



# **PERIYAR ARTS COLLEGE**

## **CUDDALORE - 607 001**

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### **Criterion 6-Governance, Leadership and Management**

#### **6.3: Faculty Empowerment Strategies**

**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**



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**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

The college is a government institution, so it abides by the policies set by the Department of Higher Education, Government of Tamil Nadu. However, there is a perspective plan that describes the clear vision of the college Perspective Plan

- ❖ Curriculum Development: Enhancing existing programs and introducing new courses
- ❖ Research Opportunities: To introduce Student exchange and Faculty exchange programs.
- ❖ Student Support: Upgrading infrastructure. Enhancing positive behaviour and conduct of students and providing mental health services, scholarships, and extracurricular activities.
- ❖ Diversity and Inclusion: Promoting a diverse and inclusive environment through programs and initiatives.
- ❖ Digital Integration: Enhancing online and hybrid learning options to reach a wider audience.
- ❖ Industry Engagement: Building relationships with local industries, and community sectors for internships, collaborations, and funding opportunities.
- ❖ Funds and grants: Securing additional funding through grants, philanthropies, and partnerships.
- ❖ Enhancing infrastructure: Planning for new buildings and renovation projects to accommodate growing students and programmes with green initiatives and sustainable practices.



  
**Principal**  
Periyar Arts College,  
Cuddalore-1.



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## Deployment

The Perspective plans are deployed by the various policies and plans. The policies ensure the well-being of everyone on campus. One of the most important policies is the **code of conduct and professional ethics** for Teaching and Non-Teaching staff, which outlines the expectations for honest and fair academic work. This policy prohibits any form of academic dishonesty. There are policies on **gender equity, research, physical education, admission, Green Campus, Energy usage, Admission, Scholarships** and various committees like **Grievance redressal, Antiragging** etc. The perspective plans are becoming true; Funds are obtained from Rusa for a new building and equipments. Rupees 60 lakhs philanthropy is obtained from the Cuddalore MLA for the upgradation of canteen. NLC India Ltd has on the draft sanctioned an amount of 2.5crores to construct a big auditorium.

## Administrative setup

The principal is the Chief administrator of the institution. The principal follows the directives of the Director of Collegiate Education, Regional Joint Director and Higher Education Department. The **Heads of all the Departments, Committee heads, club coordinators** along with Principal form the administrative team which governs the College. Additionally, the stake holders also participate in feedbacks and thus the setup has clear roles and responsibilities. Each member of the team knows their specific duties and be accountable for their actions. This ensures that tasks are completed in a timely manner.



*S. S. Srinivasan*  
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## **Appointment, Service Rules, Procedures, Recruitment and Promotion:**

The appointment of Teaching staff is done by Teachers Recruitment Boards of Tamil Nadu Government abiding the regulations of UGC. Service rules and procedures are provided by Tamil Nadu Government as amended from time to time. The rules and procedures are strictly followed. The college follows the

**UGC regulations** when it comes to promotions. The Director reviews the Appraisal Reports of the staff members and then decides on the next steps. Staff members who are eligible will receive career advancement opportunities. The non-teaching staff are appointed through the Tamil Nadu Public Service Commission (TNPSC), Tamil Nadu in association with Directorate of Collegiate Education of Higher Education Department. As for their promotional policy, it is in line with the norms set by the Director of Collegiate Education, Government of Tamil Nadu.

## **Supporting Documents**

- ✓ Policies
- ✓ Committees & Clubs
- ✓ Organogram
- ✓ Appointment and Service Rules
- ✓ Career Advancement Scale

Certified that the evidences for the above items are given in the  
page number 1-48



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## STRATEGIC DEVELOPMENT AND DEPLOYMENT

This institution is a Government institution and follows the policies of the Government implemented from time to time. But, there is a strategic plan for all the activities and are effectively deployed through various policies, committees, clubs and cells given below.

### i. Policies

The policies ensure the well-being of everyone on campus. One of the most important policies in the college is the code of conduct and professional ethics for Teaching and Non-Teaching staff, which outlines the expectations for honest and fair academic work. This policy prohibits any form of academic dishonesty. Another crucial policy in college is the Environment protection policy, which addresses the protocols and procedures for ensuring protection of environment in the college. There are policies on gender equity, research, physical education, admission, Green Campus. Overall, college policies are put in place to create a supportive and nurturing environment for students.



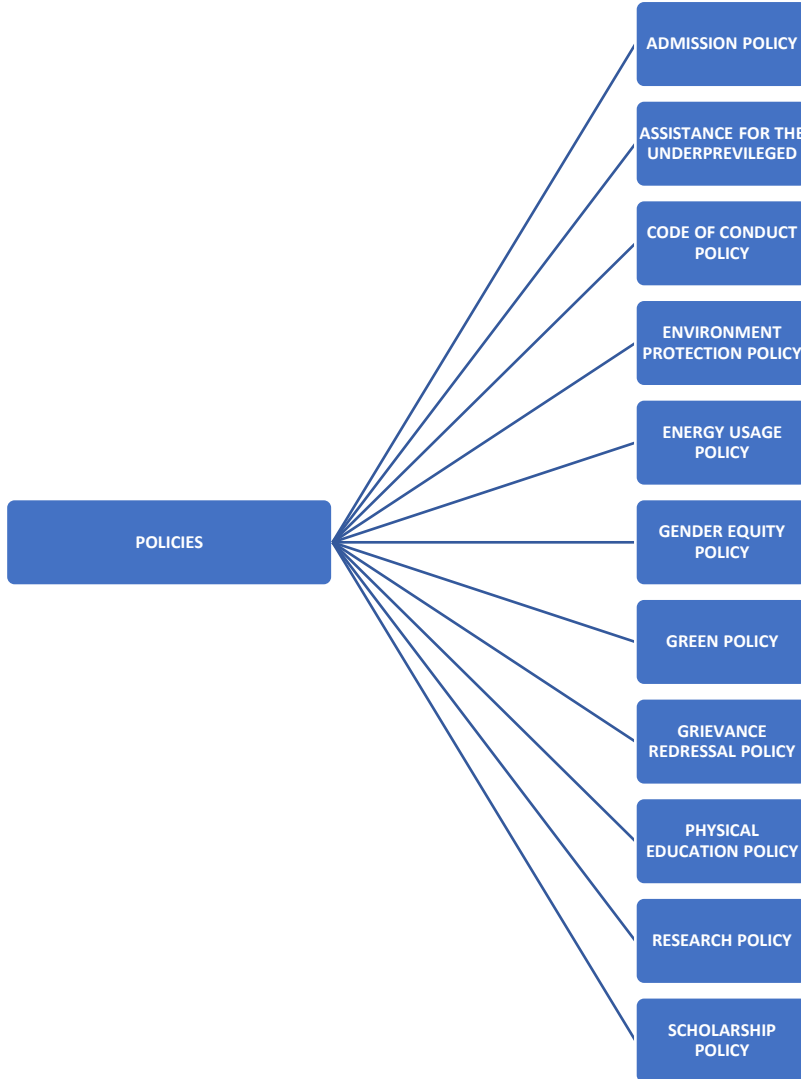
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### **ADMISSION POLICY**

#### **Policy Statement**

The purpose of an admissions policy is to ensure that the institution's admissions procedures are transparent, uniform, and compatible with its mission and fundamental values. Its goals are to maintain high academic standards, promote justice and equity, and entice a varied and competent student body.

