

**M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN**  
(Affiliated to Mother Teresa Women's University, Kodaikanal)  
Re-accredited with 'A' Grade by NAAC  
DINDIGUL - 624 001, TAMILNADU



**POLICY DOCUMENTS**



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Tel : 0451 – 2460120

**Dr. D. Lakshmi, M.Sc., M.Phil., Ph.D.**  
**Principal**

### **POLICY DOCUMENT ON SCHOLARSHIP**

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

#### **Eligibility**

- The candidate must be a citizen of India
- Have received an unconditional admission offer from the college
- Have maintained the minimum 75% attendance as specified by the college rules and regulations
- Candidate must not be a beneficiary of any other scholarship award provided by any party.
- Candidate parent should not be a government servant.
- The candidate's parent must not have a household income not exceeding Rs. 225,000 p.m.
- Should possess HSC, TC, recently obtained income certificate, functional bank account, Aadhar and E-community certificate.
- The candidates are required to fill-in the application form on the website, and upload scanned self-attested copies of required documents as mentioned in the circular each year, within the time limit prescribed.
- Candidates will be required to produce these documents in original for verification by the office whenever needed.
- Any application found with incomplete or incorrect particulars will be removed from the appraisal.
- Scholarship amount is directly credited to the bank accounts of students by the granting authority

*D. Lakshmi*

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**Principal**

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**POLICY DOCUMENT ON FREE SHIPS**

**(LABOUR CARD SCHOLARSHIP, BUS-PASS AND SIM DATA CARD)**

Most of the Indian population belongs to the middle class and are from the labour sector. In order to provide financial support to these labor sectors, the government introduced the scheme, **Labour Card Scholarship 2023**, to provide financial support to the children of labour sector citizens.

- The scholarship provides financial assistance to students of laborers families, easing the burden of college costs.
- Students should submit a request letter to the head of the institution along with filled in proforma for applying labour card scholarship.
- The attested filled in proforma will be submitted to **LABOUR WELFARE OFFICE**.
- Under this scheme, the students will also get the individual smart cards.
- Scholarship amount is directly credited to the bank accounts of students by the granting authority.
- Its goal is to ensure that worthy students should access high-quality education without regard for their financial situation.

**FREE BUS PASS SCHEME** is availed by college girl students residing in the Tamilnadu state.

- Students should fill their residential address, paste post card photo with required info.
- After scrutiny of the applicant details, the state transport corporation issues **FREE BUS SMART CARDS**.
- These free bus pass smart cards are only acceptable in the **STATE CORPORATION BUSES**.
- It is highly beneficial to the students who are living in the rural areas and need to travel more distance to reach the colleges

**TN Free Data Card Scheme 2020-2021** is launched by the Tamil Nadu government for students.

- Students were asked to fill and upload the details of applicants in prescribed format, particularly their smart phone number and details of SIM card they possess.
- Based on the card they received, 2GB of AIRTEL, AIRCEL, JIO, and BSNL, internet data card so that they were able to join online classes and download online study material.

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### **CODE OF CONDUCT FOR STUDENTS**

M.V.Muthiah is the pioneer institution which motivates women education since 1966. For creating a safe and conducive environment a specific CODE OF CONDUCT is framed for implementations and followed to maintain discipline and academic integrity amongst all students during their academic pursuits.

1. All the students must follow the academic integrity throughout the period of their completion.
2. Students are admitted to pursuit varied courses and they are instructed to abide the rules and regulation of the institution.
3. Handbook with conduct rules, regulation, courses and fees structure is given to the students as a standard procedure.
4. A strict discipline should be maintained particularly during the entry and exit time and punctuality is expected to be followed by the students.
5. Every Monday assembly is conducted and the students must attend the assembly prayer without fail.
6. Any act of discrimination based on gender, caste, religion, colour, language should be prohibited.
7. Strictly prohibit any wrong activities related with damaging the college properties.
8. Students should not take any audio and video clippings and indulge in any misbevioural activity on the campus.
9. Students are given awareness about the usage of social media carefully and responsibly.
10. A committee should be formed to take a strict disciplinary action against them, if anyone indulges in any forms of misconduct, harassment, abusing and damaging the college things.
11. All students should get away from indulging in any forms of misconduct which may cause negative impact on the institute's reputation.
12. If anyone wants to discontinue or in-between after their course completion they are instructed to get no-dues from concern departments in order to clear any pending issues. Students should submit no dues and conduct certificate while applying for transfer certificate.

