

INTERNAL QUALITY ASSURANCE CELL



**M.M.E.S WOMEN'S ARTS AND
SCIENCE COLLEGE**

POLICY DOCUMENT





**M.M.E.S WOMEN'S ARTS AND
SCIENCE COLLEGE**

POLICY DOCUMENT



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
Hakeem Nagar - Melvisharam- 632 509
Walaja Taluk, Arcot Block, Ranipet District
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632 115. Tamilnadu.
Email:mmeswc@yahoo.in



website:www.mmeswc.edu.in

Phone:04172 266167, 266463



HUMAN RESOURCE POLICIES



1. STAFF SELECTION

POLICY Teacher

- a. Eligibility criteria for teaching staff is Post graduation with 55 % and NET/SET/ Ph.D.
- b. Teachers are recruited through advertisement made in local newspapers.
- c. Application submitted through email, post and in person is collected and kept in pool.
- d. When staff requirement arises, we take applications from the file and call for interview.
- e. Teaching demo is conducted to evaluate the performance of the teacher
- f. The recommended staff are interviewed by the management.
- g. Selected candidate is communicated to join the college.

Non-teaching staff

- a. The eligible criterion for Lab assistants is a minimum graduate with technical skills.
- b. Graduates of our college are provided first preference.

Driver

- a. The eligible criterion for driver is a minimum 10th qualification with valid driving license.
- b. He should be a person with clean habits



Helpers

Men and Women from nearby villages are employed as helpers for sweeping and gardening

2. EMPLOYEE CONTRACT

- a. Employment is for one year only.
- b. Extension of service will be granted after HOD and students' feedback and evaluation.
- c. The decision of the management will be final.

3. CODE OF CONDUCT

- a. Staff member should abide by the rules of the institution.
- b. Staff members should follow instructions of the Principal and Head of the department
- c. Staff members should have pleasing mannerism.
- d. Staff members should have a professional outlook.
- e. Staff members are expected to work with team spirit.

4. WAGES / SALARY

- a. Employees will be paid the monthly salary through bank
- b. An increment on salary will be paid every year.

5. WORK PROCESS

- a. Head of the department is assigned with the responsibility of assigning duties to staff members.
- b. Work done registers are to be verified and signed by the HOD at the end of the week. The register will be signed by Principal at the end of every month.
- c. Department activities to be organized by the staff members.
- d. Organizing workshops and seminars for the students.



6. LEAVE POLICY

- a. One day casual leave can be availed by employees without loss of pay.
- b. Leave availed more than one day will be calculated as loss of pay.
- c. Medical leave will be given to employees on medical illness without salary.
- d. An employee taking leave on Friday and following Monday will be calculated as 4 days leave.
- e. An employee taking leave on Friday and Saturday but returns to work on Monday will be calculated as 2 days leave.
- f. Permission from Principal and Secretary should be sought for planned holidays such as marriage, pilgrimage and the like.
- g. Staff members can avail 3 days leave without loss of pay due to the death of immediate relative, such as, father, mother, husband, child, and mother in law, father in law.
- h. Marriage leave for staff member can be availed for 5 days without loss of pay. Above 5 days will be calculated a loss of pay.

7. EMPLOYEE PROVIDENT FUND

- a. Employees are registered under EPF scheme.
- b. Monthly deduction from salary is paid to EPS office

8. MATERNITY LEAVE

- a. Employees are given maternity holidays for 6 months without pay. However, extension for another 3 months is given to employees who request for it.
- b. Employees under ESI can avail maternity benefit



9. TERMINATION OF EMPLOYMENT POLICY

- a. An employee who does not follow professional ethics will be terminated.
- b. An employee found unfit by her behavior as a teacher will be terminated.

10. COMMUNICATION POLICY

- a. Information received from Thiruvalluvar University is communicated to Staff members through Head of the department
- b. Information received from Correspondent is communicated to Staff members through Head of the department

11. DRESS CODE POLICY

- a. Staff member should wear saree/ churidhar. They should be dressed modestly.

