global chapter setups.	Elected/Nominated Senior Alumnus
Secretary	Coordinates on-campus events, minutes, and records.	Nominated Senior Faculty Member
Treasurer	Manages financial ledgers, receipts, and audits.	Institutional Accounts Officer / Faculty
Executive Members	Stream-specific coordination (Arts, Science, Commerce).	Nominated Departmental Alumnus Representatives.

Dual Paths of Engagement

A. Non-Financial & Academic Contributions

Alumni are encouraged to uplift the academic standards of the college through structured interactions: **Curriculum Modernization:** Prominent alumni will be inducted into Departmental Advisory Boards and the Board of Studies (BoS) to integrate industry trends into theoretical syllabi.

Experiential Learning Support: Delivery of specialized guest lectures, industry insights, and competitive examination mentoring (e.g., Civil Services, NET/SET, corporate exams).



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Placement & Internship Pipelines: Facilitating priority hiring, on-campus recruitments, and corporate internship openings within companies where alumni hold executive positions.

Incubation and Startup Mentoring: Guiding the college's Innovation & Entrepreneurship Development Cell (IEDC) by reviewing student business models and providing seed-networking.

B. Financial Contributions & Endowments

All financial donations are voluntary and must be processed strictly through a dedicated, transparent channel:

- **Infrastructure Capital Fund:** Earmarked donations for upgrading the laboratories, digital language labs, smart classrooms, and library subscriptions.
- **Social Equality Freeships:** Establishing alumni-funded merit-cum-means scholarships, textbook banks, and fee-waivers for socio-economically disadvantaged students.
- **Legacy Projects:** Sponsoring sports equipment, cultural amphitheaters, campus green initiatives, or endowing annual academic awards.

Rewards, Privileges, and Recognition

To maintain strong emotional and professional ties, the college extends several lifelong privileges to registered alumni:

- **The Laureate Gala:** An annual "Distinguished Alumni Awards" ceremony held on College Day to publically honor graduates making exceptional waves in Corporate, Research, Public Service, or Arts sectors.
- **The Campus Legacy Pavilion:** A prominent "Wall of Fame" (both physical and digital) featuring success stories to inspire current students.
- **Campus Access Rights:** Continued access to the central library repositories, digital databases, campus Wi-Fi networks, and specialized scientific labs for independent research.



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Financial Transparency and Auditing

- **Independent Account:** The Alumni Association shall operate a distinct, dedicated bank account separate from the regular college operational funds.
- **Annual Audit:** Accounts will be audited annually by an independent, certified Chartered Accountant.
- **Public Disclosure:** The audited financial balance sheet, along with Utilization Certificates, will be published transparently during the Annual General Body Meeting (AGM) and shared with the college IQAC.

Data Privacy and Code of Conduct

- All personal data, contact information, and professional designations collected via the Alumni Portal will be kept strictly confidential. Data will exclusively be utilized for institutional validation, communication, and accreditation purposes (NAAC/NIRF).
- The Executive Committee reserves the complete right to terminate the membership of any alumnus/alumna whose public actions, statements, or commercial behavior run contrary to the secular, democratic values and ethical code of the institution.

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