



**DHANALAKSHMI SRINIVASAN
COLLEGE OF
ARTS & SCIENCE FOR WOMEN
(AUTONOMOUS)**



(Affiliated to Bharathidasan University, Tiruchirappalli)
(Nationally Re-Accredited with 'A' Grade by NAAC)
Perambalur – 621212

ACADEMIC MANUAL



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ACADEMIC MANUAL

ABOUT THE INSTITUTE

Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous), is run by the Srinivasan Charitable and Educational Trust, Perambalur, Tamil Nadu, registered under the Tamil Nadu Societies Registration Act, 1975. The College is Self-financing in nature, started in 1996 as per the G.O. (MS) No.564 dated 13.8.1996 and maintaining active affiliation with Bharathidasan University, Tiruchirapalli, Tamil Nadu since 1996. (Ref.No. 17051/D1/96 Dated 13. Nov.1996) and got recognized by the UGC under 2(f) and 12(B) in the year 2003 (Ref. F.8-137/2003 (CPP-I), Dated 31.March.2003).

The College campus is located in a sprawling area of 25 acres. The campus with magnificent buildings, beautiful landscapes, lush green lawns, provides a serene atmosphere conducive for studies.

The College is NAAC Accredited under 'A' Category Institution continuously since 2007 (Last CGPA 3.44, Yr. 2018). The College has been ISO 9001:2000 certified for its Quality Management System since 2003 that is upgraded to ISO 9001:2008 in the year 2009. Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous) are named as the Best College of Arts and Science for Women in Tamil Nadu by The Knowledge Review Magazine.

The College is conferred with Autonomous status for the period of ten years w.e.f. 2017-18 by Bharathidasan University, Tiruchirapalli, with the approval granted by University Grant Commission, New Delhi. The College offers a wide spectrum of discipline of relevance to present the socio-economic milieu of our country. As on date, the college offers 13 UG, 13 PG, 06 M.Phil., and 03 Ph.D. programmes. College also offers 02 PG Diploma and 02 Certificate courses with Bharathidasan University, Tiruchirapalli. The college also offers 12 specialized certificate courses to enhance the employability skills of the students.

The College also offers various Extra-curricular activities, necessary for the holistic development viz. NSS, NCC, RRC, ROTARACT, YRC, EXNORA, CONSUMER CLUB, WOMEN'S CELL, FINE ARTS CLUB and SPORTS CLUB etc.

PREFACE

The foremost intention of this Academic manual is to act as a guide for all the stakeholders and faculty members for understanding the various academic activities and co-curricular activities. This manual also aids the faculty members for framing curriculum and syllabus in proper direction that satisfy the needs of all the stakeholders. It gives a thorough explanation of the statutory body that oversees the policies of the institutions and many educational progressions, such as curriculum development and quality improvement. This manual provides the faculty and other stakeholders with a comprehensive knowledge of the guidelines provided by the various statutory bodies for the institution's seamless operation as well as to realize its vision and mission.

COLLEGE MOTTO

The College with its motto “Knowledge is Power” aims at the holistic personality development of the students by inculcating in them a sense of human values, a spirit of patriotism, national integration and democratic outlook.

VISION

To create and disseminate knowledge.

MISSION

- ✓ To impart a liberal, modern and sound education.
- ✓ To inculcate a sense of human values, a spirit of patriotism, national integration and democratic outlook.
- ✓ To provide the highest quality education at an affordable cost to women students from rural background.

QUALITY POLICY

Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous) is committed to provide Quality Education for achieving Institution of Excellence in the fields of Arts and Science with continual improvement.

OBJECTIVE

Empowerment of the women by eradicating illiteracy through Value Based Education.

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1. GOVERNANCE OF THE INSTITUTION

- The college has the following committees to ensure proper management of academic, financial and general administrative affairs:

The following are statutory bodies in the Autonomous College:

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

Statutory and non-Statutory Academic Bodies

- ✓ Governing Body
- ✓ Academic Council
- ✓ Standing Committee on Academic Affairs
- ✓ Board of Studies
- ✓ Curriculum Development Cell
- ✓ Department Advisory Committee
- ✓ Academic Advisory Committee
- ✓ Academic Performance and Review Committee /Academic Audit Committee
(Internal/External)
- ✓ Programme Assessment Committee / OBE Implementation and Monitoring Committee
- ✓ Research Advisory Committee & Research Ethics Committee
- ✓ Examination Committee

