



அரசு கலை மற்றும் அறிவியல் கல்லூரி
சக்தியமங்கலம் - 638 401, ஈரோடு மாவட்டம், தமிழ்நாடு.
GOVERNMENT ARTS AND SCIENCE COLLEGE
(Recognized u/s 2(f) & 12 (B) of the UGC Act, 1956. A Co-educational institution affiliated to Bharathiar University, Coimbatore)
SATHYAMANGALAM - 638 401, ERODE DISTRICT, TAMIL NADU.
www.gascathy.ac.in e-Mail: gascathy@gmail.com Phone : 04295-297141

Criterion : VI - Governance, Leadership and Management

Year : 2018-2019 to 2022 - 2023

Metric :6.2.1 Strategy Development and Deployment

POLICY DOCUMENT

1. Policy Document on scholarship:

The procedure of grant of scholarship by the governing body is clearly defined in the scholarship policy of the institution. Scholarship amount depends upon the community of students as refixed by the granting authority.


- ❖ Eligibility
- ❖ The candidate has to be as citizen of India
- ❖ The candidate must be a beneficiary of any other scholarship award provided by any party.
- ❖ The candidate must have their community certificate and income certificate .
- ❖ Students has to assure if the details in aadhar card up to date.
- ❖ The aadhar number of the candidate must be linked with the bank passbook.
- ❖ The candidate can assure if aadhar and bank details are linked by visiting the website. http://resident.uidai.gov.in/bank_mapper.
- ❖ Any application found with incomplete or incorrect particulars will be removed from the appraisal.
- ❖ Scholarship amount is directly credited to the bank account of students.

Policy Document on Free ship(labour card scholarship,buspass,pudhumaipen)

Most of the Indian population belongs to the middle class and the labour sector. The government introduced the scheme, labour card scholarship to provide financial support to the children of labour sector citizens.

- ❖ The scholarship provides financial support to students belonging to labourer families.
- ❖ Students should submit a requisition letter to the head of the institution along with filled in proforma for applying labour card scholarship.
- ❖ The attested filled in proforma will be submitted to the concerned higher authorities.
- ❖ Under the scheme, the students will also get the individual smart cards.
- ❖ Scholarship amount is directly credited to bank accounts of students by the granting authority.




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Free Bus pass Scheme

- ❖ Free Bus Pass is availed by college students i.e., is issued by State transport Corporation.
- ❖ Students must fill their residential address, paste passport size photo along with required information
- ❖ After scrutiny of the applicant's details, the State Transport Corporation issues free bus pass smartcards.
- ❖ This free bus pass smartcards are only acceptable in State Corporation Buses.
- ❖ This free bus pass smartcards are only acceptable in State Corporation Buses.
- ❖ It is highly beneficial to the students who are living in the rural areas and need to travel more distance to reach the college.

Tamil Nadu Government issued Free Data Card to the Students

- ❖ Free Data card Scheme was launched by the Tamil Nadu Government for students.
- ❖ Students were asked to fill and upload the details of applicants prescribed format particularly their smartphone number and details of SIM card them posses.
- ❖ Based on the card, they received 2GB internet data card were provided by them.




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Policy Document on Code of Conduct for Students

- Students must be punctual and regular in attending the classes
- Students should not fail to obtain the required attendance percentage
- Students must not enter or leave the classroom without permission of the lecturer
- Use of mobile phone during class hours is prohibited and is liable for punishment
- Students are expected to come to college with proper dress code maintaining decency
- Smoking, Consuming tobacco products, consumption of alcohol or narcotic drugs are strictly prohibited inside the college
- Ragging in any form is strictly prohibited
- Any damage of college property is a punishable offence
- Students should not mishandle or tamper with library books or college computer systems
- Any writing or scribbling on the walls is strictly prohibited




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Policy Document on Code of Conduct for Teachers

The Code of Conduct provides a foundation for ethical decision-making within an organisation. The faculties of Government Arts and Science College, Sathyamangalam are expected to abide by the following rules and regulations.

