



KAAMADHENU ARTS AND SCIENCE COLLEGE

Approved by Govt. of Tamil Nadu • Recognized by UGC under 2(f) and 12(B) • Affiliated to Bharathiar University - Coimbatore
Kamadhenu Nagar, D.G.Pudur (Post), Sathyamangalam, Erode District, Tamil Nadu - 638 503
Ph : +91 4295 - 223 743, 223 843 Web : www.kascsathy.ac.in E-mail : office@kascsathy.ac.in

HR POLICY MANUAL

Kaamadhenu Arts and Science College is an institution of repute located on the outskirts of Sathyamangalam in the Erode – Sathyamangalam (Bungalowpudhur) stretch. Blessed with a salubrious weather and nestled in the luxuriance of greenness, the institution acts as a hive to all the knowledge seekers from different parts of the nation. Two decades have passed since laying the foundation stone by the illustrious chairman of Bannari Amman Institute of Technology Shri.S.V.Balasubramaniam Avl. It was an initiation that fructified into buildings in a year and was declared open to the world by Thavathiru. Santhalinga Ramasamy Adigalar on 5th July 2001. The extensive 25 acre location is painted green with majestic trees and luscious shrubs. The rusting leaves resonates the sweet music of the mountaneous breeze and infuses the much needed energy to the young minds. The well equipped laboratories, the bright ventilated classrooms, the rich libraries, the expansive playground and a fertile atmosphere ignite the spark of learning in the young minds and takes them to greater heights. Discipline has been an indispensable quality of the institution that has transferred an ordinary student into an extraordinary talent. We cherish this virtue and we attribute the success of the past twenty summers to our Management, Principal and Staff Members. As future beckons, we are proud to march with renewed vigour and vitality to teach and place the students.

VISION

To elevate the aspiring rural students in the academic and non academic sphere thereby transforming them into environmentally sensitive and self-reliant citizens

MISSION

- To strengthen the rural youth through sustained education aimed at expanding their moral and intellectual horizon.
- To stoke the entrepreneurial skills and hone the economic capabilities with constant training programmes and placement initiatives.
- To impart environmental awareness and responsibility among students to endeavour a green society.



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HR POLICY

Introduction

Human Resource Policy outlines the expectations of staff members and the principles that guide the Human Resource Management practice of the Institution. It is designed to assist in creating a safe, productive and respectful workplace.

- **Recruiting and Hiring:** This policy outlines the recruitment and hiring process for all positions in the educational institution, including the qualifications, requirements, and selection criteria.
- **Performance Management:** This policy outlines the institution's expectations for employee performance, as well as the necessary procedures for evaluating and monitoring employee performance.
- **Employee Relations and Code of Conduct:** This policy outlines the institution's expectations for employee behavior and the procedures to be followed.
- **Off Boarding:** This policy outlines the institution's expectations for employee behavior, as well as the procedures to be followed in the event of employee misconduct or termination.

Recruitment

Objective

The objective is to hire a diverse pool of qualified and highly motivated applicants who are committed to a career in education and share our organization's values and dedication to providing exceptional educational services. We seek to create an inclusive workplace that celebrates diversity, encourages collaboration, and values innovation and excellence.

Definitions

- Applicant is referred as one who has applied to an open position or has submitted his/her application in anticipation of an open position in the Institution.
- Requisition Form (RF) refers to a form that is submitted with all mandatory details by the head of department to Office for a position.
- The Form should be signed by all authorization authority based on the requirement and approved by the Principal / Secretary
- Candidate Application Form (CAF) refers to the pre-requisite document required for releasing an offer with details of the candidate and salary.



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Policy Guidelines

Manpower Planning

- Staffing forecast should be done in order to have foresight of the manpower status and allocation for concerned department
- Manpower Plan for the year, prepared and submitted to the Office, shall comply with the staffing budget requirements.
- Administrative Office will initiate the recruitment and deployment of newly hired employees in the departments as per the manpower plan.
- Each department shall have an approved yearly staffing budget.
- Any additional requirements for staffing shall be subject to the approval of the management.
- Any deviation or mid-year requests for additional manpower will require approval from the management.

Candidate Assessment:

- Interviews of the various positions are conducted as per the panel assessment guidelines. The recruitment team ensures that the interview Assessment form is filled by all relevant panel members.
- Reference and background checks should be conducted internally for all candidates prior to selection

Candidate selection guidelines

It is ensured that the interview process focuses on-

- Validation of details mentioned in the CV (like qualification, work experience, etc.) or in the data collected by the recruiter.
- Assessment of technical competencies needed to perform the role. Assessment of culture fit, behavior and attitude of the candidate.

Offer of Employment

- Post selection of the candidate, the recruiter would then communicate the decided offer verbally to the candidate, followed by a formal offer letter. Post required approvals the recruitment team shall initiate the offer processing. And keep the head of department informed.



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- The employment contract/offer will be signed by the Secretary on behalf of the Institution.

Background verification and reference check

A background verification is conducted before making an offer of employment, for all candidates. This verification is done by an internal team, facilitated by the Office Superintendent. The background verification includes a check of the following components

- Previous employment
- Highest education qualification
- Permanent Address check
- Reference checks

On-Boarding

Objective

The objective of the on boarding policy in an education Institution is to ensure that all new employees are properly oriented and prepared to contribute to the organisation's success. This policy should outline the on boarding process, including all relevant tasks and activities that should be completed, as well as the timeline for completion. It should also include information about the organisation's values and culture, as well as any other relevant information new employees should know. Through this policy, the Institution will ensure new employees are able to reach their full potential and contribute to the organisation's success.

Policy Guidelines

We aim to ensure all employees feel welcomed and are comfortably blending and transitioning within the Institution. From an employee's offer acceptance to first day of joining and till their confirmation, we all collaboratively strive to provide them with all the necessary support in terms of knowledge, skills and attitude. This will help them acclimatize with the overall Institution culture, working norms as well as their job roles throughout their tenure.