12. PROBATION/ CONFIRMATION

- a. Staff members will be under probation period for one year
- b. They will be enrolled for ESI and PF after the probation period.
- c. Staff members with experience from other institution and holds a PF account while joining M.M.E.S. can write to the Secretary to continue the PF Account.

13. GRIEVANCES POLICY

- a. Staff members can represent their grievances to the Secretary of the college through the Principal in writing.

14. TRAVEL POLICY

- a. Staff members who attend conference and seminar will be given travel expense.
- b. Staff members who accompany the students for competitions will be given travel expense.



- 15. WORK ENVIRONMENTS**
- a. Every employee is offered a good working environment.
 - b. Every staff member has a separate table and chair to work.
 - c. The staff rooms have inbuilt restrooms.
 - d. Staff members can borrow books from the library, and use digital library.
- 16. PERFORMANCE MANAGEMENT & APPRAISAL**
- a. Staff members are evaluated at the end of the academic year.
 - b. Staff appraisal score is made known to the staff members.

[Handwritten Signature]
Secretary/Correspondent

SECRETARY & CORRESPONDENT
M. M. E. S. Women's
Arts and Science College
MELVISHARAM - 632 509

[Handwritten Signature]

Principal
Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509



**M.M.E.S WOMEN'S ARTS AND
SCIENCE COLLEGE**

POLICY DOCUMENT



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

Hakeem Nagar - Melvisharam- 632 509

Walaja Taluk, Arcot Block , Ranipet District

(Affiliated to Thiruvalluvar University)

Serkkadu, Vellore District – 632 115. Tamilnadu.

Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

Phone:04172 266167, 266463



STUDENT ADMISSION POLICY



Introduction

The prospectus provides Student Admission Policy and Procedures. It has the information of various courses offered by the college, affiliated to Thiruvalluvar University. The application form duly filled provides the complete profile of students.

General Principles

- The policy provides equal opportunities to students and fulfills the educational needs irrespective of caste and religion.
- Students are given guidance or advice for selecting the course according to the eligibility criteria.

Implementation of Policy and Procedures

- Admission committee (AC) explains the admissions policy and procedures to the parents / students.
- AC scrutinizes the student application with original mark sheet and processes the form.
- The entry requirements like student age, academic qualification, caste are looked after by AC
- All the processed applications are sent to the Management for final approval.

Admission Process

- The applications are received directly from an individual and by post.
- As per the latest instructions and guidelines of the Government the college undergoes the process of admissions.
- The AC maintains the records of all student applications and admissions.
- The eligible students are given scholarships as per the Government norms and procedures laid by Government of Tamilnadu.
- In case of cancellation of admission, the college refunds the fee paid by the student after deducting admission fee.



EXAMINATION POLICY



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

Hakeem Nagar - Melvisharam- 632 509

Walaja Taluk, Arcot Block , Ranipet District

(Affiliated to Thiruvalluvar University)

Serkkadu, Vellore District – 632 115. Tamilnadu.

Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

Phone:04172 266167, 266463



EXAMINATION POLICIES

M.M.E.S. Women's Arts and Science College, Melvisharam shall follow the policies and procedures as stated below:

1. Registration for examination and Declaration of Exam schedule

1.1. The exam schedule for odd and even semesters shall be notified in the college notice board as soon as the schedule is given by Thiruvalluvar University.

1.2. Registration for Examination shall be done on the university portal 30 days prior to the date of examination as per communication received from COE.

1.3. The concerned department shall scrutinize the portal for eligibility and other requirements and submit the print out to the exam section.

1.4. The Principal will forward the forms after verification by the exam section to the Controller of Examinations, Thiruvalluvar University.

1.5. The exam section is responsible to schedule the dates for the conduct of internal assessment CIA I, CIA II, and CIA III (Model Exam). Answer booklets for internal examination shall be issued to all departments by the exam section.

2. Preparation of Question papers

2.1. Question papers for internal examination shall be set by the concerned teachers handling the subject for 50 marks for CIA I and II.