2. GOVERNING BODY:

Constitution of Governing Body of Dhanalakshmi Srinivasan College of Arts & Science for Women (Autonomous)

NUMBER	CATEGORY	NATURE
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or Industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/ State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio
2 Member	Dean Academics, Principal	Invited members

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

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

Functions of the Governing Body:

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

- ✓ Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- ✓ Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council

- ✓ Approve new programmes of study leading to degrees and /or diplomas.
- ✓ All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- ✓ To approve annual budget of the college before submitting the same at the UGC.
- ✓ Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Input for the Governing Body:

- ✓ Outcome of Academic council meeting
- ✓ Financial statement from finance committee
- ✓ Reports of Academic Internal/External Audit
- ✓ Reports of ISO Internal/External Audit
- ✓ Results from office of Controller of Examination
- ✓ Infrastructure requirements from Principal and Heads of the Departments
- ✓ Recommendation of Planning & Evaluation Committee
- ✓ Review of Academic Feedback
- ✓ Achievements of the institution, Teacher & students
- ✓ Reports of IQAC

3. ACADEMIC COUNCIL:

Constitution of Academic Council of Dhanalakshmi Srinivasan College of Arts & Science for Women (Autonomous) are as follows:

- ✓ The Principal (Chairman)
- ✓ Dean-Academics
- ✓ Member Secretary Academic Council
- ✓ All the Heads of Departments

- ✓ Four teachers of the college representing different categories of teaching staff by rotation based on seniority of service in the college.
- ✓ Academic Experts
- ✓ Industry Experts
- ✓ Alumni Members

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

Meetings : Academic Council shall meet at least twice a year

Functions of the Academic Council:

The Academic Council shall have powers to:

- ✓ Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- ✓ Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ Recommend to the Governing Body proposals for institution of new programmes of study.
- ✓ Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- ✓ Perform such other functions as may be assigned by the Governing Body.

Input for the Academic Council:

- ✓ Recommendation of Standing Committee on academic affairs.
- ✓ Minutes of all the Boards of Studies.

- ✓ Recommendation from Curriculum Development Cell
- ✓ Recommendation of Academic Performance and Evaluation Committee
- ✓ Recommendation of Program Assessment Committee
- ✓ Reports of Academic Internal/External Audit
- ✓ CO's / PO's attainment from different program
- ✓ Recommendation from IQAC
- ✓ Feedback from Alumni, Employers, Parents and Students on Curriculum
- ✓ UGC /AICTE /University guidelines and Regulations

4.STANDING COMMITTEE

Constitution of Academic Council of Dhanalakshmi Srinivasan College of Arts & Science for Women (Autonomous) are as follows:

- ✓ Dean-Academics
- ✓ All the Heads of Departments in the college
- ✓ Controller of Examinations
- ✓ Member Secretary Academic Council

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

Meetings : Standing Committee shall meet at least twice a year.

Functions of the Standing Committee:

- ✓ The Standing Committee shall be responsible for the maintenance of the Standards of curriculum, syllabi and examination within the campus.
- ✓ The maintenance of Academic standards within the college, and the planning, co-ordination, development, oversight, validation and review of the curriculum and all academic work of the Institution.
- ✓ Standing Committee discuss the comments given by the BoS members of the various programs before submitting the regulations and curriculum to Academic council.
- ✓ To scrutinize the curriculum and syllabi of every program approved by Board of Studies, with reference to the University norms, scheme of examinations and examination reforms

and to give suggestions to the BoS reports.

- ✓ Recommend to the Academic council regarding regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ Recommend to the Academic council institution of scholarships, studentship, fellowship, prizes and medals, and to frame regulations for the award of the same.

Input for the Standing Committee

- ✓ Minutes of all the Boards of Studies.
- ✓ Recommendation/Minutes from Curriculum Development Cell
- ✓ Recommendation of Academic Performance and Evaluation Committee
- ✓ Recommendation of Program Assessment Committee
- ✓ Reports of Academic Internal/External Audit
- ✓ CO's / PO's Attainment from different program
- ✓ Recommendation/ Minutes from IQAC
- ✓ Feedback from Alumni, Employers, Parents and Students on curriculum
- ✓ UGC /AICTE / University guidelines and Regulations

5.BOARD OF STUDIES

Composition of Board of Studies:

- ✓ Head of the Department concerned (Chairman).
- ✓ The entire faculty of each specialization.
- ✓ Two subject experts from outside the Parent University to be nominated by the Academic Council.
- ✓ One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
- ✓ One representative from industry/corporate sector/allied area relating to placement.
- ✓ One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

(a) Experts from outside the college whenever special courses of studies are to be formulated.