From Offer acceptance to Joining Day

- Once the candidate has signed the Offer letter, their authenticated academic certificates copies are collected.



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- Admin Office prepares the employee file, send the details to Principal.
- Preparations are done internally to ensure administrative ease for the employee's first day in the Institution. This includes Email id, work station, Bio Metric access etc.,
- A new joiner email is sent out within 48 hours of joining across the group to Principal, All Department heads and all core employees.

New Joiner Orientation Program

- The process begins with employees joining the Institution and undergoing the Orientation Program.
- This will be a 1-day Orientation Program including department training.
- At the start of the orientation program each employee is given a welcome kit which includes, ID Cards & forms etc. (for certain documentation).

Feedback & Evaluation for New Employees

At the end of the first month of joining, a formal experience survey is conducted to understand the initial setting experience of the new employee. This formal survey is also supported by the one-on-one formal or informal interaction. The department head to receive first hand feedback and provide support clarity wherever required.

Probation Completion

The on boarding process is completed with the probation confirmation of the employee with the Institution.

Period of Probation will be a min of 6 months.

Off Boarding

Objective

The objective of this policy is to define the types of separations and the effect of benefits on separation. This policy lists down the separation process to ensure smooth exit of the employee from the Institution.

Scope

This policy is applicable for all employees of the Institution.



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Definitions

Separation: It can be used to describe voluntary resignation, termination, retirement and layoff/ redundancy.

- **Voluntary Resignation:** It is used when an employee resigns voluntary from services.
- **Terminations:** It refers to the Institution severing the employment relationship.

Separation Process

Voluntary Separation / Resignation

- The employee should submit / email the resignation letter to the Department Head (HOD) at the time of resignation marking a copy to the Principal and the Management.
- Once confirmation is received from the Department Head, the Principal and Secretary ensures a formal resignation acceptance of the employee.
- In the event that an employee wishes to withdraw their resignation, the Institution is will have all rights to review and decide.
- Once the Resignation Accepted Final settlement (FS) process is initiated.
- The FS is subject to submission of Clearance Form by the concern departments signed by the Finance Manager, and all the authorized heads.

Involuntary Separation

- Unsatisfactory performance, disciplinary action, redundancy or legal medical grounds can lead to termination of services.
- The OS commences the exit formalities and ensures the Letter of Termination is issued to the employee.
- If the termination is due to a disciplinary action, the employee is relieved on the same day. All clearance, handover formalities and Full and Final Settlement are completed as soon as possible.

Notice Period

- Teaching faculty members are not permitted to leave the institution during the middle of the academic year. Three months notice is to be served or Three months' salary needs to be paid in due of such notice.



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- On leaving the institution, the faculty shall handover all the responsibilities and files & documents completed to the persons concerned.
- The Institution discourages taking leave to avoid extension of the notice period.

Clearance

- The employee shall initiate the clearance formalities as per Institutional policy.
- The final approval for clearance is obtained from the Principal.

Exit Formalities Handover/ Takeover

- When an employee resigns from the Institution the process of handover is to be initiated, and get the confirmation from the Department Head and the concerned person.
- The Department Head in consultation with the Principal will identify the person to takeover the work responsibility of the employee undergoing separation.
- The job responsibilities to be properly documented by the person leaving the Institution.
- The handover takeover will be completed when both the concerned persons sign the handover document in front of the reporting manager
- The process needs to be completed within the notice period.

Full & Final Settlement

Once the following formalities and documentations are completed, the Full & Final Settlement will be processed accordingly:

- Exit Interview
- Approval on Clearance Form
- Salary and allowances up to the last day of work
- Accumulated Leaves for calculating Leave Encashment

Disclaimer

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2. This policy document shall be effective from the date of issuance and supersede all previous pro and understandings pertaining to the subject.

Code of Conduct

Objective

Our Institution is proud of the values; we create a safe and respectful environment for all members of the Institution to promote ethical standards of conduct and professionalism. We ensure that all members of the Institution abide by the same code of conduct. And all members of the Institution are aware of their rights and responsibilities.

Need and Importance

- Respect the rights and beliefs of others.
- Treat others with courtesy, kindness and respect. Act in a professional manner at all times.
- Refrain from making derogatory or offensive remarks or gestures. Respect and follow the laws and regulations of the Institution.
- Refrain from any activity that could be considered unethical or illegal. Refrain from any activity that could result in a conflict of interest.
- Respect the confidentiality of information.
- Refrain from taking any action that could be detrimental to the Institution or its members. Refrain from using any Institution resources for personal gain.

Code of Conduct General Guidelines:

1. **Respect for All:** All employees of the institution must treat each other with respect and courtesy.
2. **Commitment to Excellence:** All employees of the institution must strive for excellence in their work. They should take pride in their work, and strive to improve their skills and knowledge.
3. **Professionalism:** All employees of the institution must act in a professional manner at all times. This includes appropriate dress, language, habits and behavior.
4. **Confidentiality:** All employees of the institution must maintain the confidentiality of confidential information. This includes student records, personnel records, and any other information that is not intended for public disclosure.



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5. **Integrity:** All employees of the institution must be honest and trustworthy. They must adhere to policies and procedures, and act in an ethical manner.
6. **Safety:** All employees of the institution must be aware of and comply with all safety guidelines. They must also ensure the safety of all students and visitors to the institution.
7. **Anti-Discrimination:** All employees of the institution must treat all individuals equally and without discrimination. They must also respect and value the diversity of our community.
8. **Accountability:** Employees are accountable for their actions and must accept responsibility for their mistakes.
9. **Professional Development:** Employees must participate in professional development activities to stay abreast of current trends in education.

Dress Code

Objective

To define the policy and establish the guidelines for the dress code in the Institution. To present a professional image to the community, customers and stake holders also to establish the selection and use of a defined uniform for all employees.

