



KOVAI KALAIMAGAL
COLLEGE OF ARTS AND SCIENCE
(Autonomous)



(Affiliated To Bharathiar University, Coimbatore)
Re-Accredited With "A" Grade By NAAC

College Manual

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1. Introduction

1.1 Profile of Kovai Kalaimagal Educational Trust (KKET)

With the noble intention of educating the rural people, KKET spread its floral carpet for the students in the year 1996 by establishing Kovai Kalaimagal College of Arts and Science at Narasipuram, Coimbatore. With the educational experience of the trustees, the trust lays emphasis on the all round development of the students. Importance is given to the creativity, self confidence, assertiveness, communication skills, leadership qualities and ethical values of the individuals. Besides these, the trust specially focuses on the development of (a) Knowledge (b) Skill and (c) Attitude of the students.

KKET Group of Institutions

1. Kovai Kalaimagal College of Arts and Science
2. Coimbatore Institute of Management and Technology
3. Coimbatore Institute of Engineering and Technology
4. School of Architecture - Coimbatore Institute of Engineering and Technology
5. Kovai Kalaimagal Matriculation Higher Secondary School

Our Symbol



The College symbol is significant in the field of learning and in the acquirement of knowledge. It signifies the banishment of darkness, in other words, ignorance, heralding in its place, light which symbolizes Knowledge and Enlightenment. We Indians, from time immemorial, have realized the value of fire and its power to purify. By adopting this symbol, the Kovai Kalaimagal Educational Trust highlights the significance of the Ever Burning Lamp.

Our Motto : LIGHT THE LIGHT WITHIN

In accordance with this symbol, the motto acknowledges that there is a wick within each individual which awaits to be kindled and it is our objective to kindle and bring out the abilities and goodness that remain dormant within each individual.

1.2 Objectives of KKET

The overall objectives of KKET are:

1. To strive for a continual improvement in the quality of its products.
2. To provide the required resources, infrastructural and instructional facilities to meet the needs of objective 1.
3. To enable continuous updating of the knowledge and technical skills of its faculty through internal and/or external training programmes.
4. To strengthen the learning resources on on-going basis to meet the requirements of the curriculum.
5. To help the faculty for qualitative improvement on a continual basis
6. Strive to provide excellent research facilities for the research aspirants.

1.3 Profile of KKCAS

Kovai Kalaimagal College of Arts and Science, was founded with the motto of 'Light the Light Within' to raise professionals and leaders of high academic competence and untarnished personality with a strong motivation and commitment to serve humankind. Established in 1996 by the Kovai Kalaimagal Educational Trust and it was granted an autonomous status in 2016. KKCAS is a reputable institution with a 26-years past record of outstanding service. Accredited by NAAC in both first and second cycles with 'A' grade. Institution offers a wide array of Bachelor's, Master's and Doctoral Degree programmes in various branches of English, Mathematics(CA), Commerce, Commerce (PA), Commerce (CA), Business Administration, International Business, Computer Science, Information Technology, and Computer Applications. A lot of emphasis is given to enhance the creativity, self-confidence, assertiveness, communication skills, leadership qualities and ethical values of the individual. Besides these the institution especially focuses on the development of Knowledge, Skill and Attitude of the students. Separate hostel facilities are provided for boys and girls. Comfortable bus facilities are available for transport of students from the city.

1.4 Vision

Kovai Kalaimagal College of Arts and Science shall inspire and guide students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world.

1.5 Mission

- To strive for excellence in academics.
- To inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world.

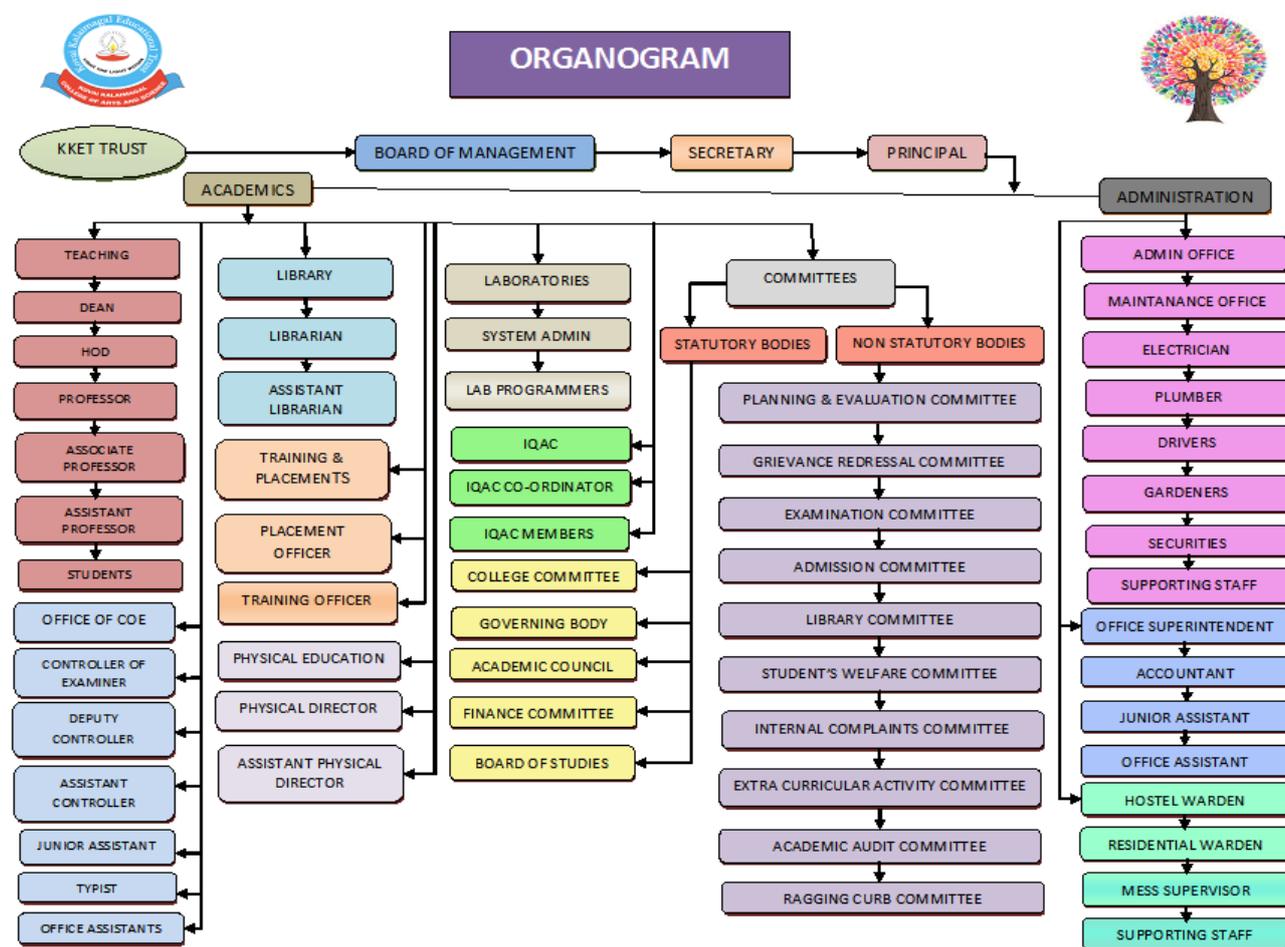
- To develop self- confidence through adequate inter-action and relevant exposure.
- To promote ethical and social values in the students.
- To identify and encourage talents in Academics and sports by rewarding them with scholarships.

1.6 Quality Policy

KKCAS shall provide value-based education to its students for continual improvement in their academic performance, enhancing their competency for higher education and employment.

2. KKCAS Functional Units

2.1 Organogram



2.2 Principal's Office

- To monitor whether advertisement relating to admission to various programmes are released in leading dailies at the appropriate times.
- To monitor whether admission of students to various programmes are done strictly according to the eligibility conditions stipulated by the concerned affiliating university.

- To access the requirement of human resources namely faculty members for individual departments and non-teaching staff for the administrative office and appoint the suitable candidates accordingly after conducting interview by an interview committee formed according to the rules.
- To find out the students who are eligible to receive the scholarship provided by the government of Tamilnadu and the government of India and arrange to apply for the same without missing even a single eligible student.
- To correspond to the university, directorate of collegiate Education and government of Tamilnadu and provide the information required on time without delay.
- To access the need for starting any new programme and accordingly apply for the same in time to university after getting concurrence from the members of college committee.
- To monitor the conduct of university examinations as per the instruction of affiliating universities strictly.
- To monitor whether the mandatory records namely, admission register, master attendance register of students and university examination mark register are maintained properly.

2.3 Purchase

- To identify the vendors supplying quality items.
- To place orders as per the requirements of the departments and procure items on time
- To blacklist the vendors who do not comply with the conditions stipulated.

2.4 Library

- To conduct at least one library advisory committee meeting in the beginning of the semester to access the requirements of the books to be procured for the individual departments as recommended by the faculty members.
- To lend and receive the lent books in time as per the rules of the library.
- To take efforts to minimize the delayed return of books.
- To help the students identifying the book to the specific title in case of difficulty.
- To minimize the delayed return of books borrowed by the students.
- To arrange for stock verification at the end of the academic year and maintain the stock without any discrepancies.

2.5 Laboratories

- To maintain all the equipment's in the lab in good and perfectly working condition.
- To calibrate the precise instruments and equipment's at stipulated time interval.

- To arrange to stock verification and maintain the stock register properly without any discrepancies.

2.6 Training and Placement

- To provide placement training for the students through various training modules.
- To counsel the students to improve their career exposure in the industries.
- To produce most competitive students fit for core companies.
- To approach multinational companies and arranging for the campus drives.
- To enhance employability skills among the students to meet out the corporate expectations.

2.7 Sports and Games

- To develop the leadership qualities
- To provide recreation
- To identify the most talented sports players.
- To develop coordination among the players
- To develop the feeling of sportsmanship
- To provide opportunity for every student to participate in sports and games
- To provide the knowledge of new rules and techniques
- To develop the interest in sports and to maintain healthy lifestyle.

2.8 Research

- To develop contributive environment this leads to the promotion of Innovation and Research activities in the institution.
- To monitor the effectiveness and smooth operation of Research & Innovation activities of the institution.
- To promote collaborative research.
- To strengthen industry and institution interaction by organizing conference, workshop, symposium and so on.
- To encourage faculty members to apply for Major and Minor Research Projects, Innovation Centres and Incubation Centres.

2.9 Department of Tamil

- To encourage the students in reading books related to Tamil literature.
- To promote the students in Tamil literature studies in order to appear for Tamil Nadu Civil Service competitive examination.
- To assists the students to converse and write fluently.

- To insist the students to have sense about the society.
- To make the students to read new poems, short stories and essays.

2.10 Department of English

- To interpret and critically evaluate texts of various genres, forms, and historical periods
- To emphasize the importance of Communication in the Global Scenario.
- To impart in-depth knowledge in English Literature and Language studies
- To encourage students listening, speaking, reading and writing skills in English.
- To enable the students to communicate effectively and appropriately in real life situation.

2.11 Department of Mathematics with Computer Applications

- To provide deeper knowledge in all disciplines of Mathematics.
- To encourage the students in expanding their Mathematical Skills and ability to work practically in Computer Applications.
- To recognize and appreciate the connection between theory and application.
- To create a new learning environment that will encourage the students in mathematical intelligence.
- To develop the knowledge, skills and aptitude requisite to pursue further studies in Mathematics.

2.12 Department of Computer Science

- To make the students to have a thorough understanding of the basic concepts in the field of Computer Science.
- To arrange for a number of seminars and guest lecturers this would enhance the knowledge of students in the recent advances in the field of Computer Science.
- To train the students in the development of software's for solving certain simple problems.
- To provide training for the development of soft skills so as to make the students employable.

2.13 Department of Computer Applications

- To strive for continuous improvement in practical skills to address problems, which arise from computing systems and applications and the quality of its services.
- To empower the students in technical, soft skills and developments of self confidence so as to enable them to complete for global jobs.
- To strengthen the learning resources on ongoing basis to meet the requirements of the curriculum.

- To carry out required analysis and synthesis involved in computer systems, information systems, and computing applications.
- Develops a balanced blend of current market requirements into teaching pedagogy that advances current knowledge within our academic discipline to meet market challenges.

2.14 Department of Information Technology

- To effectively manage the content delivery of core technological services.
- The students are prepared to obtain employment as an IT Professional.
- To enrich the students to strengthen in technical skills, project management responsibilities and leadership roles.
- To provide training for the students in software development in order to extend the solutions to solve the human problems.
- To encourage the students to impart IT related activities and innovations.

2.15 Department of Commerce

- To provide the knowledge of different specializations in Accounting, Costing, Banking and Finance with the practical exposure.
- To develop a strong foundation in Career Education, Business and Consumer Affairs.
- To provide well-trained professionals to meet the needs of Industries, Banking Sectors, Insurance Companies, Financing Companies, Transport Agencies and Warehousing.
- To acquire the knowledge, skill in different areas of communication, decision making, innovations and problem solving in day to day business activities.
- To develop economic aspects and citizenship responsibilities

2.16 Department of Commerce with Professional Accounting

- To provide conceptual knowledge and application skills in the domain of the commerce studies.
- To develop professional knowledge and skills in International Accounting, Finance, Auditing, Taxation, Risk Management etc.. by adopting Learner Centered Pedagogical Practices.
- To provide a strong foundation to students who plan to pursue professional courses like CA, ICWA, FCA, ACS and MBA.
- To motivate the students to become entrepreneurs and to develop managerial skills of the students so as to enable them to establish and manage their business effectively.

2.17 Department of Commerce with Computer Application

- To cater to the manpower needs of companies in Accounting, Taxation, Auditing and Financial Analysis.
- To develop business analysts for companies, capital markets and commodity markets.
- To motivate the students to become entrepreneurs.
- To build competencies for research activities.
- To equip the students with professional skills and interpersonal skills

2.18 Department of Business Administration and International Business

- Identify and analyze business challenges, generate feasible solutions, and make effective judgments by employing analytical and reflective thinking approaches.
- To Produce business executives, managers and entrepreneur with a blend of theory and practical expertise which helps students in taking up challenging tasks in the industry and their own ventures.
- To provide pupils with knowledge of qualitative and quantitative problem-solving strategies.
- To motivate the students to become a successful Entrepreneurs.

3. Rules / Code of Conduct

3.1 Students

1. Classes will commence at 9.00 am and will go on upto 2.50 pm with a lunch break between 12.35 pm – 1.15pm. Students must be punctual to the classes. They are not allowed to abstain from classes without prior permission and valid reason.
2. Students must abide by the rules and regulations of the college and maintain strict discipline in the campus.
3. Students shall be regular and punctual not only in attending classes but also in participating in all extracurricular and co-curricular activities of the college.
4. Usage of mobile phones is strictly prohibited inside the college campus.
5. Students shall occupy their seats, in their respective classes before the first bell / siren.
6. No outsider shall be permitted to call on the students without written permission from the Head of the Department or the Principal.
7. Students are strictly prohibited from damaging the college property or defacing the walls / floors of the buildings.

8. Both girls and boys are expected to come decently dressed to the college.
9. Students must compulsorily secure 75% of attendance, failing which they will not be allowed to appear for the End Assessment Examination.
10. Students should not be absent for Continuous Internal Assessment Tests.
11. Students must obtain prior permission before availing leave. Medical Certificate must be produced along with leave letter in the event of sickness.
12. Permission to leave College Premises during working hours can be granted only by the Principal or by the concerned HoD, with a letter of requisition from the student.
13. Statement of attendance shall be displayed on the college notice board every month and the same will be communicated to the parents.
14. Students who are unable to attend class, when they represent the college outside, must submit the attendance exemption form, signed by the staff concerned and the Head of the Department.
15. Students are expected to read the notices put up on the college notice boards or circulated through whatsApp. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the instructions contained therein.
16. Students should not loiter in the veranda, sit on the parapet walls or staircases.
17. Students should regularly wear their "Identity Cards" duly signed by the Principal. The cards will be issued to them immediately after admission to the college.
18. No notice / bills of any kind shall be distributed among the students or pasted on the notice board without the prior written permission of the Principal.
19. Eligible students may avail Government Scholarship by submitting the prescribed applications to the concerned Departments through the College.
20. Ragging, smoking or indecent behaviour of any kind are strictly prohibited and are punishable.
21. The Principal shall at his / her discretion penalizes, suspend or dismiss any misbehaving student.
22. Students of the college are bound to obey the rules and promote the corporate life in the campus.
23. Tamilnadu prohibition of Ragging Act 1997 As per section 4 of Tamilnadu prohibition of Ragging Act 1997, any student found directly or indirectly committing or participating in

ragging or abetting or propagating for ragging inside or outside college shall be liable for the following punishments. Also UGC has notified 3rd amendment in UGC regulations on 29th June,2016 to expand the definition of ragging by including the following

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student(fresher's or otherwise) on the ground of color, race, religion, caste, ethnicity, gender(including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, economic background.

3.2 Laboratory

1. The lab must be kept clean and tidy.
2. Silence must be maintained in the lab.
3. Eating and/or drinking inside the computer lab is strictly prohibited.
4. Users must turn-off the computer before leaving the computer lab.
5. Playing of games on computer in the lab is strictly prohibited.
6. Before leaving the computer lab, users must close all the programs positively and keep the desktop blank.
7. Users are strictly prohibited for modifying or deleting any important files and install any software or settings in the computer.
8. Internet facility is only for education / study purpose.
9. If any problem arises, please bring the same to the notice of lab in-charge.
10. Every user must make an entry in the register while entering in the computer lab.
11. Tempering with the hardware or software settings will not be tolerated.
12. Avoid stepping on electrical wires or any other computer cables.
13. Do not open the system unit casing or monitor casing particularly when the power is turned on.
14. Do not insert metal objects such as clips, pins and needles into the computer case, they may cause fire.

3.3 Library

1. The library will be kept open from 8.30a.m to 4.30p.m on all working days.
2. It is obligatory for all the students to become members of the College Library.
3. Strict silence shall be observed in and around the library. Consultation, discussions or unnecessary chatting there in are prohibited. The Librarian is vested with the discretion of refusing issue of books to students indulging in such activities.
4. Before entering the library, all the students shall deposit their personal belongings and precede barcode entry.

5. Open access system will be followed.
6. Every UG student will be issued with three Library Cards and PG student will be issued with Five Library Cards. It is the responsibility of the student to keep them in his or her safe custody and return them at the end of the course. The cards are not interchangeable.
7. The borrower should not sub lend books.
8. Reference books must be consulted in the library and will not be lent for home reading.
9. The books should be returned on or before the due date failing which, a fine of Re.1 per book per day will be levied. No renewal of book will be allowed for students.
10. Students shall produce on demand, their identification card to the librarian.
11. The student shall check up the books at the time of issue, and damages, if any found, shall be reported then and there to the librarian. Otherwise the last borrower will be held solely responsible for damage or loss and shall be liable to pay compensation as per the discretion of the librarian.
12. No book shall be taken out of the library without due entry in the Computer.
13. Folding or tearing of the pages or underlining will be seriously viewed and heavy penalty will be imposed.
14. The Period of loan will be 14 days for students and 90 days for staff.
15. The books will be issued only through Bar-coding ID card for both staff and students.
16. A student will lose the privilege of borrowing book if he/ she repeatedly returns the book late or damages the book in any form.
17. The Librarian reserves the right to recall any book at anytime.
18. In the odd semester, the books will be issued for all the UG and PG Students. The Library books must be returned before the even semester examination to obtain the No Due Certificate.
19. Transfer and Conduct Certificates will be issued only after all books are returned and dues are settled.
20. Books, journals and magazines after use, must be replaced in their proper places.
21. Any suggestions or complaints shall be made to the librarian, who will, whenever necessary, forward them to the Principal.
22. Guard the book as your property but do not (mis) use them as your property.

3.4 Sports

1. The player must play according by the rules.
2. Never argue with an official. If you disagree, have your captain approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately

- distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Be a good sport. Applaud all good plays whether they are made by your team or the opposition. Remember this is a social sport competition and we are all here to have fun.
 5. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
 6. Cooperate with your captain, teammates, umpires and opponents. Without them, there would be no competition.
 7. Participate for your own enjoyment and benefit.
 8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

3.5 Hostel

1. Room once allotted for the academic year is not interchangeable without the permission of the warden.
2. All inmates should return to hostel premises before Roll call. It is taken at 7.00 p.m every day.
3. Everyday 9:00 p.m to 10:00 p.m will be study hours (Switch Off mobiles). From 9:00 p.m to 5:00 a.m will be silence hours on all days. During silence hours students are strictly instructed to be in the allotted rooms. Group study and any other combined work is not permitted during this period.
4. No person or student other than the boarded should be found in the hostel. If any unauthorized person is found in the hostel, action will be taken against the boarded in whose room the person is found and he will be expelled from the hostel.
5. Smoking, consuming any intoxicant, playing cards and conducting birthday parties is strictly prohibited inside the college campus and in hostel. If any student found involving in any of the above abnormal activities, he will be dismissed from the hostel immediately without any enquiry.
6. The inmates should not remain in the hostel during the college working hours, except with the permission of the warden.
7. Students should not arrange any function or meeting within the hostel or outside or within the college campus without prior permission of the Principal and Warden.
8. Abnormal activities or any nature-causing disturbance to neighbors should not be carried out in the rooms.
9. If any student is suspended or under enquiry for any disciplinary action initiated, he should vacate the hostel immediately.
10. Students should treat the hostel staffs and workers with respect. No servants shall be abused

or insulted. No special service demand will be entertained.