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### **CODE OF CONDUCT FOR TEACHING FACULTIES**

A code of conduct is one of the essential parts of any organization. It helps the employee to address their professional interests and difficulties they might face in everyday work. It conveys the standards and guidelines for employees' behaviour and actions while on duty. In the educational institution the code of conduct plays an important role to achieve and enrich their professional task. A policy code is maintained for the faculties in order to get discharge duties, freedom of talk and to service for students. Teaching is a noble profession which implies their role of service to society. A Teacher should able to produce vibrant scholars in their academic pursuit and should play a role model to younger generation.

1. A teacher should maintain an interpersonal among relation the faculties and second parent relation with students.
2. A teacher should have a freedom of thought and expression.
3. A teacher should plan their classes based on lesson plan, and student centric method.
4. They must be on time in the class rooms.
5. A teacher should not indulge in any malpractice or unfair means in teaching or in examination.
6. A teacher shall not make partiality in assessment of test papers, purposely reducing marks and victimize them at any cost.
7. A teacher should not discriminate students on the basis of caste and religion.
8. They should not breach the code of boundary by making inappropriate relationship with students.
9. They should equip themselves in their profession through reading books and making research work.

10. They should involve in co-curricular, extra-curricular activities and extension activities to serve neighbourhood community.
11. At the time of examinations they should not use mobile phone and should take rounds in the exam hall.
12. They shall not refuse to carry out academic and administrative pursuits given by the Head/ Principal of the institution.

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### **POLICY DOCUMENT ON ANTI - SEXUAL HARASSMENT**

As per the Supreme Court of India Guidelines on Sexual Harassment, August 1997, "The Sexual Harassment in the employment, education, and training environment are declared as unlawful under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment thereto so as to create a safety atmosphere where the women employee is ensured to have the protection from sexual harassment.

#### **Objectives:**

1. The Policy intends to ensure that no students and faculties are subjected to sexual harassment
2. To create wide awareness about acts and rules against Sexual Harassment in studying and working environment.
3. To constitute a **Anti Sexual Harassment Committee** to execute the guidelines and norms for the implementation of policy against SH.
4. The **Anti Sexual Harassment Committee** ensures sexual harassment free campus.
5. The cell takes immediate action if any complaint is received.
6. The unruly behaviour relates with physical, verbal and non-verbal complaints shall be registered by the cell and proceed with the enquiry.
7. Any Student or faculty if found involved in such behaviour will be penalised.
8. Confidentiality is ensured and maintained by the committee members.
9. Complainants or witnesses will not be victimized or discriminated at any cost while dealing with the complaints.
10. Committee shall complete the "Enquiry" and report it to the Principal

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**POLICY DOCUMENT ON ANTI - RAGGING**

In view of the directions of the Hon'ble Supreme Court of India and in consideration of the rules framed by the Central Government, the Tamil Nadu Prohibition of Ragging Act, 1997, Ragging is an offence, and is banned in the Institutions. This policy has been formulated in connection with UGC Rules 2016 on Anti Ragging in Higher Educational Institutions / Universities as published in the gazette notification.

**Objectives:**

1. To prohibit any conduct of ragging and misbehaviour.
2. To strengthen the students physically and psychologically, ragging is strictly prohibited.
3. To set up a Anti ragging committee (ARC) for taking actions against the students involved in ragging.
4. Anti ragging committee (ARC) is established as an integral part to provide safe educational ambience for students in the college campus.
5. The Anti-Ragging Committee monitors the conduct and behaviour of the students regularly
6. If anyone is confronted with psychological and emotional allegations like body shaming, humiliation, unparliamentarily words, the grievances can be redressed to ARC.
7. Besides, the surveillance of CCTV cameras prevents the mishaps
8. Awareness programmes are being conducted to face the challenges and solve with confidence.
9. Mentor-Mentee system is followed for counselling and moral support to students.
10. Helpline TOLLFREE 18 00 00 5522 number and E-MAIL [helpline@antiragging.in](mailto:helpline@antiragging.in) is provided in notice board for wide awareness to all students.