Scope

This policy is applicable to all employees working at all levels of the Institution, as well as other workers, including agency employees and temporary staff employed.

General Guidelines

- The dress code requirements for all the staff will be a code that portrays a professional image and is in line with the cultural customs.
- Department Heads have the responsibility of enforcing this policy in their divisions and departments. They are expected to counsel any individual observed to be inappropriately dressed or groomed.
- All staff should wear formals / Smart Casual which match their professional attire.
- Staff should be aware of their personal appearance and the image they project to our students at all times.
- Clothing (Trousers/Pants/Tops) should be clean and Tidy in the work place.



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- Clothes with inappropriate or profane messages are strictly discouraged
- All employees should keep their hair clean and tidy and expected to be in professional grooming.

Leaves

Objective

The objective of this policy to ensure that employees are able to maintain a healthy work/life balance by providing flexible and generous leave policies.

- To ensure that all employees are able to take the time off they need for personal and/or family matters without fear of reprisal.
- To provide employees with job-protected leave in the event of illness, disability, family leave, or military service.
- To ensure that employees can take time off to care for their health and wellbeing without fear of financial hardship.
- To ensure that employees are able to take necessary time off in order to attend to personal, family, and community responsibilities.
- To provide an equitable and consistent leave policy for all employees.

Scope

This policy is applicable for all employees of the Institution.

Policy Guidelines

- Leave Policy should be clearly defined and communicated to all employees.
- Leave should be taken in accordance with any applicable laws and regulations.
- Unused leave should be carried over to the next year, up to a certain limit.
- Leave entitlement should be reviewed regularly to ensure staffs are not over- or under-entitled.
- Leave should be requested and approved in advance, where possible.
- Leave may be taken in full or half days, depending on the institution's policy.
- Leave requests should be reasonable and reasonable notice should be provided.
- Employees should not be penalized for taking leave.



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- Employees should be able to make up for lost time due to taking leave.
- Employees should be informed of any changes to the leave policy.

Casual Leave

12 days (Balance casual leave can be surrendered and encashed.)

Earned leave - 3 days

On Duty

Teaching staff can avail ON Duty for attending conferences, seminars, workshops and other academic activities with prior permission.

Maternity Leave:

Maternity leave will be provided maximum for three months (only for employees who have completed more than 3 years service).

Common Holidays:

- All holidays notified by the College, Sundays and Second Saturday.
- University prescribed leaves, leave declared by the government.

Medical Leave:

In Case of Medical Emergency an employee can avail 15 days leave maximum and it is mandate to provide medical certificate or authorised medical proof signed by the Doctor. (Only for employees who has completed more than 3 years service)

Please Note:

- Any other leave not defined in this policy taken for personal reasons will be adjusted against the Annual Leave or LOP.
- All leaves have to be availed with prior intimation and approval of the concerned head of the department and intimation to Human Resources.
- Leaves which are not preapproved will lead to Loss of Pay.
- All leaves have to be applied in the system. Manual leave applications will be accepted only in case of any exigencies related to the system.



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2. This policy document shall be effective from the date of issuance and supersede all previous pro and understandings pertaining to the subject.

Performance Management

Objective

Faculty performance Appraisal policy has been formulated to assess the performance of every faculty who is crucial to the success of the Institution. Each Faculty is encouraged to maximize their potential within the role and to continuously strive to deliver their best. Managing performance should be a continual process of feedback and review. The performance of Faculty is assessed at the end of every year based on the quality parameters. Based on the assessment, the Principal recommends the Faculty for promotion, increment or discharge to the Management

SCOPE

This policy is applicable for all faculty members of the Institution.

Policy Guidelines

- At the end of every academic year, faculty submit their filled-in performance appraisal forms to HODs and HODs submit their forms to Principal.
- HODs review the faculty forms and forwards to the Principal. Principal reviewed the HODs' forms. The Principal analyses the forms, prepares consolidated report and submits his recommendations to the Management.
- Based on the recommendations, promotion, increment or discharge is awarded.
- Additional responsibilities are given to outperforming faculty members.

Performance of faculty is measured by their contribution towards

- Teaching, learning and evaluation in terms of innovative pedagogy and exam results
- Co-curricular, extension and professional development activities
- Research, consultancy and academic achievements in terms of funds received, publications, awards and achievements



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- Feedback from students and HOD in terms of communication, Preparation and Classroom Management
- Contribution to the corporate life of the college



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WELFARE MEASURES

Financial Assistance for Journal & ISBN Publication and Attending Various Professional Development Programmes

Considering the welfare of the faculty, the management has decided to provide financial assistance for Journal & ISBN publication and attending various professional development programmes which will encourage, motivate and strengthen their career

1. KASC extends financial assistance to Faculty for research publications (**50% Publication cost in “Journals” from UGC approved List** (Scopus Indexed, SCI Indexed/web of Science and Others).

Terms and Conditions

Documents to be submitted to IQAC

1. Requisition letter along with Printed mail communication
 2. Link to article/paper/abstract of the article and Screenshot
 3. Link to website of the Journal
 4. Link to the recognition in UGC enlistment of the Journal /Digital Object Identifier (DOI) number
 5. Proof for Payment
 6. Detail upload the link: <https://forms.gle/2bpiEv1M2uxQeZk57>
2. Financial support of **50% for Conference Proceedings** (ISBN), Book chapters and Book is also provided

Terms and Conditions

Documents to be submitted to IQAC

1. Requisition letter along with Brochure or Printed mail communication
 2. Bill/Voucher (Applicable to ISBN)
 3. ISBN book (Hard copy or e-book)
 4. Detail upload the link: <https://forms.gle/uiZzxjricn9PWXVf7>
3. Teaching Faculty are eligible for getting Financial Assistance of **maximum Rs 2500/- per Academic year** to attend events for their professional developments (FDP/Conference/Workshop) and actual travel allowance will be reimbursed