(b) Other members of staff of the same faculty.

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

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

Functions of the Board of Studies

The Board of Studies of a Department in the college shall:

- ✓ Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- ✓ Suggest methodologies for innovative teaching and valuation techniques.
- ✓ Suggest panel of names to the Academic Council for appointment of examiners.
- ✓ Coordinate research, teaching, extension and other Academic activities in the department/college.

Input for the Boards of Studies

- ✓ AICTE/UGC/University guidelines
- ✓ Feedback from employers, alumni, parents and students on curriculum
- ✓ Teachers and students' feedback on teaching learning process and assessment
- ✓ Curriculum Trends in industry
- ✓ Curriculum and Syllabus of school education (if UG)
- ✓ Recent reports of world economic forum
- ✓ Reports of India Skill Report
- ✓ FICCI Report on higher education
- ✓ Deloitte Report on higher education
- ✓ WEF Report
- ✓ Last Board of Studies comments and action taken
- ✓ Previous Academic Council Meeting

- ✓ Feedback from Teachers
- ✓ Suggestions from Governing Body/Academic Council/ Curriculum Development Cell/Academic Audit
- ✓ Regulations

6.CURRICULUM DEVELOPMENT CELL

- ✓ Constitution of Curriculum Development Cell of Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous)
- ✓ The Principal (Chairman)
- ✓ Dean-Academics
- ✓ All the Heads of Departments in the college
- ✓ Controller of the examinations
- ✓ Director, Corporate relation
- ✓ IQAC coordinator
- ✓ NBA coordinator
- ✓ Member Secretary Academic Council

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

Meetings: Curriculum Development cell shall meet at least twice a year

Functions of the Curriculum Development Cell

- ✓ A Curriculum Development Cell has been formed in the College to take initiatives in restructuring the curriculum periodically, based on the UGC and AICTE guidelines, and accomplishing the objectives of the institution in equipping the students with multi-disciplinary and multitasking skills, the Curriculum Development Cell formulates the course structure and guidelines for curriculum restructuring, periodically.
- ✓ Promote faculty recharge programmes and skill development for faculty.
- ✓ Introduce inter/multidisciplinary studies
- ✓ Develop the curriculum, syllabi and look for new sources required for the various courses

run by the University. It needs to maintain and promote an ambiance of creativity, innovation and improving quality.

- ✓ To Implement the Choice Based Credit System in the Institution.
- ✓ To identify the needs of stakeholders
- ✓ To Prepare the list of criterions that suits for the outcome-based education
- ✓ To Creating curriculum matrix
- ✓ To create semester wise courses and credits template
- ✓ To fix the credits range for the programs
- ✓ To identify the pedagogy/Instruction methods
- ✓ To Identify and establish evaluation methods
- ✓ To Creating awareness among the stakeholders

Input for the Curriculum Development Cell

- ✓ AICTE/NBA/UGC/University guidelines
- ✓ Feedback from employers, alumni, parents and students on curriculum
- ✓ Teachers and students' feedback on teaching learning process and assessment
- ✓ Curriculum Trends in industry
- ✓ Curriculum and Syllabus of school education, if UG
- ✓ Recent reports of world economic forum
- ✓ Reports of India Skill Report
- ✓ FICCI Report on higher education
- ✓ Deloitte Report on higher education
- ✓ WEF Report
- ✓ Last Board of Studies comments and action taken
- ✓ Previous Academic Council Meeting
- ✓ Regulations

7.DEPARTMENT ADVISORY COMMITTEE (DAC)

Constitution of Department Advisory Committee (DAC) of Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous)

Convener/Chairman BoS

1. DAC Coordinator
2. Subject Experts
3. Alumni Experts
4. Parent Nominee
5. Student Nominee

Objectives

The Department Advisory Committee (DAC) has been framed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible.