- A teacher shall perform his/ her academic duties and work related to examinations as assigned
- A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion etc
- A teacher shall have a freedom of thought and expression
- A teacher shall not refuse to carry the academic and administrative decisions taken by the Governing body
- A teacher shall not be partial in assessment of a student
- A teacher shall not indulge in directly or indirectly, any malpractice, or unfair means in teaching or examination
- Mobile phones are not allowed during examination duties
- A teacher should not seek to make professional growth continuously through study and research
- A teacher should strive to improve education and profession
- A teacher should not indulge in plagiarism in teaching and research




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Policy Document on Anti-Sexual Harassment

The institution is committed to providing a safe environment for all the employees free from discrimination on any ground and from harassment at work including sexual harassment. The institution will operate a zero tolerance policy for any form of sexual harassment in the work place, treat all incidents seriously and promptly, investigate all allegations of sexual harassment. All complaints of sexual harassment will be taken seriously and treated with confidentiality.

Objectives:

- The institution commits to provide a safe and healthy organizational environment
- Sexual Harassment results in violation of fundamental rights to equality under Article 14 and 15 and Right to life and to live with human dignity under Article 21 of the "Constitution of India"
- The policy intends to create wide awareness about acts and rules against sexual harassment in studying and working environment
- The policy intends to ensure that no student and faculty is subjected to sexual harassment
- The Anti-Sexual Harassment committee ensures sexual harassment free campus
- The unruly behaviour related to physical, verbal and non-verbal complaints shall be registered by the cell and proceed with the enquiry
- Any student or faculty if found involved in such activity will be taken strict actions
- Complaints or witnesses will not be victimised or discriminated at any cost while dealing with the issues
- Committee shall complete the enquiry and report it to the Principal




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Policy Document on Anti-Ragging

Anti-Ragging Committee is the supervisory and advisory committee in preserving a culture of Ragging free Environment in the college campus. Anti-Ragging Committee is involved in designing strategies and action plan for durbing the Menance of Ragging in the College.

Objectives:

- To prevent any physical or mental torture or any disorderly conduct
- To maintain the institution- a ragging free campus
- To prohibit students handling or treating with rudeness on a fresher or any other student
- To monitor, direct and take necessary steps for the betterment of students
- To make surprise raids to places vulnerable to incidents and having the potential for ragging
- To conduct an enquiry into any incident of ragging referred to it by the faculty or student
- To ensure the display of Anti-Ragging posters on Institution and Department notice boards
- To offer counselling and create awareness to the students about the consequence of Ragging
- To keep a constant eye and vigilance over ragging
- To prohibit any act or abuse by spoken words, e-mails, posts, public insults etc




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Policy Document on Energy Usage

The Energy usage of policy of Government Arts and Science College, Sathyamangalam is to manage energy in a systematic way so that its impact on the environment will be good. The policy implies to explore the energy resources as solutions to the energy crisis. This energy policy is binding for all the components of the institution. The Eco-club is devoted to the cause of the environmental awareness, to undertake green initiatives and to save energy.

Objectives:

- To examine the energy usage and measure its impact on the environment
- To control Carbon-di-Oxide emissions caused by over usage of transportations
- To reduce air pollution, emissions and use pedestrian friendly roads
- To install photovoltaic solar panels for the generation of alternate energy
- To install LED bulbs in the campus in order to save energy
- To develop rain water harvesting unit
- To undertake tree plantation drive
- To ensure the availability of necessary resources to achieve the objectives
- To encourage the use of advanced technology in order to minimize energy consumption
- To monitor and respond to emerging environmental and energy issues




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Policy Document on Water Conservation

Water Scarcity is a growing issue of the present day society. The ultimate solution for this issue is to conserve the water. In case of mismanagement in water resources, may lead to a critical situation in the environment. Therefore, the institution makes a policy for water conservation and sustainable maintenance of resources.

Objectives:

- To increase the amount of ground water by rain water harvesting
- To store the water for gardening purpose
- To ensure continuous water supply to all departments in the college campus
- To reduce wastage of water through proper maintenance
- To prevent water run offs and clogging of waste material into nearby water sources

Measures taken by the Institution:

- Institution have adopted effective measures to ensure the collection and storage of rain water
- Students are instructed not to waste water in the laboratory while doing practical works
- The pipe line connections are monitored and repaired regularly to avoid leakage
- Taps and valves are installed to prevent overflow of water from its outlet pipes
- Water Conservation awareness is promoted by keeping display board near the water tanks, taps, pipe lines and toilets




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Policy Document for Auditorium

All the students are instructed to observe and comply with the following rules and regulations inside the auditorium

- The auditorium should be booked for conducting the events in advance
- The auditorium key should be received on a day prior to the programme organised
- Silence should be maintained while an event is going on
- Chairs should be arranged in a proper manner
- LED projector screen should be handled with care
- Podium mike should be fixed in a proper manner
- Banner and posters should be removed once the event is over
- Cleanliness should be maintained inside the auditorium
- The waste things should be disposed in a correct manner
- The lights and fans should be switched off while not in use




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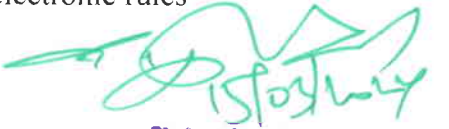


Policy Document for IT Infrastructure- Use of Computers

The institution retains the following rights and recognize the following obligations with IT infrastructure.