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Terms and Conditions

- Attending one FDP (Minimum one week) is must per year

Documents to be submitted to IQAC

- 1.Requisition letter along with Brochure or Printed mail communication
- 2.OD form
- 3.Certificate
- 4.Bill/Voucher (Registration and TA)
- 5.Attendance Certificate
- 6.Brief report
- 7.Detail upload the link: <https://forms.gle/b4gagJMzay7CJ9cC8>

Monetary/Non Monetary benefits

- Employee Provident Fund for the employees
- Financial support in the form of scholarship to the wards of the staff members
- Concession in tuition fee for the teaching staff to pursue Ph.D. in the institution
- Advances provided
- Sponsoring the faculty to participate in seminars, conferences and workshops hosted by other institutes
- Refreshment to teaching, non-teaching staff and other employees
- Breakfast and lunch to all bus drivers
- Free uniforms for all janitors and securities
- Teaching faculty are motivated by providing gifts for producing 100% results
- Orientation for teaching and non-teaching at the beginning of the academic year
- Training programme on technical and academic skills
- Free accommodation for the staff who stay in the college hostel
- Teaching staff are honoured with awards in the college day
- Facilities for career developments in terms of lab and library for faculty
- Annual tour and recreation for teaching and non teaching
- Wedding gifts



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INTERNAL COMPLAINT COMMITTEE (ICC) POLICY

As per the Supreme Court of India Directive, it is mandatory to ensure the safety of women at the workplace. Preamble The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act" in the year 2013. The ACT provides protection against sexual harassment of women at work and for the prevention and redressal of complaints of sexual harassment, and for matters connected therewith or incidental thereto.

To ensure safety of women against the following unwelcome acts or behaviour (whether directly or by implication) the internal complaints committee of Kaamadhenu Arts and Science College, Sathyamangalam deals with

1. Eve-teasing
2. Unsavory remarks
3. Jokes causing or likely to cause awkwardness or embarrassment
4. Innuendos and taunts
5. Gender-based insults or sexist remarks
6. Physical contact and advances
7. A demand or request for sexual favours
8. making sexually coloured remarks
9. Showing pornography
10. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Objectives of ICC

1. To develop guidelines and norms for a policy against anti-harassment.
2. To develop principles and procedures for combating anti-harassment.
3. To work out details for the implementation of the policy against discrimination and sexual harassment against women by promoting gender amity among students and employees,
4. To make recommendations to the principal for changes or elaborations in the rules for students in the prospectus and by-laws to make the policy gender just and to lay down procedures for the prohibition, resolution, settlement, and prosecution of acts of discrimination and sexual harassment against women by the students and the employees.



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5. To deal with cases of discrimination and sexual harassment against women in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
6. To recommend appropriate punitive action against the guilty person.

Role of the ICC

1. To create and ensure a safe work environment that is free of sexual harassment, particularly of women employees, students to maintain an atmosphere of equality and gender justice.
2. To take note of complaints of sexual harassment of female employees and to conduct inquiries, and to provide assistance
3. To redress complaints of sexual harassment of women employees, recommend penalties and action against the accused, if necessary.
4. To recommend to the concerned authorities, follow-up action and to monitor the same

Investigation procedures:

Upon receiving a report on sexual harassment, the receiving authority shall refer the matter to the anti-sexual harassment committee to investigate. The receiving authority shall also inform the principal for necessary interim action especially in cases where the perpetrator is in higher authority than the survivor and is likely to interfere with investigations. Interviews will be confidential and discreet. Persons with information on the incidence will also be interviewed.

Disciplinary measure:

The disciplinary committee shall then submit its recommendation to the principal for action. This policy document states the college's commitment to providing an environment free from sexual harassment, and any employee or student who violates the policy shall be subject to serious disciplinary action, which could include:

- 1) Termination of services
- 2) Suspension or expulsion of the student from the college
- 3) Barring such persons from accessing the college premises.
- 4) Conciliation

The college recognizes that individuals may make false reports and therefore prohibits this. Persons who make false allegations are subject to disciplinary action.



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Reporting Mechanisms

The survivor of sexual harassment who wishes to pursue or make a complaint of sexual harassment has two options through which they can make the complaint.

1. Informal complaint
2. Formal complaint

An informal complaint is made to any academic member of staff, personal tutor, or administrator. It is made in those cases where the survivor wishes for something to be done (e.g., warn the harasser, transfer him/her to another department, or change his/her dissertation supervisor), but is not ready to lodge a formal complaint.

The policy emphasizes the importance of documenting all cases of sexual harassment within the college premises or involving the students, college administrators, teaching and non-teaching staff.



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PREVENTION OF RAGGING POLICY

Objective

Kaamadhenu Arts and Science College, Sathyamangalam has a strict, zero- tolerance policy towards ragging. Ragging in any form is totally prohibited inside and outside the campus. It is the main objective of every member community consisting of the management, faculty members and staff and students and their parents/guardians to make the institute as 'ragging free' institution and ensure a conducive environment for fresher to adapt to the changes that the college life may demand and grow up along with their seniors. The institution is committed to follow all regulations and guidelines promulgated by the UGC and other higher authorities from time to time. The institute will not permit or condone any incident of ragging in any form. Anti-ragging committee has been formed to take necessary and required measures to achieve the objective of eliminating ragging within the institution.

Prohibited Conduct under this Policy

As defined by the UGC, ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
5. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
6. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.



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7. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
8. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Complaint Procedure

Complaints can be made in the following ways

1. Complaints can be notified through committee members or any other faculty members of the institute.
2. Complaints can be written and dropped in the boxes.
3. Students can register the complaint with the principal.
4. Students can access the following 24 hours toll free telephone number 1800 - 180 - 5522, or website: helpline@antiragging.net of UGC to register their complaints regarding ragging for which action will be taken within 24 hours keeping the intimation confidential.