Roles and Responsibilities

- ✓ The Department Advisory Committee is chaired by HOD who receives the report of the Department Advisory Committee and monitors the progress of the program.
- ✓ The committee develops and recommends new or revised goals and objectives of the program.
- ✓ The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
- ✓ NPTEL, Spoken tutorial, FDP, STTP / Guest lecturers monitoring

The DAC gives guidelines related to following areas

- ✓ Program Educational Objectives and Program Outcomes
- ✓ Academic plans preparation by faculty members for their respective courses allotted by

the Department

- ✓ Thrust areas to conduct Co-Curricular activities
- ✓ Topics beyond the syllabus and additional experiments to meet PEO's and Po's
- ✓ Functioning of Centre of Excellence/Incubation Centre
- ✓ Value added training courses

8. ACADEMIC ADVISORY COMMITTEE

Constitution of Academic Advisory Committee of Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous)

- | | |
|---------------------------------|--|
| 1. Thiru P. Neelraj | - Secretary |
| 2. Prof. K.V.Krishnamoorthy | - Academic Advisor, DSCASW(A) |
| 3. Prof. G. Balakrishnan | - Academic Advisor, DSCASW(A) |
| 4. Dr.S.Senthilnathan | - Professor, Dept. of Education Technology,
Bharathidasan University, Trichy. |
| 5. Dr.R.Rajendran | - Associate Professor,
Dept. of Microbiology,
PSG college of Arts & Science, Coimbatore. |
| 6. Dr.S.Senthil Kumar | - Assistant Professor in Botany,
National College, Trichy. |
| 7. Principal, Deans & Directors | |

Objectives

Academic Advisory Committee (AAC) focuses its work on aiding and enhancing the broad range of academic skills necessary for all the students to be successful. The Academic Advisory Committee is responsible for evaluation of the academic performance of students. One of its goals is to ensure that students continue to make normal academic progress toward graduation.

Responsibilities of Academic Advisory Committee

- ✓ An advisory committee is a collection of individuals who bring unique knowledge and skills, which augment the knowledge, and skills of the formal board of directors in order to more effectively guide the organization.
- ✓ Responsibility of the Academic Advisory Committee * (AAC) is to contribute to the academic quality and viability of academic programs.
- ✓ AAC provides insight of program development, quality and management
- ✓ Program Outcomes and Evaluation
- ✓ Outreach and Enrollment Development
- ✓ Research Funding & Seed Money for Research
- ✓ Program Creation and Planning
- ✓ Planning and Implementing Public Relations
- ✓ The Academic Advisory Council provides strategic and external inputs on issues of key importance as the Institute growth.
- ✓ The Academic Advisory Council comprises of eminent and leading academicians and meets every year to discuss academic issues.
- ✓ The advisory committee serves to make recommendations and/or provide key information to the board of directors
- ✓ The advisory committee may evaluate the performance of a program, review/monitor/assess a specific program, serve as advocate for the organization to the community it serves, gather input from/serve as a liaison with relevant constituencies, provide feedback to the organization from the community, provide technical expertise, provide an independent/unbiased sounding board, and assist staff in determining important activities.

9. ACADEMIC PERFORMANCE AND REVIEW COMMITTEE/ACADEMIC AUDIT

COMMITTEE (Internal/External):

Composition of Academic Review and Audit Committee

1. The Principal (Chairman)

2. Dean-Academics
3. Heads of all the Departments
4. Academic Expert
5. University Nominee
6. Controller of Examinations
7. IQAC coordinator
8. Director, Corporate Relationship
9. Internal Review Members

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

Meetings : At Least Three times in a semester

Purpose of the Academic Review and Audit Committee

The objective of ARAC is to evaluate the performance of the institution and to identify the issues that are to be attended to in order to improve the quality of Teaching and learning.

- ✓ To understand the existing system and assess the strengths and weaknesses of the Department and Administrative units and to suggest the methods for improvement and for overcoming the weaknesses while teaching, learning and evaluation, student support and progression.
- ✓ To ensure the setting and maintenance of academic standards.
- ✓ To promote and enhance high quality teaching and to ensure the quality of students learning opportunities.
- ✓ To establish whether the Departments/ centers are functioning efficiently and effectively with proven records of capacity building, research projects and publications and extension over a period of time or not
- ✓ To identify the bottlenecks in the existing administrative mechanisms and to identify the Opportunities for academic reforms, administrative reforms and examination reforms for a long-term progression with excellence and to face the challenges of Internationalization in
- ✓ Higher education.