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### **POLICY DOCUMENT ON ENERGY USAGE**

Conservation of energy is very important to reduce the wastage of power consumption. Less Energy utilization helps to maintain the electrical resources and to reduce electricity bill burden. In the Institutional level the following effective measures are taken to reduce energy usage for the sustainable growth .

1. Instructions are given to switch off lights and all electrical appliances in standby mode when not in use.
2. Traditional lights and bulb are replaced by energy saving LED lights and CFL lights / Bulbs
3. When a few students or staff are in a Room / Hall, instruction is given to use limited number of fans instead of using all fans.
4. Un-plugging all control switches in all the wings enable switching off all Light and Fan in one go.
5. Systems, CPUs, Printers are switched off when not in use.
6. Minimum usage of Air Conditioner (AC) is practiced to save energy power.
7. Fixed and installed technical system are upgraded to monitor energy consuming motors, generators and appliances.
8. Using a standard star marked appliances with high grade of motor power; less energy is required for better functioning.
9. Bore well motors are allowed to run under particular time limit to avoid over-flow of water.
10. Installing Solar panels and solar lights helps to reduce more energy consumption.

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### **POLICY DOCUMENT ON WATER CONSERVATION**

#### **General:**

The water (Prevention and Control of Pollution) Act was enacted in 1974 for the maintaining or restoring of wholesomeness of water and also to prevent and control of water pollution.

#### **Objectives:**

- To create awareness to conserve water among staff and students.
- To educate the students about the importance of water to life, need of conservation and efficient use of water.
- To conserve rain water in harvesting pits, water tanks, barrels and near borewell points.
- To ensure continuous supply of water in college campus

#### **Measures taken by the Institution**

1. Institution is keen with several measures to save each and every drop of water which is more precious than gold.
2. We have adopted effective measures to ensure the collection and storage of rain water in the college premises and hostel.
3. During rainy seasons the rain water from the roof top and runoff is collected through well distributed and channelized pipelines into storage tanks and water harvesting pits.
4. More number of sumps availability is ensured in the newly constructed building for storage of water for long term use.
5. Students are instructed not to waste water in the laboratory while doing practical's.
6. The pipe line connections are monitored and repaired regularly to avoid leakage.
7. Taps and valves are installed to prevent over flow of water from its outlet pipes.
8. Separate tanks are managed for storage of rainwater, drinking water and bore well water and delivery system is checked regularly.
9. Water conservation awareness is promoted by keeping the display board near the potable water tanks, taps, RO pipe lines, in front of toilets and near bore well delivery channels.
10. Sustainable water conservation method is practised in tree cum plant cultivation to increase the recharge of groundwater.

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**POLICY DOCUMENT ON CARE SYSTEM**

**Objectives:**

1. Care system ensures teachers role on students' needs, preferences, interests, desires, and feelings
2. Teachers should take care about their students, give attention to their physical health and mental health.
3. Teachers should support their students' by possible **MONETARY SUPPORT** and encourage them to perform and drive towards their destination.
4. They can extend their possible degree of care to support their wards by medicines, clothes, food and stationary items.
5. Teachers can help them in contributing tuition fee ,examination fee and condo nation fee
6. If any student health is affected and stumble in managing MONETORY issues, they are supported by voluntary teachers.
7. If any unexpected accident or health problem arises to wards parent or their siblings, support in the form of blood transfusion, arranging ambulance for them or can provide moral support to them.
8. Care can also be provided to temporary non teaching staff by contributing deepavalli bonus by faculties.
9. Non teaching staff can also be supported by providing clothes and medicines by voluntary teachers.
10. Care system gives the sharing of joy and ethics of teacher as roll model for wards and other employee

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### **POLICY DOCUMENT FOR AUDITORIUM**

Students are instructed to observe and comply with these rules and regulations inside the auditorium.

- The Auditorium should be booked for their programme in advance to avoid ambiguity.
- The auditorium key should be received on a day prior to the programme organized.
- Silence should be maintained while function is going on.
- Chairs should not be dislocated
- Coffee or biscuits should not be spitted on floor.
- Battery should be placed while audio system is used.
- If audio system is over battery should be removed.
- LED Projector screen should be rolled to the original place.
- Podium mike should be arranged at the back of Dias.
- Banner, posters should be removed after the function is over.
- Cleanliness and neat, ambiance should be maintained inside the auditorium by the Beneficiary.
- Throw away the waste in dustbin.
- Switch off light and fans while not in use.