2.2. Question papers for CIA III internal examination shall be set by the concerned teachers handling the subject for 100 marks.

2.3. The pattern of question paper for all subjects is as follows:

Section - A (10 marks) Ten questions each carry 2 marks

Section B (5 x 5 = 25 marks) Five "This" or "That" questions each question carry 5marks

Section C (3 x 10=30 marks) answer any three questions from 5 question choices given. Each question carries 10 marks



2.7. Question papers shall be printed a day before the examination. However Tamil and General English question papers will be sent for printing well in advance before the exam date.

3. Conduct of University Exams

3.1. The sealed University question papers shall be under the custody of the chief superintendent of examinations.

3.2. The question papers will be opened by chief superintendent of exams in the presence of University representative after having verified of any tampering with seal and obtained signature of two invigilators.

3.4. The invigilators shall report to the exam section sign the attendance register and receive the answer booklets and attendance sheet half an hour before the commencement of the exam.

3.5. The exam conducting team shall hand over the required question papers to each invigilator 15 minutes prior to the commencement of the exam.

3.6. The University representative and Chief Superintendent shall make surprise visits to exam halls/rooms occasionally during examinations.

3.7. After the completion of the exam, invigilators shall submit the written Answer booklets to the chief superintendent.

3.8. The answer booklets are then packed in Cover A assigned by the University and kept under care till it is handed over to University personnel.

4. Valuation of Answer books

4.1. The CIA answer booklets are evaluated by the concerned staff members are given back to students.

4.2. The internal marks will be uploaded in the university portal on the assigned dates.

4.3. The assignment marks are also to be entered in the portal.

4.4 Final examination answer booklets will be evaluated by Thiruvalluvar University.

5. Declaration of Results

5.1. A Galley result statement of marks internal and external will be received from COE Thiruvalluvar University.

5.2. Any discrepancies in the marks found in galley will be sent to COE Thiruvalluvar University

5.3. The results will be withheld for those who have been booked for unfair means and decision on such matters are taken by authorities of the University.

6. Issue of Mark sheets

6.1. Mark sheets received from the University shall be issued to students after entry in the register at exam section within three working days.

6.2. Consolidated mark sheet and Provisional certificate shall be issued by the university to only those students who have cleared all their previous semester exams.

7. Complaints/Grievances regarding exams

7.1. Grievances/Complaints if any regarding examinations may be brought to the notice of the Controller of Examinations through the Principal.

7.2. If the candidate has not received any mark sheet, consolidated mark sheet and Provisional certificate it will be communicated to Thiruvalluvar University immediately.

8. Unfair means during examinations

Students who are found involved in malpractice will be reported to the chief superintendent. The student will be asked to leave the hall and the answer booklet submitted to exam section. The answer booklet will be sent to University in separate cover.

9. Viewing/ Retotaling (Scrutiny) of answer books

9.1. Students can apply for revaluation with the prescribed fee if they are not satisfied with the result.

9.2. Students can apply for photo copy of answer booklet with prescribed fee to check the marks are correct. After viewing the answer book, if it is felt by any student that the level of valuation is not up to the satisfaction of the candidate, he/she may apply for revaluation separately. The fee paid for viewing shall not be refunded /adjusted against the fee of revaluation.

10. Revaluation of answer books

10.1. A candidate whose result of main examination has been declared may apply to the controller of Exams for the revaluation of any of his/her answer books (Only theory Examination) within the prescribed time allotted by the university.

11. Limitation period and fees for evaluation/photocopy /viewing of answer booklet

11.1. The time limit of applying for revaluation/retotaling shall be specified by the university 11.2. The fee shall be prescribed by the University which will be communicated to the colleges. 11.3. The fee paid shall be non-refundable

12. Notification and revised mark sheets

12.1. The result of retotaling/revaluation shall be notified in the College notice board and communicated to the candidate as soon as it is received from COE even if there is no change in the marks.