#### **Objectives**

College Admission Policy's primary goal is to automate and simplify the entire admissions process and granting total openness to both the administration and the students.

#### **Roles and responsibilities**

The principal of the college and the admission committee will be responsible for any violations in the admission process. The admission committee is common for both UG and PG courses and it includes the following members apart from Principal.

1. Two senior staff members.
2. A Senior most co-opted Staff member belonging to SC ST.

#### **Action Plan**

The college admits students to all of its academic programs through a fairly open procedure. Regarding eligibility and reservation, the college closely abides by both governmental regulations and the affiliated university's policies. The college completely complies with the guidelines set forth by Annamalai University, Chidambaram, and the Tamil Nadu government for admitting students to its various UG and PG programs online.





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4. NCC (A) Certificate Holder
5. Children/Widows of eligible Personnel of Security Forces Category
6. Students from Andaman and Nicobar Islands

**Admission Rules & Procedures**

At the time of admission, the applicant should produce their certificates in original. Based on the availability of course strength and students position, course is allotted to meritorious students. On securing admission, only the original School Transfer Certificate and Xerox copies of other certificates are to be surrendered to the college. The students are, therefore, advised to keep with them sufficient number of attested true copies of the certificates. The TC submitted to the college office at the time of admission will be returned only at the end of the course.

Communities and Other Backward Communities should produce the necessary Income Certificate/ Community Certificate in the prescribed form to get the benefit of Government of Tamil Nadu Scholarships. Students belonging to Scheduled Castes, Scheduled Tribes, Other Eligible

All admissions will be provisional and subject to verification and approval by the College Admission Committee and the Annamalai University, affiliated University to this college.



*S. Arun*  
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**ASSISTANCE FOR THE UNDERPREVILEGED**

**Statement:**

Breaking the barrier of multiple discrimination that a student with disability faces when access to education, health, social and life skill needs through a environment which is physically, socially, psychologically and academically conducive to those underprivileged.

**Objectives:**

Disability is not a barrier, accessibility is so

To ensure equal opportunity

To ensure barrier free Environment

To succeed fullest participation

**Roles and responsibilities**

The “Welfare Unit for Differently abled”, “Maatru thiranaaligal nala alagu” plays a vital role in catering and nurturing the objectives which leads to the goal by which the policy statement was made.

So far Dr.J.Raja , Unit Co-ordinator ,Assistant Professor , Tamil has taken the challenge for more than three years and channelized the unit in a unparalleled manner. Each and every educationist in the campus has taken the responsibility for the welfare of differently abled as a teacher and as a fecilitator.

**Action plan**

**Psychological aspect:** To break the illusion hurdle that they are disabled a quality counseling by an expert in Psychology is being conducted every year at the beginning specifically to the differently abled student fresher. The scribes for writing the exam are arranged according to the need.



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**Physical Aspect:** Buildings with ramp has made the accessibility very easy. The sitting toilets in new buildings ensures the empathetic ethics.

**Social aspect:** A special endowment policy has been initiated for the special student with a capital of Rs 25000/-which was proposed by Dr.R.Kannan, Head of the Dept, Zoology when he was retired. Making the literary competitions common to their access and to indulge with interest by the external motivation of our educationists. The celebration of World Disabled Day not only engages them with a special motivation lecture but also with satisfying schemes implemented for their welfare.

**Harmonious aspect:** The communal harmony is being achieved by involving them in sports every year during the Annual Sports festival. A special day allotted to them and we conduct Minor game, Adapted Volleyball and Kabaddi, Few events in Athletics, Chess and carom. These sports activities are organized by the department of Physical Education of our Institution. During the sports Day the medals and certificates will the distributed to them and that would the first event of that day.

Inclusiveness in nothing but ethical existence. Acceptance, appreciation and adaptability are the 3 As, maintains the momentum in the race.



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**ENERGY USAGE POLICY**

**Policy Statement:**

The energy usage policy of Periyar Arts College, Cuddalore, Tamilnadu is to manage the consumption of energy in a systematic way to minimize its impact on the environment and to explore the renewable energy sources.

**Objectives:**

Reduce, Reuse and Recycle policy is implemented to promote the energy conservation by maintaining a green and clean campus.

**Policy:**

The policy is framed by the Institute for the environment and energy usage are as follows

- To conduct quality audits on environment and energy periodically by a recognized organization.
- To ban the usage of the plastic related material inside the campus which will make plastic free environment.
- To install solar panels for the exploration of renewable energy sources.
- To install LED tube lights/bulbs as an energy conservation initiative.
- To install energy efficient ceiling fans and 5 star rated energy efficient electrical equipment wherever necessary for the minimal consumption of electrical energy.
- To implement systematic waste management system for the disposal of paper/plastic/iron/e-waste.



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- To implement the reuse policy, the old unused wood material will be reused in a constructive manner wherever it is necessary.
- To maintain the fire extinguishers periodically available in the laboratory to protect the environment in a safe manner for the welfare of the students.

**Action Plan:**

To achieve the policy on environment and energy usage, the institution implements the activities through ECO Club, Green Club, NSS, NCC and CCC volunteers by organizing green and clean related programmes.

- All teachers, students and non-teaching staff of the college are instructed to switch off the fans, lights and other electrical equipments while leaving the Departments, class rooms, and office.
- All the monitors, printers and peripheral devices should be switched off before leaving the Computer Labs
- The computer systems are set to be the power saving modes after certain period of inactivity.
- The water taps and water motors should be switched off properly on time to avoid overflow of water.
- A centralized water tank is constructed to enhance the proper utilization of electricity and water.



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**Professional Ethics for Students, Teachers and Non-Teaching Staff**

**Introduction**

This policy document outlines the Code of Conduct and Professional Ethics for students, teachers, and non-teaching staff at Periyar Arts College, Cuddalore. The principles and guidelines set forth in this document aim to foster a respectful, responsible, and ethical academic environment, ensuring the holistic development of all stakeholders.

**1. Code of Conduct for the Principal**

**1.1 Leadership and Management**

- Provide visionary and effective leadership to the college, fostering a positive and inclusive academic environment.
- Ensure the implementation of college policies and adherence to regulatory guidelines.
- Promote a culture of continuous improvement and excellence.