11. Students shall not use electrical appliances like electric iron box, electric immersion heaters, radio etc., Students are allowed to use laptops for academic purpose only. Things that disturb other students such as speakers, webcams are not allowed inside the hostel.
12. No hostel student should stay away from the hostel on any day without prior permission from the warden.
13. Mess bills should be paid within ten days from the date of bill, failing which students have to pay a fine of Rs.5/- per day .In case of DD payment, the DD may be drawn in favor of “Kovai Kalaimagal Hostel” payable at Coimbatore.
14. The college reserves the right to ask any student to vacate the hostel in case of any disciplinary issues.
15. No deduction in the mess bill will be given for absence in the mess.
16. Students are requested to extend their full cooperation and maintain a high standard of discipline with the college campus and hostel.
17. "Ragging" means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or rise apprehension or fear or shame or embarrassment to a student in any education institution and includes teasing, abusing, playing practical jokes on, or causing hurt to such students or asking the student to do any act or perform something which such student will not in ordinary course. Student involved in ragging or severely punished as per the Tamil Nadu Prohibition of Ragging Act 1997.
18. UGC has notified 3rd amendment in UGC regulations on 29th June, 2016 to expand the definition of ragging.
19. Hostellers should not keep 2 wheelers in the hostel.
20. Students are informed to strictly adhere to the following timing:

Mess Timings	Out Pass Timings	Study Hours
Morning – 7.40 am to 8.40 am	7.00 am to 8.00 am on Working Days and 6.00 am to 10.00 am on Holidays	--
Afternoon – 12.35 pm to 1.15 pm	---	--
Night – 7.30 pm to 8.30 pm	5.00 pm to 6.00 pm on working days.	9.00 pm to 10.00 pm

3.6 Punishment for Ragging

1. Imprisonment for two years.
2. A fine of Rs. 10,000/- .
3. Dismissal from the institution and shall not be admitted in any other educational institution.
4. Police complaint shall be lodged.

3.7 Examinations

Instructions to the candidate applying for End Assessment Examinations

- Regular candidate shall send their applications with the prescribed fee through the Head of the Department and the Principal.
- Before submitting the application, the candidate is advised to satisfy his/herself that they fulfill the eligibility conditions laid down by the College to appear for the End Assessment Examinations.
- If an application is not accompanied by the prescribed fee or incomplete in any respect, it will not be entertained.
- Detailed time table for the Semester Examinations will be put up in the College /Department notice board and will be available at the College / Department / Controller Section about 15 days prior to the commencement of the examination.
- Correction in application should be neatly **HAND WRITTEN IN ENGLISH BLOCK LETTERS**.
- The candidate should check all the entries given in the respective columns, make corrections (if needed) and enclose letter along with this application.
- The code numbers of his / her regular semester and arrear subjects are indicated in the respective semester columns. Candidate, who desires to appear for any of the arrear subjects, a tick mark (√) may be made against codes of the subjects for which he / she wishes to appear.
- If the code number of the subject offered is different from the one given, please circle it and **ENTER THE RELEVANT CODE NUMBER**.
- If the candidate desires to improve performance in any of the subject, if eligible, he / she should **WRITE** the relevant subject codes and name of the subjects. The list of subject codes may be obtained from the College Office.
- Private candidates should send their applications to the Controller of Examinations directly.

Attendance Requirements for the Students appearing for EAE

- The guidelines of attendance requirement issued by Bharathiar University are adopted by the

College. Attendance shall be considered semester- wise (not annually).

- A candidate shall be permitted to appear for the End Assessment Examinations in any semester, if he/she secures not less than 75% of attendance in the total number of working days during the semester and if his/her progress has been satisfactory, and his/her conduct has been satisfactory.

If the absence of a student in a semester is above 22 1/2 days and upto 49 1/2 days:

- In case, a student has been absent for more than 31 1/2 days but less than or equal to 49 1/2 days in a semester, he/she will not be permitted to write the semester examination in regular papers. However, that student will be permitted to attend the next semester wherein he/she has to compensate the previous semester's lack of attendance (that is the number of days of absence during both the semesters should not exceed 45 days). In such a case the student will be permitted to write both semester examinations at the end of that semester.
- It is mandatory that each student should have 75% attendance to appear for the End Assessment Examinations.
- Those who have obtained below 75% and above 65% of attendance shall pay condonation fee and shall write the examination in the same semester with due permission from the Principal. However principal reserves the right to condone the attendance.
- Those who have below 65% and above 55% of attendance shall pay condonation fee and shall write the examination in the forth coming semester after compensating the loss of attendance.
- Those who have below 55% of attendance have to re-do the semester.

Rules & Regulations Pertaining to Comprehensive Practical Examinations

- Candidates are expected to be in their allotted seats 10 minutes before the commencement of the examinations. No candidate will be permitted to enter the Hall after 30 minutes from the commencement of the examination.
- No candidate will be allowed to leave the examination Hall within one hour from the commencement of the examination.
- Candidates are prohibited from bringing / carrying into the examination Hall any book or portion of the book, manuscript or incriminating materials to the examination. Any communication with one another is subject to severe punishment.
- Candidates are not allowed to tear the sheets from the answer book. They are not allowed to take the answer scripts outside the Hall.
- Candidates involved in malpractice of any kind will be liable for disciplinary action.
- A candidate resorting to malpractice of any kind in the End Assessment Examinations will not

be permitted to write any paper thereafter in that particular semester and in the following semester too. However, the candidate may register, attend classes and complete the Continuous Internal Assessment.

- Question paper for the Practical Examination will be set by only the Internal Examiner as per the pattern suggested by the concerned Board Of Studies.
- Candidates who could not attend the practical examinations as per the schedule on genuine grounds, will be permitted to take the same in the following batch / session, after obtaining permission from the Principal through the Head of the Department concerned.
- Candidates appearing for practical Examinations should submit their bonafide record notebooks prescribed for practical examination, otherwise they will not be permitted to appear for the practical examinations. However, in genuine cases when they are not able to submit their record note books they may be permitted to appear for the practical examinations, provided the concerned Staff- in charge /Head of the Department certifies that the candidate has satisfactorily completed the experiments prescribed for the course.
- For such candidates who do not submit record notebooks, Zero (0) mark will be awarded for record notebooks.
- For the candidates appearing for practical examinations as arrears and the marks awarded for the previous examination will be considered as the marks obtained for the record by the candidate.

Rules & Regulations pertaining to End Assessment Examinations

- Every student shall register for the EAE of the relevant semester from which She / He has to obtain promotion to the next semester.
- Every student who is eligible to write the examination should submit his/ her application through the Principal / HoD before the last date mentioned.
- Candidate should ensure that they receive their Hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination and Tuition fee.
- They should bring their Hall tickets on all days of the examination failing which they will not be admitted to the examination Hall.
- Students will not be permitted to enter the examination Hall without their ID card.
- If the Hall ticket is lost, they should immediately submit an application for a duplicate Hall ticket to the COE through the Principal / HoD, as the case may be.
- The Candidates should enter the examination room at least 15 minutes before the commencement of examination. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination Hall.

- Students should be seated in the examination Hall by 9.15 AM for the morning session and 1.15 PM for the afternoon session. Students shall not be permitted after 10.00 AM in the morning session and 2.00 PM in the afternoon session.
- Students are not allowed to stand or loiter around the examination Hall.
- Students should be in proper attire during the examinations.
- Any student found guilty of using unfair means of any nature shall be liable for disciplinary action.
- Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured ink pens are allowed for writing the exam.
- No materials except writing materials and Hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic gadgets are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
- Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per College rules.
- The candidate should write their register numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write register number anywhere else other than the facing page of the main book.
- Candidates must ensure the correct question paper. The title of the paper should be checked. Students are advised to verify / check the question paper code, subject code, subject title and number of pages in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be brought to the notice of the Hall Superintendent / Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.
- They should not write anything on the question paper other than his/her name and register number.
- Strict silence should be maintained in the examination Hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
- They should return all answer books before leaving the room. Candidates are not permitted to leave the examination Hall without the permission of the invigilator during the course of the examination.

- Candidates are forbidden to ask questions of any kind during the examination.
- Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, such as explanation of meaning or correction of typographical errors.
- Answers should be written on both sides of the papers in the answer book. No sheets should be detached from the answer book.
- All rough work should be done either at the bottom of the page or last page of the answer book and the portion not intended for valuation should be struck off by drawing a single line across it.
- Read the instructions carefully before answering.
- Any query should be immediately brought to the attention of the invigilator.
- Candidates are obliged to follow instructions issued by the invigilator
- Announcements in the Examination Hall should be viewed seriously.
- Any requirements during the examination, should be brought to the attention of the invigilator.
- Candidates shall be permitted to leave the examination Hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the Hall after keeping their answer books in their seats.
- Writing of the wrong register number in the answer script will entail rejection of the answer script.
- Students are advised to see the college Notice Board and Website for the time table/examination schedule or contact the CoE section for connected information.
- The students, not appearing for an examination, are advised not to stand/sit/crowd near the examination Halls / zone during the examination time, so as not to cause any disturbance to the students writing the examination.
- Circulars regarding the last date for applying for Revaluation and for obtaining Photo Copies of the answer scripts and for appearing for special supplementary examinations and the connected details of fees, mode of payment will be sent to the concerned departments and will also be displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

Allowing candidates suffering from disease

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination Hall.

Permitting the candidates to write examination at their own risk

In case of those candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, the Chief Superintendent may permit those

candidates to write the examinations in subject or subjects after obtaining a written declaration that he / she is appearing for the examination at his / her own risk and the same may be reported at once to the Controller of Examinations. In case the claims of such candidates are not supported by evidences at the office of the Controller of Examination, answer scripts will not be valued and he / she will be liable for punishment. In such cases, the Chief Superintendent should ensure the availability of proper question papers for each day of examination.

Completion of Exam on time

Candidates are not allowed to write beyond the time prescribed for the concerned subject. However, the issue of question paper to the students if delayed for reasons beyond the control of the Hall Superintendents and Chief Superintendent, the examinees shall not be put into inconvenience and they be allowed to avail the time prescribed in the question paper concerned.

Warning Bell

Arrangements shall be made for the announcement of time and the College Bell be rung every half-an-hour. A Warning Bell be rung five minutes before the end of the examination to enable the examinees to complete their writing, arrange, tie up the answer books and hand over the same to the Hall superintendent.

Blind and Disabled Candidates desiring Scribe

For blind candidates or candidates who are not in a position to write the examination themselves due to temporary disability, may be provided for scribe after getting the prior approval of the Controller of Examination. The scribe should be a person who should not be well versed with the subject of the examinee. The scribe must be suggested by the Chief Superintendent. It is enough, if the scribe is a person who can just carry out what all the examinee dictates. He/she may be a non teaching staff of the college. For securing the service of a scribe the candidate must apply in writing to the Controller of Examinations through the Principal in advance. A fee of Rs 100/- will be collected for each subject. Scribe will be eligible for Rs 100/- per subject. The candidate and the scribe must be seated in a separate Hall and a superintendent be appointed to supervise them

Exclusion of candidates for misbehavior

Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or invigilator or behaving indifferently towards the Chief Superintendent or any invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be disallowed from the day's examination and if S/He does not correct him/herself, S/He may be excluded from the rest of the examinations by the Chief Superintendent of

the Centre. In all such cases, a full report of each case shall be sent to the CoE, through the Examination Vigilance Committee after granting an opportunity to present his/her case according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling the Examination taken by him either in whole or in part or debaring him from appearing for any Examination in the College for a specified period or permanently.

4. Duties and Responsibilities

4.1 Secretary

Secretary is the authority representing the Management to:

1. Formulate policies of KKCAS.
2. Guide implementation of the policies by the respective Principals and Staffs
3. Select and appoint faculty.
4. Arrange for provision of resources and infrastructure facilities.
5. Monitor the progress and offer suggestions.
6. Inform affiliating Universities and statutory bodies, the implementation status of the suggestions and guidelines.
7. Plan institute-industry interaction.
8. Call for governing council / College committee and help it to appraise the activities of KKCAS.

4.2 Principal

The Principal is the executive Head of the Institution and should:

1. Indite the policies and Strategy to accomplish the vision and mission of the institution.
2. Implement the policies of the management.
3. Provide captainship, direction and harmonization within the Institution.
4. Ensure that the long-term and short-term development plans of the institution are duly processed and implemented through the guidelines of statutory bodies, relevant authorities and committees.
5. Present the report to the G.C / College Committee on the activities and follow their suggestions.
6. Direct and surveil the administration of the academic programmes and general administration of the institution.
7. Ensure that quality in education and academic services is kept-up for continuous improvement.
8. Promote industry institution interaction and inculcate research development activities.
9. Form various college level committees which are necessary for the progress of the institution.

10. Ensure that the staff and students attuned the rules, policies and procedures laid down by the college and enforce them fittingly.
11. Coordinate between director / secretary and the faculty. \
12. Encourage interaction among faculty and between them and the students.
13. Take decisive action as and when required to manage discipline in the institution.
14. Be impartial in his disciplinary actions for all the members of faculty, non – teaching staff and students.
15. Look after office administration and maintain discipline.
16. Listen to the student’s ideas and set a supportive tone.
17. Conduct class committee meetings of students and take follow up actions.
18. Empower all the staff and students to reach their maximum potential.
19. Submit annual report on the progress achieved on different developmental and collaborative programmes to the various committees and management.
20. Surveil, manage and educate the administration of the institution and take remedial measures/ actions based on the stakeholder’s feedback.
21. Carry himself / herself with the highest integrity and exhibit outstanding and strong leadership skills.
22. Prepare IQA plan and schedule and arrange for IQA as planned.

4.3 Dean

The Dean is the Academic Administrator and should:

1. Officiate in the absence of the Principal as per the direction of the Principal.
2. Render fullest cooperation to the Principal in all the matters of academic interest.
3. Ensure the academic administration of the departments.
4. Voice his /her view or opinion in all matters of academic interest when discussions take place at a higher level.
5. Compute the manpower requirements as per workload of the department along with the hod and recommend the staff requirement to the Principal.
6. Convene the meeting with staff, student representatives and hostel inmates in the presence of the Principal and hods, at least once in the month and maintain the minute book.

7. Monitor whether the hods perform the duties and responsibilities as per the list enclosed properly. If not, the hods should suitably be advised.
8. See that all the correspondences from the departments are routed through Deans.
9. Evolve Strategies and action plans in coordination with concerned hods for the development and quality improvement of the department.
10. Be aware of the various requirements of different courses as per the Bharathiar University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.
11. Monitor the functioning of each department and act as a strong interface between the Principal and HoDs in implementing policies and programs formulated for improving the quality and effectiveness of teaching - learning process.
12. Motivate and train the newly recruited members of the faculty. Oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.
13. Make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions / remarks to the Principal.
14. Oversee the effective conduct of stay back hours, extra classes, career guidance and placement programs for the benefit of the students in coordination with Training and Placement Cell.
15. Interact with students periodically, review the student performance in the Continuous Internal Assessment and end Assessment examinations, regularity in attendance and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with the Principal.
16. Monitor the activities of the innovation and creativity of the college.
17. Monitor the research progress of faculty members pursuing M. Phil and Ph.D.
18. Constitute a committee and select scholars for M.Phil. And Ph.D. Programs (FT and PT).
19. Get approval of Bharathiar University and to admit scholars.
20. Assist the approved guides in Scholar's project.
21. Arrange for submission of dissertation in time through monitoring.
22. Help publication of findings of research.
23. Arrange for final Viva - Voce of the Scholars.
24. Arrange periodical meetings of the research scholars.

25. Propose, receive and implement research projects - major or minor - sponsored by other institutions.
26. Plan for Faculty Development Programme for teaching faculty and Administrative Training Programme for the non-teaching faculty at least two per semester.
27. Organise Guest Lectures, Seminars, Conferences, Industry Visits, International / National seminar or symposium or Intercollegiate competitions once in a semester.
28. Encourage the faculty members and students to participate in seminar / workshop / conferences and present / publish research papers / articles.
29. Prepare proposals for doing major / minor projects, conduct of seminars / FDP and send it to funding agencies.
30. Take responsibility of preparing reports for Governing Body, College Committee, Academic Council and Finance Committee.
31. Finalize the curriculum for their concerned departments with periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market and present before the Boards of Studies after getting approval from Curriculum Development Cell.
32. Get feedback from the students, parents and industry to guide teaching-learning.
33. Organise student Induction Programme, Annual Day, Graduation Day, Sports Day, Lighting Ceremony and Alumni Meet every year.
34. Take care of all disciplinary activities of the students inside the campus.
35. Visit both boys and girls hostel / mess and meet the hostel inmates and warden atleast once in a month.
36. Visit lab, library, classrooms and staff room and submit a report whenever necessary.
37. Engage Post Graduate classes (or UG classes in case there is no PG class) at least for 6 hours a week.
38. Take up the responsibility of preparing the News letter and release it within a period of one month after the commencement of the subsequent semester.
39. Monitor the execution of Continuous Internal Assessments.
40. Approve the Internal Assessment marks for all students in all classes of both UG and PG.
41. Monitor the student's online feedback.

42. Monitor the faculty performance in End Assessment Examinations.
43. Monitor the late comers at the gate, counsel them to come to college in time and record the name of the late comers in the note book.
44. Take care of fee collection from the students and submit a report to the Principal about the fee pending details every month.
45. Conduct programme for school children and responsible for the admissions
46. Form a committee, arrange and oversee for the Library, Furniture and Lab Stock Verification for every year.
47. Report to the Principal on every Monday about all the above mentioned duties.

4.4 HoD

The HoD is the functional Head of the Department and should:

1. Be responsible for the harmonious functioning of the department.
2. Implement the objectives of the respective institutions by coordinating the activities of their faculty in the department.
3. Be responsible for the maintenance of discipline among the students of the department.
4. Go round the classes before the commencement of the class and during intervals, and also assign such duty to the faculty members of the department.
5. Visit the laboratories to find out whether the members of the faculty handling the practical subject are available in the lab and help the students in clarifying their doubts in the lab.
6. Ascertain whether pre-lab explanation on the procedure to be followed and the logic of the programme is given to the students.
7. Monitor whether the teachers keep up the pace at which they are expected to teach to cover the syllabus.
8. Periodically check the log book for coverage of all the topics which can be counter checked with the notes of the students.
9. Interact periodically with the students of various classes to know the difficulties of students in understanding the subjects, conduct of teachers in the classes and any other difficulties of the students concerning their academic activities.
10. Verify whether attendance of students is marked properly in the log book and master attendance register without any delay.

11. Contribute in evolving strategies and action plans for the development and quality improvement of the department.
12. Ascertain whether proper permission is obtained from the secretary for conducting any function on behalf of the department association.
13. Inform the proceedings of the HoDs meeting convened by the principal to the other members on the very next day and should be minuted in the department meetings.
14. Go through the students profile maintained by the tutors periodically to know whether the tutors properly perform their duties.
15. Monitor whether the tutors maintain the personal details and other records of students properly and counsel the students as and when necessary and see that no other work like entering attendance in the master register is assigned to the tutors.
16. Monitor academic activities and receive feedback from parents.
17. Assess the resource requirements (books, periodicals, stationary, computer lab requirements and other facilities) of the departments immediately after re-opening of the college, send requisition letters and follow them up.
18. Allot the subjects to the members of faculties according to their preferences and the priority should start from the junior most members.
19. Assess the need for any faculty development programme for the staff of his/her department and inform the concerned dean / principal.
20. Encourage the faculty to publish articles in reputed journals, to present papers in seminars and to register their names for Ph.D. Or M.Phil programme as the case may be.
21. See that the monthly reports are submitted to the principal on or before 5th working day of every month without fail.
22. Perform any other activity assigned to him / her by the secretary / principal.
23. Follow the guidelines / instructions given by the principal from time to time
24. Report the progress to the principal and implement the directions given by the principal.
25. Provide necessary inputs to the principal for conducting governing body, college committee, academic council / governing council, curriculum development cell, board of studies and finance committee meeting.
26. Arrange class committee meeting, once in a semester, immediately after the conduct of cia-i of consolidated report may be sent to the principal.

27. Arrange for class representative meeting, once in a month and submit the consolidated report to the principal.
28. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
29. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
30. Arrange special classes if necessary for the benefit of below average students.
31. Arrange and monitor remedial and additional classes for the slow learners and extra credit courses for the advanced learners.
32. Implement teaching plan with least deviation.
33. Ensure the quality and effectiveness of teaching - learning process.
34. Organise guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
35. Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
36. Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus.

4.5 Teaching Faculty

Faculty Members:

1. Should maintain absolute integrity and devotion to duty all times.
2. Should perform all professional activities through proper channel and extend co-operation to his/her colleagues and higher authorities.
3. Should conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
4. Should attend the college neatly dressed and follow dress regulations. Women faculty should wear over-coats inside the class rooms. Male faculty members should come in formal dress with tie and shoes. Jeans pant & t-shirts are not allowed.
5. Should wear their identity cards while inside the college premises.