**M.M.E.S WOMEN'S ARTS AND
SCIENCE COLLEGE**

POLICY DOCUMENT



TRANSPORT POLICY



**M.M.E.S WOMEN'S ARTS AND
SCIENCE COLLEGE**

POLICY DOCUMENT

M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE



Hakeem Nagar - Melvisharam- 632 509
Walaja Taluk, Arcot Block, Ranipet District
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632 115. Tamilnadu.

Email:mmeswc@yahoo.in website:www.mmeswc.edu.in

Phone:04172 266167, 266463, 99445 83835



COLLEGE TRANSPORT POLICY

INTRODUCTION

The Transport Department of M.M.E.S. Women's Arts and Science College Melvisharam is established to provide strategic solutions to student transportation issues. We endeavor to provide the best possible transport service for all our students and staff members. Offering safety and responsibility to the students and staff members are our highest priority.

OUR VISION

To provide good travel comfort to students and staff members coming to college and back home.

OUR MISSION

To provide safe transport services to the students and staff members.

To offer high level safety, quality, and customer service.

OUR COMMITMENT

We are committed to provide good transport service with highest safety measures and comfort to each student and staff members. Our transport team is engaged in rendering best service by engaging efficient and well trained drivers.

PROFILE

The College offered transport service since September 2007. It began its operation from Katpadi, Bagayam, Walaja and Arcot. Initially 3 buses were operated. As the students strength increased buses were also increased to provide service to students and staff members.



The details of vehicles owned by the college is given in Table 1.1

Details of vehicles owned by our college

<i>Bus No</i>	<i>Vehicle No</i>	<i>Type & Model</i>	<i>Seat Capacity</i>
1	TN23AP5846	2008 - TATA	40+1
2	TN32T2727	2007 - LEYLAND	56+1
4	TN73H9934	2014 - MAHINDRA	16+1
5	TN73AH1158	2022 - TATA	50+1
6	TN736643	2007 -LEYLAND	52+2
7	TN73F1546	2013 - LEYLAND	35
8	TN73K1622	2015 - EICHER	25+1
9	TN73L8588	2016 - LAYLAND	48+1
10	TN73AA6144	2018 - LAYLAND	48+1
SWIFT	TN73C6720	2011	5
INNOVA	TN73J8446	2015	7

A transport committee, headed by Administrative Officer & Transport Manager is formed to take care of the smooth operation of buses. The staff in-charge of the buses (one teaching) ensures the smooth functioning of the buses. The Transport committee meets once in every semester and the Principal and the staff in charge of the buses attends the meeting.



The members of the committee are:

- Administrative Officer
- Transport Manager
- Transport In charge
- One Faculty from each department
- Student Representatives from each department
- Two senior Drivers

Duties of Transport In charge

- Allocating of bus routes for the staff members and students during working days.
- Supervising the daily bus operation and giving instructions to the bus supervisors.
- Conducting meeting with all staff in-charges of buses once in three months.
- Inspecting the condition of the buses and reporting for necessary actions.
- Issuing bus pass to the students (at the time of) through the bus supervisors.
- Periodically checking the bus pass of the buses
- Maintaining the ISO documents
- Verifying and passing the bill for making payment for diesel and repairs.
- Allotting buses for Industrial visits /Co-curricular activities within the district.
- Completing all Maintenances on time (Daily, Weekly, Monthly, Half yearly & Yearly).
- Reporting to the superiors as and when required.

Duties of Staff in-charges

- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Ensure proper seating arrangement in the bus. Few seats may be earmarked for the staff members who travel regularly. Standing if any may be informed.
- Maintain strict discipline while traveling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the bus. Any incident of ragging must be brought to the notice of Principal.



- Periodically check the students ID card to ensure that the students are traveling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission.
- In case of bus breakdown or any other problem during the journey, take appropriate steps immediately and inform to the transport convenor.

SAFETY NORMS IN COLLEGE BUS

We have attached great importance to enhance the Safety and Security measures for students travelling in our own College Buses.