**1.2 Professional Integrity**

- Demonstrate the highest standards of ethical behaviour, integrity, and transparency in all administrative functions.
- Avoid conflicts of interest and disclose any that may arise.
- Maintain confidentiality of sensitive information and college records.



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## 1.3 Responsibilities towards Students and Staff

- Ensure fair and impartial treatment of all students, teachers, and staff.
- Facilitate professional development opportunities for teachers and staff.
- Address grievances and issues promptly and effectively.

## 1.4 Institutional Development

- Work towards the growth and development of the college by encouraging innovation and supporting new initiatives.
- Foster collaborations with academic, research, and industry partners.
- Ensure optimal utilization of college resources for the benefit of the college community.

## 1.5 Disciplinary Actions

The Principal is accountable to the college's governing body, and any breach of the code of conduct may result in actions as per institutional policies and regulatory guidelines.

## 2. Code of Conduct for Teachers

### 2.1 Professional Integrity

- Uphold the highest standards of integrity and honesty in all professional interactions.
- Avoid conflicts of interest and disclose any that may arise.
- Respect intellectual property and avoid plagiarism in research and publications.



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## 2.2 Teaching Responsibilities

- Prepare thoroughly for classes and deliver high-quality instruction.
- Encourage critical thinking and intellectual curiosity among students.
- Provide timely and constructive feedback on student assignments and assessments.

## 2.3 Behavioural Expectations

- Treat all students fairly and impartially, without discrimination.
- Maintain confidentiality of student records and personal information.
- Engage in continuous professional development and stay updated with advancements in their field.

## 2.4 Disciplinary Actions

Teachers who violate the code of conduct may face disciplinary measures, as per institutional policies and regulatory guidelines, based on the nature of the misconduct.

## 3. Code of Conduct for Students

### 3.1 General Conduct

- Students must respect the rights and dignity of fellow students, teachers, and staff.
- Abide by all rules and regulations of the college, including those related to attendance, punctuality, and submission of assignments.
- Maintain academic integrity by avoiding cheating, plagiarism, and other forms of academic dishonesty.





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### 3.2 Academic Responsibilities

- Attend all classes, practical sessions and seminars regularly and punctually.
- Participate actively in learning activities and strive for excellence.
- Use college resources, including the library and laboratory facilities, responsibly.

### 3.3 Behavioural Expectations

- Exhibit courteous behaviour and refrain from any form of harassment or discrimination.
- Dress appropriately and maintain personal hygiene.
- Respect the college property and maintain cleanliness on campus.

### 3.4 Disciplinary Actions

Violations of the code of conduct may result in disciplinary actions, including warnings, suspension, or expulsion, depending on the severity of the offence.

## 4. Code of Conduct for Non-Teaching Staff

### 4.1 Professional Responsibilities

- Perform duties diligently and efficiently, contributing to the smooth functioning of the college.
- Adhere to the policies and procedures of the college.
- Maintain accurate and complete records as required by their roles.



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#### 4.2 Behavioural Expectations

- Treat students, teachers, and colleagues with respect and courtesy.
- Maintain confidentiality of college records and sensitive information.
- Refrain from any activities that could bring disrepute to the college.

#### 4.3 Use of College Resources

- Use college resources, including equipment and materials, responsibly and for official purposes only.
- Report any misuse or damage to college property promptly.

#### 4.4 Disciplinary Actions

Non-teaching staff found violating the code of conduct may be subject to disciplinary actions, as per institutional policies and regulatory guidelines, depending on the infraction.

#### 5. Implementation and Review

- The Code of Conduct and Professional Ethics policy will be reviewed annually by a committee appointed by the college administration.
- Regular workshops and seminars will be conducted to educate all stakeholders about the policy.
- Feedback from students, teachers, and staff will be incorporated to ensure the policy remains relevant and effective.



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**ENVIRONMENT PROTECTION POLICY**

**Introduction**

Periyar Arts College envisions an environment where education combines with eco-friendly practices to promote sustainability in and beyond the campus. The college takes an opportunity to take the lead in redefining its environmental culture through imparting the ethics practices and generate eco consciousness among students and staff by practicing, adopting, and promoting environmentally friendly practices. The Periyar Arts College Environment Protection Committee articulates commitment to reducing its environmental impacts through effective environment protection policy and sustainable practices. The campus strives to work for obtaining an ecofriendly status through the policy of reduce, reuse, and recycle. The environment protection policy of the college details the planning, implementation, and monitoring of the eco-friendly initiatives of the college. The college is committed to manage its campus in accordance with responsibilities towards promoting sustainable environment.

**Objectives:**

- ❖ Make the students understand the importance of our environment and its benefits.
- ❖ Help the students understand individual's responsibility to protect the environment
- ❖ Encourage the students to participate in the actions taken in protecting the environment.



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**The Mechanism:**

The Environmental Protection Committee (EPC) will lay down well-defined procedure as mentioned below

- i) Define the Agenda of the Academic year pertaining to the committee
- ii) Planning is to be done by the IQAC and along with the Environment Protection Committee members of the college.
- iii) Create and implement the Action plan through awareness creation and enforcement of strict adherence to the Environment Protection Protocol. This is facilitated by the various Student Activity Clubs through Seminars, Workshops, Competitions, etc.
- iv) Monitoring and Evaluation are done through the IQAC Team and the stakeholder's feedback.

**Roles and Responsibilities**

The Environmental Protection Committee consists of

- i) Bursar
- ii) Principal
- iii) NAAC Coordinator
- iv) Faculty Coordination Member
- v) Environmental Protection Committee Staff members (2) from each department and students
- vi) House Keeping Staff Coordinator
- vii) Advisory member from the Clubs of the college

— The committee members should carry out the action plan and ensure the strategies are organised and implemented efficiently and effectively.



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- Take the responsibility of monitoring the green protocol of the college in its implementation
- The committee ensures to provide adequate water supplies and quality drinking water to meet the demands of the campus.
- Ensure to provide clean and safe drinking water to the students in the campus

**Environment Protection Protocol:**

The Internal Quality Assurance Cell (IQAC) of the College has the responsibility to develop a Green Protocol for the college. The following are the elements of the Environmental Protection Protocol.

- Food and drinking water should be brought in stainless steel utensils. Avoid the use of all kinds of disposables.
- Use only Steel / Glass / Porcelain cups and containers instead of those made of paper and plastics.
- Students and Staff are encouraged to use cloth bags. Use and throw carry bags are not allowed in the campus
- Store the records and documents, electrical and electronic waste, and hand it over periodically to scrape points to ensure proper recycling.
- Instead of discarding waste, segregate waste using colour bins available in the department level.
- Segregate the biodegradable and non-biodegradable waste for better management. Ensure the disposable glass items are draped properly before disposal.
- Welcome dignitaries with flowers and green gifts are encouraged. Avoid flowers draped in plastic covers.