6. Should not use cell phones while taking classes, engaging in examination duties and attending meetings.
7. Should not absent himself/herself from duty at any time without prior approval.
8. Should be punctual in going to the classes, attending meetings, invigilation, college functions and attend national celebrations.
9. Should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
10. Should not provoke or instigate any student or staff against other students, colleagues or administration.
11. Should not by act or deed, degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.
12. Should not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.
13. Should not demonstrate favouritism in assessment of students deliberately over making, under marking or attempt at victimization on any grounds.
14. Shall neither disclose confidential information about students to anyone nor disclose confidential information from management to students.
15. Should not accept fees or honorarium, gift, etc., from the students.
16. Should respect the prerogative of parent/guardian to look after the interest of the student.
17. Should not misuse or carelessly use amenities provided to him/her by the institution to facilitate the discharge of his/her duties.
18. Shall set an example himself / herself to his/her colleagues and students.
19. Should implement teaching plans effectively.
20. Shall interact closely with students and understand their needs and problems.
21. Should provide feedback to the coordinators / HoDs.
22. Should maintain attendance particulars and report to the tutors.
23. Should assess resource requirements and send requisition to the coordinators.
24. Should recommend leave / attendance exemption for students.
25. Should maintain 'student profile' of students allotted to them.

26. Should perform any other role such as placement officer / tutor/ class advisor and assist the placement officer.
27. Should encourage student activities for closer interaction.
28. Should organise seminar / guest lecturers / quiz.

4.6 Librarian

Librarian is responsible for managing and organizing the library and should:

1. Send intent for the purchase of Books / CDs and subscription to journals.
2. Send supply orders, receive the supply enters in the registers and keep it updated.
3. Report to the Principal about the loss / damage to books, journals, CDs, etc.,
4. Maintain computerized inventory of books.
5. Assist in annual stock verification.
6. Arrange for the recovery of cost of books / journals, lost / damaged by students.
7. Arrange for binding of old books and journal issues.
8. Guide the students for the location of books and photocopying of books.

4.7 System Analyst / Administrator

The system analyst shall maintain the lab and should:

1. Prepare lab wise plan/Schedule for the semester.
2. Assign and co-ordinate work of the programmer.
3. Distribute lab time as per the advice of the HoDs.
4. Assist students and faculty in utilizing the lab.
5. Ensure security of data and equipments.
6. Report deficiency and send resource requisitions.
7. Assist in purchasing of h/w and s/w.
8. Be responsible for the cleanliness and maintenance of the labs.

4.8 Controller of Examinations

The CoE shall be responsible for conducting End Assessment Examination of the College. Immediately after reopening the college, he/she shall seek permission from the Principal for making preparations for the conduct of the End Assessment Examinations. He/ She shall

report periodically the developments taking place in the office of the COE. The responsibilities of the COE include:

1. Conducting the Examination Committee meeting to fix tentative dates for Practical / Project and Theory EAE for the respective semester, date of central valuation, meeting of the passing board and date of publication of results.
2. He/She shall collect the list of question paper setters and examiners with their field of specialization for both theory and practical examinations for which he/she shall send letters to the Principals of the other Arts and Science / MBA / MCA colleges outside the Coimbatore city requesting them to fill up the proforma enclosed with the letters by the faculty with 5 or more years of experience within a prescribed date.
3. He/She should receive the details of the Fresh Batch of students from the college office.
4. He/She should receive the Course Structure and a copy of the syllabus and Question Paper Pattern for all programmes from the Co-ordinator of the Curriculum Development cell.
5. Distribute the exam applications to the students and get back the filled in Exam Application forms from the students on time.
6. Announce the schedule of semester examinations for all programmes.
7. Prepare the list of candidates and the subjects which they are appearing for.
8. Distribute the Hall tickets to the eligible candidates those who appear for the Examinations.
9. Receive the CIA marks finalized in each Department from the respective Heads of Departments.
10. He/She shall be responsible for collecting the model question papers prepared by the faculty members.
11. Supervise the work done by the staff of the office of controller of examinations.
12. He/She should take decisions on all matters related to the examinations not falling within the powers of the statutory officers of the college.
13. Make necessary arrangements for the safe custody of the question papers, answer books, files, documents, certificates, etc..connected with the examinations.
14. Conduct the examinations appointing the Chief Superintendent on the recommendation of principal.
15. Dispatch the stationary required for the conduct of examination to the Chief Superintendent
16. Convene the meeting of the Board of examiners and meeting of the Results passing board.

17. Payment of remuneration, travelling and Dearness allowances to the question paper setters, examiners, chief examiner/Chairman, Invigilators, etc, at the rates decided in the Finance Committee meeting and approved by the Governing body.
18. Arrange to publish the results within 15 days from the date of last examination.
19. Appoint the question paper setters from the list of question paper setters on the basis of their specialization, recommended by Board of Studies and approved by the Academic Council, receive the question papers and schemes of valuation from them on time, print the question papers and dispatch them to the Chief Superintendent maintaining confidentiality.
20. Appoint the examiners for various subjects from the list of examiners recommended by the Board of Studies and approved by the Academic Council and arrange for central valuation of answer scripts.
21. Appoint the scrutinizers of the question papers and valued answer scripts.
22. Arrange for the re-totalling of answer scripts whenever necessary.
23. Arrange for dealing with the malpractice cases, if any, to the examination disciplinary committee, to take decisions.
24. Arrange for the conduct of supplementary examinations, valuation of answer scripts of supplementary examination, meeting of the Results passing board and publication of results.
25. Strictly maintain the confidentiality of the records related to the examinations.
26. Issue the Mark Statements and the Consolidated Mark Statements to the students.
27. Arrange to get the provisional certificates and Degree Certificates from the University.

4.9 Deputy / Assistant CoE

The Deputy/Assistant Controller of Examinations shall perform all other duties allotted to him by the Principal / Controller of Examinations. His / Her duties shall include assisting the Controller of Examinations in various activities such as:

1. Deputy Controller will officiate the CoE office in the absence of the Controller as per the direction of the Principal.
2. Arranging for the meeting of the Examination Committee.
3. Getting the work assigned to other subordinate staff done in time.
4. Preparation of the minutes of the meeting of the Examination Committee and examination schedule.

5. Conducting central valuation, supervising the entry of marks and preparation of statement of grades etc.
6. Verifying the stock of answer booklets, covers, exam application forms, claim forms, attendance proforma, etc., and arranging for printing of the same.
7. Verifying the number of question papers in the question paper packets.
8. Arranging and assisting the tasks required in the conduct of the examinations and central valuations including hospitality.

4.10 HRM – Coordinator

Human Resource Management (HRM) - Coordinator is the representative of the Human Resources Department that facilitate all HR functions and programs and should:

1. Arrange for trainings, FDP and other programmes for the faculty.
2. Get sponsored projects for training target groups in places around the college.
3. Receive contributions / edit / and publish the Institution Newsletter.
4. Arrange for Publication of Brochures, Calendar and special reports if any.
5. Arrange for psychometric tests for students.
6. Arrange for and follow-up parents meet.
7. Collect the feedback from the students regarding the teaching learning process

4.11 Training and Placement Officer

Placement Officer corresponds to prospective companies for interview date and schedule of events and should:

1. Monitor students profile maintenance.
2. Help publication of placement brochure.
3. Arrange for campus interviews.
4. Prepare a list of prospective employers and communicate with them.
5. Maintain placement records.
6. Ensure placements for as many passed out students as possible.
7. Plan and co-ordinate the skills up gradation and personality development programs

Training Officer shall plan and arrange for the training to the students and should

1. Plan the activities for training the students for campus placements
2. Include aptitude training during class hours
3. Co ordinate the special training sponsored by MNCs
4. Organize Finishing School during the summer vacation every year
5. Train the students to develop Soft Skill through the HR managers of various companies
6. Sign MoUs with the training Institutes for the all round development of the students
7. Offer certificate courses so as to make them employable

4.12 Office Superintendent

Office Superintendent should:

1. Supervise and control the activities of administrative staff.
2. Assist principal in maintaining current and stock files updated and providing needed information.
3. Send reports, proposals and demands to the university.
4. Send reports to UGC./NAAC / RJD / Bharathiar University for approval and follow-up.
5. Send annual reports to AISHE/NIRF/ARIIA/ Bharathiar University
6. Keep safe custody of certificates of students and faculty till they are returned to them.
7. Prepare transfer certificate after verifying all conditions (does, completion of courses, etc.,).
8. Distribute and collect the applications for various scholarships and send it to the approval of the concerned departments/ management and followup.
9. Co-ordinate the admissions for UG & PG programmes/collect the original certificates and completes the certificate verification at affiliated University
10. Receive and account for all the supplies.
11. Supervise receipts and payments.
12. Co ordinate the transport facilities / issues bus pass / others

4.13 Non-teaching Staff

Non – Teaching Staff should:

1. Persist on duty inside the Campus between 8.30 am to 04.15 pm. They should not leave the

college premises without the consent before 04.15 pm.

2. Abide the rules and regulations of the institution.
3. Avail approval in advance for his / her casual leave.
4. Esteem and retain the hierarchy in the Administration and perform their duties as per the instruction received from the officials to whom they are attached.
5. Wear their identity cards during working hours.
6. Retain honesty, morality and equality in their actions.
7. Honesty, integrity and equality in all activities.
8. Exercise self-discipline and deal positively with staff, students, parents and public.
9. Perform the work assigned in connection to the examinations conducted by the college or University as instructed by the Principal.

5. Admission

5.1 Admission Procedure

Kovai Kalaimagal College of Arts and Science (KKCAS) Narasipuram, Coimbatore, was founded in 1996. It is a Co-educational institution run by the Kovai Kalaimagal Educational Trust and has the location advantage of providing a distraction-free learning environment. With rich educational experience of its members, the trust lays emphasis on the all-round development of the students. Importance is given to the creativity, self-confidence, assertiveness, communication skills, leadership qualities and ethical values of the individual. Besides these the college especially focuses on the development of Knowledge, Skill and Attitude of the students. Separate hostel facilities are provided for boys and girls. Comfortable bus facilities are available for transport of students from the city.

5.2 Admission Brochure

<https://www.kkcas.edu.in/documents/KKCAS%20GREEN%20-%202022.pdf>

5.3 Programmes Offered

The Kovai Kalaimagal College of Arts and Science offers the following Programme in UG, PG and Research

UG Programmes

B.Sc Mathematics with Computer Applications

B.Sc Computer Science

B.Sc Information Technology

BCA

B.Com

B.Com with Computer Application

B.Com with Professional Accounting

BBA with Computer Application

BA English Literature

PG Programmes

M.Sc Computer Science

M.Sc Information Technology

M.Com with Computer Application

M.Com with International Business

Research Programmes

M.Phil Commerce (FT/PT)

M.Phil Computer Science (FT/PT)

PhD Commerce (FT/PT)

PhD Computer Science (FT/PT)

Eligibility Condition

UG Programmes

Programme	Eligibility Condition
BSc Computer Science BSc Information Technology BCA	Passed in HSc.
B.Com B.Com PA B.Com CA BBA CA	Passed in HSc.
BA English Literature	Passed in HSc

BSc Maths CA	Passed in HSc. Should have studied Maths in HSc as one of the subject
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PG Programmes

Programme	Eligibility Condition
MSc Computer Science MSc Information Technology	BSc Computer Science / Computer Technology / Information Technology / Software Systems / BCA / BSc Applied Science (IT / CT) / Software / Computer Science and Application / BSc Triple Major (Mathematics , Statistics , Computer Science)
M.Com Computer Application	B.Com or B.Com with any specialization (Branch)
M.Com International Business	Pass in any Degree

Research Programmes

Programme Eligibility	Eligibility Condition	Admission Criteria
M.Phil / PhD <ul style="list-style-type: none"> • Computer Science • Commerce 	A Master's Degree in the respective subject or equivalent from Bharathiar University or any other University recognised by the UGC	Based on the marks obtained in the qualifying examination conducted by Bharathiar University and performance in Interview as per the norms of Bharathiar University. Link to Bharathiar University ((https://b-u.ac.in/admission-notification-mphil-phd-full-time-part-time-programme-2021-2022))

5.4 Fees Structure

UG Programmes

B.Sc (Mathematics) with Computer Applications

Eligibility : HSc Pass with Mathematics

Tuition Fee : Rs.14000/ Sem

Special Fee : Rs.1000/ Sem

B.Sc (Computer Science)

Eligibility : HSc Pass

Tuition Fee : Rs.18000/ Sem

Special Fee : Rs.1000/ Sem

B.C.A.

Eligibility : HSc Pass

Tuition Fee : Rs.18000/ Sem

Special Fee : Rs.1000/ Sem

B.Sc. (Information Technology)

Eligibility : : HSc Pass

Tuition Fee : Rs.18000/ Sem

Special Fee : Rs.1000/ Sem

B.Com.

Eligibility : HSc Pass

Tuition Fee : Rs.16000/ Sem

Special Fee : Rs.1000/ Sem

B.Com (Computer Applications)

Eligibility : HSc Pass

Tuition Fee : Rs.20000/ Sem

Special Fee : Rs.1000/ Sem

B.Com (Professional Accounting)

Eligibility : HSc Pass

Tuition Fee : Rs.20000/ Sem

Special Fee : Rs.1000/ Sem

B.B.A. (Computer Applications)

Eligibility : HSc Pass

Tuition Fee : Rs.14000/ Sem

Special Fee : Rs.1000/ Sem

B.A. (English Literature)

Eligibility : HSc Pass

Tuition Fee : Rs.14000/ Sem

Special Fee : Rs.1000/ Sem

PG Programmes

M.Sc (Computer Science)

Eligibility : UG Degree relevant to Computer Science

Tuition Fee : Rs.17000/ Sem

Special Fee : Rs.1000/ Sem

M.Sc (Information Technology)

Eligibility : UG Degree relevant to Computer Science

Tuition Fee : Rs.17000/ Sem

Special Fee : Rs.1000/ Sem

M.Com (Computer Applications)

Eligibility : UG Degree relevant to Commerce

Tuition Fee : Rs.17000/ Sem

Special Fee : Rs.1000/ Sem

M.Com (International Business)

Eligibility : Any UG Degree

Tuition Fee : Rs.17000/ Sem

Special Fee : Rs.1000/ Sem

Research Programmes

M.Phil - Computer Science(FT/PT)

Eligibility : PG Degree relevant to Computer Science

Tuition Fee : FT - 20000/Annum

PT – 14000/Annum

Special Fee : 1000 / Annum

M.Phil – Commerce(FT/PT)

Eligibility : PG Degree relevant to Commerce

Tuition Fee : FT - 14000/Annum

PT – 12000/Annum

Special Fee : 1000 / Annum

Ph.D – Computer Science(FT/PT)

Eligibility : PG Degree relevant to Computer Science

Tuition Fee : FT - 30000/Annum

PT – 20000/Annum

Special Fee : 1000 / Annum

Ph.D – Commerce(FT/PT)

Eligibility : PG Degree relevant to Commerce

Tuition Fee : FT - 20000/Annum

PT – 15000/Annum

Special Fee : 1000 / Annum

5.5 Applications and Undertaking Forms

The application form (UG/PG) will be available at the college office and at our official website (www.kkcas.edu.in). Duly filled in application with a passport size photograph may be submitted through online or to the admission cell along with the photocopies of following documents:

- Degree Certificate (for admission to PG only)
- Statement of marks of the qualifying examination
- Transfer / Conduct Certificate
- Community Certificate
- Aadhaar Card
- Migration Certificate for the students from other states

Based on the Marks entered in the application form, the college will prepare a selection list as per the norms of Bharathiar University and State Government. Selected candidates should

deposit all the original certificates in the college office along with the prescribed fee. Certificates verification will be done by Bharathiar University and the admission will be finalised. After verification, the originals will be returned to the students.

Undertaking Forms <https://www.kkcas.edu.in/applicationandUndertaking>

5.6 Scholarships

Merit Scholarship

Based on the Percentage of Marks secured by the Students in Higher Secondary Examination the Merit Scholarship is provided as given below

S.No	Percentage of Marks in HSC	Percentage of Scholarship in Tuition Fees
1	75% - 84 %	50%
2	85% - 94 %	75%
3	95% - 100%	100%

Sports Scholarship

The Students who achieved in Sports and games are given Scholarship as given below.

S.No	Level of Sports	Percentage of Scholarship in Tuition Fees	
		Individual Event	Group Event
1	State Level	100%	50%
2	District Level	50%	25%

Scholarship for Post Graduates

The Students who studied their UG Degree Programme in our College are given special scholarship of Rs. 2000 for each semester.

Management Scholarship

Kovai Kalaimagal Trust is providing scholarship to the students who are economically Backward, Socially Downtrodden, Wards of the college Employee for every semester for encouraging the students to pursue their Higher Education in our college.

Note: Admission is subject to the verification of original certificates by Bharathiar University and if it is found to be fake, admission will be cancelled.

6. Academic

6.1 Departments

6.1.1 Tamil

About the Department

The Department of Tamil was established in the year 1996. Tamil classes are handled for Commerce, Commerce (CA), Computer Science, Information Technology, English Literature, Mathematics and Business Administration (CA). It ensures the students to develop their skills in the fields such as Creativity, Literature and Culture. The Department of Tamil stimulates literature learning curiosity between teachers and students, it also identifies and bring out student's unique inner talents and helps to develop creativity talents within students. The department wholeheartedly ensures that the human values are known and students travel in ethical path. The teaching methodology is based on human values and current market trends and encourages students to participate in competitive exams and special training classes are also conducted to clear the examination. The syllabus is designed to ensure expansion of literature knowledge, to know more about the society and develops speaking skills within students. The Department of Tamil conducts special training for the students to develop their potential in television, radio, newspaper, ancient human history, arts, and culture. The department also functions to empower traditional arts and culture.

Vision

The primary objective of the department is to enhance the knowledge in Tamil language by emphasizing the inner creativity, imagination, and positive energy. It also create personal identity in the competitive world.

Mission

- To encourage addiction to language
- To enhance speaking and creative skills
- To understand ancient Tamil literature and fundamentals
- To highlight Tamil language contribution to one of the worlds ancient civilization and culture

6.1.2 English

About the Department

Established in the year 1996, The Department of English aims to inculcate skills to accomplish the prerequisites and engage in high-level study through its excellent infrastructure conducive to impart Literature as well as Soft Skills with its noble faculty. The Department has been

entrenched with the acquaintance of B.A English Literature in the year 2019 to quench the literary thirst of the students.

Vision

To fundamental aim of the department is to enhance the quality of life by offering responsibilities, efficiency and quality education with good communication skills and leadership principles.

Mission

- To provide students with an in depth knowledge of English language and Literature.
- To sharpen the critical ability of the students to interpret and evaluate the literary texts.
- To instill confidence to cultivate linguistic competency, creativity & literary appreciation
- To facilitate the acquisition of communication skills with practical approach.
- To impart holistic education giving preference to rural students.

6.1.3 Mathematics with Computer Applications

About the Department

The Department of Mathematics was established in the year 1996. It offered B.Sc., Mathematics from 2000 to 2011 and it was converted as B.Sc Mathematics (CA) from the year 2011. The programme provides a foundation for integrated studies in Mathematics and Computer Applications and satisfies the needs of teaching and corporate Industries. It aims at preparing graduates for employment in various fields that require inputs from both disciplines and aspire them to do the higher studies. The students are provided with ample opportunities to improve their organizational skills and group discussions. Apart from emphasizing consistent and good academic performance, the department encourages participation of students in curricular and co-curricular activities to bring out the best in them.

Vision

The Department of Mathematics aspires to become a centre of excellence by providing quality education and producing employable graduates who possess adequate knowledge in applications of mathematics to the real world situation, soft skills as per the expectation of the employers and human values having concern for the fellow human beings and welfare of this society.

Mission

- To provide strong foundation in the basic concepts of various branches of mathematics.
- To enrich the students with analytical and logical skills through rigorous training.
- To train the students to develop skills of critical thinking and problem solving.
- To develop self confidence, positive attitude of students through self development programmes.
- To inculcate ethical and social values of the students so as to have concern for human beings and their welfare.

6.1.4 Computer Science

About the Department

B.Sc (Computer Science) Programme was established in 1996, with an intention to produce software professionals with strong knowledge in computer science field, enriched with programming skills to develop applications in solving real-world problems. The programme provides the fundamental principles of computer science such as the theoretical underpinnings of programming and gives numerous opportunities to apply these principles in relevant social and business contexts through internships and projects.

M.Sc (Computer Science) was introduced in 2000 with an objective of providing students with in-depth knowledge in the key areas of computer science and to impart skill and practice in emerging, cutting edge technologies in IT. The department has a core team of qualified and experienced faculty, supplemented by eminent representatives of the industry, academia as adjunct and visiting faculty. The department organizes several value added programmes to keep pace with the latest technologies and promote a scientific, research attitude among the students and faculty. This is a two-year, full-time programme affiliated by Bharathiar University, and follows a semester pattern of four semesters – three semesters of course work and one semester of project work.