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### **POLICIES ON MAINTAINING GYMNASIUM**

M V Muthiah Government Arts College for Women encourages the Faculties, Students and Nonteaching Staffsto adopt and inculcate the habit of using Gymn for healthy practices and comply with these regulations and rules inside the Gymn for clean ambience. Women faculties and girl students are permitted to make use of gym. Moreover while doing exercises instructions are given to keep their valuables safe under your custody.

- Keep silence while doing Exercise.
- Wear appropriate clothing and shoes.
- Avoid doing exercise during physical illness.
- Keep hands and feet to yourself.
- Do floor Exercise on mat.
- Bring towels and water bottles.
- Don't eat or throw titbits on floor.
- Keep the dumbbells in proper places.
- Keep the speed of Treadmill below 7.
- Maintain ventilation while doing exercise.
- No bare feet are allowed on the floor.
- Don't do exercise on fasting days.
- If you feel giddiness, stop doing exercises.
- Do use equipments not more than 15 minutes only.
- Do stretch workout before you exit.

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**POLICY IT INFRASTRUCTURE - USE OF COMPUTERS**

M V Muthiah Government Arts College for Women retains the following rights and recognize the following obligations with IT Infrastructure.

- ❖ The Lab attendees are appointed on temporary basis in Parent Teacher Association due to no permanent recruitment for the past couple of years. The lab attenders take utmost care of the Personal Computer, CPU, printer, scanner and photocopiers. They maintain them free of dust and air pollutants.
- ❖ Antivirus software have been installed on all computer used on campus.
- ❖ Malicious use of infrastructure resources that harass other user of damage the software and hardware computer of a computing system is prohibited.
- ❖ Students are instructed to handle PC gently.
- ❖ Use fresh papers while taking printout.
- ❖ Don't allow papers to get jammed.
- ❖ Infrastructure resource must be used in support of educational research, academic purpose.
- ❖ User must be caution while using electronic device in storage their documents, reports and projects.
- ❖ User should not modify any information files data's passwords belonging to other students.
- ❖ LCD projector should be used observing the safety electronic rules.
- ❖ Proper shut down of PC, Electronic device are recommended and monitored by Faculty and Lab attenders.
- ❖ It shall be a violation of this policy for any employee student, to engage in any activity that does not confirm to the established purpose and guidelines set forth in this policy for acceptable IT resources usage.

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### **POLICY ON LABORATORY USE**

M V Muthiah Government Arts College for Women instructs and recommends the following rules and regulations in using the equipments while doing practicals in laboratory which ensure the safety and security for the laboratory uses.

Strictly follow the below maintained rules and regulation framed in the policy for laboratory uses.

- Do get permission to use specific lab equipment.
- Bring waste clothes and necessary practical items.
- Handle the glass wares with utmost care.
- Blow gently when you are pipeting substance.
- Don't play or chat inside the lab.
- Don't eat drink while doing practical's in lab.
- Don't taste any chemicals you are working with
- Don't spill chemicals or stains on the floor.
- Don't handle broken glasses with bare hands.
- Do not leave any heated materials unattended.
- Do not place flammable substances near heat.
- Tie up shawls and do not let it to fly air.
- Don't use wet hands while handling microscope.
- Replace all lab items without any damage.
- Fire extinguisher is being maintained in the entire lab for safety purpose.
- If glassware specimens are broken, students should pay breakage amount at the end of academic year.

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**LIBRARY POLICY**

MVMuthiah Government Arts College for Women encourages the Faculty members, Students and Non-teaching Staff to make the best use of the resources and services of the central library.