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- Food must be served only in leaves and any beverages not in any moulded containers comprised predominantly of plastic resin and intended primarily as a single-use container.
- Repair, Re-use and frequent maintenance of equipment to ensure sustainability longevity.
- All departments organizing or hosting events and activities in college premises are responsible for ensuring the compliance with the Environmental Protection Policy



*S. Arun*

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**GENDER EQUITY POLICY**

**Statement:**

Gender equity policy is a crucial catalyst for social progress, innovation and academic excellence. It covers any act of injustice, violence, decimation against any female.

**Objectives:**

- To develop self-confidence of women.
- To create awareness about women welfare laws.
- To assert the importance of spiritual, economic, social, racial and gender equity.
- To highlight the importance of health and hygiene.
- To prevent sexual harassment and to promote the general well being of female students, teaching and non-teaching women staff of the college.
- To provide and maintain a dignified congenial working environment for women employees and students so that they explore their potential to the fullest.
- To organise seminars, workshops on gender issues.

**Roles and responsibilities:**

- **A Women Welfare Committee/Women Cell** takes care of the difficulties and issues of women students and women staff
- **An ICC Committee** for preventing any sexual harassments against women. Any complaints received from the women of the campus will be dealt with utmost care.



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**Action plan:**

- The celebration of International women's day every year with a message for women safety and etiquettes.
- The women cell should interact with students on various gender problems and personal distress so as to develop the sensitization of students and solve the social issues.
- The facilities of ladies common room should be inspected and maintained periodically. First aid box with all safety drugs is maintained in this room.
- To conduct awareness programs related to women health and safety.
- Creating awareness on women scholarships and schemes like Tamil Nadu Governments "Pudumai Penn Thittam"
- Conducting Beti Bachao Beti Padhao (BBBP) through the clubs of the College.
- Creating awareness on crime against women



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**GREEN POLICY**

**Policy statement**

Periyar Arts College, Cuddalore is situated in the coast of Bay of Bengal. The college administration is committed to make the campus clean and green. Green Policy of the College details the planning, implementation, and monitoring of the eco-friendly initiatives of the College. Periyar Arts College being located near the beach, salinity in the soil has to be addressed to make the campus green. The Green Club is fully functional in the college and taking a serious of measures to make the campus eco friendly.

**Objectives**

Periyar Arts College is passionate about the environment and has implemented various sustainable environmental initiatives in its campus. Various committees have been constituted to implement and oversee these tasks.

Periyar Arts College have also duly constituted important committee to assess, manage and implement the college policing in line with sustainable practices. The Green Club and Eco-club is actively working at institutional level to make the campus clean and green.

- To impart awareness about green campus.
- To maintain and monitor the sustainability and ecofriendly initiatives in Periyar Arts College.
- Curriculum enrichment through practical experience.
- Effectively use the extension activities prescribed in the syllabus to promote the green initiatives.



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- Developing an environmental ethic and value systems among the students.
- Teach the benefits of eco-friendly campus across all disciplines of study.

**Roles and responsibilities**

- Planning is to be done by coordinators of the Green Club and along with the Teachers in charge of the classes.
- Implementation of the Green Policy is done through awareness creation and enforcement of strict adherence to the Green policy by the students and staff members.
- Monitoring and evaluation are done through Green Audit.

**Action plan**

- Staff and students should be encouraged to use eco-friendly files and papers.
- Use only steel, porcelain cups and containers instead of paper and plastic cups.
- Use and throw carry bags are not allowed on the campus.
- Staff and students are encouraged to use cloth bags.
- Take steps to reduce the salination of soil, by adding red soil, manure for the sustained growth of plants.
- Ensure the use of cloth banners instead of flex.
- Reduce the use of plastic and paper.
- Segregate biodegradable and non-biodegradable waste for better management.
- To promote biodiversity, staff and students are encouraged to plant saplings.



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- Observation of various days of importance ozone day, environment day, earth day etc.
- Conduct awareness campaign on pollution and preventive measures.
- Conduct regular green/environment audit and follow up corrective measures.
- Plantation of tree saplings is encouraged



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**PHYSICAL EDUCATION AND SPORTS POLICY**

**Statement**

The sports culture design of Periyar Arts College is to ensure the survival ethics of Healthy human existence which dwells with the core values of Overall fitness, sportsmanship, optimistic participation and achievement are casually acquired by indulging in regular sporting and fitness activity as a recreation or competitive in nature.

**Objectives**

- Right to universal participate
- To develop Sports Culture in the campus
- Regulated opportunity to every sports person
- Ensure no sports drop outs
- Right to choose the game of their choice.
- Imparting the knowledge attitude in First Aid for Sports Injuries
- Scientific approach in training process
- To Erect the foundation of true sportsmanship and "No Dope"

**Role and responsibility**

The Director of Physical Education is entrusted to carry the entire responsibility of Sports Management through systematic selection procedure for all events in which the college team participates in the inter collegiate tournament.

The Sports advisory committee plays the role in approving every requirement of the department of physical education through recommendations and serves its best in the organization.

The team students coordinators allotted to each and every games take the responsibility in preparing the documents prior to the tournaments and in coordinating the team players for incessant practice.



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### Action plan

Stepping with a grand orientation to the first years students immediately after the admission is the move to tingle their minds insisting the vitality of divine fitness and dedicated sport. Next is the four wall class room campaign to fetch the willing minds in specific sport.

Celebrating the National Sports Day every year with mass demonstration of martial arts/combatative sports like wrestling, pencak silat, boxing, archery, silambam, taekwondo, judo, mallkhamb etc.

The international yoga Day stretches the arms of motivation to engage and to encourage. Common selection trials conducted as per schedule for about two weeks for all events for both Men and Women studying in both the shifts of the college. As an added advantage 3% and 2% of seats to UG and PG respectively allotted to Sports Quota as per the norms of Higher Education of our state.

Apart from University level matches, we participate in the official District level Tournaments and selections of SDAT and recognized Associations.

The women fitness programme "I am Strong" in tamil NAAN VALIYAVAL comprises of physical fitness components there by top fifty students were awarded with medal and certificate and overall shield given to the department which elevates their students in effective existence.

The contribution of every student in the sports fund is the adequate financial support in organizing sports events. A mass participation in many sports events including separate Annual Athletics meet in the name of Annual



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Sports meet is conducted for a three to four weeks at the end of even semesters and this tournament encourages the Inter Departmental Intramurals.

**We believe that a Nation is considered to be cultured if at all an Educational Institution has a Sports Culture and hence we nurture.**

Love to Play ! Play to Live!