Punishments for Ragging

Every incident of ragging will be investigated by one of the anti-ragging squads, who will enquire the details and submit all information related with the incident to the principal along with their findings and recommendations. On receipt of the recommendation of the anti ragging squad or on receipt of any information concerning any reported incident of ragging, the principal will determine if a case under the penal laws is made out and if so, either on his own or through a member of the anti-ragging committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified cases of the UGC regulations, for further action.

The committee depending on the nature and gravity of the guilt established by the squad punish those found guilty with one or more of the following punishments,



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- Suspension from attending classes and academic privileges.
- Withholding or withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing examination.
- Suspension from the hostel.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.



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WOMEN EMPOWERMENT POLICY

Women Empowerment Policy of Kaamadhenu Arts and Science College, Sathyamangalam is framed to enhance female faculty members, empower female students, understanding of issues affecting women, make the college campus a safe place for girls and women, and address concrete concerns about the welfare and equal opportunities for female faculty members, staff, and students. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves. This policy is to educate women to expand their social, economic, and intellectual capacities. Gender equality aims to treat both men and women equally in terms of dignity and rights. The gender policy provides guidelines for implementing gender equality at the college campus.

Aim

To promote the overall well-being of female students, faculty members, and staff at the institute; creating and maintaining a respectful, welcoming workplace for women and enabling them to realize their full potential in all spheres.

Objectives

- To help women students and staff to understand their strengths and develop intellectual potential.
- To provide equal opportunities for women and men in terms of accessing knowledge, services and employment opportunities.
- To establish guidelines of the institution to take actions in redressing the compliance related to gender imbalances and sexual harassment.
- To strengthen the physical and psychological attitude of women to handle critical circumstances.
- To implement the policy guidelines, proposals and provisions of gender policy specifically and directly to all departments, administration and other institutional structures.
- To propose transformation of values, norms and practices of the institution which hinder the promotion of gender equality.
- To conduct awareness programmes on health, law, entrepreneurship, and self-defense, social rights and privileges of women in India.



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DIVYANGJAN POLICY

Kaamadhenu Arts and Science College, Sathyamangalam aims to design its programs and activities for all students and it opposes any form of discrimination on any ground including disability. The institution intends to promote inclusive teaching and learning environment in which incapacitated students and employees are not treated unfavourably. All the authorities of institution are working hard to extend a helping hand to the disabled in order to ensure that they can benefit in all the areas. All the faculty members and employees are encouraged to abide by these guidelines.

The Government of India formulated the National Policy on the Right of Persons with Disabilities Act of 2016. The act forbids discrimination against people who have mental and physical disabilities. The institute is fully conscious of its responsibility to offer the necessary assistance and counselling to the students with disabilities. The institutional policy fosters an inclusive learning environment by offering and raising awareness of the facilities that supports them.

The Institution aims,

- To support and create an environment that fosters a positive, knowledgeable, and unprejudiced attitude towards people with disabilities (PWD).
- To encourage an inclusive learning, teaching, and working environment where employees and students with disabilities feel favoured and respected.
- To provide opportunities to attend various programmes, services, and activities organized by the institution.
- To provide PWDs with equal chances for their development and help in learning outside regular class hours.
- To offer assistance and counselling through the professional counsellor on campus.
- To ensure that the examination section satisfies their requirements, according to the rules and guidelines administered by our institution.
- To implement in exam policy with reasonable changes in the educational plan and assessment framework to meet the particular needs of students with disabilities.
- To make certain that the committee for the disabled directs and oversees the facilities and actions taken in their support.



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- To ensure that all structures, restrooms, labs, and libraries are safely accessible and barrier-free.

The following amenities are accessible to Divyangjan students:

- The institution has a barrier-free, disabled-friendly environment.
- Ramps and wheelchairs are available for easy access inside the campus.
- Disabled friendly washrooms are specially constructed to people with physical disabilities.
- Braille Blaster software is installed and maintained properly for the benefit of visual impaired students.
- The scribe is set up so that any student with a disability can write the examination.
- Students with disabilities are encouraged to participate in the programmes conducted in the institution.
- Sign boards are fixed at requisite places inside the campus.



POLICY DOCUMENT ON ALTERNATIVE SOURCES OF ENERGY AND ENERGY CONSERVATION

Purpose

Environmental and energy-harvesting methods are important to fulfill the Sustainable Development Goals (SDGs) for every organization. Energy Policy of Kaamadhenu Arts and Science College, Sathyamangalam adheres to promote renewable energy resources, thereby to prevent the depletion of fossil fuels and making the planet and earth more sustainable. The energy policy defines the process of awareness, and conservation of energy by establishing the best practices, such that energy usage is effectively managed in the institution.

The policy specifies a range of practices and techniques that are used in order to accomplish energy saving. It helps the administrators to reduce the cost of energy consumption constantly. As energy conservation is the duty of all the members of the institution and not just one individual, it also outlines the duties and responsibilities of those participating at all levels.

1.Scope

To ensure a sustainable and eco-friendly environment, energy policy applies to all the stakeholders of the institution.

2.Policy Statement

The stakeholders at Kaamadhenu Arts and Science College are responsible for educating themselves about the energy saving initiatives, which are constantly tracked and controlled by the energy policy of the institute.

Objectives to implement the energy conservation in the institute:

- Communicate the objectives of policy and action plan to staff and students
- Efficient use of energy to save both time and money.
- Transform the campus into a renewable energy campus.
- Use energy-efficient equipment to reduce the amount of energy used.
- Employ daylight and natural ventilation to the fullest extent possible.
- Purchase and use only high star rated appliances to reduce power consumption.
- Switch off the equipment when not in use.
- Shift the usage of non-priority loads during non-peak hours.



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- Ensure proper backup of the supply.
- Energy efficiency initiatives in the supply and demand systems are part of the campus's overall energy management.
- Implement sensor-based energy savers.
- The gradual replacement of existing incandescent bulbs with LED models and solar operated lights.
- Celebrate renewable energy day to positively motivate the stakeholders regarding conservation of energy.
- Carry out external audit to improve renewable energy sources.