The department of Computer Science was elevated has a research department by introducing MPhil Programme in 2010 and PhD Programme in 2017.

Vision

To produce highly qualified, ethical and motivated graduates with strong knowledge in fundamental concepts of core computer science, methodical problem solving skills in current information and communication technologies, amplified potential suitable for ever-changing and challenging global work environment. To empower knowledge, skills and values required for a globally competent professional in the field of Computer Science.

Mission

- To achieve academic excellence by imparting in-depth knowledge to the students through well- designed curriculum, effective pedagogies, exposure to latest tools and technologies as well as providing unique learning ambience to practice team-spirit, continuous learning, leadership qualities and ethical responsibilities.
- To provide quality education to produce competent graduates with skills required for a professional career in ICT.
- Inculcating managerial and entrepreneurial skills through quality devoted and sophisticated training methods and innovative management practices and to give real time exposure by participating in consultancy and research projects there by contributing to the nation's healthy economic landscape.

6.1.5 Computer Applications

About the Department

The Department of Computer Applications was started in the academic year 2000 – 2001. The Department is well established with modern computer laboratories and Internet facilities. The Department offers the Bachelor of Computer Applications Programme. The Programme consists of six semesters and has a large scope for undergraduates as most industries require computer applications and experts for a smooth run of their business. Moving inside, conventional lecture classes, tutorials, and practical-based learning help students to understand and pursue their carrier in computer application and information systems. The Department provides domain knowledge in Databases, High level programming languages and portable applications through well framed syllabus. The Department actively involves itself in various innovative academic enrichments, student care programmes and extension activities.

Vision

To evolve as a centre of excellence in the field of Computer Applications by developing technically competent professionals with ethical values and sound knowledge to cater to the requirements of the industry.

Mission

- To prepare committed technocrafts with adequate knowledge and skills through quality education.
- To enrich the technical knowledge of the students in diversified areas of Computer Applications.

- To imbibe latest knowledge with technical transformation by collaborating with industry.
- To produce Computer professionals with all round leadership as outlook for social welfare and a concern for environmental protection.
- Imparting a quality education through a well designed curriculum in tune with the challenging software needs of the industry.
- Providing facilities to generate knowledge and develop applications in the thrust areas of Computer Applications.

6.1.6 Information Technology

About the Department

The Department of Information Technology was established in the year 2007 with the perception of promoting well-equipped and competent professionals to satisfy the demand of the industry and academia. The department provides value-laden education to enrich the students to reach their aspirations. The department also provides effective training in the contemporary domains like Cyber Security, Cloud Computing, Computer Networks, Internet of Things, and Grid Computing and so on. The departments consist of faculty members with academic and industrial experience. The main focus of the department is to concentrate on Information Technology domains and specialization-based placement opportunities for the students. It was elevated as a PG department in the year 2007 by introducing M.Sc Information Technology programme.

Vision

The vision of the Department of Information Technology is to accomplish a status of excellence by providing knowledgeable, technically strong, emotionally sound and socially responsible persons to serve the demands of the society and industry.

Mission

- To provide adequate knowledge through structured Curriculum designed with the inputs of Industry, Alumni, Subject Experts and Students.
- To contrive suitable training programmes for the students in the technical as well as soft & hard skills according to the expectations of industry.
- To organize programmes in order to instill human values and a sense of responsibility in the minds of the students towards society.
- To produce ethically and professionally responsible graduates through balanced curriculum splendid with technical concepts.

- To create a learning environment this will motivate the students to have the eagerness for acquiring knowledge through lifelong learning process.

6.1.7 Commerce

About the Department

The Department of Commerce was established in the year 1996 with an objective of imparting commerce education to the students to equip themselves with knowledge and experience required in various industries across the nation. Moreover the department was also recognized as a research department since 2010. At present the department is offering B.Com, M.Phil., and Ph.D Programmes. The Department adopts Learner-Centered teaching methods (Role Play, Field Visit, Group Discussion, Business Quiz, Debate and Project work). Auditors and Company Secretaries, banking Professionals and entrepreneurs are invited to the department for one to one interaction with the students so that they would also get motivated and would take efforts to become successful Professionals. Department organize International/National/State Level Conferences/Seminars & Workshops in order to update the domain of the students knowledge. Our team of dedicated faculty members have fairly a good number of research publications to their credit. As on date the Department has produced 34 M.Phil research scholars and 6 doctorates to its credit.

Vision

To develop versatile, self-confident and committable commerce pupil who aspire to achieve their full potential.

Mission

- To provide quality education for preparing students to compete with the global scenario.
- To design a curriculum this would facilitate enrichment of knowledge in the area of commerce and accounting as per expectations of the industry and instilling in the minds of students a sound value system.
- To supplement the curriculum with meaningful training programmes to make the students employable.
- To make the students understand their responsibility towards the betterment of the society.
- To create a learning environment that motivates the students to have a thirst for knowledge through lifelong learning.

6.1.8 Commerce with Professional Accounting

About the Department

Department of Commerce with Professional Accounting was established in the year 2014.

From the time of establishment the department was under the scheme of Bharathiar University. In the academic year 2016 - 2017 it has been brought under autonomous status and the curriculum has been designed under Choice Based Credit System (CBCS), which is affiliated to Bharathiar University. The syllabi have been framed by a team of faculty members with academic excellence and updated acumen in current affairs. OBE (Outcome Based Education) based curriculum is followed from the academic year 2018-2019.

The Department of Commerce with Professional Accounting aims at providing knowledge in the field of commerce and accounting with a curriculum that ensures the gap between what is taught and what is practiced in industry bridged by arranging frequent Guest lectures, Seminars and Conferences.

Vision

To be a center for Holistic education by providing adequate training to the students to develop their innate skills, imbibing in them ethical values and enriching their knowledge so as to face the Challenges of personal life as well as corporate world.

Mission

- To design a curriculum this would facilitate enrichment of knowledge in the area of study as per expectations of the industry and instilling in the minds of students a sound value system.
- To supplement the curriculum with meaningful training programmes to make the students employable.
- To make the students understand their responsibility towards the betterment of the society.
- To create a learning environment that motivates the students to have a thirst for knowledge through lifelong learning.

6.1.9 Commerce with Computer Application

About the Department

The Department of Commerce with Computer Applications which was started in the year 2000-2001. The main objective of this course is to develop basic skill in commerce and computer subjects. The core paper of this course inculcate basic accounting knowledge for maintaining proper accounts and develop entrepreneurial skill to begin start up. The Department extended its wings further in the year 2003-2004 with the introduction of Post Graduation Programme in M.Com (CA) amalgamating commerce with computer components. A team of highly qualified, dedicated and experienced staff members maintains a healthy staff-student relationship and plays a vital role in guiding and shaping students to suit the global market. The Department actively involves itself in

various innovative academic enrichments, student care programmes and extension activities.

Vision

To be a vibrant centre for achieving excellence in education and research in the field of Commerce and Computer Applications through provision of adequate knowledge, developing technical skills and inculcate values to make the students responsible to the society and environment.

Mission

- To enable the students to play a vital role in the fields of commerce by Continuously updating their knowledge
- To make the students to meet the competitive challenges in Banking and Finance Sector.
- To provide practical exposure in computer applications this would enable the students to be successful in Business Process Services for the public and private sector industries.
- To promote leadership qualities and to develop entrepreneurial skills among the students.
- To inculcate moral values and social values in the minds of the students in order to extend the services of the department for the betterment of the society.

6.1.10 Business Administration and International Business

About the Department

BBA (Computer Application) course was Established in the year of 1996. It is a three year bachelor degree programme with a combination of technical and general management related subject. BBA with computer Application graduates are taught to innovate develop, plan strategies, maintain computer application system and manage the overall function in Business Administration.

M.Com (International Business) course aims to provide knowledge on recent development in the field of Export and Import. The Department promotes adequate knowledge of fundamental concepts and various operations in International Business. Developing effective and responsible leaders through suitable and adequate training.

Vision

Kovai Kalaimagal College of Arts and Science aims to maintain and strengthen its position in order to educate future business leaders and play a key role in societal development, as well as to transform students into transformational leaders in business thought and education through knowledge creation, innovative programmes, and extraordinary experiences.

Mission

- Develop ethical and professional managers.
- To recognise and encourage intellectual and athletic talent by awarding scholarships.
- To build self-confidence through appropriate interaction and exposure.
- To strive for academic brilliance.
- To motivate the students and to provide suitable opportunities for becoming aware of providing favorable conditions for starting a business and becoming as entrepreneur.

7. Autonomous

7.1 Statutory Bodies

Kovai Kalaimagal College of Arts and Science established the following Statutory bodies to ensure proper management of academic, financial and general administrative affairs.

7.1.1 Board of Studies

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions include the framing of syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous internal assessment, recommending panels of examiners under the semester system, etc.

Functions

- 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 evaluation 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.

7.1.2 Academic Council

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representative from the university.

Functions

- 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 will 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.
- 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.

7.1.3 Finance Committee

The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year.

Functions

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

7.1.4 Governing Body

Governing Body is to decide the overall strategic direction and educational character of the College and ensure its overall well-being and financial solvency. Meeting of the Governing Body shall be held at least twice a year.

Functions

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarship, fellowship, studentship, medals, prizes and certificate on the recommendations of the Academic Council.
- Approve new Programmes of the 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 function and institution committees, as may be necessary and deemed fit for the proper development of the college.

7.1.5 College Committee

College Committee is responsible for the academic affairs of the college and the execution of strategic plans. The College Committee will provide an improved academic system for the present and future students. Meeting of the College Committee shall be held at least twice a year.

Functions

- Guide the college for fulfilling the objectives of the college.
- Institute scholarship, fellowship, studentship, medals, prizes and certificate on the recommendations of the Academic Council.
- Approve new Programmes of the study leading to degrees and/or diplomas.
- All recruitments of teaching Faculty/Principal shall be made by the College Committee / 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 function and institution committees, as may be necessary and deemed fit for the proper development of the college.

7.2 Non-Statutory Bodies

7.2.1 Planning and Evaluation Committee

The Planning and Evaluation Committee is responsible for monitoring all areas of the organisation's activity, and for evaluating it to determine the impact, quality and effectiveness of its work. A Planning and Evaluation is a document that helps to track and assess the results of the interventions throughout the life of a program.

Functions

- To review the academic and other related activities of the college.
- To review the students and faculty development programmes.
- To visualize and formulate perspective plans for the development and growth of the college.
- To study IQAC activities and to give feedback on the performance audit conducted by

IQAC.

- To promote research and extension activities in the College campus.
- To promote teaching innovations and student placement programmes.

7.2.2 Examination Committee

The exam committee has been formed in accordance with the direction given by UGC & Bharathiar University which plays an important role in finalizing all the activities of examination section. The meeting of examination committee will be convened twice in the semester and whenever necessary.

Functions

- Prepares the exam schedule for both CIA and EAE.
- Schedule the dates for submission of attendance proforma and internal marks statement
- Approves the nominal roll of all UG & PG programmes
- Finalize the list of courses offered for the current semester along with course code.
- Schedule the dates for valuation and result passing board

7.2.3 Academic and Administrative Audit Committee

Academic and Administrative Audit is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments control of the overall administrative system, etc.

Functions

- To monitor the academic and administrative activities of the institute.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Strengthen the institute industry interaction by planning industrial training, industrial tour and consultancy
- To encourage the faculties for research, fetching grants, participation in FDP and enrol for MOOC.
- To plan various co-curricular activities such as guest lectures, workshop and national & international conferences.
- The Committee should submit a report to the principal from time to time.

7.2.4 Research Committee

A Research Committee is constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy. The research committee comprises of Principal as Chairperson, Dean as Coordinator, and senior faculties as members.

Functions

- Developing contributive environment which leads to the promotion of Innovation and Research activities in the institution.
- Monitoring the effectiveness and smooth operation of Research & Innovation activities of the institution.
- Promoting collaborative research.
- Strengthening industry and institution interaction by organizing conference, workshop, symposium and so on.
- Encouraging faculty members to apply for Major and Minor Research Projects, Innovation Centres and Incubation Centres.

7.2.5 Research Advisory Committee

A Research Committee is constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy. The research committee comprises of Principal as Chairperson, Dean as Coordinator, and senior faculties as members.

Functions

- Developing contributive environment which leads to the promotion of Innovation and Research activities in the institution.
- Monitoring the effectiveness and smooth operation of Research & Innovation activities of the institution.
- Promoting collaborative research.
- Strengthening industry and institution interaction by organizing conference, workshop, symposium and so on.
- Encouraging faculty members to apply for Major and Minor Research Projects, Innovation Centres and Incubation Centres.

7.2.6 Research Ethics Committee

Ethics Committee was formed to assist scholar and research supervisor to review research proposals and any issues they may have with their research. The committee is made up of five

members including Principal serving as President and the other four members being appointed by the president.

Functions

- The students pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them.
- The college follows the rules and regulations of the University and UGC for the process of plagiarism checking and malpractice in research.
- Thesis report submitted for Ph.D/M.Phil programme is screened by Bharathiyar University for plagiarism before it is accepted. Every student can avail plagiarism checking for the research paper publications.
- A group of member's allotted for checking the originality of the content to be published in peer reviewed journals.
- An ethical committee has been constituted and a Standard Operating Procedures (SOP) is adopted for monitoring research activities of the college.
- Ensuring the qualitative and consistent review the progress of the research findings and solutions.

7.2.7 Code of Conduct Monitoring Committee

This Committee is established for monitoring the Code of Conduct implemented in the Institution for the students, teachers, administrators, non-teaching staff and other stakeholders. It ensures the proper implementation of Code of Conduct inside the campus and take necessary action if violated. The Committee meets once in a year.

Functions

- Frames the Code of Conduct for Students and Staff
- Implementation of Code of Conduct & Ethics by taking Initiatives
- Monitors the Code of Conduct inside the campus and take actions when violated
- Gives the necessary suggestion to the Principal and Staff in the realization of Code of Ethics

7.2.8 Students Welfare Committee

The Student Redressal Committee is established to resolve the problems faced by the students regarding Academic and Non-academic Activities. The students may approach the Committee members regarding changes to be adopted in Academic environment. The students can intimate their grievances through Class Committee Meeting and resolved through Head of the Department or Committee members. The Committee consists of Principal and a minimum of two members of the institution.

Functions

- Formulating the policy to investigate the complaints given by students and faculties.
- Creating awareness to report the grievances based on the situations.
- Maintaining cordial relationship between the College and Students during the incidents.
- Encouraging the students in approaching their grievances and problems.

7.2.9 Library Committee

The Library Committee allows members of the college to utilise the library that is located on campus. The Library Committee examines and makes recommendations for Library policies with a focus on the collection budget and resource distribution among academics. It serves as a conduit for communication between the Library and teachers and students, as well as assisting in the evaluation and promotion of the library alignment with the college requirements. It consists of three faculty members from the three divisions, one of whom serves as the committee's chairperson. These three members work alongside the academic member who serves as chairperson. The library committee, which has great control over people responsible for book and journal purchasing, fund raising, and other duties. Although the committee members work closely with the librarian, they have some collective abilities to keep the library functioning smoothly.

Functions

- Facilitating communication with the faculty and students on library books, infrastructure and services as well as receiving feedback.
- Providing an opportunity to discuss and raise issues related to library and information services.
- Review reports based on the feedback received from the faculty and students.
- Supporting the Library's efforts to ensure financial transparency and accountability in the delivery of library materials.
- Providing service for availing the library resources for both students and faculty.

7.2.10 Extra-curricular Committee

The extracurricular activities committee is in charge of overseeing activities that are not part of the regular curriculum. It necessitates a consistent time, commitment and initiative, such as starting a student newspaper, participating in sports, enrolling in an online domain course, playing the violin in the local orchestra and so on. This committee was founded to organise extracurricular events that allow students to relax, discover and explore their passions and hobbies. The committee comprises of convenor, 2 faculty members and 2 students. The faculty members gives choice for selecting the student as coordinators to the committee. Based on the choices given by the faculty

members, the college will nominate the coordinators.

Functions

- Providing suggestion and coordination of numerous cultural activities to be held during the academic year.
- Plan and organise numerous programmes for faculty and staff to participate in NSS, blood donation camps, NCC, flood relief camps, and other similar activities.
- Preparing a sports calendar and an action plan for putting it into effect.
- Recommending different techniques to encourage the students and faculty to utilize sports and gaming facilities.
- Responsible for generating the budget estimate, equipment requirements, infrastructure and playfield maintenance.
- Selection of teams to compete in intercollegiate and intramural events on behalf of the college.

7.2.11 Grievance Redressal Committee

Grievance Redressal Committee will consider only individual grievances of a specific type of faculty and students of the college. This committee was formed with the goal of providing faculty members and students with an easy and accessible tool for resolving their daily issues. Any grievance of broad applicability or of a collective nature raised collectively by more than one faculty/student will not be considered by the Grievance Redressal Committee. After receiving any application the Committee will decide on the merit of case regarding scope of further discussion. The committee comprises of Principal, one faculty member and two students.

Functions

- Receiving the reports from all student/staff issues that have not been resolved through the normal channels.
- Seeking to reach an amicable resolution in a timely manner.
- Introducing a sensible and dependable remedy for concerns received from faculty members, students, and parents on a variety of issues.
- Ensuring that complaints are processed in a timely, impartial, and confidential manner.
- Receiving the complaints even if the person does not like to appear in person through letterbox/suggestion box.
- Maintaining a record for the number of cases attended and pending regarding the grievances received from faculty and students.

7.2.12 Internal Complaints Committee

Each institution is obliged under the legislation to establish this grievance redress process known as the internal committee. The committee was established to hear complaints and grievances about sexual harassment situations. It is also tasked with investigating grievances and making recommendations in response to complaints brought before it. The Committee members will be responsible for the redressal of complaints received from Women employees or Students. According to the law, the internal complaints committee comprises a senior level woman employee as the chairperson and a minimum of two members committed to uphold women's rights having expertise or knowledge regarding the same.

Functions

- Filing the redressal complaints within the scope of the laws
- Educating the women employees and girl students about the sexual harassment effects and laws.
- Arranging workshops, seminars and so on for creating awareness about the sexual harassment.
- It is the responsibility of the committee members to investigate the about the incident happened and must reported to the Head of the Institution for further action to be taken.

7.2.13 Anti-ragging Committee

Every institution including a deemed to be university, that provides technical education shall establish an Anti-ragging Committee which will be nominated and led by the institution's Head of Institution, and will include representatives from the civil and police administrations, local media, Non-Governmental Organizations involved in youth activities, faculty members, parents, and students belonging to the followed. The Anti-Ragging Committee's responsibility is to guarantee that the provisions of these Regulations, as well as any other law currently in addressing ragging, as well as to monitor and oversee the performance in preventing ragging in the institution.

Functions

- The Committee will be relied upon to conduct surprise raids on hostels and other sites that are prone to inspect such locations.
- It shall also be the responsibility of the Committee to conduct an on-the-spot investigation into any incidents of ragging reported to the Head of the Institution, any member of the faculty or staff, any student, any parent or guardian, any employee of a service provider, or any other person, as the case may be and the investigation report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- Organizing awareness programme for prevention of Ragging inside the Campus/ Hostels.
- Providing proper counseling and guidelines to avoid Ragging inside the Campus/ Hostels.

7.2.14 Equal Opportunity Cell

Equal Opportunity Cell ensures that all students are treated equally and strives to resolve deep-seated imbalances of education system. It also assists students from weaker section in obtaining all available financial aid, scholarships and other benefits. It was formed to assist and advise students from marginalized groups such as Scheduled Castes (SC), Other Backward Communities (OBCs), Scheduled Tribes (ST), minority communities, and others who are pursuing various programmes of study at the college. Physically challenged and other weaker sections students have never been left behind in the learning process at our college. Teachers pay extra attention to their unique needs and provide them with more encouragement and support by holding after-school sessions for them. During tests and exams, the College also makes it a priority to offer scribes for impaired students. The cell consisting of three members such as Principal, convenor and faculty member.

Functions

- Ensuring equity and equal opportunity for all members of the college community and promote social inclusion.
- Establishing a socially congenial environment for academic interaction and the development of good interpersonal interactions among students from a variety of socioeconomic backgrounds.
- Assisting individuals or a group of students from a poor socioeconomic background in overcoming discrimination issues.
- Investigating the issues of weaker section students and offer reasonable solutions to their difficulties.
- Arranging awareness programmes to overcome the difficulties faced by marginalized groups in the college.

7.2.15 Curriculum Development Cell

The Curriculum Development Cell (CDC) was established in the year 2016. It aims at the effective implementation of autonomy in curriculum development and execution. The major role of CDC is to design the scheme, regulation and curriculum of all UG and PG Programme.

Functions

- To design the curriculum and to frame the regulations and guidelines for all programs in accordance with UGC and state government norms.
- To organize Board of Studies Meetings, Academic Council Meetings, and Governing Body Meeting twice in an academic year.
- To identify and suggest new courses which would improve the skills, employability and entrepreneur aspects of the students to meet out the industry and employment requirements.