-Department of Physical Education



  
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**GRIEVANCE REDRESSAL POLICY**

**Policy statement:**

The Grievances that need immediate redressal are related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by fellow students or teachers etc. In this regard, a formal Grievance Redressal Committee (GRC) is constituted in accordance with the UGC Regulation to deal with day-to-day grievances of its stakeholders, including the students.

**Objectives**

- ❖ To develop a protocol to resolve grievances of students and staff
- ❖ To provide the students and staff access to immediate recourse to have their Grievances redressed
- ❖ To make the students and staff aware of their duties and responsibilities
- ❖ To constitute a Grievance Redressal Committee (GRC) to oversee the execution of the Grievance Redressal Policy.
- ❖ If the grievances received, amicable solutions will be arrived within a short span time.
- ❖ Roles & Responsibilities

Grievance Redressal Committee (GRC) will be constituted to have Three senior professors selected in rotation basis and Committee will be appointed by the Principal of the College.

Periyar Arts College is a co-educational Government Institution run by the Government of Tamilnadu. The grievances of the students which include infrastructure facilities of the College, Scholarship, Bus facilities, Drinking facilities, leave, examinations, internal assessment, Anti-ragging and women's harassment and so on.



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The students shall take up their grievance(s) orally with their class tutor who will give a personal hearing and try to resolve the grievance(s) at his level within a week. The superior officer for this purpose will be Head of the Department. If the grievance is not satisfactorily redressed the Head of the Department will be referred to the Grievance redressal Committee.

For infrastructure facilities a separate staff number is deputed and it will be represented to the administrative office of the Public Works Department. For scholarship related issues a separate administrative staff is deputed to redressal the grievances at his level if not, it will be represented to the Social Welfare Department.

For women's harassment or grievances related to female students will be redressed by the committee of Female Professors of the College.

All grievances related to the university examinations will be communicated the Annamalai University (affiliating university) through the Chief-superintendent of the end semester examinations.

For teaching and non-teaching staff, the common grievances are redressed by the Principal of the College with the help of GRC and if it is not redressed, it will be represented to the Directorate of Collegiate Education, Chennai, the Superior Authority of the Collegiate Education. All grievances referred to the Grievance Redressal Committee shall be properly documented by maintaining separate register.





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**Action Plan**

- ❖ The student/staff shall bring up his grievance immediately and in any case within a period of one week of its occurrence.
- ❖ Grievance box is kept in front of the administrative office.
- ❖ The GRC will redressal the grievances amicably at the earliest.
- ❖ The Staff/Non-teaching individual grievance will be represented to the Principal of the College.
- ❖ Grievance pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Service Rules of the organization and in such cases the grievance redressal procedure will not apply.



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**RESEARCH POLICY**

Research is one of the most important dimensions of quality in any higher education institution. Knowledge-driven innovations are essential for the development and visibility of higher education institutions in the globalised world. Keeping this in view, the College has established the Research Cell to foster research and innovation activities.

**RESEARCH OBJECTIVES /GOALS**

- To promote research activities in frontier areas of Science and Humanities
- To enhance the research output of the institute by research paper publication in referred journals and reputed conferences / seminars.
- To organize various workshops/ seminar/ trainings / conferences and FDP related to promotion of research
- To promote Institute- R&D Organization- Industry Collaboration
- To create awareness about filing Patents & IPR
- To get Research Centre Recognition from Annamalai University for doing collaborative research to the Non research Departments.
- To promote Various Scholarship to research scholars.
- To get the facilitate / Encourage the Research grants from finding agencies like UGC, ICSSR and other central and state government agencies.
- Create the culture for inter-departmental and inter-institution/ university collaborations for inter – disciplinary/ multi-disciplinary research
- Publish research papers in high-quality journals of national and international repute, file patents and transfer technologies to relevant industries



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- Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research
- Promote academic and industrial collaborations involving active and mutually beneficial R&D projects
- Raise the standards of the institution to stand among the premium institution in India

**CODE OF ETHICS TO CHECK MALPRACTICE AND PLAGIARISM**

In order to promote academic integrity and prevention of plagiarism, this institution maintains strict policy with regard to the research work carried out by the faculty members and students. These regulations are put in force in compliance with the vision and mission of the institution and the Annamalai University regulation notified from time to time.

This institution mandates the regulations for assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty member or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed.

These regulations shall apply to the students, faculty members, researchers and staff of this Institution. Every student submitting a thesis, dissertation, or any other such documents shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism. Every faculty member submitting a research paper, chapters in books, full-fledged books and any other similar documents shall submit an undertaking



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indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

**Responsibilities of the Research Cell**

1. To create an ecosystem in the institution for research and innovation.
2. Develop strategies for the promotion of research culture among staff and students.
3. Provide information regarding the availability of research funds for the staff and students.
4. Organize workshops and conferences relating to research methodology and innovative practices in research.
5. To develop methods to prevent plagiarism and to ensure good practices in research.
6. Information should be given to the faculty and students for applying grants from various national and international agency.
7. To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
8. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
9. To encourage and facilitate the publication of the research work/projects in reputed academic journals



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**POLICY DOCUMENTS FOR SCHOLARSHIPS  
TOWARDS STUDENT SUPPORT**

**Our Aim:**

The students studying in Periyar Arts College are coming from economically and socially deprived back ground. All the scholarships/freeships received from both the Central Government/State Government will be distributed to the students through PFMS.

**Details of Central/State Government Scholarships/Freeships**

Every academic year the following scholarships/freeships will be given to the students based on the merit/community/schemes.

**Central Government Scholarships for UG/PG students**

The following scholarships will be given based on the marks secured at the plus two level/religion/disability.

1. Central sector scheme scholarship
2. Minority welfare
3. Persons with disability
4. Single Girl Child
5. National scholarship for Post Graduate Studies

**For Research Scholars**

The following scholarships will be given to the students those who are pursuing PhD programme in Periyar Arts College.

1. JRF National Fellowship for SC & ST, DPI Fellowship
2. Tamilnadu Govt. Scholarship for Ph.D. Scholars
3. RGNF For SC
4. The Award of Doctoral Fellowship – CICT  
Tamilnadu Government Scheme for UG Girl students



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The following scholarship will be given to the girl students those who were studied in the Government/Government Aided school from 6<sup>th</sup> std to 12<sup>th</sup> std.

1. Pudumai Pen Thittam

Tamilnadu Government Scholarships for UG/PG students

1. Community scholarship (BC/MBC/SC/SCA/ST)
2. Scholarship for students with Disability
3. Tamil medium fund for those who are studying in Tamil Medium at UG level

**Execution of Scholarships**

All the scholarships of Central/State government will be monitored by the separate institutional nodal officers and it will be credits to the beneficiaries through Public Financial Management System with conditions laid for the various schemes.