- The lab attendees are appointed on temporary basis in Parent-Teacher association
- Utmost care is to be taken on handling personal computer, CPU, printer and scanner
- Anti-virus software has to be installed on all computers used on campus
- Malicious use of infrastructure resources are strictly prohibited
- Students are instructed to handle the computer systems with utmost care
- Fresh papers should be used to take printout
- Papers should not be allowed to get jammed
- Infrastructure resources must be used in support of educational research and academic purpose
- Users must be cautious while using electronic device in storage of documents, reports and projects
- Users should not modify any information files and passwords belonging to other students
- LCD projector must be used observing the safety electronic rules




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Policy Document on Laboratory use

Government Arts and Science College, Sathyamangalam instructs and recommends the following rules and regulations in usage of the equipments while doing practical in laboratory. The below mentioned rules and regulations are framed in the policy for laboratory uses.

- Students should get permission to use specific lab equipments
- Students are expected to handle the glass wares with utmost care
- Playing or chatting inside the laboratory is not entertained
- Students should not taste any chemical they are working with
- The chemicals should not be spilled on the floor
- The broken glasses should not be handled with bare hands
- Use of inflammable substances inside the laboratory is strictly prohibited
- Students should not use wet hands while handling microscope
- All the lap equipments should be replaced without any damage
- If glassware specimens are broken, students should pay breakage amount at the end of the academic year




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Policy Document on Library usage

Government Arts and Science College, Sathyamangalam encourages the faculty members, students and staff members to make the best use of the resources and services of the college library

- All the students, faculties and non- teaching members are the members of the college library
- The library functions from 10.00 a.m. to 3.30 p.m. on all the working days
- Students and faculty members should show their identity card while entering the library
- Silence is to be maintained in the library
- The students can borrow books from the library
- The books are issued for a period of two weeks which can be renewed for another two weeks
- The librarian has the discretion to ask the reader to return the books which are in demand
- The magazines, newspapers and books in the library should be handled with care
- No underlining or marking in books is permitted
- If books are lost by the user, the user have to pay the penalty for that
- The faculty/staff can borrow any number of books
- The users have to return the borrowed books at the end of every semester examinations
- Periodicals can be borrowed, but not the latest volumes
- Question Bank collection, reference books, dissertations, newspapers are meant for only reference in the library premises and not meant for lending to home
- The net connection available in the library should be utilised only for academic and research work
- The users may give suggestions on the reading materials required by them
- There is no fixed hours for book circulation
- The users are free to borrow/ return the books during the college hours
- Library stock verification is done every year



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Policy Document on Plastic- free Campus

Objectives:

The main objectives of the policy on Plastic – free campus are as follows

- Make the campus as well as the activities in the college environmentally sustainable
- The campus to be made eco-friendly and safe as much as possible
- Create green events and inculcate a more aware and sustainable attitude among the faculties and students
- To avoid buying water in plastic bottles
- To avoid using plastic carry bags
- To encourage using tiffin boxes to purchase foods
- To encourage students to throw plastic leads, boxes, plastic slippers in the allocated dustbin
- To suggest the students to use cloth or jute bags
- To make use of stainless or glass tumblers in canteens



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Policy Document on Classroom usage

Students and faculties are instructed to observe, follow and comply with the following rules and regulations that are to be maintained in a classroom

- Students must maintain cleanliness inside the classroom
- Students has to keep the black board dust free
- All the notes and books are to be properly kept in cupboard
- Scribbling on wooden desks or on walls are strictly prohibited
- Breaking of glass windows is considered as an offensive activity
- Students should not nail on the walls
- Food items should not be stored inside the racks
- Windows and doors are to be closed properly at the end of the last hour
- Lights and fans are to be switched off when not in use
- Brooms, dustbins and waste clothes should be kept at a corner




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