- To drive a feedback mechanism from the stakeholders and revise the curriculum based on the suggestions of the stakeholders.
- To suggest the change in syllabus of various courses and forward the same to Boards of Studies.
- To organize orientation programmes on Outcome Based Educations, Blooms Taxonomy and Rubrics

7.2.16 ST/SC Cell

Kovai Kalaimagal College of Arts and Science has established SC/ST Cell for Scheduled Castes (SC) and Scheduled Tribes (ST) for most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities in the main stream. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Functions

- Guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- Provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- Provide the mechanism to redress the grievance of SC/ST students, if any
- Arrange for special opportunities to enhance the carrier growth.
- Aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
- Measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

7.2.17 Minority Cell

Minority cell of the college is functioned with the purpose of empowering the minority community in the college. The main purpose of the cell is to implement various development programmes for the welfare of students from minority community like Muslims, Christians etc which will help them for the year academic development.

Functions

- Provide equal opportunities for minorities students towards academic.
- Provide financial support to those students by way of scholarship.
- Encourage them in attending training programs.

- Provide the awareness about various scholarship provided by State and Central Government to minority students.

7.2.18 OBC Cell

The OBC cell in the college was established with the purpose to empower the OBC communities in the region. The cell takes special initiative for getting financial support to students from various sources. The cell also solves the various problems faced by the OBC students.

Functions

- Aware of the OBC students recording various scholarship available state and Central Government.
- Motivate the students in academic activities.
- Resolve problems related to OBC students.
- Dealing with representation received from OBC students regarding the admission, scholarship and other similar matters in the college.
- Participate in student council, sports council, cultural council and ensure that students from OBC community participate in their activities.

7.3 Graduate Attributes

Graduate Attributes are the high level qualities, skills, understanding that a student gains as a result of learning and experiences during their course of study.

- Communication skill
- Domain knowledge
- Technical skills
- Knowledge inter-disciplinary in nature
- Positive attitude
- Critical thinking and problem solving skills
- Dynamism and team building skills
- Professional ethics and social values
- Self-awareness and emotional intelligence
- Entrepreneurship qualities
- Responsibility towards society and environment
- Thirst for knowledge through lifelong learning

7.4 PO's and CO's <https://www.kkcas.edu.in/documents/POs%20and%20PEOs.pdf>

7.5 Controller of Examinations

Office of the Controller of Examinations, Kovai Kalaimagal College of Arts and Science

(Autonomous), governed by the regulations of the Bharathiar University, is responsible for the conduct of Continuous Internal Assessment and End Assessments Examinations, declaration of results, processing of transcripts and organizing annual graduation. It takes several initiatives to ensure better standards by utilizing day-to-day technology for best practices and outcomes.

Functions

- Prepare the calendar of events
- Conduct examinations for UG & PG Programmes and post the results
- Conduct supplementary examinations for the final year students who failed in only one subject
- Update and implement the reforms related to examinations
- Convene committees/board meetings related to examinations
- Prepare the budgets and income/expenditure statement for examination section
- Recommend the fees structure for examination and rate for remuneration for the examiners.
- Maintain the database of question paper setters and examiners in a confidential manner.
- Printing of answer booklets and grade sheets and maintain its stocks.
- Appoint scribes for physically challenged people
- Measures the attainment of PO's and CO's in OBE
- Maintain high confidentiality in all aspects.

8. Training and Placement

8.1 Placement Training Schemes

Finishing School Programme (FSP)

A finishing school programme is conducted for a period of twenty one days in which HR Personnel from different companies, Professional trainers and Professors train the students in such a way that it brings about remarkable transformation in the minds of students and majority of the students who have undergone the training get placed in reputed companies. The programme is conducted for I & II Year UG Students during the summer vacation. This kind of wonderful training brings about remarkable transformation in the minds of students and there is a tremendous boosting of their self confidence. Bharathiar University introduced this innovative programme to all the colleges. Kovai Kalaimagal College of Arts and Science is the only college which continues to conduct this programme for the benefit of the students.

INFOSYS Skill Development Programme

Infosys has trained five of our teachers in Global Business Foundation skills who in turn would import training to the students for about 80hours to all the eligible students studying in the final year of the course.

TCS Affirmative Action Training Programme

TCS Company, as a part of their social responsibility, has chosen Kovai Kalaimagal College of Arts and Science to impart 100 hours of free training to the students belonging to economically/socially backward families under the name “Affirmative Action Training Programme” and after which recruits the students who are successful in the interviews conducted.

ICT ACADEMY Financial Literacy Programme

ICT Academy organizes a series of summit for Kovai Kalaimagal college of Arts and Science students titled “YOUTH Summit”, a platform for the young Indian students to come together and get inspired to prepare themselves for the next generation. The Summit focuses on variety of topics including Finance, Banking, Insurance, Entrepreneurship, Innovation, Technology, Leadership etc., which are key factors for the youth to shape the future.

Training for Aptitude Skills

In KKCAS, aptitude classes will be conducted for Mathematics and English on all Saturdays. Several tests are conducted by the faculty members from Department of Mathematics and English based on numerical reasoning, logical ability and verbal ability. The syllabus were framed based on the job requirements. Students are given proper training in aptitude questions to determine individual capacity.

Training for Communication Skills

Training and Placement cell of our college integrated with Department of English to establish industry/institution interface. Students are equipped to communicate in English by the delegates from corporate. Students are asked to converse in English to the faculty and their fellow friends in the college campus. During the library hours students were asked to read English newspapers and magazines. Motivating the students to initiate & convey the ideas and information based on subjects during the class hours. Tremendous efforts are taken to improve the communication skills of students.

Training for Soft Skills

Soft Skills are the cluster of productive personality trait that determines the behaviour of the individual in the society. In Kovai Kalaimagal College of Arts and Science, we make the students to participate in group discussion by assigning a topic based on the subjects opted. Students are encouraged to debate in English based on the topic selected during different sessions. On all Saturdays mock interview sessions were conducted. Faculty members/Professionals from industries are invited to conduct these kinds of session. The English department has taken the initiative to train the students in resume writing. This could help the students to prepare professional resume and get ready for the on-campus and off-campus placement drives.

9. Policies

9.1 Research Policy

The college has envisioned a detailed and vibrant research strategy that will promote strong research culture and integrate with academics at the levels of students, research scholars and faculty.

Features of the Policy

- Seed money is provided for various research activities like applying for funding projects and sanctioned projects to the faculty members pursuing/completed M.Phil/Ph.D programme.
- Developing the research attitude among the UG & PG students by introducing individual projects and internships in the curriculum.
- Encouraging the research scholars to pursue their research on socially relevant issues in thrust areas in order to publish articles in peer-reviewed indexed journals.
- Faculties are provided incentives to present their research work at seminars/conferences and also to publish their findings in journals.
- Financial support to conduct Seminars / Conferences / Workshops / Training Programmes / Sensitization Programmes by the departments to promote research culture in the campus.
- The staff members are encouraged to submit proposals for funding agencies of both government and non-government sectors like UGC, ICSSR, CSIR, DST,MOEF, DBT, CSIR, TNSCST, etc.,
- Staff and scholars will be encouraged to publish their work in SCI and SCIE level publications. Incentives will be provided for publication, as well as travel funding to present their papers at national and international conferences.
- Seminars / Conferences/ Workshops will be conducted by inviting eminent scientists and experts from abroad and within the country.
- Periodic research meetings for scholars will be conducted to discuss the recent development in the respective discipline to update knowledge.
- Intellectual Property Rights (IPR) cell has been constituted to promote research innovations and intellectual assets.

9.2 Research Ethics Policy

The Ethics policy was formed to assist the scholar and research supervisor resolve any issues related to research. The committee is made up of five members along with the Principal serving as Chairman and the other four members being appointed by the Chairman. Researchers must preserve their subject's privacy, autonomy, diversity, values, and dignity. The researchers must exhibit extreme caution when publishing information while protecting the privacy and confidentiality of the information source.

Features of the Policy

- Research Ethics policy regulates the matter pertaining to Ethical Research Practices and Plagiarism prevention.
- Promote high-quality research in the pursuit of knowledge and truth.
- Enhancing a high standard of academic moral integrity and intellectual honesty for the researcher actions and omissions.
- Researchers are motivated to be more transparent & honest about their decisions and provide justifications for them.
- Researchers are guided to have an unbiased and truthful approach when it comes to understanding and communicating the truth.

9.3 Consultancy Policy

Consultancy exists where an academic staff member provides expertise in return for remuneration from an external funder. A Consultancy may be the outcome of a tender or an individual negotiation. The members undertaking consultancies are permitted to engage in the consultancies do not interfere with the discharge of their duties as a teacher. Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through the Chairman of the Research Committee.

Features of the Policy

- Revenues acquired from the consultancy project will be shared equally between the College and the faculty concerned.
- Accessing the college resources such as technical and administration staff equipment and telecommunications are subjected for the approval by the Principal
- Ability to make reference to their college position and title in connection with the work.
- In the case of more than one member takes up the consultancy project then 50% amount shall be shared equally or as agreed by them.
- In case of any private consultancy offered by a faculty in her/his personal capability and the member accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.
- The consultation should provide benefits to the College in the form of revenue, improved reputation, and/or the expansion of the staff member's skills.
- Projects must ensure that there are no inconsistencies between policies such as employment, the Code of Conduct, and so on.

- Consultancy shall not interfere with the college's functions, aims, or interests, or harm the college's reputation.
- All project budgets must include at a minimum salary and on-cost charges established by College Management.

9.4 Policy on Innovations, Incubations and Entrepreneur Development

Kovai Kalaimagal College of Arts and Science strives to promote & encourage innovation, incubation, and entrepreneurship among faculty and students. As a result, innovative, commercially viable, and socially relevant products/materials will be developed by leading to patents and copyrights.

Features of the Policy

- Kovai Kalaimagal College of Arts and Science signed MoU with Coimbatore Institute Engineering Technology in regard with the incubation and innovation centre of CIET.
- Innovation centre organizes various programmes such as ideation sessions, collecting ideas from academic research, funding research, consultancy projects, and inventions/incubations.
- Potential Student Innovators may be discovered and given the opportunity to select an incubated product to develop on a big scale through a separate start-up.
- The College's Entrepreneurial Cell will make plans to provide training to the Incubates. The training must be designed in such a way that students are prepared to be successful entrepreneurs.
- Student start-up enterprises will be supported on campus by providing financial support and each innovation will result in filing of patents.
- The college will provide the necessary assistance in submitting patents as well as completing the necessary groundwork to obtain the inventions registered and licensed.
- Additionally, the college will encourage faculty and scholars to apply for and receive copyright for their articles, books, and monographs.
- Faculty and student achievers will be recognized and given suitable monetary & non-monetary rewards.

9.5 Intellectual Property Rights (IPR) Policy

The Intellectual Property Rights (IPR) policy provides guidance, support and resources to all faculty and students to facilitate the protection and deployment of their inventions. It also promotes awareness about the need of protecting and commercializing inventions to implement the IPR policy. The feedback received on the policy's features helps to update the policy on a regular basis.

Features of the Policy

- Promote, encourage and assist scientific investigation and research.

- Approval of the economic benefits restricting the commercialization of Intellectual Property are distributed legally and equitably for recognizing the contribution of the Inventors, the Institute as well as any other relevant stakeholders.
- Organizing awareness activities/programs along with the government and industrial authorities.
- Faculty members will be encouraged to participate in relevant diploma/certificate courses on Intellectual Property Rights offered by NPTEL, SWAYAM, Coursera, and other organizations.
- Whenever the faculty has demonstrated the filing applications under IPR law, such as patents, trademarks, or copyright, the college will provide the required assistance.
- Faculty and students who are awarded incubation projects that lead to entrepreneur development enterprises or commercially viable goods must take proper steps to obtain patents for their concepts and ideas, which are protected by Copyrights Law.
- Faculty and students who acquire patents for their goods or successful prototypes will receive suitably monetary and non-monetary incentives from the college.

9.6 Resource Mobilization Policy

Introduction

The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem. The Institution has a transparent and well planned financial management system in which the tuition fees, Bus fees, Hostel fees etc are the main sources of funds.

Objectives

1. To identify the resources required for achieving the vision, mission, goals and objectives of the institution.
2. To formulate the system and procedures for acquiring the financial and non financial resources
3. To identify the various sources of funds and augmentation.
4. To identify the various expenditure items.
5. To create a strong, transparent and effective system of resource Management.

Scope:

The Resource Mobilization Policy encompasses the following:

Material Resources:

In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements are planned and worked

out by the Principal with the help of Planning and Evaluation Committee and HoDs. The programme-wise requirements for building, equipment, instruments, consumables, etc., are prepared by the HoDs and submitted to the Budget Committee to prepare detailed budget for the year. The budget will be submitted to the Finance Committee for further discussion and allocation and approval. After approval of the finance Committee the budget will be submitted the Governing Body for its approval and sanction.

Human Resource:

Another vital resource is human resource which plays major role in achieving the vision, mission, goals and objectives of the institution. The policy defines right from recruitment to induction to exit.

Teaching Staff:

The teaching staff requirement is planned every year and based on the requirement of work load well ahead of the each semester an advertisement will be released in News paper & website for inviting application. After short listing the application as per the qualification prescribed by the UGC/University the selection committee will be constituted with Secretary, Principal, HoD and subject experts a from outside. Based on the performance score, the selection will be done and order will be issued to the selected candidates. After reporting for the duty the faculty induction programme will be conducted by the HoD and Principal to make the faculty acquaint with the system and procedures. Further feedback system is in place to assess the performance of faculty. Further to enhance the skills of teachers, apart from in house FDPs, faculty members are encouraged to participate in other institutions also by providing financial assistance.

Non-Teaching Staff:

Non-teaching staff recruitment will be done through advertisement for the various posts as and when need arises. First the position will be assessed before advertisement. Received applications through advertisement will be short listed and the selection panel will be constituted by the Secretary. Interview will be conducted and based on the job profile and suitability the candidates will be selected and appointed. After appointment induction will be conducted by the Administrative Officer or Office Superintendent. Further, based on the need the training will be conducted for the office and other non teaching staff for better attitude and skills after assessing the need for training.

Financial Resource:

Funds Mobilization: On the basis of student intake, faculty requirements, Lab, library, material need and infrastructural need, the details of funds requirement are examined and a fund mobilization plan is prepared. The main sources of fund are as follows.

Fees from Students

1. Tuition fees
2. Examination Fees
3. Hostel fees
4. Bus fees
5. Alumni Contribution
6. Income through Consultancy
7. Grants and Funded Projects
8. Conferences and Seminars
9. Donations

1. Tuition Fees

The main source of income for the institution is fees tuition fees collected from the students since it is the self financing college. The tuition fee is decided by the Management by considering the salary, expenses and maintenance of institution. The tuition fee is mainly utilized for meeting out the salary, and maintenance of academic resources.

2 .Examination Fees

Examination fees is collected from the students for meeting out the expenses related to the examination like question paper setting, conduction of the examination theory as well as practical and evaluation of answer scripts. The fee is fixed based on the above expenditure separately for theory and practical examination on breakeven basis.

3 .Hostel Fees

For Hostel inmates the nominal rent for the accommodation is charged and boarding expenses will be collected from the students on dividing basis with cost controlled measures with pre-decided menu so that the mess fees will be almost same every month at least for one year. To mitigate the price escalation the mess is run on contract basis so that the mess fees will be maintained without much variation.

4. Bus fees

The college is situated in the rural area hence the transport facilities shall be provided for the students and staff. The bus fees is charged cost to cost basis for the students and at the concessional rate for the staff members.

5. Alumni Contribution

Alumni contribution is utilized for augment the academic infrastructure facilities. There is a spate registered Alumni Association. The contribution made by the Alumni is used only for the purpose of augmenting the academic facilities.

6. Income through Consultancy

The income through the consultancy shall be used for train the faculty members to undertake consultancy project and faculty development programmes. The consultancy revenue will be shared between college and faculty on the basis of 60% and 40% respectively.

7. Grants and Funded Projects

Each and every faculty member is encouraged to apply for Grants from the funding agencies. For which the college assist by conducting programmes to equip the faculty to explore the various funding opportunity and apply for the same. If grants are received or projects are sanctioned, the sanctioned amount/ grants will be utilized and sanctioned for Conferences and Seminars. The each departments are encouraged to organize seminar, workshops, conferences FDP's etc. The nominal fees charged for the participants on cost to cost basis /Break even basis.

8. Donation /contribution from outside organization

Since the college is situated is in the rural area, the education is provided to many women student and economically weaker sections. Hence the college encourages the students to approach philanthropic organization for contribution /scholarship/ apart from the effort taken by from the college side. Such donations/contribution/scholarships are utilized only for providing free ship/scholarship and financial assistances to the students. Such contribution fully utilized only for the benefit of the needy students.

9. Financial Management System

The college has separate finance department to look after the accounting and financial management. The college has strong financial management system to mobilize and the manage income and expenditure.

a. Budgeting

The college has the strong budgeting system to manage and allocate the financial resources. Every year before commencement of the academic session all requirements like material, Human resources and financial resources shall be planned consultation with the HoDs. Then the annual budget will be prepare for and sent to the finance committee. After discussion the finance committee will submit the budget proposal to the governing body for its approval once it is approved the budget sanction will be allocated for the meeting out the various expenses.

b. Control

Every month the expenses are compared with the budgeted expenditure and will be reviewed thoroughly for containing the expenses and necessary actions will be taken to control the deviation.

c. Auditing

The college has strong internal and external audit system to manage the financial resources. The accounts department is fully automated. The Accounts department is headed by the finance officer who will monitor the budget and financial resources. Further the financial officer carry out

the internal audit regularly on daily basis and verify the cash balance and bank balance. Further, almost all the payment will be made through cheque or online transfer. Hence the cash transaction are minimized for having better control. The external audit is carried out by the statutory auditor once in three months the audit report will be submitted to the management for further action. The audit report will be reviewed and all corrective measures will be taken. Every year the annual accounts will be reviewed and all regulatory compliances are complied with.

9.7 Human Resource Policy

HR policies are developed to manage the functionality of the institution. This policy is based on the assessment of the teaching, non-teaching and administration employees for the appointment in the institution. Human Resource policies lay down the decision making criteria based on the overall purpose of the institution in the area of Human Resource Management. Interview committee conducts the interview for the employees. Interview Committee comprises of Secretary, Principal, respective Head of the department and subject experts.

Faculty Recruitment and Training

- Faculty Requirement are identified by the Head of the Departments in consultation with Principal either at the end of the academic year/semester or when the need emerges as per UGC/BU norms based on the introduction of new courses/subjects.
- The positions for the post are advertised externally for a minimum period of fifteen working days in media, newspapers, website and facebook.
- Based on the applications received suitable candidates who meet the required qualifications are short-listed. Call letters for the interview are sent to the candidates at least one week before the date of the interview.
- The Interview Committee selects the candidates based on technical skills and in-depth knowledge.
- Selected candidates are informed about their selection through e-mail. The selected candidates when joining duty are requested to give a joining report along with original certificates.
- Appointment orders are provided to the selected candidates based on the approval of the Top Management.
- Newly appointed faculties have to undergo New Faculty Orientation Programme on the Day of Joining or within a week of joining.
- Performances of the newly appointed faculties are assessed after two months from the date of joining.
- On-duty leave will be provided for attending Orientation Programme, Research Methodology Workshop, Refresher Course, Faculty Induction Programme, Symposia, Conference, and Seminar, as a delegate nominated by the college or with the permission of the college.

- The duration of leave may be considered necessary by the sanctioning authority on each occasion.
- The total casual leave granted to a faculty shall not exceed twelve days in an academic year.
- Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

9.8 Mentoring Policy

Kovai Kalaimagal College of Arts and Science offers a ‘Mentoring System’ through which a group of students are allocated for each faculty at the commencement of their academic programme. The primary goal of this mentoring system is to provide a reliable, comprehensive support system for the students to thrive in both academic & non-academic sectors. The students adapt to the dynamic learning environment and lead their way to have extremely successful careers.

Features of the Policy

- Motivating the students to achieve learning goals and thereby improving their academic performance.
- Creating interest in academics and other institutional activities amongst students.
- Encouraging students to appear for preparatory courses such as bridge courses, skill courses, etc.
- Students get access to faculties during the crucial stages of their academic, professional and intellectual development.
- Mentors must meet their group of students weekly once. They will give their best effort to motivate the students and advise them about the importance of classroom teaching.
- Mentors will counsel academically backward students and play a significant role in helping agitated students cope with academic, extra-academic and personal problems.
- Mentors maintains the details of the students including attendance, marks scored by the student in various assessment tests, number of assignments submitted, number of seminars attended and so on.
- Mentors provide extra classes for slow learners in order to integrate them into the regular stream of students.
- Bridge courses are offered to first year students in all disciplines to familiarize them with modern technology.

9.9 Scholarship Policy

Kovai Kalaimagal College of Arts and Science is motivating the students by offering various Scholarships who are excellent in Academics and Sports. Special Scholarships are also provided for

PG Students, Wards of college staff, Economically downtrodden and Socially backward students. The college also guides the students to receive Endowment Scholarship, Non-Government Scholarship, and Scholarship by KKCAS Alumni and Government Scholarship for SC/ST.