Following are the safety measures which have been implemented:-

- All buses will be run by authorized drivers only who have sufficient years of experience in running of college buses and who are fully acquainted and competent to adhere to the prescribed norms of safety as lay down by the Regional Transport Office.
- All our College buses are driven by experienced drivers who possess a valid heavy vehicle driver's license of minimum 5 years.
- Each bus has staff members who are responsible for ensuring discipline in the college buses.
- Extensive training is provided to the drivers to ensure that the Transport operations are efficient.
- All our buses are installed with Speed Regulators, so that there is no complaint regarding over speeding.
- Our Buses travel in five routes i) Walaja – Ranipet- Arcot –, ii) Bagayam- Oteri – Old bus stand and iii) Katpadi- Vellore- Sathuvachari, Thiruvalam, Melvisharam

RESPONSIBILITIES

The stakeholders have to follow the set policies in order to ensure the transport operation function smoothly.

Responsibilities of the Bus Driver

- The college bus driver must set good example. The driver should always practice good driving habits, take personal interest in the job, keep abreast of all advancements that take place in pupil transportation and take excellent care of the equipment.



- The driver's attitude toward the job and toward the students is important. The driver must follow rules set by the institution.
- The Bus drivers should not drive aggressively and should practice defensive driving.
- The drivers should stop the bus only in the destination set by the college

Responsibilities of Students and Parents/Guardians

- Students should come to the boarding point 10 minutes prior to the scheduled time.
- Students should carry the bus pass with them always. It should be shown at the time of checking.
- Parents/Guardians should make arrangement to drop and receive the students at the set destination. If the students miss the bus it is the responsibility of the parent to bring the students to the college.
- Parents should assist in training and educating their children on the importance of safety and how to wait for the college bus and board it.
- Report to the Management of the college / transport department regarding any offence or failure on the part of the driver.
- Parents should pay the college bus fee during the beginning of the year.



**M.M.E.S WOMEN'S ARTS AND
SCIENCE COLLEGE**

POLICY DOCUMENT



GREEN CAMPUS



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE



Hakeem Nagar - Melvisharam- 632 509
Walaja Taluk, Arcot Block , Ranipet District
(Affiliated to Thiruvalluvar University)
Serkkadu, Vellore District – 632 115. Tamilnadu.

Email: mmeswc@yahoo.in website: www.mmeswc.edu.in

Phone:04172 266167, 266463, 9944583835



POLICY DOCUMENT FOR GREEN CAMPUS

Green Campus: Workplace is expected to be conducive and attractive to provide a good atmosphere for people to work. Hence providing a green campus is our responsibility. The concept of providing a green campus enables the workforce to have an environmentally friendly culture and eco-friendly practices on the campus. The practice of maintaining greenery at the campus will help us train students to develop a mindset of observing nature and admiring beauty.

Objectives of the Green Campus

- To keep the campus eco-friendly.
- To give life to the campus.
- To adopt the correct disposal handling system.
- To enable students, faculty, and support staff to foster a culture of self-sustainability and make the entire campus environmentally friendly.

Composition of the Green Campus Committee

1. Principal of the college- Chairperson
2. IQAC Coordinator- Secretary
3. Faculty Representative nominated by the Principal
4. Student Representative- College Pupil Leader
5. Non-Teaching Staff Representative- Office Superintendent



Wastewater Management/ Rainwater harvesting

The College makes use of wastewater management, particularly in RO water used for drinking. The excess water is collected in a tank which is used for gardening. The college has rainwater harvesting pits in sufficient numbers.

Major Green Campus Initiatives

- ISO Certification 9001:2015
- Installation of Solar panels for a hostel.
- Wastewater Management
- Rainwater harvesting
- Cleanliness Drive
- Landscaping and maintenance of gardens
- Use of LED bulbs on campus
- Establishment of Environment-Club
- Green, Environment, and Energy Audits conducted

The college makes all the necessary efforts to involve the students, faculty, and staff members in “Green Campus Initiatives” with the volunteers of Environment Club, and NSS.