The energy policy of the institution will be reviewed and updated on a regular basis, and its implementation is guaranteed.

3. Effective Measures

- Identify the potential energy conservation measures that can be installed in the organizations.
- Evaluate the energy-efficiency of the appliances.
- Analyze the electricity consumption through utility bills, and set a benchmark to conserve the energy periodically.
- All the stakeholders should follow energy policy and focus on energy conservation.

4. Problem - Solving

- Stakeholders are regularly educated about the commitments and initiatives taken by the institute to a sustainable energy consumption.
- Organizing seminars and workshops to provide an opportunity to understand the recent developments and analyse the technology that helps in energy conservation and management.

5. Responsibility

The Head of the Institution, Department Heads, Faculty and Staff members including Management Representatives are responsible for monitoring the energy conservation measures adopted in the College and maintaining the campus as sustainable in energy. The stakeholders are responsible for the implementation of Energy policy in the Institution.



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6.Implementation

An eco-friendly environment is created for the Institution's stakeholders by implementing the Energy Policy inside the campus effectively.



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GENDER POLICY

Kaamadhenu Arts and Science College, Sathyamangalam promotes gender equality and provides equal opportunities to all genders. The prime concern of a sustainable and friendly atmosphere in an organization is to treat its members with care and due respect. Every individual in the institute is respected and given extra attention regardless of gender. The institution contributes sufficient opportunities for every individual to grow in their field without gender discrimination. Gender sensitivity is our main priority with respect to both students and staff.

Provisions to make the institution Gender-Sensitive:

- Policies and programmes are designed by taking gender equality into consideration.
- A determined effort is made to have an adequate number of women representatives on various academic panels.
- Female faculty members are frequently seen achieving greater heights in their professional lives. Besides, there is enough representation of women staff and students in notable academic bodies, clubs and councils.
- The men and women staff ratio are approximately 35:65. Women are also appointed in significant posts.
- In order to raise awareness of the requirements of staff and students, the policy makers of the institution regularly engage in discussions with newly appointed staffs about gender issues.
- Providing healthy work atmosphere and a favorable learning environment for the female faculty members, staffs and students.
- Female students are encouraged to participate in all extra- curricular and co-curricular activities to boost their confidence.
- The grievance and redressal committee looks into the problems of men and women and encourages them to be vocal about their problems.
- The college takes various initiatives to support female faculty, non teaching staffs and students with all necessary relaxation and provides clean and hygienic facilities.
- The institute is guarded 24x7 with cameras, ensuring the protection of the staff and students. Additionally, the ladies hostel is adequately protected by security services.



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- The Internal Complaints Committee also investigates women's issues and encourages them to speak out about them.
- There are sufficient, well-maintained restrooms.
- The college offers equal compensation and benefits for both male and female staff members.
- Every year on International Women's Day, the institution hosts events for female staffs and students to appreciate and respect their enormous contribution.



GREEN CAMPUS AND ENVIRONMENT POLICY

1. Purpose

The green campus and environment policy of Kaamadhenu arts and Science College, Sathyamangalam aims to provide education and awareness on clean and green environment to the stakeholders with regards to environmental compliance.

2. Scope

To promote an eco-friendly environment, green campus and environment policy is applicable to all staff and students of the institute.

3. Policy making

Cleanliness of the institution is maintained through proper disposal of wastes and steps taken to recycle the biodegradable wastes. Utilization of eco-friendly supply and effective recycling programme is to maintain the campus free from hazardous wastes. The concept of eco-friendly culture, reuse and recycling of the waste materials is disseminated among the students and rural community through various awareness programmes. Attempts are also made to limit energy usage and also replace non-renewable energy sources with renewable energy sources.

Objectives of green campus and environment policy:

- To ensure a green campus by planting large number of trees, herbs, shrubs, climbers, twins and lawns to reduce the environmental pollution and to prevent soil erosion. It also helps in biodiversity conservation, landscape management, proper water irrigation, and vegetation.
- To conserve energy by using alternative energy resources such as solar energy, biogas and other power-efficient equipment to reduce the electrical energy.
- To dispose unwanted materials using proper waste management system to create pollution-free environment.
- To collect rainwater using rainwater harvesting system in the institution to use when needed and to raise the ground water level.



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The agreement of the institute:

- Its commitment towards sustainability and environmental management system and to recognize the initiatives taken towards the environment and threat to human health by the institute.
- A commitment to prevent pollution and to continuously improve environmental performance to conserve nature.
- To keep students and employees safe through creation of environmental culture and sustainable solutions to various social and economic needs.
- Use of alternative energy systems such as solar energy, biogas plants, sensor-based energy conservation and the use of LED bulbs/power-efficient equipment towards energy audit practice.
- Ensure proper utilization of resources available in the surrounding areas towards welfare of the community.
- Pollution free environment is provided by the restricted entry of automobiles, use of bicycles/battery-powered vehicles, pedestrian-friendly pathways, ban on the use of plastics and landscaping with trees and plants.
- Water conservation through rainwater harvesting, water irrigation system, bore well recharge, water reservoir facility and construction of tanks and ponds.

4. Effective measures

Green campus

- Landscaping and more than 25% green cover area planted with trees, shrubs and herbs
- Creating a natural ecosystem containing native plants and trees which attracts birds and insects
- Planting more number of saplings
- Pollution-free campus

Environment friendly campus

- Providing eco-friendly atmosphere to the stakeholders.
- Providing good drinking water facility to the students and staffs.
- Use of organic manure, cow dung and vermicompost for the cultivation of plants
- Eliminated non-compostable, single-use disposable plastic items.