- ✓ To suggest the methods of improvement for maintaining quality in higher education.
- ✓ Internal Review Members will check all the class logbooks and personal logbooks of all the faculty members.
- ✓ Check the internal attendance of less than 75% students list.
- ✓ Check the logbook and e-campus entry with less than 80% students list, informed to parents, and come within next week to meet the dean.
- ✓ Slow learners list is identified and give special coaching class to train them
- ✓ Monitoring the Completion of syllabus as per the course plan.
- ✓ To take remedial actions which are necessary to improve the standard of the students and teaching learning process.

Input for the Academic Review and Audit Committee

- ✓ BoS /Academic Council Minutes of Meeting
- ✓ Regulations
- ✓ Class committee and peer group meeting report
- ✓ Course coordinator file
- ✓ Attendance and assessment record
- ✓ Course information sheet
- ✓ Slow learners coaching and performance record
- ✓ Class advisor file & Faculty course file
- ✓ Co's & Po's attainments
- ✓ Academic Audit format

10 . PROGRAMME ASSESSMENT COMMITTEE / OBE IMPLEMENTATION AND MONITORING COMMITTEE

Composition of Programme Assessment Committee / OBE Implementation and monitoring committee

1. The Principal (Chairman)
2. Dean-Academics
3. Heads of all the Departments
4. Faculty members from various Department
5. IQAC coordinator
6. NBA coordinator
7. Controller of Examinations
8. Director, Corporate Relationship

Objectives

To asses and monitor the OBE Process implemented across the institution in line with the guidelines stipulated by NBA.

To improve and update the OBE process for the benefit of students.

Functions of the Programme Assessment Committee / OBE Implementation and monitoring committee

- ✓ To create an awareness among faculty and students on outcome-based education.
- ✓ To conduct training workshops to disseminate the knowledge about the implementation of OBE
- ✓ The effectiveness of a professional education programme can be seen in the extent to which its graduates are able to internalize the knowledge, competencies as well as attitudes required for the profession they are prepared for.
- ✓ The end of the programme tests/examinations are but one indicator of a specific set

of expectations or expected learning outcomes.

- ✓ The actual performance of students is revealed in the formative evaluation or continuous internal assessment adopted during the programme.
- ✓ The extent of student awareness about the POs and their actual performance reflecting these would be the real indicators of success or outcome of the programme.

11. RESEARCH ADVISORY COMMITTEE & RESEARCH ETHICS COMMITTEE

Composition of Research Advisory Committee & Research Ethics Committee

1. The Principal (Chairman)
2. Director, Research
3. Heads of Various Departments
4. Faculty members from various Department

Objectives

- ✓ To develop and recommend the adaption of Research related policies within the faculty
- ✓ To support Research Development opportunities for faculty to make determination regarding Internal Research Funding opportunities.
- ✓ To review the Research proposal and finalize the topic of the Research.
- ✓ To guide the research scholar to develop the study Design and Methodology of Research
- ✓ To Periodically review and assist in the progress of the research work of the Research scholar
- ✓ To support inter Departmental Research collaborations
- ✓ To review Ethical safeguards of the proposed Research
- ✓ To ensure the Rights, Safety and well-being of the trial subjects /Respondents /Participants
- ✓ To regulate the matter pertaining to Ethical Research Practices
- ✓ To support activities for plagiarism prevention
- ✓ To promote Quality Research in search of knowledge and truth

Functions of the Research Advisory Committee & Research Ethics Committee

- ✓ Identification of Major Research Areas within the domains of study in the respective Departments
- ✓ Formulation and implementation of Research policies such as research appraisal policy, Research Quality policy conference and training Deputation policy, Research funds utilization policy, Internal Revenue sharing policy, etc.
- ✓ Identification of training needs of faculty to strength the R& D culture.
- ✓ Developing linkages with National and International institutions for R&D.
- ✓ Motivating Faculty for applying for research grants from National, International and private Funding Agencies, Scientific Research Institutions Scientific Associations and Bodies.
- ✓ Developing Centers of Excellence at various Departments.
- ✓ Organizing Conference, Workshop, Seminar and other Research oriented events through various funding Agencies.
- ✓ Increase the number of patents applied and publications each year.
- ✓ Prohibiting against artificially constructing, falsifying, or misrepresenting research data and curbing the practice of plagiarism will ensure quality research that contribute to find lasting solutions.
- ✓ Encouraging the values of being Independent and true and avoiding individual subjectivity.
- ✓ Adopting a high level of academic moral character, and Intellectual Honesty as well as assuming personal responsibility for the actions committed and omitted by the Researcher.
- ✓ Adopting a high level of academic moral character, and Intellectual Honesty as well as assuming personal responsibility for the actions committed and omitted by the

12.FINANCE COMMITTEE

The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.