If any grievances is found or reported by the students and it will be redressed appropriately by the nodal officers/respective administrative assistants.



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**ii. Committees & Clubs**

The following committees and cells are available with our PACC.

Sl. No	Committees & Clubs
1.	Academic Council
2.	Internal Quality Assurance Cell
3.	Internal Complaints Committee
4.	Women Welfare Committee
5.	Admission Committee
6.	Grievance Redressal Cell
7.	Anti-Ragging Cell
8.	Computer Literacy Program (CLP)
9.	Intellectual Property Rights (IPR) Cell
10.	Alumni/OSA
11.	Parents Teachers Association (PTA)
12.	Kanithamizh Peravai
13.	Code of Conduct, Discipline and Uniform
14.	Placement and Career Guidance Cell
15.	Entrepreneurial Development Cell
16.	Website Maintenance
17.	Examination Committee
18.	Time Table Committee
19.	Sports Committee
20.	Green Cadet Corps (GCC)
21.	Mother Tongue Club
22.	Neithal Tamil Manram
23.	Differently -abled Welfare
24.	Health and Yoga
25.	SC/ST Welfare Cell
26.	Citizen Consumer Cell
27.	Scholarship Committee
28.	Disaster Management Cell



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**ACADEMIC COUNCIL:**

The council assists the principal in day to day activities of the college. It comprises the heads of all the departments, librarian, Physical director, Bursar of the college. This is the Governing body of the college.

**INTERNAL QUALITY ASSURANCE CELL (IQAC):**

IQAC promotes and monitors the parameters that lead to the enhancement of the quality and values for the holistic development of the institution. It develops and implements benchmarks for the academic and administrative activities, promotes a quality culture in the institution. It supports curriculum planning and implementation, teaching and learning evaluation, research, infrastructure students, activities governance.

**INTERNAL COMPLAINTS COMMITTEE:**

ICC is responsible for addressing and resolving workplace grievances related to harassment, discrimination, or any other form of misconduct. This committee plays a vital role in providing employees with an avenue to voice their concerns confidentially and without fear of retaliation. By investigating complaints thoroughly, ensuring fair and impartial resolutions, and implementing preventative measures to avoid future incidents, the ICC helps foster a culture of respect and accountability within the organization. In compliance with the instructions of National Commission for women, the ICC is formed which addresses the issues against women. The women staff and students shall approach the ICC members at any time and record their problems. The complaints shall be made online or offline.

**WOMEN WELFARE COMMITTEE:**

The women welfare committee of Periyar Arts College is dedicated to promoting gender equality and ensuring the well-being of female employees.





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This committee plays a vital role in implementing policies and programs that address the unique needs and challenges faced by women in the workplace. By providing support, advocacy, and resources, the women welfare committee helps to create a safe and inclusive environment where women can thrive professionally. They work proactively to address issues such as gender discrimination, sexual harassment, and lack of opportunities for career advancement. Through their efforts, the women welfare committee promotes diversity, equity, and inclusion within the organization, ultimately leading to a more productive and supportive work environment for all employees.

### **ADMISSION COMMITTEE:**

The college admission committee plays a crucial role in the selection process of prospective students seeking admission to their institution. Comprised of two senior most faculties, one representation from the SC/ST community, this committee is tasked with evaluating numerous applications and making decisions based on various criteria such as academic performance, standardized test scores, extracurricular activities. Their goal is to ensure a diverse student body that will contribute positively to the campus community and thrive academically during their time at the college. The members of the admission committee take their responsibility seriously and strive to make fair and informed decisions that will shape the future of the institution.

### **GRIEVANCE REDRESSAL COMMITTEE:**

The Grievance Redressal Committee is essential to effectively address and resolve disputes and grievances. This committee typically consists of senior faculties, woman members. The primary role of this committee is to provide a fair and impartial platform for students to voice their concerns regarding issues such as discrimination, harassment, or any other form of mistreatment in the college. Additionally, the committee plays a crucial role



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in maintaining a positive college environment by proactively addressing conflicts before they escalate into larger issues. The grievances may be submitted offline through complaint box, online through website or e-mails.

**ANTI RAGGING COMMITTEE:**

The Anti-Ragging Committee Comprised of faculty members, who are responsible for creating and enforcing policies to prevent bullying, harassment, and abuse on campus. The committee conducts regular inspections, organizes awareness programs, and investigates any reported incidents of ragging. Additionally, they ensure that perpetrators are appropriately punished for their actions. By promoting a culture of respect and tolerance among students, the Anti-Ragging Committee helps to foster a positive learning environment.

**COMPUTER LITERACY PROGRAM (CLP):**

The CLP enhances the computer skills of the non-Computer Science students who have joined during the academic year. This course is offered for the first year students of all courses except Computer Science students. This course is offered once in a year. Examination is conducted by Tamil Nadu Government and certificates are provided to the passed students.

**INTELLECTUAL PROPERTY RIGHTS (IPR) CELL:**

The Intellectual Property Rights (IPR) Cell is creating awareness on Intellectual Property Rights. This cell is responsible for safeguarding and managing intellectual property assets within an organization. It oversees the processes related to patents, trademarks, copyrights, and other forms of intellectual property protection. It ensures that all intellectual property rights are properly registered, maintained, and enforced to prevent misuse or infringement.



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**ALUMNI/OSA:**

The alumni/ old Students Association serves to maintain a strong connection between former students and the College. By fostering relationships between current students and graduates, the association provides valuable opportunities for career development and professional growth. Additionally, the alumni association plays a critical role in promoting institutional pride and loyalty among its members, encouraging continued support. The association contributes to enhancing the overall reputation and success of the institution. As such, active participation in the alumni association is highly encouraged to further strengthen ties within the professional community.

**PARENT TEACHERS' ASSOCIATION:**

The Parent Teacher Association (PTA) has the main role in encouraging communication and collaboration between parents and teachers. The PTA serves as a platform where parents and teachers can come together to discuss important issues related to the education and well-being of students. Through regular meetings and events, the PTA helps to build a strong sense of community within the College.

One of the key functions of the PTA is to advocate for the needs of students and work towards improving the overall College experience. By serving as a voice for parents and teachers, the PTA address concerns, suggest improvements, and work towards creating positive changes within the College. In addition to advocating for students, the PTA also provides valuable support to teachers and school staff. The PTA meetings are conducted every year.

**KANI THAMIZH PERAVAI:**

Tamil Nadu Government introduced Tamil Virtual Academy for creating awareness on the necessity of Tamizh Computing by starting



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“kanitamizhperavai” in more than 100 colleges and universities which include arts and science, engineering, agriculture and medical colleges. About 10,000 students from various Colleges / Universities have registered for KanitamizhPeravai. ‘KaniTamizhPeravai’ (Forum for Tamizh Computing), an initiative of the Tamil Nadu Virtual Academy, works to encourage and motivate students to use Tamizh in computing.