Meritorious Scholarship

Merit Scholarship is given to the Students based on the percentage of marks secured by the students in Higher Secondary Examination as given below

S.No	Marks %	Scholarship %
1	75% - 84 %	50%
2	85% - 94 %	75%
3	95% - 100%	100%

Sports Scholarship

The Students who are good in Sports and Games are given scholarships as given below,

S.No	Level of Sports	Scholarship %	
1	State Level	100%	50%
2	District Level	50%	25%

PG Scholarship

The Students who have studied their UG Degree Programme in our College are given a special scholarship of Rs.2000 for every semester when they pursue their PG programme in our College

Management Scholarship

Kovai Kalaimagal Educational Trust is providing scholarships to the students who are Economically Backward, Socially Downtrodden, Wards of the College Employee for every semester for encouraging the students to pursue their higher education.

Government Scholarship

The College also guides the students to avail scholarships for backward classes from the Government, and for this reason the Application form/ Renewal form are available to the students on the College Website.

Non-Government Scholarship

Kovai Kalaimagal Trust and NGO's jointly provide the scholarship to the socially/Economically backward students. The college provides a 50% Scholarship and the remaining 50% will be given by the NGO's to those students.

Alumni Scholarship

Scholarships by Alumni are given to the students based on their family income and academic performance.

9.10 Code of Ethics Policy

Kovai Kalaimagal College of Arts and Science formulated a Code of Ethics Policy for students, faculty, administrators and non-teaching staff. Codes of conduct are made available to all the stakeholders through its website. Every code of ethics is different and reflects the institution's ethics, values and discipline. The policy aims at outlining the fundamental character of ethics to be practiced at all levels in the institute.

Features of the Policy

- Creating a conducive environment, where every stakeholder understands and follows the rules & regulations framed by the institution.
- Guiding the Students and faculty behaviour adheres to Institution policies.
- Educating about the quality of their work to enhance the Institution's reputation.
- Be considerate and maintain professional interactions when communicating with others at all times & dignity of the profession in the workplace.
- Formulating the code of ethics for students, faculty, administrators, non-teaching staff and management.
- Make every individual clear of the consequence that will arise in the event of their failure to abide by the norms of the institution.
- Organize professional ethics programmes for students and staff.
- Formation of a committee comprising of senior faculty to plan and monitor the various activities to be carried out in order to meet the policy objective.
- Maintaining a professional relationship with parents of students and establishing appropriate communication related to the welfare of their children.

9.11 Grievances Redressal Policy

The Grievance Redressal Cell enables the resolution of grievances in a serviceable, confidential, and unbiased manner. Any student or staff member who has a complaint about ragging or sexual harassment can approach this cell. Any stakeholder with a legitimate issue may approach the Grievance Redressal Cell by writing a letter and leaving it in the Suggestion box, or by applying through the complaint portal on the College website. The committee has four layers working separately to address the specific issues such as General Grievance Redressal Committee, Internal Complaint Committee, Anti-Ragging Committee and Equal Opportunity Cell.

Features of the Policy

- Formulating the policy to investigate and review complaints or grievances of students & faculties.
- Creating awareness for students and faculties to report on grievances.
- Investigating the causes of the grievances.
- Ensuring that efficient solution depending upon the seriousness of the grievance.
- Maintaining a cordial relationship between the stakeholders and Institution.
- Various measures have been considered in order to create awareness to the students/ staff regarding the grievances relates to sexual harassment, ragging, general grievances, and Caste Based Discrimination.
- General Grievance Redressal Committee has been established in order to sort out the problems faced by the students and Staff regarding Academic and Non-academic Activities.
- Internal Complaint Committee has been formed to prevent the sexual harassment of the students and the staff in the institution during the general functioning.
- There shall be an Anti-Ragging committee at the institutional level to observe and regulate the ragging cases of the students that occurred in the institution during the general functioning.
- Equal Opportunity Cell was established to address the issues related to faculty & students belonging to Scheduled Caste/ Scheduled Tribe and Other Backward Caste.
- The main objective of the Equal Opportunity Cell is to help and empower the students to participate completely in the academic, intellectual, social and cultural life.

9.12 Gender Equity Policy

Gender Equity Policy is concerned with the morality and justice of the allocation of benefits and responsibilities between men and women. The concept recognizes that men and women have distinct needs and power and that these differences should be acknowledged and addressed in a manner that rectifies the gender imbalance. In case of any discrimination occurring by being treated differently in areas of learning and related activities, they may approach the committee for the same.

Features of the Policy

- Female and male students should value each other and be valued equally in all aspects of Campus Life.
- Quality education for both male and female students is a professional duty shared by all educators in the system.
- Provision of Scholarships and other resources are distributed to male and female students equally.

- Provision of a challenging learning environment which is socially and culturally supportive and physically comfortable for female as well as male students.
- Encouragement of positive attitudes and behaviours in both male and female students encourages social responsibility, empathy, sensitivity, egalitarian, and nonviolent relationships.

9.13 Staff Welfare Policy

Kovai Kalaimagal College of Arts and Science takes effective measures for the welfare of teaching and non teaching faculty in all aspects. Since human resource is significant for HEI, the Management of the institution takes care of the welfare of the faculty in both personal and career aspects.

Features of the Policy

- All the teaching and non-teaching staffs are given Provident Fund benefits right from the month of appointment in the college, as per the requirements by UGC and Government.
- Financial support is catered for faculty members who pursue their M.Phil and Ph. D and special concession in the form of scholarship is given when they pursue in this college.
- Special increment is given for faculty for the award on M.Phil & PhD. Staff members are honored with awards and certificates on the Annual Day for their academic achievements.
- Faculty are provided with Group insurance covering accidents and unexpected demise.
- The college provides financial assistance along with On duty to support the faculty members to attend and present papers in international and national seminars and conferences which are organized by other colleges.
- Facilities for career developments are given in terms of lab and library for clearing the competitive exams such as UGC-NET, SET, TNPSC and so on to enhance the career development.
- Cash award is provided for the staffs who publish in UGC CARE journals and book publications.
- The Faculty members are extended with casual leave and medical leave and women employees are extended with the maternity leave as per the service rules of the institution.
- Free food and accommodation for the staff who stay in the college hostel and free transportation for all staff members are made by the college.
- Festival advance and credit facility are given for non teaching staff.
- Facilities are made to avail the loan for employees in Union Bank by the college.

9.14 Policy for Disabled

Kovai Kalaimagal College of Arts and Science are committed to Disabled Person Policy.

The right to education is available to all citizens including the disabled. The Constitution provides the State for free and compulsory education for all children .No child can be denied admission into any educational institution maintained by the State or receiving aid out of State funds on the ground of religion, race, caste or language. Hence our institution follows a well-defined Disabled Policy which ensures their admission to various courses by providing good infrastructural facilities and also ensures their emotional well-being.

Features of the Policy

- Provide counselling to differently-abled students on the types of courses they could study in the higher education.
- Ensuring admission of differently-abled students through the open quota and also through the reservation meant for them.
- Implementing fee concessions, examination procedures, reservation, etc., pertaining to differently-abled persons.
- Assisting with screen reader software in website, braille software, scribes for examination, etc.
- The college provides facilities with disabled restrooms, ramps and wheelchairs.
- Conduct awareness programmes for faculties about the approaches in teaching, evaluation procedures, etc, which they should address in the case of differently-abled students.
- Understanding the attitude of differently-abled students and assist them in getting appropriate employment after their studies.
- Celebrating World Disabled Day in the institution and also in the neighbourhood in order to create awareness about the capabilities of differently-abled persons.

9.15 IQAC Quality Policy

The Internal Quality Assurance Cell (IQAC) plays a vital role in bench marking the quality standards of the college. It is constituted as per the norms of NAAC and UGC. IQAC sets the Standards and monitor the performance by conducting periodical reviews. Further, IQAC identifies the requirements for the academics Quality improvement and set the standards for the Continuous and Consistence Quality improvement

Features of the Policy

- Setting quality standards through constant work.
- Creation of a positive culture in the college.
- Developing parameters to achieve academic and non-academic learning objectives.
- Creating a student-centric and teaching-learning environment.
- Development and application of quality benchmarks.
- Enabling faculty to efficiently utilize ICT tools for innovation in education.

- Serving as the college's nodal agency for coordinating quality-related activities, such as the adoption and dissemination of best practices.
- Collecting and analyzing the feedback of stakeholders for the quality standards.
- Organizing various intra & inter workshops, seminars and faculty development programme for the quality education environment.
- Documentation of the various programmes/activities of the college which leads to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) of the college based on the quality parameters/assessment criteria developed by the relevant quality assurance body.
- Encouraging faculty development to acquire knowledge for teaching and learning process.
- Performing as a nodal agency of the Institution for dissemination and acquisition of best practices.
- The database of the institution is maintained and developed using MIS in order to enhance the quality of the institution.
- Administrative and Academic Auditing are conducted on regular basis.

9.16 Information Technology Policy

The College developed IT facilities which are accessible to both staff and students. College aims at providing the facilities to its students so that they can utilize these resources to reach greater heights. The Institution has IT policy addressing standards on IT Service Management, Information Security, Network Security, and Software Management. The college has a unique website that provides all the necessary information.

Features of the Policy

- The IT section of the college is responsible for procurement, installation, configuration of IT equipment in computer labs and administrative sections.
- Computer Lab is entrusted with authority for system, network administration in order to decide the type/version of OS, IP addresses allocation, proxies and e-Mail relays.
- IT section will notify the machine malfunctions to the concerned Head of Department and disconnect it from the core network until the problem is fixed.
- Cyber Security “Hotspot Enabled Policy” configures a hotspot for connections to the interfaces on the Browser and different hotspots can be enabled for different interfaces.
- Usage of computers for personal activities is prohibited in the college and thus safeguards the computer from downloading unwanted websites.

9.17 E-governance Policy

A good higher education system is essential for the overall development of a country. The integration of IT in higher education reduces complexity and improves overall governance. Information and Communication Technology (ICT) contributes to the planning, implementation, and monitoring of programs, initiatives and activities. It provides the benefit in the form of increased efficiency, transparency and greater accountability for administrative activities, as well as better service access and reduced administrative costs. Conceptually, governance must include all stakeholders such as management, government levels, faculty, non-teaching staff, parents, students, alumni and other government agencies like parent university, UGC, etc. An integrated solution is provided in the education sector in the form of processing and maintaining large volumes of information such as registration, admission, student information, classes, timetable, transport, attendance, library, salary, expenses, examinations, performance, grades, hostels, security, reports, management, transport, staff details and fees among various departments of the institution.

Features of the Policy

- Digitizing campus with electronic administration system and ensuring efficiency in all areas of institutional management.
- The KKCAS Web Portal is administered and maintained.
- Increasing the efficiency of our academic, administrative, financial, and human resource management functions.
- Encouraging the transparency and accountability in all aspects of institutional activities by utilizing effective Management Information System (MIS) in all operations.
- Retrieving the information in order to access it easily wherever and whenever needed.
- Implementation of e-Governance in the institution in the following areas such as Planning and Development, Administration Process, Admission Process, Student Supportive Activities,
- Teaching-Learning Process, Evaluation and Assessment and Financial Management.
- Encompassing the usage of ICT and e-Government to improve administration operations and departmental internal workings of institution.
- The College has determined to conduct all admissions over the online platform which includes all Undergraduate and Postgraduate courses.
- The online admission procedure includes enquiries, application downloads, programme information, eligibility requirements, fee payment, and student registration.
- The management, faculty members, students and administrative staff get connected more easily leading to enhance efficiency in delivering service by the way of more rapid distribution of information.

- The e-Governance system encompasses invoice accounting, report generating, payroll, fund administration, data upkeep, and financial mobilization.
- A module in MIS satisfies the library software requirement. The OPAC(Online Public Access Catalog) system will be transformed into a web-based service in order to maximize the library's resources.
- Utilizing the College Management System (CMS) to conduct online exams.
- Faculties can utilize the CMS to submit exam papers, internal marks, and other information.
- A dedicated alumni page has been created on the website for alumni registration, comments, and the uploading of alumni association activities in order to promote alumni communication.

9.18 Infrastructure Maintenance Policy

The college has established systems and procedures for maintenance and upkeep of various facilities has an impact on educational outcomes and the well-being of students and teachers. Sufficient fund is allocated for the maintenance of the physical, academic and support facilities. The College Administrative Officer regularly monitors and supervises the overall infrastructure and ensures its upkeep, repair, and maintenance within the college. The Civil Engineer is in charge of maintenance of building and carpentry work. The Estate Officer is in charge of maintaining of garden, water and sewage and solid waste.

Features of the Policy

- A systematic procedure is followed in the college for the purchase, maintenance, repair, and repurchase for infrastructure facilities.
- The College is equipped with 257 computers that are placed in four laboratories, office, library and departments.
- Computer/Internet facilities are under the maintenance of System administrator and service from authorized service providers is outsourced for major repair and replacement.
- Students make use of web portals for undertaking the courses like SWAYAM, Edex, Coursera, ePathsala, NPTEL, etc. regarding Non-Credit Courses.
- The laboratory is also being used by the students for doing their project work.
- Library is taken care of by the Librarian and assistant librarian. Library Advisory Committee meets regularly to finalize on purchase of books for the year, subscribe hardcopy & online journals, maintenance of the library, and upgrading online facilities.
- Accession Register for books, Stock Register for journals, Register for CDs/DVDs and back volumes are maintained.
- The Director of Physical Education and Assistant Director of Physical education are the responsible authorities to maintain the sports materials and Gymnasium.

- The college has spacious grounds that are being maintained regularly for playing games like football, cricket, volley ball, basket ball, Badminton , Kabbadi and track events.
- Furniture in classrooms are repaired or replaced before the commencement of every semester.
- The electrical system maintenance team takes care of lights, fans and the ICT tools that are available in the classrooms.
- The damaged blackboards, walls and floors in the classrooms are replaced immediately without any delay.
- The College has spacious, airy and well ventilated class rooms to accommodate all the students.
- The canteen committee inspects the canteen's ambience, quality of the food, and hygiene of physical facilities periodically.
- The maintenance of hostels is carried out by the sweepers, gardeners and cleaners monitored on a daily basis by the residential warden.
- The Form-C license under Food Safety and Standards Act 2006 ensures the standard and hygiene of food production and service to the inmates.
- College offers Transport facilities to the students and staff from various destinations in and around Coimbatore City.

9.19 Energy Policy

Kovai Kalaimagal College of Arts and Science is devoted to energy efficiency, conservation, and reduction of our environmental impact policy, especially in this time of developing environmental awareness, increasing utility costs, tightened budgets, and new construction on campus. The policy emphasizes energy, water conservation as well as recognizing new ways to reduce our environmental impact. Staff and students are required to make every effort to reduce the amount of energy used for lighting in all college facilities.

Features of the Policy

- Managing efficient utilization of energy resources.
- Training the students, teaching and non-teaching staff in the area of energy conservation.
- Installing LED bulbs in the entire campus to save energy.
- Preventive measures are taken to continuously improving our energy consumption.
- Conducting regular internal energy auditing to identify energy conservation opportunities.
- Turn lights off in unoccupied spaces.
- Maximizing the use of natural light and turning off all non-essential lighting whenever possible.
- Turning off exterior building architectural lighting between 11:00 pm and 6:00 am.

- Personal safety shall not be compromised from lighting energy reduction decisions.
- Utilization of solar energy for reducing the usage of non-renewable resources.

9.20 Environment Policy

The Environment Policy governs the institution's environment and it will assist in incorporating efficiency and environmental awareness into our daily activities, allowing us to recognize our responsibilities and commitment to the protection and utilization of natural resources. The ECO Club is an official platform dedicated to environmental awareness, green initiatives, and conducting green literacy programmes in order to save energy & safeguards the environment. This policy shall be conveyed to students and employees through internal communication channels and made available to all stakeholders on the institutional website.

Features of the Policy

- Reducing local air pollution emissions using environment-friendly vehicles including bicycles, public transportation and use of pedestrian-friendly roads.
- Managing systematic waste management mechanisms.
- Developed a rainwater harvesting unit.
- Undertaken tree plantation drive.
- Strengthening our staff and students' environmental knowledge and skills in order to improve our environmental performance.
- Providing opportunities for employees and students to participate in environmental projects that benefit the environment.
- Improved the process of waste disposal systems in order to avoid pollution in the environment such as Solid waste, Liquid waste and E-waste.
- Water conservation facilities are managed through rainwater harvesting pit, surface water conserving facility and recycling.

9.21 Green Campus Policy

The main objective of the Green Campus Policy is to assist faculty, students, and stakeholders to understand, promote and maintain the concept of green campus. It also provides the opportunity to refine the environmental culture, developing new paradigms, innovating sustainable solutions and identifying the economic requirement of the human beings.

Features of the Policy

- Creating awareness among the faculty and students to maintain clean environment.
- Understanding the importance of the environment to avoid pollution.

- Sensitizing the minimal use of vehicles in order to save the non-renewable source of energy
- Gradually reducing and eliminating the usage of single-use plastics and plastic-made pens/bags.
- Reducing the use of disposable items in all functions and meetings.
- Promoting the utilization of E-copies and E-documents.
- Printing on both sides of the paper.
- Planting trees on important days of celebration.
- Miyawaki technique is followed for tree plantation in our campus to build dense native forests.
- Rain harvesting pit and recycling process is maintained in order to facilitate the water conservation.
- Creating awareness for water conservation to reduce unnecessary water usage.
- Traditional usage of herbs and medicinal plants from the herbal garden planted in the campus.

9.22 Service Rules

The teaching faculty members are recruited based on the required qualification prescribed by the UGC / Bharathiar University. Administrative and non-teaching staffs are appointed based on the job profile as decided by the board of management with required skill sets. Recruitment policy is followed for recruitment. After appointment orientation and training shall be provided on job. However all the staff members are governed by the service rules of the college as given below.

General:

- He/ She will be governed by the rules and regulations of this institution and Kovai Kalaimagal Educational Trust which are now in force and may come into force in future.
- He/ She will not take up any other employment (paid or honorary) or prosecute studies elsewhere without the explicit permission of the Secretary.
- He/ She have to work under the supervision and guidance of the Head of the Department/Head of the Institution and discharge the duties as assigned from time to time by the authorities.
- During the service, he/ she may render himself liable to be discharged from the services if this Institution with one-month notice or salary in lieu thereof without assigning any reason.
- If he/ she wishes to resign from the services of this college, he/ she has to give one month notice or one month salary in lieu thereof to the college, as decided by the Management.
- He/ she will not be relieved during the middle of the semester.
- He/ She shall submit all original certificates in support of him/ her educational qualifications and date of birth while joining duty.

10. Cells

10.1 Exam Cell

The Exam cell was established to conduct Continuous Internal Assessment (CIA), Model Examination and End Assessment Examinations (EAE). The cell comprises of Controller of Examinations (CoE), Deputy Controller of Examinations (DCoE), Assistant Controller of Examinations (ACoE), Exam Co-ordinators, Chief Superintendent, Reserve Superintendent and respective office subordinates, which serves as the primary backbone for the conductance of examinations. The college has adequate facilities to conduct the examinations. Both internal and external examinations are organized and conducted by the COE office. The cell is dedicated to providing personalized attention to every student in our college throughout their academic careers, as well as assistance with all types of verifications.

Functions

- Maintaining the database of the students for all kinds of references.
- Enhancing the assessment progress of the students in teaching-learning process.
- Improving the quality of examination and evaluation process.
- Guaranteeing the creditability of the examination system for the benefit of the students.
- Preparation of tentative schedules for internal and external examinations.
- Ensuring the external willingness for End Assessment Examinations.
- Preparing hall allotment schedules for conducting the internal and external examinations.
- Receiving the Question Papers, Answer Scripts from CoE office.
- Returning the Answer Scripts to CoE office after the completion of the End Assessment Examinations on daily basis.

10.2 Training and Placement Cell

The Training and Placement Cell plays a significant role in discovering job opportunities for Under Graduates and Post Graduates passing out from the college every year by contacting multi-national companies, IT sectors, banks and so on. This cell facilitates to establish the contact between graduates and companies. The number of students recruited through campus interviews is steadily increasing. It also organizes career guidance programmes for all the students starting from first year. Mock interview, communication skills, Group discussion, workshop and other training programmes are arranged by the cell. HR managers from other sectors are also invited to offer training programmes for final year students.

Functions

- Provide placement training for the students through various training modules.
- Counsel the students to improve their career exposure in the industries.
- Produce most competitive students fit for core companies.

- Approach multinational companies and arranging for the campus drives.
- Enhance employability skills among the students to meet out the corporate expectations.

10.3 Career Development Cell

The Curriculum Development Cell (CDC) was established in the year 2016. It aims at the effective implementation of autonomy in curriculum development and execution. The major role of CDC is to design the scheme, regulation and curriculum of all UG and PG Programme.

