



**ANNAMMAL COLLEGE**  
OF EDUCATION FOR WOMEN

# Policy Manual

## About the College

Annammal College of Education was founded in 1962 by Thiru.AR.A.S.Arumugasamy Nadar (1893-1971) the eldest and illustrious son of the founder of the Subbiah Dharmanidhi(SDN), Thiru.AR.A.Subbiah Nadar(1871-1943) with the noble ideal of imparting training to graduate women to become able and talented teachers. The college bears the name of his beloved and benign mother Thirumathi Annammal. Thiru.D.Ganesan served as the Secretary of the college from 2010 - 2018. The commitment of the college management to quality is always unflinching. They worked for continuous improvement and updation of teaching facilities and resources at all levels. The vision of the college is to uplift the women by giving them professional higher education and helping them to become empowered leaders. The college is affiliated to Tamilnadu Teachers Education University, Chennai. The college strives to prepare skilled teachers with a mission to create learning environments that help women student teachers to evolve into informed and ethical decision makers.

## Vision

Annammal College of Education for Women is committed to uplifting women by giving them quality professional higher education to become empowered leaders.

## Mission

The mission of Annammal College of Education for Women is to create learning environments that help women student-teachers evolve into informed, skilled and ethical decision makers.

## Core Values

Built on the Vision that education serves as a keystone in improving society and building better futures for all, the college commits to the core values of:

- Excellence: We strive for excellence in all our academic pursuits. We are committed to innovation in our teaching and outreach to our communities. We commit to continuous self-improvement to achieve excellence in all our endeavors.
- Ethics and Dignity: We are committed to the highest standards of honesty, fairness, respect and professional and scholarly ethics. We value the dignity and worth of all people.



- Diversity: We embrace all aspects of human diversity and value its necessity to ensure a vibrant learning community. We are committed to providing a college community that is supportive, safe and welcoming.
- Student Focus: We are committed to fostering the professional and personal growth of all students and our fellow colleagues by promoting lifelong learning and leadership development.
- Public Engagement: We commit to working collegially and cooperatively in establishing productive partnerships with our colleagues in university, institutions and public communities. Through these partnerships, we strive to improve education and the quality of life for all to ensure a better future for all.

## **ADMISSION POLICY**

### **Introduction**

Student Admission Policy is for the admission of students into B.Ed./M.Ed./M.Phil. programmes of the college. Annammal College of Education for Women is a non-minority government aided institution and so the B.Ed. admission comes under the single window counseling of the Tamilnadu government. 90 percent of the seats are surrendered to single window counseling and 10 percent of the seats come under the management quota every year. The college admits students to M.Ed. and M.Phil. programmes based on the marks obtained by the students in the B.Ed. and M.Ed. degree examination. The Admission Committee of the college scrutinizes the applications and prepares the admission list.

### **Admission Committee**

The admission committee comprises of the following members:

Mr.S.Muralidharan, Secretary

Dr.A.JoycilinShermila, Principal

Dr.R.Suryakala, Vice-Principal

Mrs.D.ShunmugaSelvaSivashankari, Assistant Professor of Mathematics



## **Admission Policy**

- The Admission Committee takes responsibility of the admission to 10 management seats of the B.Ed. programme and all admissions of the M.Ed. and M.Phil. programmes.
- All the applications are processed by the Admission Committee in accordance with the guidelines from the Directorate of Collegiate Education.
- The admission committee maintains the records of all student applications and admissions.
- The eligible students are helped by the Admission Committee to get scholarships as per the government norms and procedures laid by the Government of Tamilnadu.
- In case of cancellation of admission, the college will not refund any fee paid by the student.
- The Admission Committee also helps in getting bank loans to pay tuition fees.

## **RESOURCE MOBILIZATION POLICY**

### **Introduction**

Annammal College of Education for Women has a transparent and well planned financial management system. The resource mobilization policy focuses on identifying the sources of financial resources available, ensuring their efficient utilization for attainment of strategic plans. The College Management Committee coordinates and monitors the mobilization and optimal utilization of funds.

### **Mobilization of Funds**

- Fees collected from the students
- Aided staff salary grant received from the State Government
- Grants received under section 12B of UGC for the development and maintenance of infrastructure, upgrade of the learning resources and research (including grants for Research Projects)
- Grants received from stakeholders, non-government bodies, individuals and philanthropists
- Funds received from Alumni donors for conducting programmes and welfare measures



## **Financial Management**

- The administrative staff prepares the annual budget every year under the guidance of the college management.
- The teaching faculty place the requirements to the Principal and this is given due consideration in the budget.
- Budget outlay for administration purpose is drawn annually.
- The college Secretary is in charge of discharging funds for utilization.
- Major decisions on financial resources and expenses are placed in the College Management Committee.