### **DISCIPLINE AND UNIFORM:**

There is a Discipline Committee which monitors the students daily to maintain discipline among them. It also helps in fostering a culture of honesty, integrity, which are essential qualities for success in academics and beyond. By adhering to rules and regulations, students learn the importance of self-control, time management, and perseverance, which are valuable life skills that will serve them well in their future endeavours.

The uniform in college serves multiple purposes, one of which is to create a sense of equality and unity among students. By wearing the same attire, students are able to focus more on their studies and less on their outward appearance, thus reducing distractions and promoting a level playing field for all. Additionally, the uniform helps to inculcate a sense of professionalism and pride in one's appearance, which can have a positive impact on a student's self-confidence and overall demeanor.

### **PLACEMENT AND CAREER GUIDANCE CELL:**

The primary objective of the placement cell is to assist students in securing employment after graduation. It organizes campus recruitment drives, TNPSC exam coaching, UGC-SET coaching, job fairs, and workshops to prepare students for interviews and job placements. The cell also provides career counseling, resume writing, and interview preparation services to help students make informed decisions about their future.

Furthermore, the placement cell acts as a bridge between the industry and academia by facilitating networking opportunities for students with potential



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employers. By providing valuable resources, support, and guidance, the cell equips students with the necessary tools to succeed in their chosen field. It serves as a valuable asset in bridging the gap between education and employment, ensuring that students to have the best possible chance of securing a fulfilling and rewarding career.

**ENTERPRENEURIAL DEVELOPMENT CELL(EDC):**

EDC provides a platform for students to explore their entrepreneurial ideas, get guidance and support to turn their ideas into successful ventures. The cell conducts various workshops, seminars, and training programs to equip students with necessary entrepreneurial skills and knowledge. With the increasing trend of start-ups and entrepreneurship, EDC acts as a catalyst in fostering a culture of innovation and entrepreneurship within the college campus.

Moreover, EDC serves as a bridge between academia and industry by providing students with opportunities to collaborate with industry professionals, mentors, and investors.

**WEBSITE MAINTENANCE COMMITTEE:**

This committee looks after the maintenance of website by frequently updating the contents.

**EXAMINATION COMMITTEE:**

One of the Department acts as the examination committee for every year. The Head of the particular Department is the Chief superintendent and conducts the university examinations.



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**TIME TABLE COMMITTEE:**

The Master time table is prepared by a department on rotation every two years. At the beginning of every year the master time table is prepared and issued to all Departments. Based on the master time table, Department time table is prepared for shift 1 and shift 2.

**SPORTS COMMITTEE:**

The Sports committee assists in the schedules of the Physical Director. It helps in conducting sports day and in organizing events and in selecting students for admission.

**GREEN CADET CORPS:**

GCC helps the students to develop a sense of unity. It helps

- To practice teamwork.
- To enhance the oxygen in the environment
- To reduce Global Warming
- To increase student awareness about the environment
- To promote social awareness

**MOTHER TONGUE CLUB:**

This helps everyone to celebrate the importance of their mother tongue. The mother tongue day is celebrated every year through the club. Seminars and other activities are carried through the club.

**NEITHAL TAMIL MANRAM:**

This Club helps to encourage the Tamil language activities in the College. Rs. 5,00,000 has been sanctioned by Tamil Nadu Government for encouraging Tamil activities in the Campus. The Department of Tamil is taking the responsibility.



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### **DIFFERENTLY ABLED WELFARE:**

To promote inclusivity and provide support to students with disabilities, the college has established differently-abled welfare unit. The unit aims to create an environment where students with disabilities can thrive academically and socially. The differently-abled welfare unit of the college typically offers a range of services such as academic accommodations, assistive technology, counseling, and accessibility accommodations. These services are crucial in ensuring that students with disabilities have equal opportunities to succeed in their academic pursuits.

One of the key roles of the differently-abled welfare unit is to assess the needs of students with disabilities and provide appropriate accommodations. This may include extra time on exams, note-taking assistance. By providing these accommodations, the unit helps to level the playing field for differently-abled students and ensures that they are able to fully participate in the college experience. In addition to academic support, the differently-abled welfare unit also plays a crucial role in promoting awareness and understanding of disability issues on campus. By organizing events, workshops, and training sessions, the unit helps to educate students, faculty, and staff about the needs and experiences of differently-abled individuals. The Physical Education Department organizes games especially for the differently-abled every year. This not only fosters a more inclusive and supportive campus environment but also helps to break down stereotypes and promote greater empathy and understanding.

### **HEALTH AND YOGA CLUB:**

This club organizes events related to health and Yoga. Every every year yoga day is celebrated by the club.

### **SC/ST WELFARE CELL:**

The SC/ST Welfare Club of college plays a crucial role in creating a more inclusive and supportive environment for students belonging to the



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Scheduled Castes and Scheduled Tribes. This cell is dedicated to addressing the unique challenges and barriers faced by SC/ST students and ensuring that they have access to the resources and support to succeed academically and socially. The SC/ST Welfare cell provides a platform for SC/ST students to voice their concerns and seek assistance in addressing issues such as discrimination, stigma, and lack of representation.

**CITIZEN CONSUMER CLUB (CCC):**

The objectives of CCC are,

- ✓ To make awareness on fundamental rights and duties of a citizen among the students.
- ✓ To impart knowledge and skills relating to consumer rights among the students.
- ✓ To adopt Reduce, Reuse, Recycle, Refuse and Rethink of consumerism in life.

**SCHOLARSHIP COMMITTEE:**

The committee is responsible for reviewing scholarship applications, checking eligibility criteria, and selecting recipients based on merit, need, and other specified criteria. The members of the scholarship committee are dedicated professionals who are committed to supporting students in their pursuit of higher education.

The responsibilities of the scholarship committee are to ensure that the selection process is fair and transparent. The committee carefully reviews each application, taking into consideration the student's academic record, extracurricular activities, community involvement, and financial need. By thoroughly





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Evaluate each applicant, the committee can ensure that scholarships are awarded to deserving students who demonstrate a strong commitment to their education and future success.

In addition to awarding scholarships, the scholarship committee also plays a vital role in promoting the importance of access to higher education and encouraging students to strive for academic excellence. By recognizing and rewarding students who excel in their studies, the committee motivates other students to work hard and achieve their full potential. Through their efforts, the scholarship committee helps to create a supportive and inclusive academic environment that values hard work, dedication, and achievement.