Functions

- Design the curriculum and to frame the regulations and guidelines for all programs in accordance with UGC and state government norms.
- Organize Board of Studies Meetings, Academic Council Meetings, and Governing Body Meeting twice in an academic year.
- Identify and suggest new courses which would improve the skills, employability and entrepreneur aspects of the students to meet out the industry and employment requirements.
- Drive a feedback mechanism from the stakeholders and revise the curriculum based on the suggestions of the stakeholders.
- Suggest the change in syllabus of various courses and forward the same to Boards of Studies
- Organize orientation programmes on Outcome Based Educations, Blooms Taxonomy and Rubrics

10.4 Women Empowerment Cell

The Women Empowerment cell aims at creating awareness of women about their rights and duties. The purpose of this cell is to facilitate women's empowerment through guest lectures, seminars, awareness programmes, self defence programmes and other welfare activities. WEC will step forward with specific objectives and plan of action by focusing quality activities for the well-being of girl students and female staff.

Functions

- Ensure that they work or study with equal status & rights and also the protection inside the institution.
- Encourage women to undertake an activity that strengthens their self-confidence.
- Participate actively in the events and competitions with self-confidence
- Conduct workshops to promote self-defense, health, hygiene and nutrition.
- Awareness programmes for gender sensitization.
- Facilitate economic empowerment of rural women.
- Provide counseling for psychological problems of students.

- Review safety measures for female faculties & girl students in the campus to prevent sex discrimination and harassment.

10.5 Entrepreneurship Development Cell

Entrepreneur Development Cell aims at creating awareness on entrepreneurship among the students. And also to develop the advanced skill of creativity, innovative thinking, and accept responsibilities to succeed in the challenging world to become employment creators than seekers.

Functions

- Organize entrepreneurship awareness camps, entrepreneurship development programmes and skill development programmes.
- Arrange guest lectures to provide a platform for interaction between professional entrepreneurs and student entrepreneurs by successful entrepreneurs.
- Mentor student who have business ideas by placing them under the supervision of entrepreneurs, under a mentorship schemes.
- Enhance industry institute interaction through guest lectures and industrial visits.
- Encourage entrepreneurship skills among the students to cope up with the current trends in the market.

11. Clubs

11.1 Auditor's Club

The Auditors' Club educates students about numerous professional courses such as ACA, ACS, and CMA, as well as the scope of the courses. Seminars will be held to enhance students' knowledge of the Companies Act and to prepare them for professional courses. It also trains students for the tasks and processes required to become professional accountants.

Functions

- Create the knowledge about Professional courses.
- Impart the knowledge about the role of Auditors and Company Act.
- Motivate the students to pursue various professional courses such as ACA, ACS and CMA.
- Provide the Implant training to Students.

11.2 Citizen Consumer Club

Our college's Citizen Consumer Club was formed with the purpose of increasing consumer rights awareness across all consumer sectors and assisting consumers in obtaining justice when they are harmed. In order to enable the students to understand core consumer rights and make them realize awareness, alertness and Action shall be the motto in creating the enlightened consumer's in the society.

Functions

- Educate students about rights of the consumers as provided in consumer protection Act, 1986.
- Mobilize youngsters by instilling in them the spirit of protection of consumer rights.
- Impart knowledge about the role of consumers in protection of their rights and to strengthen the Consumerism.
- Enhance knowledge on product standards, product quality and about markets.
- Create a base of enlightened customers as the foundation of future India.

11.3 ECO Club

The Eco Club will be dedicated to increasing environmental awareness among students in order to address environmental challenges and improve students' attitudes toward the environment through active involvement in club activities.

Functions

- Promote tree plantation inside and outside the college.
- Enhance student's participation in environment protection.
- Motivate students to maintain the campus green and clean.
- Organize visits to parks/sanctuaries/forest from college campus.
- Educate about the re-usage/recycling of waste materials.
- Sensitive to minimize the usage of plastics

11.4 Fine Arts Club

The Fine Arts Club is active on campus, bringing out the artistic talents of the students. Students are recognized in the areas of Instrumental Music, Vocal Music, Mimicry, Group Dance, Solo Dance, Drama, Short Film, Folk Song, Acting, etc., and are given the training to develop their Fine Arts skills. Students are encouraged to compete in events hosted by various colleges.

Functions

- Identify fresh talents in various areas of Fine Arts
- Describe, analyze and interpret arts work of students
- Produce creative work that demonstrates the innovation
- Encourage, motivate students with talent to exhibit and participate in competitions
- Enable broader view of arts and its forms like Painting, Pencil Drawing, Face Painting Rangoli, Group Dance, Solo Dance, Mime and Music

11.5 Photography Club

The club aims to provide an opportunity for all students to explore their hidden skills. It

provides a platform to make their aspirations a reality. The club organizes numerous competitions to showcase the talents of its members on an open platform.

Functions

- Organize photography competitions.
- Encourage the manifestation of one's creativity and imagination.
- Organize industrial visits to various spots for developing the interest towards photography.

11.6 Red Ribbon Club

Red Ribbon Club is a movement started by the Government of India in schools and colleges through which students will spread awareness over HIV / AIDS. It envisages instilling charity mind among all the students to extend their help towards developing healthy life styles, donating blood to the needy and so on.

Functions

- Preparing youths as peer educators/agents by developing their skills on leadership, advocacy, communication and team building.
- Equipping students to fight against HIV/AIDS.
- Promoting voluntary blood donation among youths.
- Motivating youths to build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.
- Providing proper counselling for students regarding various preventives to improve their health.

11.7 Staff Club

The staff club was founded to support the improvement of cultural, friendly, and educational activities in our institution including teaching and non-teaching staff. It maintains communication amongst college employees from various departments. Staff Club conducts festivals with the assistance of our students. This, in turn, greatly improves the college campus-friendly, energetic working environment and fosters healthy communication among the workforce. All new staff members at our college are automatically members of the staff club. All problems and issues mentioned by our staff would be addressed by the person in-charge of our staff club. Furthermore, the staff club encourages contact among employees in various positions and tasks so that they can develop professional bonds.

Functions

- Promote constructive interaction among college professors from various departments.
- Provide staff members with recreational opportunities.

- Deliver seminars on a variety of topics for the benefit of professors.
- Organize an annual cultural event for the staff and the students.

11.8 Sports Club

The Sports Club is to encourage every individual's health, physical well-being and the development of physical abilities among the students. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.

Functions

- Sport encourages ongoing education in skill and personal development.
- Develop physical talents to their maximum potential.
- Engage in competitive activities while promoting sound health, safety, and physical fitness.
- Develop the right attitude towards physical activities, hobbies and acquire recreation.
- Developing desirable social attitudes on ethical values inherent in playing games and conduct allows social contact, group living, and self-adjustment with the group.
- Designed to serve the interests of the student community in competitive sports and other recreational activities such as indoor and outdoor.

11.9 Talkers Club

Talkers Club aims to create a better platform for the students to develop the verbal communication skills. A well-structured training programme will be conducted to encourage the students to communicate in English. Various activities such as talk a title, tell a story, word hunt, elocution etc., will assist the students to develop in English proficiency.

Functions

- Develop confidence in students for improving public speaking skills.
- Guide the students professionally for communication enhancement
- Impart better conversing techniques
- Providing proper training to compete in interview
- Make students to speak fluently in English

11.10. Yazhalisai Mandram

The purpose of the Yazhalisai Mandram is to bring out the unique talents and traditional arts of the students like speech, poetry, essay, painting, conduct drama and workshop. The primary aim of the mandram is to educate the students to act and develop the ancient arts by learning the folk arts like Voilatam, Silambam, Parai, Karakatam, Kavadvattam etc

Functions

- Creating ideas about society through Tamil literature
- Instilling the students to read poems, short stories, essays, reviews and books
- Preparing the student for the competitive examination
- Encourage the student to enhance the reading ability

11.11. Web Developers Club

Web Developers Club strives to educate students about web development through seminars, hands-on training, and other events. It encourages activities related to the development of website features. Also train the students to develop posters, blogs & hosts in social media.

Functions

- Improve the website development skills.
- Impart technical skills to succeed as developers.
- Encourage the students to be an entrepreneur in the field of webpage development and social media marketing.

11.12. Pi Club

The Pi Club is a mathematical club accessible to anyone with an interest in mathematics and math enrichment opportunities. Math competitions and activities, as well as volunteering activities, will be featured. Students will be able to solve difficult arithmetic problems both independently and collectively. The main purpose is to use math knowledge to develop problem-solving skills, build friendships, and make a positive effect in the community.

Functions

- Organize Quiz and Exhibition of Mathematical models.
- Arrange lectures by some eminent Mathematicians, Professors and Scholars.
- Develop heuristic and problem solving attitude among the students.
- Inculcates the habit of self-study and independent work among the students.

11.13. Science Club

Science Club was established with the goal of inviting notable scientists to share their experiences with students and inspire them to learn more about science. The activities are primarily designed to engage students in interesting and entertaining technological projects. It is a community of students who are eager to learn more about scientific facts and to trigger the interest in performing science related experiments.

Functions

- Motivate the students to participate in hands-on science activities.
- Collaborate in small groups or independently.
- Transferring information using variety of media sources.
- Discuss about the main artifacts during presentation.
- Organize visits to science exhibitions to be held in various colleges.

11.14. Programmers Club

Programmers club is the best platform to promote coding skills, logical skills and computational thinking to solve problems. The club was established for the purpose of learning about recently developed software's. It provides an opportunity to interact with new people in order to share their opinions about different programming languages.

Functions

- Establish coding culture among the students.
- Conduct coding competitions
- Organize seminars/workshop/certificate courses/training to improve programming skills.
- Organize field visits for experimental learning.

12. Centres

12.1 Centre for Human Excellence

The centre for human excellence club is to focus on enhancing the spiritual and ethical values of faculty members and students. The main objective of this club is to teach culture and ethics promote mind set of students and also to control their mind and body. It also helps to fulfil the aspiration of Abdul Kalam and Vivekananda. The club comprises of three members namely Convenor and 2 faculty members.

Functions:

- Developing self control and societal concern.
- Providing advice, consultation and coaching in the domains of leadership qualities, diversity, transformation and so on.
- Providing assistance to solve the issues faced by the students in the day-to-day life.
- Encouraging the students to serve others in all the aspects of life.
- Helping to the students to exemplify the life of great leaders and saints.
- Inculcating the sound mind and sound body through physical exercise and training.

12.2 Centre for Faculty Development

Centre for Faculty development has started to improve the quality of education of the teachers, teaching skills, develop the knowledge in their own Specialization and to cater the needs of the Faculty Members. The Centre for faculty Development trains the teachers in Teaching Methodology, Online Learning and to Crack for NET/SET Examinations etc.

Functions:

- It Provides the Platform for teachers to teach, Learn and lead in education.
- To facilitate up-gradation of knowledge, skill and intends to provide opportunities for Teachers employed.
- It enables faculty members to update their research and pedagogical skills.

12.3 Centre of Research and Development

Kovai Kalaimagal College of Arts and Science established Centre of Research and Development to promote Research Culture among the students, researchers and faculty members with the following Functions.

Functions

- Organize Faculty Development Programmes and Seminars to promote the research knowledge of Faculty Members and Research Scholars.
- Organize National and International Level Conferences to create awareness on recent trends in research.
- Eminent Experts & Researchers in various areas of interest are invited for knowledge sharing.
- Apply for research funding for through several funding agencies
- Generate more number of Doctorate degrees.
- Motivate the Faculty Members and Research Scholars to publish in refereed Journals with good Impact factor and present their research papers in National and International Conferences.
- Improve quantity and quality of research related activities
- Create research ambience by promoting innovations in established and emerging technologies

13. Academy

13.1 Kovai Kalaimagal Academy for Competitive Examinations

KKACE has been established during the academic year 2014-15 with a view to give adequate training to the students who are willing to appear for competitive examinations conducted

by Tamilnadu Public Service Commission, Union Public Service Commission, banks, railways, insurance companies and other agencies. The Academy is provided with all facilities like separate library, Computer Centre with Internet Facility, etc

Functions

- Creating awareness about the vacancies both in state and central Government
- Suggestions and guidelines are given for preparation of Examination
- Motivating the students to prepare for the competitive examinations like Tamilnadu Public Service Commission, Union Public Service Commission, banks, railways, and insurance companies and so on.
- Encouraging the students to attend the regular coaching given in the campus during all Saturdays and Sundays.
- Arranging webinar and guest lecturers based on the selected examinations
- Conducting sample test on regular cycles before the final examinations

14. Manuals

14.1 Examination Manual

<https://www.kkcas.edu.in/documents/policies/Exam%20Manual.pdf>

14.2 ERP Manual

<https://www.kkcas.edu.in/documents/policies/ERP%20Manual.pdf>

14.3 OBE Manual

<https://www.kkcas.edu.in/documents/policies/OBE%20Manual.pdf>

14.4 AAA Manual

https://www.kkcas.edu.in/documents/policies/AAA_manual.pdf

15. Co-curricular activities / Extra-curricular activities

15.1 Online Courses

Online courses are conducted through learning management system thro online portals. The students can check their course curriculum and academic progress, as well as connect with their instructors and fellow mates. Online courses were made compulsory for all the students of UG and PG degree programmes. The college has obtained membership in Spoken Tutorial offered by IIT, Bombay. The students can take up any course through SWAYAM/NPTEL/Spoken Tutorial and others based on their specific domain. Most of the online courses are freely accessible to any group of students. The material can be downloaded in any format like audio, video and text. Some of the online portals are listed below.

Portals for Online Courses:

S.No	Website Link	Website Description
1	https://spoken-tutorial.org/	A spoken tutorial is an audio-video tutorial that explains an activity performed on the computer.
2	https://epgp.inflibnet.ac.in/	National Mission on Education through ICT (NME-ICT) being executed by the UGC.
3	https://swayam.gov.in/	SWAYAM is a programme initiated by Government of India.
4	https://nptel.ac.in/	NPTEL provides E-learning through online Web and Video courses
5	http://learn.edx.org/	edX is a massive open online course provider. It hosts online university-level courses in a wide range of disciplines to a worldwide student
6	https://www.udemy.com/	By connecting students all over the world to the best instructors, Udemy is helping individuals reach their goals and pursue their dreams.
7	https://www.edureka.co/	A platform for students/Teachers who wish to continue and complete courses by attending live online courses
8	https://www.coursera.org/	Learn online and earn credentials from top universities like Yale, Michigan, Stanford, and leading companies like Google and IBM.
9	https://www.khanacademy.org/	You can learn anything. Expert-created content and resources for every course and level. Always free.

15.2 National Service Scheme (NSS)

National Service Scheme (NSS) is a voluntary association of young people in Colleges and Universities working for a campus-community association which aims to instill the idea of social welfare in students and provide service to society without bias. KKCAS with three units of NSS consisting of 450 students, functioning for carrying out the activities such as creating awareness among the public about the importance of protecting the environment, keeping the village green and clean, protecting the water bodies from pollution, awareness on rain water harvesting, increasing the green cover through seed balls, maintaining hygiene among the children of under privileged communities, arranging medical camps for the benefit of people living in remote areas and other activities which would benefit the people living in the nearby villages

Objectives

- To understand the community in which they work.
- To identify the needs and problems of the community and involve them in problem solving process.
- To develop among themselves a sense of social and civic responsibility.

- To utilize their knowledge in finding practical solution to individual and community problems.
- To develop competence required for group-living and sharing of responsibilities.
- To gain skills in mobilising community participation.
- To acquire leadership qualities and democratic attitude.
- To develop capacity to meet emergencies and natural disasters.
- To practice national integration and social harmony.

15.3 Youth Red Cross (YRC)

The Youth Red Cross is a constituent of the Indian Red Cross Society and it is a movement organized at the initial stages for students between 18 to 25 years of age. The Mission of the Indian Red Cross is to inspire, encourage and initiate at all times all forms of humanitarian activities so that human suffering can be minimized and even prevented and thus contribute to creating the more congenial climate for peace.

Objectives

- To develop organizational skills, charitable services & civil leadership
- To create awareness on the care of their own health and that of others.
- To develop tolerance and coexistence in the communities.
- To offer First Aid Training to all the YRC volunteers
- To develop leadership quality among the students.
- To understand and accept the civic responsibilities and acting accordingly with humanitarian concern to fulfil the same.
- To foster better friendly relationship with or without any discrimination.

15.4 Sports and Games

The Sports and Games is to promote every individuals health, physical well-being as well as the acquisition of physical skills among the students. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.

Objectives

- To develop physical talents to their maximum potential.
- To engage in competitive activities, while promoting sound health, safety, and physical fitness.
- To develop right attitude towards physical activities
- To develop individuals wholesome attitudes towards play and physical activities and cultivates recreational and hobbies.

- To develop desirable social attitudes on ethical values inherent in playing games and provides opportunity for social contact, group living, and self adjustment with the group.
- To serve the interests of the student community in competitive sports and other recreational activities including indoor and outdoor.

16. Standard operating procedure for maintaining and utilizing Physical, Academic and Support facilities

16.1 About the Institution

Kovai Kalaimagal College of Arts and Science, was founded with the motto of ‘**Light the Light Within**’ to raise professionals and leaders of high academic competence and untarnished personality with a strong motivation and commitment to serve humankind. Established in 1996 by the Kovai Kalaimagal Educational Trust and it was granted an autonomous status in 2016. KKCAS is a reputable institution with a 26 years past record of outstanding service. Accredited by NAAC in both first and second cycles with ‘A’ grade. KKCAS offers a wide array of Bachelor’s, Master’s and Doctoral Degree programmes in various branches of English, Mathematics(CA), Commerce, Commerce (PA), Commerce (CA), Business Administration, International Business, Computer Science, Information Technology, and Computer Applications. A lot of emphasis is given to enhance the creativity, self-confidence, assertiveness, communication skills, leadership qualities and ethical values of the individual. Besides these the college especially focuses on the development of Knowledge, Skill and Attitude of the students. Separate hostel facilities are provided for boys and girls. Comfortable bus facilities are available for transport of students from the city.

Our Vision shall inspire and guide students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world. Our Mission is to inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world and our Quality Policy shall provide value-based education to its students for continual improvement in their academic performance, enhancing their competency for higher education and employment. The Institutions is located within a Campus of 10.21 acres and functions in the three different blocks.

- A-Block
- B-Block
- C-Block

16.2 Maintenance of Physical, Academic and Support facilities

The college has established systematic procedures for maintaining physical, academic and support facilities. Sufficient funds are allocated for the maintenance of these facilities. Estate Officer regularly monitors and supervises the overall infrastructure to ensure maintainability. The

concerned person is in-charge for maintaining the Garden, Lawn, Sewage plant, RO Plant and all other waste management systems. Civil Engineer is in-charge of maintenance of buildings and carpentry works. Infrastructures facilities are regularly monitored and periodical inspections are carried out by the department in-charges and Administrative Officer. Annual maintenance is done through various contractors based on the nature of work. Lab Administrator and Lab Assistant are in-charge for maintaining computing equipments and laboratory.

The systematic procedure is followed in the college for the purchase, maintenance, repair, re-purchase or writing off the infrastructure facilities:

The faculty members and students register their grievances to the Head of the Department.

- A proposal is prepared and submitted by the concerned Head of the Department to the college office.
- It is evaluated by the college office with concerned maintenance officer and quotations are invited.
- The invited quotations are submitted to the Principal for verification.
- The verified quotation is forwarded to the Trustee Office for finance approval.
- The proposal should be carried out.
- Newly purchased equipments are recorded in the stock register.
- Serviced equipments are recorded in the service register.
- Stock Verification Committee verifies the stock at the end of every financial year.

16.2.1 General maintenance in Different Phases

Complaints based on electrical, plumbing, carpentering, air cooler, water doctors, mess equipments and civil repairs are recorded in the register maintained at the administrative office. The complaints recorded in the register are rectified periodically.

A. Daily Maintenance

- Checking the EB readings and transformers.(Consumption and checking for transformer oil level, voltage and load balancing process)
- Checking for the Generator genset oil, battery voltage, battery distilled water level and coolant water level.
- Checking UPS units and batteries.(UPS input voltage, output voltage, amps, battery voltage and battery cleaning battery distilled water checking)
- Checking mess kitchen equipments. (Maintaining motors, steam boiler, gas line leakage and electrical equipments)

B. Weekly Maintenance

- Check water purifiers.(Check all water purifiers, replacing of spun filters and test water TDS level)
- Check all water pump motors, pumps bearing, voltage and water leakages.
- Check gas pipe lines and gas equipments.(Check catering department and mess gas pipelines and equipments)
- Checking boiler equipments.(Check mess boiler equipments for major problems)

C. Monthly Maintenance

- Checking the RO Plants.(Checking water TDS Level, water pressure and motors)
- Checking the Solar unit.(Maintaining solar voltage, daily units, battery distilled water level and battery voltage)
- Checking the sanitation of water tanks.
- Checking the electrical appliances in classrooms, laboratories, office areas, hotel, mess and college campus.
- Checking the plumbing materials.(Water pipe lines, water taps and etc)
- Checking the air conditioners, indoor fan, outdoor fan and compressors.

D. Yearly Maintenance

- General building maintenance.
- Check all inner and outer paintings works.
- Check all fire extinguishers refilling.
- Check all carpentering works.
- Checking of transportation. (Renewal of insurance, fleet tracking, bus timing etc)
- Checking of cameras for further maintenance.