## **Auditing**

- Internal and external audit are conducted.
- Accounts of the college are maintained and regularly monitored by the administrative staff.
- Auditing is done by the authorized auditor and the Utilization Certificates are sent to UGC for UGC grants
- External audit for the grants received from the government is conducted by the Regional Joint Directorate Office, Tirunelveli
- Internal and external audit for the management grants are conducted each year by the chartered accountant.

## **Utilization of Funds**

- Proper utilization of resources for the allotted purpose is ensured.
- Funds are provided to meet the infrastructure requirement of the institution while starting new initiatives and welfare measures.
- The budget for student activities, remuneration of visiting faculty, and honorarium of Guest for Expert Lecture, Seminars, Workshops and Conferences are prepared by the faculty and approved by the Secretary.
- Transparency and accountability are ensured by preparing financial statement and conducting an annual audit of the statements.
- Fee concessions are provided to underprivileged students.
- Funds generated from student fee are used for academic purpose only.
- Student/Staff contribution at times of natural disaster and for charity is utilized rightly.



## **RECRUITMENT POLICY**

Annammal College of Education for Women considers its teaching faculty as being fundamental to its success. A strategic and professional approach to the recruitment process enables the college to attract and appoint faculty members with the necessary knowledge, skills and competencies. The college is committed to ensure that the recruitment and selection of staff is straightforward, efficient, effective and promotes equality of opportunity.

### **Recruitment and Selection**

The underlying principles in recruitment and selection is to appoint the best candidate for the vacancies on the basis of merit and fair and open competition. Therefore, it is essential that:

- Vacancies are advertised either through print or electronic media.
- Selection is fair and objective at every stage.
- Selection criteria are agreed against the requirements of the post as per NCTE and affiliating University norms and the needed soft skills for teaching faculty.
- Candidates applying for the posts should send their applications addressed to the Secretary.
- Applications are processed and communicated to the applicants by the college office.
- Interview is held in the college by the Selection Committee.
- Priority is given for marginalized women in the appointment of unaided faculty.
- Management decides whether to confirm or terminate service of unaided faculty within one year of probationary period. The appointment of unaided faculty is made permanent purely based on their performance.
- For non-teaching faculty qualification matching the job requirements is ensured with due preference to marginalized, destitute women, dalits and other backward classes.

### **Service Rules**

- Faculty members' qualification and appointment are approved by Tamilnadu Teachers Education University and the Government of Tamilnadu.
- The appointment shall be in accordance with the terms and conditions of service as prescribed in Tamilnadu Private Colleges Regulations Act 1976 and rules made there under as well as in accordance with the instructions of the Government of Tamilnadu and the Tamil Nadu Teachers Education University now in force and to be made in future and



also as per the conditions stipulated by the Director of Collegiate Education, Chennai from time to time.

- The appointed faculty members are on probation for a period of two years in a continuous period of three years from the date of joining and are considered for confirmation in the post at the end of the second year in accordance with the rules in force and on satisfactory completion of the period of probation.
- Leave rules are followed as per the guidelines of Tamilnadu government and prior approval from the Secretary is essential for any leave other than Casual Leave.

## **INCENTIVE POLICY FOR TEACHERS**

### **Introduction**

The incentive policy of the institution describes the incentives that are available to encourage and promote research culture among teachers and students.

### **Objectives**

To encourage faculty to –

- Publish quality research and thematic papers in peer reviewed journals
- Submit research proposals for financial assistance
- Edit and publish books on various topics
- Complete doctoral research

### **Eligibility and Terms & Conditions**

- All faculty members of the institution are eligible to get financial assistance.
- The date for enforcement of the policy is from 01.01.2020
- The decision of the Secretary is final.
- The incentive benefit will lapse if the faculty member leaves the institution.

### **To promote publications**

- Cash incentives are given for publication in a SCOPUS indexed journal or UGC Care Listed Journal.



- Cash incentive is given if a faculty member publishes 3 or more papers in an academic year.

### **To promote research projects**

Cash incentive of Rs.1000/- is given to faculty members who get financial assistance from government/non government funding agencies for their project proposals.

### **Faculty recognition incentive**

Unaided faculty who complete doctorate degree are eligible for an incentive of Rs.60,000/- per annum.

### **Best researcher award**

The faculty who publishes more number of papers in referred journals is declared as the Best Researcher in the college annual day function

## **FINANCIAL SUPPORT POLICY FOR TEACHERS**

### **Introduction**

The policy on providing financial assistance is in force at Annammal College of Education for Women to provide support to the faculty members to attend and to present papers at seminars/conferences/workshops organized by reputed institutions.

### **Objectives**

- To encourage faculty members to attend and present papers in seminars/conferences
- To inculcate research culture among the faculty members
- To support faculty members to get opportunities to widen their academic contacts
- To help faculty understand emerging challenges and future perspectives
- To enhance the academic credentials of faculty members

### **Financial assistance to attend conferences/seminars**

- Faculty should present papers/posters in the academic event.
- Faculty can avail financial support to attend one event per academic year.



- 50 percent of the registration fees can be reimbursed after submission of certificate of attendance /participation certificate and original receipt or bank pay slip of the registration fees after approval from the college Secretary.