- All the students, faculties and staff members are the members of the Central Library.
- The library works from 9:30 am to 4:30 pm on all the working days.
- Students and faculty members have to show their ID Card and ensure that their name is entered in the Automatic InOut System (Barcode Linked Automated Gate Register) kept in the entrance of the library.
- The personal belongings (notebooks, textbooks, water bottles, bags etc.) should be kept in the property counter.
- Silence is to be maintained in the reading hall.
- Open access system is in vogue. The users are free to browse any collections and choose the books of their choice either for reading in the library or for home lending.
- The students can borrow two books at a time from the library. In times of necessity, the number may be increased.
- The books are issued for a period of two weeks, which can be renewed for another 2 weeks.
- The librarian has the discretion to ask the readers return the books, which are in demand.
- The magazines, newspapers and books in the library should be used with care. No underlining or marking is permitted.
- If the books are found to be returned by the users in damaged condition, fine will be collected from them.
- If books are lost by the users, the users have to pay three times of cost of the books as fine if they are not able to replace the lost book.
- Those who want to use the computers /net connection available in the library need to enter the required particulars in the separate register kept for the purpose.
- The faculties / staff can borrow up to 10 books at a time.



- The users have to return the borrowed books at the end of every even semester examinations.
- Books will be used only on the production of college identity card.
- Periodicals can be borrowed, but not the latest volumes.
- Question bank collection, dissertations, reference books, newspapers etc. are meant for only reference in the library premises, and not meant for home lending.
- The net connection available in the library should be utilized only for academic and research work, not definitely for personal use.
- The Air-Conditioned Digital Library is meant for the use of all the faculty members and students.
- The users may give suggestions on the reading materials required by them.
- There is not fixed hours for circulation activities. The users are free to borrow / return the books during their free hours, before college hours, during lunch break or after college hours.
- Library stock verification is done every year to find out the books that need to be condemned or bound.

*D. Laky*

**PRINCIPAL**

**Principal**

**M.V.Muthiah Govt. Arts College for Women.  
Dindigul - 624 001.**



**M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN**  
(Affiliated to Mother Teresa Women's University, Kodaikanal)  
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**Dr. D. Lakshmi, M.Sc., M.Phil., Ph.D.**  
**Principal**

### **POLICY ON PLASTIC FREE CAMPUS**

Faculties, Nonteaching Staffs and Students are instructed to observe and comply with these regulations and rules.

Government notifies the plastic waste management Amendment rules 2021 Prohibiting identified style use plastic items by 2022. Thickness of plastic carry bags increased from 50-70 micron from 30<sup>th</sup> Sep 2021. 120 micron with effect from 31<sup>st</sup> December 2022.

The institution implements and adopts policy towards a plastic free zone inside the entire campus

NSS and Department of Economics conducts sensitization programme on the impact of single use plastic by displaying slogans quotes with the hampering of plastic bags, cups, plates and drinking water bottles.

Slogans and quotes are placed at prominent places to create awareness about the ill health of plastic use.

- Maintain the campus "free of plastic".
- Avoid buying water in plastic bottles (single use)
- Don't use plastic carry bags
- Don't throw plastic bags or containers in dustbins.
- Use Tiffin boxes to purchase foods.
- Throw plastic leads, boxes, plastic chappals in the allocated dustbins.
- Use cloth or jute bags.
- Use stainless or glass tumblers in canteens and functions.

*D. Lakshmi*

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### **POLICIES ON USAGE OF CLASSROOMS**

MVMuthiahGovernment Arts College for Women adopts the plastic waste management amendment rules 2021 prohibiting the single use of plastic items in classrooms and campus.

Students and faculties are instructed to observe, follow and comply with these regulations and rules for maintaining plastic free campus for eco-friendly environment.

- Maintain cleanliness in your classrooms.
- Keep your Blackboard dust free.
- Arrange Notes and Books properly in cupboard.
- Don't take lunch inside the classrooms.
- Don't sit or jump on desks and bench.
- Don't scribble on wooden desks or on walls.
- Don't break the glass windows.
- Don't nail on the walls.
- Don't paste stickers or images on the walls.
- Don't store any food items inside rack.
- Shut the windows and door at the end of last hour.
- Switch off Lights and Fans when not in use.
- Broom, Dustbins, Waste clothes should be kept at one corner.

Sweepers are appointed for maintenance of clean campus and litter free class rooms. Classrooms, Verandhas have been allocated for each sweeper for cleaning, web free walls and disposal of solid waste in the dustbins periodically.

Sweepers watch and separate the damaged furniture in secluded places for its renovation. The college cleaning committee ensures the cleanliness of classrooms periodically.

*P. Lakshmi*

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