- ✓ The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- ✓ No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- ✓ To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
- ✓ Estimates the income from fees and other sources
- ✓ Estimates the fund received from UGC/AICTE/any other funding agency
- ✓ Prepares plan of expenditure for running of the institution on day-to-day basis
- ✓ Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
- ✓ Proposes the budget for the financial year for the departments and the institute.
- ✓ To consider audited accounts of the Institute and submits the audited accounts to GC.
- ✓ To make recommendations to the Governing Council for the following to:
- ✓ Advise the Governing Council on all financial matters.
- ✓ To scrutinize the budget submitted by the different departments and monitor the utilization of department budget
- ✓ Propose the budget for the financial year for the departments and institute
- ✓ Consider and submit the audited accounts.

13.INTERNAL QUALITY ASSURANCE CELL (IQAC)

- ✓ Dissemination of information on various quality parameters of higher education.
- ✓ Facilitating the creation of a learner-centric environment.
- ✓ Development and application of quality benchmarks/ Parameters for all the academic and

administrative activities of the institution.

- ✓ Acting as a nodal agency of the Institution for coordinating quality-related activities.
- ✓ Development of quality concerned culture in the institute

14.STAFF SELECTION COMMITTEE

- ✓ Properly scrutinize and short list the applications as per the Job Requirements
- ✓ Conduct the tests and rank the applicants as per the test scores
- ✓ Conduct the Interviews and rank the applicants as per the Interview scores
- ✓ Make final list of selected candidates and recommend for the approval by the Governing Council.
- ✓ To select the qualified, meritorious, talented and efficient faculty.
- ✓ Responsible for appointment of technical, administrative and other staff.
- ✓ To recommend the Governing Council for approval/ratification of appointments made to different positions.

15.PURCHASE COMMITTEE

- ✓ Maintains the approval letters
- ✓ Collects the quotations from various vendors
- ✓ Compares the prices from these quotations
- ✓ Finalizes the competitive prices
- ✓ Places the Purchase Order
- ✓ Settles the bills and submits the same for auditing purpose

16.EXAMINATION COMMITTEE

Composition of Examination Committee

- ✓ The Principal (Chairman)
- ✓ Controller of Examination
- ✓ Director, MBA
- ✓ Heads of Various Departments
- ✓ Deputy Controller of Examination
- ✓ Assistant Controller of Examination

Objectives

- ✓ To establish procedures and instructions within the framework of the CBCS and OBE and following the recommendations of AICTE, UGC, NBA, NAAC, Bharathidasan University and Academic Regulations for assessing and Determining the results of examinations, both Internal and End semester examinations
- ✓ To draft and approve the Examination manual.
- ✓ To suggest the mode of Examinations.
- ✓ To approve the Examination schedule.
- ✓ To approve the action to be taken against deviations by the Examiners in Question paper setting, scrutiny, Evaluation and award of marks.
- ✓ To approve the award of marks for inappropriate questions in Evaluation.
- ✓ To approve the action to be taken against the malpractice in the Examination.
- ✓ To review and approve the request or fast track, withdrawals, scribe, retest and revaluations.
- ✓ To attend the recommend the action to be taken on suggestion from the examiners, faculty members and students in regard to examinations
- ✓ To approve the Budget of the office of COE.
- ✓ To monitor and suggest for improvement of the functioning of the office of Controller of Examinations.
- ✓ To ensure the quality, time frame, transparency and confidentiality in the examination system.
- ✓ Prepares relevant time tables of the Institute based on the Examination Time Table
- ✓ Prepares and display an overall Supervision Duty List
- ✓ The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal.
- ✓ Committee collects list of examiners for assessment and moderation of each subject from respective HODs.
- ✓ Ensures that the evaluation and moderation process is completed on time
- ✓ Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ Ensures that the entire exam related documents reach the university in time.
- ✓ Conducts Internal Assessment examination as per academic calendar.

- ✓ Distributes marks lists to the students after the results of various examinations received from the University.
- ✓ Processes all Circulars, Guidelines, Office Orders, Notifications received by the University