### **Financial assistance for research activities**

- Faculty can avail financial assistance related to their Ph.D. data collection and data analysis. The amount should not exceed Rs.10,000/-
- Faculty can avail financial assistance to undertake institutional projects for which the amount should not exceed Rs.5000/-
- Faculty can get support to obtain membership in professional bodies relevant to their field. A teacher is eligible to get assistance for one membership in any recognized academic body.

## **POLICY FOR USING FACILITIES (PHYSICAL, ACADEMIC & SUPPORT)**

### **Introduction**

Annammal College of Education has established systematic procedure to maintain and utilize physical, academic and support facilities. An effective mechanism is followed for the upkeep the state of art facilities available in the campus and to have maximum utilization of the facilities.

### **Physical Infrastructure Maintenance Policy**

- Civil, plumbing and electrical maintenance are a regular process of the institution.
- Stock verification is done annually.
- RO drinking water plant comes under annual maintenance.
- CCTV and bio-metric system are regularly maintained.

### **Physical Infrastructure Maintenance Procedure**

Maintenance of pipelines, electrical equipment, air conditioners, CCTV and biometric devices is undertaken by permitted vendors of the institution. Teachers and administrative staff are allotted responsibilities for prevention management.





## **Library Maintenance Policy**

- Library works on all days except public holidays from 9 a.m. to 5 p.m.
- Library management software is used for data maintenance.
- Stock verification is done at the end of every year.
- Library systems and software are under continuous maintenance.
- N-LIST subscription is renewed every year for staff and students.
- Research scholars from other colleges are permitted to refer library resources upon request.

## **Library Maintenance Procedure**

The Library Committee of the college takes care of the development, use and maintenance of library resources. Library automation helps to keep track of cataloguing of resources, circulation of resources and visits of users. The library software is updated whenever needed. Research scholars from other institutions are permitted to refer the library resources after submission of a request letter. The librarian of the college renews the annual N-LIST subscription.

## **ICT Infrastructure Maintenance Policy**

- Network Resource Center is kept open for users from 9 a.m. to 5 p.m. on all working days.
- Laptops and systems maintenance is done every month.
- All systems have antivirus installations.
- Software updating is done as per the requirements.
- Internet and Wi-Fi facility are freely available for teachers and students.
- The Network Resource Center of the college is permitted for use by outsiders for educational purposes only on request.

## **ICT infrastructure Maintenance Procedure**

Staff in charge maintains the computers and other accessories on a periodical basis. Faults of the system are noted and rectified every month. Need for new requirements or replacements are notified to the college Secretary. Installation of antivirus and other software is done by the service engineer of the institution. The Network Resource Centre is given government education offices to provide technical and in-service training to school teachers.



## Laboratory Maintenance Policy

- Lab equipment are maintained periodically.
- Stock of equipment is done annually.

## Laboratory Maintenance Procedure

Faculty members are trained to handle laboratory equipment. Stock registers are maintained and verified annually. Any repair work is done immediately.

## Sports Infrastructure Maintenance Policy

- Sports infrastructure is available for use from 7 to 9 a.m. and 5 to 6.30 p.m. on all working days.
- Sports equipment stock maintenance is done annually.
- Sports infrastructure is made available to the use of women school/college students only on prior approval from the management.

## Sports Infrastructure Maintenance Procedure

Track is maintained by regular weeding and leveling. Stock register is maintained and verified annually. Sports infrastructure is given for the usage of girl students only after a written requisition is made through the concerned organization.

## ENERGY POLICY

The energy policy of Annammal College of Education for Women proposes actions to transform the way energy is consumed.

- Electricity:** The institution strongly recommends the usage of LED lights in all the possible ventures of electrification for less and efficient consumption of electricity.
- Renewable Energy:** The institution reduces the use of electrical energy through the use of solar power.
- Cooking:** The institution uses bio gas to reduce the use of cooking gas.
- Transport:** The institution invests in the purchase of efficient buses for transport and encourages both the staff and students to use fuel less vehicles like bicycles/e-bikes.
- Building:** The institution enhances the availability of better insulation and construction materials in buildings and domestic appliances with energy efficiency.



- f. **Green Initiatives:** The institution invests in efficient drip irrigation for green initiatives. It encourages organic farming and planting trees in the campus. Bionets and vermicomposting in the institution reduces the use of fertilizers.
- g. **Education:** Awareness creation is an essential component of the energy policy of the institution.

## **WASTE MANAGEMENT POLICY**

The waste management policy of Annammal College of Education for Women proposes the following practices inside its campus for waste management:

- Ensuring that waste management is performed in accordance with all waste legislative requirements
- Minimizing waste generation at all sources
- Providing clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management
- Promoting awareness on the reuse and recycle of waste
- Investing in the transformation of waste into value added products
- Ensuring efficient segregation and disposal of waste
- Disposal of e-waste safely and securely