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- E-services and e-circulars for reducing the use of papers.
- Adopting proper disposal of wastes, recycling and suitable waste management system

Energy efficiency campus

- User-friendly technology (e-service) in the campus.
- Automobiles are restricted inside the campus.
- Encouraged use of bicycles, battery operated vehicles, public transport and carpooling and pedestrian-friendly pathways.
- Energy conservation, energy efficiency and reduction in energy consumption
- Alternative energy resources like solar, biogas plant and sensor based energy conservation.
- Implementation of rainwater harvesting system and proper water irrigation
- Use of LED bulbs/power-efficient equipment instead fluorescent and sodium vapor lamps.

5. Problem-solving

- Implement 'Green campus audit', 'Environment audit' and 'Energy audit' practice in the institute.
- Dissemination of eco-friendly culture through programmes.
- Educate the importance of environment, water, air, soil, energy, hygiene etc. to the students and staff members.
- Construction of tanks and ponds to harvest rainwater.
- Implement the green campus motto with the vision of Swachh Bharath Abhiyan and Jal Shakti Abhiyan under Clean India Mission.

6. Responsibility

The Head of the institution, department heads, faculty and staff members including management representatives are responsible for monitoring the go green initiative and maintain a clean and green campus. In addition, the staff and student volunteers from eco club and NSS units are also responsible for the implementation of the green campus and environment policy in the institution.



WASTE MANAGEMENT POLICY

The waste management policy of Kaamadhenu Arts and Science College expresses a commitment to minimize its environmental effects through efficient waste management and sustainable strategies in converting waste into useful resources. The policy strives to provide a secure and healthy environment for staff members, students, and other stakeholders. It also aims to fulfill sustainable and holistic waste management needed to reduce the production of wastes.

Statement of the Policy:

- The institution is committed to implement an effective and responsible waste management process that meets all the environmental regulations for sustainable society.
- The scope of this policy is to cover the solid waste including papers, plastics, e-waste, hazardous waste and wastewater generated in the campus.
- It recognizes the adverse impact of plastic waste production and disposal. Plastic pollution can have a harmful impact on the water environment and thus the institution concentrates on reducing plastic use and wastage on campus.
- All the stakeholders of the Institute are made aware of the policy through awareness programmes.

The following initiatives are taken to implement the policy:

- The institution has committed to manage waste produced inside the campus thus obtaining eco friendly status through the policy of “reduce, reuse and recycle”.
- **Reuse and Recycling:** The recyclable material like plastic, papers, cardboard, food waste, tin, glass, metals, leaves, construction, e-waste and hazardous waste are handed over to the external agencies.
- Effective steps are taken to reduce the use of plastic waste in the institute. Single use plastics like disposable coffee cups, food packaging and cutlery in cafeteria or replaced with compostable catering supplies.
- Reusable cups are made available to reduce single-use disposable cup wastage.
- The institute banned the sale and use of plastic carry bags, plastic water bottle (of thickness less than 50 microns).



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- **Preventing and reducing the production of trash:** The institute organizes awareness programmes related to waste management through various club activities to prevent and reduce the production of trash.
- Water coolers/RO plants/Aqua guards are installed throughout the institution.
- **Segregations of solid wastes:** Biodegradable and non-biodegradable wastes are segregated and handed over separately as mentioned in solid waste management.
- Alternative source of fuel for LPG is biogas. It is produced from food waste, decomposable organic material and kitchen waste for consumption purpose
- Composting pit is used to manage the biodegradable waste that could not be put in to bio gas plant.
- Reducing paper waste through recycling using electronic devices at all levels including governance, examinations, admission and finance.
- The institute has taken sustainable initiatives to ensure proper disposal of e-waste. E-governance shall be ensured to implement innovative strategies.
- Standard operating procedures are followed for disposal of hazardous chemicals collected from the laboratories.
- Sanitary napkin incinerator is installed in girl's restroom and hostel to facilitate its disposal.
- The primary goal of the policy is to ensure source segregation of waste and to channelize the waste through recovery, reuse and recycle. This shall be executed throughout the institute at the level of academic department, laboratories, hostels, administrative block, main building, canteen, hostel mess etc.
- Different coloured trash bin systems are introduced in order to collect biodegradable and non-biodegradable wastes separately.
- To ensure safe disposal of treated effluent or re-use the same for gardening and horticulture purpose within the institute.



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GRIEVANCE REDRESSAL POLICY

The institute has a Students' Grievance Redressal Committee. The function of the Committee is to look into the complaints lodged by any student and judge its merit. Anyone with genuine grievances and their suggestions for improving the academics / administration in the institute may approach the committee members in person. The Grievance Redressal Committee is also empowered to look into matters of harassment. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to Grievance Redressal Committee or Principal.

Objectives of Grievance Redressal Policy

- Developing a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
- Upholding the dignity of the college by ensuring strife free atmosphere in the campus through promoting cordial student-student relationship and student-teacher relationship etc.
- Encouraging the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising students of the institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the students to refrain from inciting students against other students, teachers and administration
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Scope

The committee deals with grievances received on the following forms of issue raised by students to avail services

Academic Matter: Issue in the mark sheets, transfer certificates, conduct certificates or other examination related matters.

Financial Matter: Dues and payments for various items from library, hostels etc.,



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Other Matter: Certain misgivings about conditions of sanitation, preparation of food, availability of infrastructure, transport etc.

Procedure

- The setting of the Grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance write in the grievance register kept in the administrative block or drop it in boxes placed at conspicuous locations in writing or send mail to the grievance id.
- The committee will act upon those cases which have been forwarded along with the necessary documents.
- The committee will take up only those matters which have not been solved by other departments.
- Grievances related to fees etc will be taken up only if the relevant proofs are attached.

Informal Resolution

The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of the relevant individual or office. An attempt at informal resolution will begin no more than 5 working days after the service or decision is rendered.

Formal Resolution

If the student is unsatisfied with the response, the student may make a formal written grievance. Any formal grievance submitted by the student, resolution will be provided within 10 working days after the service or decision is rendered.