The following are the list of equipments maintained on different phases:

S.NO	LIST OF EQUIPMENTS	DAILY	WEEKLY	MONTHLY	YEARLY
1.	Solar Plant			✓	
2.	RO Plant			✓	
3.	Water tanks			✓	
4.	Water Purifiers		✓		
5.	Buildings				✓
6.	Painting				✓
7.	Fire Extinguishers				✓
8.	Transformers	✓			
9.	Generators	✓			

10.	Electrical items			✓	
11.	Plumbing Items			✓	
12.	Carpentering Items				✓
13.	Air Conditioners			✓	
14.	Motors		✓		
15.	UPS	✓			
16.	Mess Equipments	✓			
17.	Gas Line		✓		
18.	Boilers		✓		
19.	Transportation				✓
20.	Surveillance Cameras				✓

16.3 Maintenance and Utilization of Laboratories

The institution consists of four computer laboratories equipped with adequate and latest systems. A total of 250 computers connected in the network and 32 computers were utilized for academic purpose. Computer and internet facilities are under the maintenance of system administrator. Internet facility is available for all the systems with 50 Mbps bandwidth. At the beginning of the every academic year, the system administrator along with the Head of the Department determines the requirement for installing various software. The stock verification is carried out and requisition is submitted to the Principal based on the requirement. After the approval from the management, the suppliers list is taken. The quotations are sorted for new suppliers. Based on the metrics (price, quality, delivery, etc), the new suppliers are identified and the order is placed. Service from authorized service providers is outsourced for major repair and replacement. After the purchase, the consumable items are recorded in the stock register and distributed to the departments. At the end of every academic year, the stock is verified based on the balance stock position and finally stock register is updated. Stock registers, log books and complaint register are maintained in the laboratory regularly. The condemned/obsolete (e-waste) items are discarded based on the report of the Administrative Officer. Students make use of web portals for acquiring knowledge on several courses. It is used by the students for doing final year project works and also for updating knowledge in latest technologies.

16.3.1 Software Maintenance

The system administrator supervises the installation of OS, Firewall, Server issues, etc.

16.3.2 Hardware Maintenance

- The system administrator maintains the laboratory equipment and rectifies the issues raised in the department computers, printers, scanners, servers and other devices.

- Every laboratory has a complaint register in which the faculty members and students should register their grievances.
- The recorded grievances are rectified immediately and monitored by the system administrator.

16.3.3 Computer Lab Protocols

1. The lab must be kept clean and tidy.
2. Silence must be maintained in the lab.
3. Students should wear ID card inside the lab.
4. Eating and / or drinking inside the computer lab are strictly prohibited.
5. Students must turn off the computer and arrange their chair before leaving the computer lab.
6. Playing of games on computer in the lab is strictly prohibited.
7. Before leaving the lab, student must close all programs positively and keep the desktop blank.
8. Students are strictly prohibited for modifying or deleting any important files and install any software or settings in the computer.
9. Internet facility is only for education / study purpose.
10. If any problem arises, bring the same to the notice of System Administrator.
11. Every student must make an entry while entering in the computer lab.
12. Tampering with the Hardware or Software settings will not be tolerated.
13. Avoid stepping on electrical wires or any other computer cables.
14. Do not open the system unit casing or monitor casing particularly when the power is turned on.
15. Do not insert metal objects such as clips, pins and needles into the computer case, they may cause fire.

16.4 Maintenance and Utilization of Library

Library is being used for updating knowledge and gathers information on courses that are included in the curriculum. It is also utilized by the students for group learning and to prepare presentation for curriculum activities. A total of one hour per week is allotted in the class schedule to visit the library for referring books, magazines and journals. The students also refer the library for developing the skills like Communication Skill, Mathematical Aptitude, Crisis Management, Problem Solving, Creative Thinking, etc. These are required for getting employment and also for enhancing knowledge to appear for competitive examinations. The unique barcode of the identity card validates the entry and exit of the library users. Library is taken care of by the Librarian and Library Assistant. Library Advisory Committee meets regularly to finalize on purchase of books for the semester, subscribe hardcopy, online journals, maintenance of the library and upgrading online

facilities in the library. Accession Register for books, Stock Register for journals, Register for CDs/DVDs and back volumes are maintained. Before the commencement of every academic year, the librarian purchase the books based on the requirement list submitted by the departments. Reliable vendors are chosen based on the availability of books and adherence to terms and conditions. The books are given accession number before shelving. The books are protected from insects using environmental friendly herbal sachets. Internal stock verification is carried out by the committee constituted by the Principal. The computers and software (OPAC and CMS)are updated as per the demand with proper maintenance procedure.

Librarian clearly instructs the students and staff members about the shelving and transferral of documents. The following steps need to be taken:

1. Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
2. The shelves shouldn't be completely stuffed. When a reader tries to remove a book from a shelf that is too full, the spines may break and get damaged. Massive volumes must be maintained flat.
3. Magnetic discs or documents containing them shouldn't be stored open or close to any magnetic or electric devices, such as tape recorders. Such items ought to be stored in a closed rack with controlled humidity, temperature and air quality.
4. The addition and deletion of journals and magazines for the next calendar year is done through recommendation from departments.
5. The library will continue the existing subscription for journals and magazines, if no recommendations are received.
6. Stock verification of the library stocks is carried out to identify the losses, misplacement and mutilated documents that needs repair from the library collection. The library committee makes recommendations to the Principal for constituting a library Stock Verification Committee. Each department in the institution nominates a person to represent the committee.
 - i)** Verification is made on counting the Accession Number of the documents.
 - ii)** Accession numbers of books and documents already issued by the circulation counter in a separate sheet.
 - iii)** Accession Number of documents issued during the period of Stock Verification is also noted in this sheet.
 - iv)** Separate documents are maintained for tracking the library racks.
 - v)** Documents containing the accession numbers are pooled together. It will be consolidated manually.
 - vi)** All the Accession Numbers of books are rearranged sequentially and compared with the

Library Accession Register. Mismatch in accession number with the stock verification document are identified and recorded in a separate Missing Books List.

vii) Missing Books List is further checked with the reports of the previous Stock Verification Committee, if any, and the accession numbers of books already written off from the Library Accession Register may be rounded off.

viii) After completing all the procedures, a final Missing Books List has to be prepared and signed by the librarian and forwarded to the Principal.

ix) The management takes action based on the recommendations of the Stock Verification Committee and purchase new books for alternating missing books in the stock.

7. Documents in the library are arranged in a subject wise order to save the time of the users and staff members.
8. College Management System (CMS) software is employed to manage all the documents and records.
9. Proper cleaning, fumigation and exposure to sunlight are done for the documents in order to reduce the effect of insects in the library.
10. Repellants are used to save materials from rats.

16.4.1 Utilization of Library resources

The college has well equipped library with necessary books, journals, magazines and periodicals.

- The library is open on all Working days.
- Library is fully automated using the web based software. Books issue and Book return will be done between 8.30 am to 4.30 pm.
- Library is divided into Library Study hall, Stack Room, Reference section, Digital library and Transaction section.
- All users are allowed for open access system.
- Library books are normally issued only for 15 days. Library Periodicals and non- books materials (like CDs, DVDs,)are issued only for 5 days.
- Book bank and Question bank facilities are available, where students return the book at the end of academic semester. Delay in returning books will not be entertained.

16.4.2 Library Rules

1. The library will be kept open from 8.30 a.m to 4.30 p.m on all working days.
2. It is obligatory for all the students to become members of the College Library.
3. Strict silence shall be observed in and around the library. Consultation, discussions or unnecessary chatting there in are prohibited. The Librarian is vested with the discretion of refusing issue of books to students indulging in such activities.

4. Before entering the library, all the users shall deposit their personal belongings and proceed barcode entry.
5. Open access system will be followed.
6. Every UG student will be issued with three Library Cards and PG student will be issued with Five Library Cards. Library borrower cards are valid for the entire duration of the course to access library facilities. It is the responsibility of the student to keep them in his or her safe custody and return them at the end of the course. The cards are not interchangeable.
7. The borrower should not sub lend books.
8. Reference books must be consulted in the library and will not be lent for home reading.
9. The books should be returned on or before the due date failing which, a fine of Re.1 per day will be levied for each book. No renewal of book will be allowed for students.
10. Students shall produce their identification card to the librarian on demand.
11. Students can check the damage of books at the time of issuing and if any damage is identified then shall report to the librarian. Otherwise the last borrower will be held solely responsible for damage or loss and shall be liable to pay compensation as per the discretion of the librarian.
12. No book shall be taken out of the library without due entry in the computer.
13. Folding or tearing of the pages or underlining will be seriously viewed and heavy penalty will be imposed.
14. The period of loan will be 15 days for students and 90 days for staff.
15. The books will be issued only through Bar-coding ID card for both staff and students.
16. A student will lose the privilege of borrowing book if he/ she repeatedly returns the book late or damages the book in any form.
17. The Librarian reserves the right to recall any book at anytime.
18. During the odd semester, the books will be issued for all the UG and PG Students. The Library books must be returned before the even semester examination to obtain the No Due Certificate.
19. Transfer and Conduct Certificates will be issued only after all books are returned and dues are settled.
20. Books, journals and magazines must be replaced in their proper places after usage.
21. Any suggestions or complaints shall be made to the librarian, and further forwarded to the Principal.
22. Guard the book as your property but do not (mis) use them as your property.
23. Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
24. Refreshment of any kind shall not be taken anywhere in the library premises.

16.5 Maintenance and Utilization of Computer and ICT Facilities

- Computer centre and ICT facilities are maintained by system administrator and support staff.
- Periodic maintenance of projectors and other equipment is done.
- Purchase of new bandwidth, installation of anti-virus as well as new software is done.
- E-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.
- Campus Wi-Fi is maintained by system administrator
- IT related issues are addressed immediately by the IT Team.

The institution provides 24/7 Wi-Fi connection for all the students and staff members. Internet leased line implemented in the campus powered by BSNL with the speed of 50 MBPS. There are portable LCD projectors, audio-visual equipment like tape-recorder, television, CDs and DVDs, speakers, amplifier, camera and video camera. All these resources are well utilized to make teaching-learning meaningful.

16.5.1 College Administrative Office

Administrative Office is furnished with systems and printers. The office is well connected with internet, Wi-Fi and Biometric system to monitor the movement of the staff.

16.5.2 Library

- There are 4 computers available for the student-teachers in order to access electronic resources. Online platforms adopted on campus include Cisco WebEx, Google Classroom, Google Meet and Google Forms under the domain id@kkcas.edu.in with additional supporting facility like writing pads, etc.,
- The library of the college is having open access to e-books, periodicals, e- journals and e-resources along with OPAC system supporting online learning facility.

16.5.2.1 E-Resources

- Free Open Source Software
- E-Lecture Notes(.Docs/.Pdf)
- E-Books
- Youtube Videos
- Powerpoint Presentation
- Nptel/Swayam/IIT Bombay Videos

16.5.2.2 E-Subscriptions

- INFIBNET
- N-LIST, DELNET

- Shodhganga E PG Pathashala
- Swayam
- NPTEL
- Spoken Tutorial

16.5.3 Technology Enabled Classrooms

All the classrooms are well furnished with Wi-Fi connection.

A. ICT Facilities

- Audio/Visual Tools
- LCD Projectors For Classroom Teaching
- CCTV Cameras across campus and Classrooms
- Computer Lab
- E-Library

B. ICT Technology

- Google Classroom
- Google Form
- Google Meet, Zoom, etc.,
- Moodle
- Kahoot
- Hot Potatoes

16.5.4 Accessibility

The students and faculty members can access to internet and Wi-Fi connection. Each students and faculty members is given a separate user-name and password. They can utilize the computers in the institution for curricular and co-curricular activities like powerpoint preparation, seminar and assignments, etc. The faculty members can avail the ICT and E-content development facilities to enhance their teaching competencies and research.

16.5.5 Software

The institution uses predominantly Ubuntu open source software. Autolib and CMS are the softwares used in library.

16.6 Maintenance and Utilization of Sports Facilities and Gymnasium

The college has spacious grounds that are being maintained regularly for playing games like foot ball, cricket, volley ball, basket ball, badminton, kabaddi and also for participating in track events. Several courts are available for conducting various university level tournaments sponsored

by Bharathiar University. A total of two hours per week is allotted in the class schedule as sports hour for the sports activities. The college also provide facilities to improve the body shape of the students through multi-gym for boys and girls separately. Physical Director and Assistant Physical Director are responsible authorities to maintain the sports materials and gymnasium. Maintenance of playgrounds is done on weekly basis. The need based replacement system is in existence for the sports items and maintenance of permanent equipment in Gymnasium. Periodical service is provided as per the requirements.

16.6.1 Maintenance of Sports Facilities

Sports equipments and playgrounds are maintained by Physical Director and Assistant Physical Director of the institution.

1. All the facilities are given during the practice session.
2. College level, intercollegiate level and University level competitions are organized as per policy of the Institution.
3. House matches are conducted for the students every year.
4. Purchasing of new equipments for indoor and outdoor sports is made by Principal approval.
5. Regular weeding and levelling are performed for playground maintenance.

16.6.1.1 Playground Maintenance Procedure

1. A logbook is maintained for sports equipments required for the students.
2. Separate stock notebook for overall equipments maintained by Physical Director with help of faculty and students sports committee members.
3. Any damage in the sports equipments will be recorded immediately in the stock notebook.
4. Students are allowed to play with proper sports dress code.
5. Sports students can play in their respective ground.
6. If net is damaged, interchanging the net in the court.
7. Watering the play area.
8. Painting the posts of different games once in a year.

16.6.1.2 Sports Protocols

1. Player must play according by the rules.
2. Never argue with an official. If you disagree, have your captain approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.

4. Be a good sport. Applaud all good plays whether they are made by your team or the opposition. Remember this is a social sport competition and we are all here to have fun.
5. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
6. Cooperate with your captain, teammates, umpires and opponents. Without them, there would be no competition.
7. Participate for your own enjoyment and benefit.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

16.6.2 Gym Maintenance Procedure

1. A log notebook for student's entry is maintained by the Physical Director.
2. The Gym in-charge for the students is selected and supervised by the Physical Director.
3. Entry to the Gym with proper dress code is encouraged.
4. Gym equipment's are placed with proper distance to avoid collision.
5. Windows are opened to maintain air circulation.

16.6.2.1 Gym Timing

1. Day Scholars 3.00 pm to 4.00 pm
2. Hostel Students 5.00 pm to 6.30 pm

16.6.2.2 Activities on Different Phases

A. Daily Activity:

Recommended cleaning materials like gym wipes or a moderate solution of dish soap should be used to wipe the stained upholstery.

B. Monthly Activity:

1. Inspect all bolts for looseness and tighten as necessary.
2. Inspect all cables and belts.
3. Inspect all handles and grips, particularly the handle connecting points.
4. Inspect all snap links for proper latching.
5. Inspect all weight stacks for proper alignment and operation.
6. Wipe all guide rods cleanly, and lubricate with lightweight motor oil.

C. Yearly Activity:

1. Replace belts and cables at least once in a year

16.7 Maintenance and Utilization of Classrooms and Furniture

The College has spacious, airy and well ventilated class rooms to accommodate all the students. The classrooms are utilized between 9.00 a.m. and 3.00 p.m. They are also used for conducting seminars as part of group learning. Similarly the students are asked to solve typical problems in the class using black board, as a part of problem solving method. A total of four hours allotted for developing communication skills and mathematical aptitude in the regular schedule of the class hours. Furniture in classrooms are repaired or replaced as the case may be, before the commencement of every semester. The electrical system maintenance team takes care of lights, fans and the ICT tools available in the classrooms. The damaged blackboards in the classrooms are replaced immediately. Damaged walls and floors of the classrooms are fixed without delay.

16.7.1 Maintenance of Classrooms

1. Classroom allotment is done as per the lecture schedule in consultation with the head of the department.
2. Scheduling of activities during non-lecture hours such as guest lectures, competitions, seminars are planned properly.
3. Conducting training sessions and workshops for students and staff members.
4. Conducting End Assessment Examinations as per the examination schedule and also for competitive examinations in the classroom.
5. Students are instructed to utilize all classrooms optimally during the working hours.

16.8 Maintenance and Utilization of Campus and Other Amenities

16.8.1 Campus Maintenance

The building infrastructure is maintained by maintenance officer with technicians comprising of plumber, electrician and supervisor who takes care of civil work, water and electrical facilities. The institution promotes to plant more tree saplings in the college campus to sustain Green Campus. Gardeners are being employed for growing plants and grass trimming in the college premises. Night watchmen & security personnel ensures the safety and security in the college premises.

16.8.2 Canteen

The canteen committee inspects the canteen ambience, quality of the food, and hygiene of physical facilities periodically. The grievances from students are reviewed and taken to the notice of the vendors for follow-up action.

16.8.3 Hostel

The maintenance of hostels is carried out by the sweepers, gardeners and cleaners monitored on a daily basis by the residential warden. Each floor has a floor supervisor to monitor

the cleaning of rooms, common areas and restrooms. Form-C licence under Food Safety and Standards Act 2006 ensures the standard and hygiene of food production & service to the inmates.

16.8.3.1 Procedures for Hostel

1. Room once allotted for the academic year is not interchangeable without the permission of the warden.
2. All inmates should return to hostel premises before Roll call. It is taken at 7.00p.m every day.
3. Everyday 9:00 p.m to 10:00 p.m will be study hours (Switch Off mobiles). From 9:00 p.m to 5:00 a.m will be silence hours on all days. During silence hours students are strictly instructed to be in the allotted rooms. Group study and any other combined work is not permitted during this period.
4. No person or student other than the boarded should be found in the hostel. If any unauthorized person is found in the hostel, action will be taken against the boarded in whose room the person is found and he will be expelled from the hostel.
5. Smoking, consuming any intoxicant, playing cards and conducting birthday parties is strictly prohibited inside the college campus and in hostel. If any student found involving in any of the above abnormal activities, he will be dismissed from the hostel immediately without any enquiry.
6. The inmates should not remain in the hostel during the college working hours, except with the permission of the warden.
7. Students should not arrange any function or meeting within the hostel or outside or within the college campus without prior permission of the Principal and Warden.
8. Abnormal activities or any nature-causing disturbance to neighbors should not be carried out in the rooms.
9. If any student is suspended or under enquiry for any disciplinary action initiated, he should vacate the hostel immediately.
10. Students should treat the hostel staffs and workers with respect. No servants shall be abused or insulted. No special service demand will be entertained.
11. Students shall not use electrical appliances like electric iron box, electric immersion heaters, radio etc., Students are allowed to use laptops for academic purpose only. Things that disturb other students such as speakers, webcams are not allowed inside the hostel.
12. No hostel student should stay away from the hostel on any day without prior permission

from the warden.

13. Mess bills should be paid within ten days from the date of bill, failing which students have to pay a fine of Rs.5/- per day .In case of DD payment, the DD may be drawn in favor of “Kovai Kalaimagal Hostel” payable at Coimbatore.
14. The college reserves the right to ask any student to vacate the hostel in case of any disciplinary issues.
15. No deduction in the mess bill will be given for absence in the mess.
16. Students are requested to extend their full cooperation and maintain a high standard of discipline with the college campus and hostel.
17. "Ragging" means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or rise apprehension or fear or shame or embarrassment to a student in any education institution and includes teasing, abusing, playing practical jokes on, or causing hurt to such students or asking the student to do any act or perform something which such student will not in ordinary course. Student involved in ragging or severely punished as per the Tamil Nadu Prohibition of Ragging Act 1997.
18. UGC has notified 3rd amendment in UGC regulations on 29th June, 2016 to expand the definition of ragging.
19. Hostellers should not keep 2 wheelers in the hostel.
20. Students are informed to strictly adhere to the following timing:

Mess Timings	Out Pass Timings	Study Hours
Morning – 7.40 am to 8.40 am	7.00 am to 8.00 am on Working Days and 6.00 am to 10.00 am on Holidays	--
Afternoon – 12.35 pm to 1.15 pm	---	--
Night – 7.30 pm to 8.30 pm	5.00 pm to 6.00 pm on working days.	9.00 pm to 10.00 pm

16.8.4 Generator Maintenance

A regular maintenance & services provided for generator set. Cooling system, air intake system, fuel system, exhaust system and lubricant service are maintained periodically. Proper functioning of the generator is tracked with the assistance of Annual Maintenance Contract.

16.8.5 Surveillance

The entire campus is under the surveillance of 10 CCTV cameras, with an overall viewing facility at the Principal office. The institution has one Security Officer, two Assistant Security Officers and Security Personnel for maintaining main gate, girls hostel and boys hostel on regular basis.

16.8.6 Transport Facilities

A. Daily Activity

- Bus should always be tidy and neat.
- Bus documents should be available in bus dashboard.
- Log book should be submitted to Administrative Officer every day morning.
- Mechanical repairs should be informed to Administrative Officer immediately.
- Heavy traffic, repairs, unavoidable situations while driving to college should be informed to Administrative Officer immediately.

B. Weekly Activity

- The mechanical issues, air capacity in tyres and wheel grease of the bus should be checked thoroughly.
- If any damages found it should be informed to AO for further necessary arrangements to be done with the approval from the management.
- There will be a student and teacher representative in every bus to maintain discipline in the bus. If the problem cannot be solved, it should be informed to higher officials.

C. Yearly Activity

- The insurance should be renewed.
- Fitness certificate and road tax should be received from RTO office with the approval from the management.