**DISASTER MANAGEMENT CELL:**

- ✓ Primary function of the disaster management cell is to respond and coordinate immediately as and when disasters occur, take effective actions by providing relief and aid to the affected and enlighten citizens about the functioning of the cell by instilling a sense of confidence in their minds.
- ✓ The cell co-ordinates with government departments such as Police, Fire and Rescue and District Administration during pre-disaster, disaster and post-disaster to carry out necessary vital functions.
- ✓ Aapda Mitra trainings are provided to the volunteers to deal with disasters with competence and efficiency.



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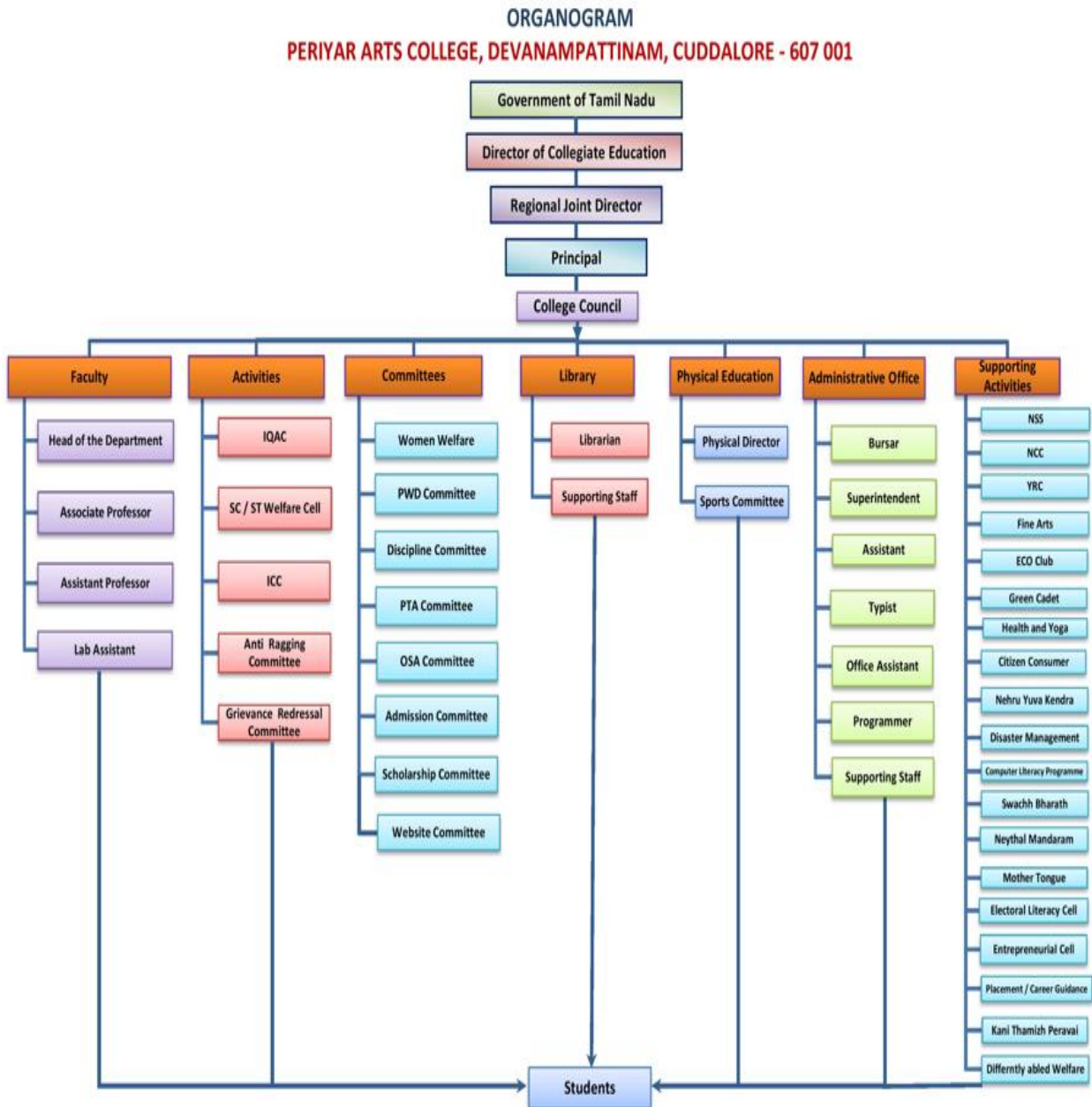
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## iii) Organogram



Organogram: <https://www.pacc.in/docs/6.2.2-organogram.pdf>



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**iv. Appointment & Service Rules:**

The Appointment of the Teachers are as per the UGC rules. The Non-teaching staff are appointed by the TamilNadu Government with a TNPSC examination. The procedures of appointment for teaching position are available at

[https://pacc.in/docs1/6.3.1\\_Higher\\_Education\\_Dept.pdf](https://pacc.in/docs1/6.3.1_Higher_Education_Dept.pdf)

Service rules provide a framework for employees to understand their roles and responsibilities within the organization. They outline the code of conduct that employees are expected to follow, as well as the consequences for failing to comply with these rules. There are service rules available at

THE TAMIL NADU GOVERNMENT SERVANTS (CONDITIONS OF SERVICE) ACT, 2016.

[https://www.tnpsc.gov.in/static\\_pdf/document/TNSSSRULES.pdf](https://www.tnpsc.gov.in/static_pdf/document/TNSSSRULES.pdf)

Fundamental Rules:

[https://www.tnpsc.gov.in/static\\_pdf/departmental/tngovfr.pdf](https://www.tnpsc.gov.in/static_pdf/departmental/tngovfr.pdf)

The college has policy on the code of conduct of employees which is available at

<https://www.pacc.in/iqac/Policies/Code%20of%20Conduct%20Professional%20Ethics%20Policy.pdf>

The teaching staff will undergo accounts test on “Accounts test for Executive Officers” to take an administrative position like Principal of the College. There are books available in the College office Library on the service rules of Government employees



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### **V. Career Advancement**

The career advancement is through a Career advancement scheme as per the UGC guidelines and according to UGC regulations. The following URL links specify the regulations.

[https://pacc.in/docs1/6.3.1\\_CAS\\_Scheme.pdf](https://pacc.in/docs1/6.3.1_CAS_Scheme.pdf)

[https://pacc.in/docs1/6.3.1\\_DCE\\_proceedings.pdf](https://pacc.in/docs1/6.3.1_DCE_proceedings.pdf)

[https://pacc.in/docs1/6.3.1\\_Higher\\_Education\\_Dept.pdf](https://pacc.in/docs1/6.3.1_Higher_Education_Dept.pdf)

[https://pacc.in/docs1/6.3.1\\_order\\_for\\_CAS.pdf](https://pacc.in/docs1/6.3.1_order_for_CAS.pdf)