KAAMADHENU ARTS AND SCIENCE COLLEGE

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Kamadhenu Nagar, D.G.Pudur (Post), Sathyamangalam, Erode District, Tamil Nadu - 638 503
Ph : +91 4295 - 223 743, 223 843 Web : www.kascsathy.ac.in E-mail : office@kascsathy.ac.in

E-GOVERNANCE POLICY

The policy aims to provide students and faculty with convenient and accessible services, improve the efficiency in the management and administration, enhance decision-making processes, and promote transparency and accountability in college operations with the use of information and communications technologies (ICTs).

Scope

The scope of this policy broadens to the following areas:

- Website and Social Media
- Student Admission
- Human Resource Management
- Financial Management
- Academic Management
- Examination
- Library Services
- ICT Infrastructure
- Internal Communication

Objective

- Providing an efficient system of governance within the institution that benefits all stakeholders.
- Promoting transparency and accountability in all the operations of the college.
- Reducing the paperwork in the college.
- Streamlining administrative processes such as student admission, fee collection, examination management and academic record-keeping.
- Improving the decision making by providing real time data and Analysis.

Policies and Procedures

The college has the following policies and procedures



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Website and Social Media

- The website will act as a source of information which will provide details about all its activities, important notices, Newspaper cuttings, and other information related to academics and infrastructure. The college has an exclusive web designer and all the changes carried out by the designer. A Website Committee is formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. All the important notifications will go live on the website as and when they are released.
- The College strives to reach, engage and connect through its facebook, instagram page and YouTube channel to the wider audience.

Student Admission

- Students are required to submit a separate Online Application Form for taking admission to the college through the college website.
- College ERP is used to manage the admissions in the college. Student application, admission and cancellation are done through this portal.

Human Resource Management

- College ERP is used by the Administrative office to store Faculty information, track staff attendance and personal details. Teaching faculty can make leave request and can also save academic records

Financial Management

- Payments are generally made and received through online mode such as NEFT, RTGS and payment platforms.
- Students can make all their fee payments using College ERP.
- The College Administrative office uses the latest version of Tally for maintaining its accounts.

Academic Management

- College ERP supports academic management, such as course registration, timetable management, student attendance, etc.,



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Examination

- Students can view their internal marks at the end of each semester

Library Services

- Librarian uses College ERP for maintaining the stock, issuing and renewal of the books.

ICT Infrastructure

- In order to promote the use of ICT for the purpose of e-governance the administrative staff is trained, and their capacity-building is taken up regularly to use the products and services of e-governance at the college.
- During this Pandemic period our college faculty members have developed online video lectures and e content. All lectures and contents are uploaded on the website.

Internal Communication

All the staff members and supporting staff members are given email etiquette training to make all internal communication through email.



FEEDBACK POLICY

Introduction

The Institute ensures to provide the best curriculum through the combined feedback collected from all its stakeholders. The stakeholders are Students, Faculty members, Alumni and Employers. The feedback is collected at the end of each semester through online/offline mode. The collected feedbacks are analysed and corrective actions are taken.

Feedback Mechanism

The feedback obtained periodically from different stakeholders is very helpful in improving academics and encourage students and teachers performance. Feedback links are shared with all stakeholders via our institution website for collecting the feedback and a specific timeline has been allotted for the process. The feedbacks are taken into consideration and the corrective actions are made by the committee under IQAC including Principal and Hods. If necessary, these are forwarded to the management, for further actions.

Feedback Process

Every academic year, the process described below is formed to collect and analyse feedback.

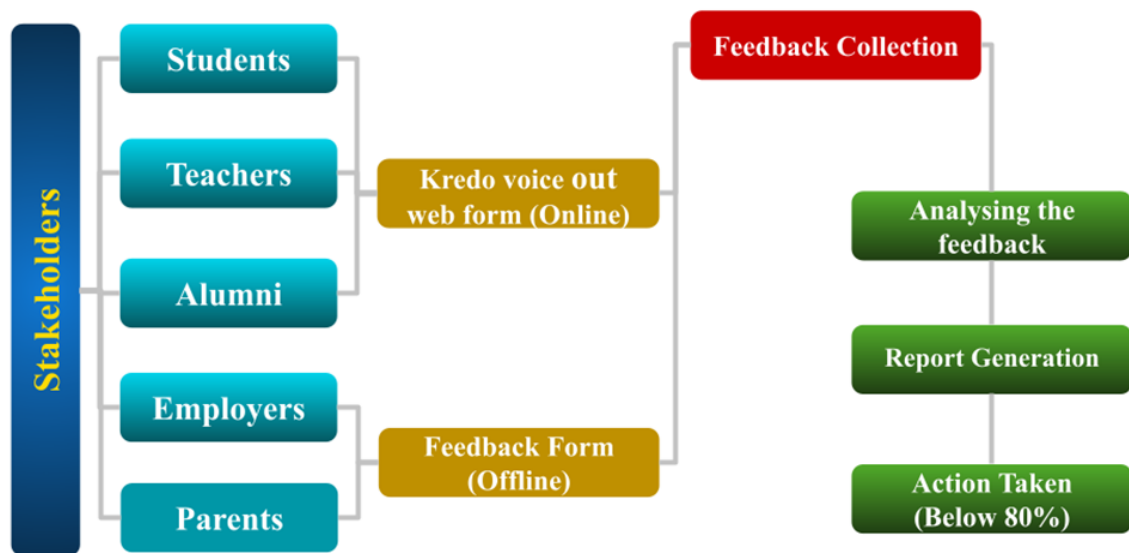
- Feedback Collected from various stakeholders such as students, teachers, alumni, employers and parents.
- Kredo voice out web form is used to create feedback in online and sharing feedback form in offline once in a year.
- Five point scaling technique is used for questioner such as Excellent, Very good, Good, Fair and Poor.
- The collected feedbacks are compiled and analysed. The feedback analysis reports have been generated and reviewed.
- The target of 80% and above has been set, which is considered excellent and corrective measures to be taken as below 80%.



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Feedback Process Flow Chart



Feedback Process- Flow Chart