



AIMAN College of Arts and Science for Women

(Sponsored by : AIMAN Education & Welfare Society)

(Affiliated to Bharathidasan University)

(ISO 9001-2015 Certified Institution)

K. Sathanur, Tiruchirappalli - 620 021.

Email : principal@aimancollege.org

Website : www.aimancollege.org

Tel : 0431 - 2459493, 2455407, 2455876

FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

The resource mobilization policy focuses on achieving the goals and target of the institutional capital expenditure plans phased are reviewed periodically at the beginning of academic year based on the number of courses and its requirement. This is designed suitably to ensure the best infra-structural is made available to students for smooth functioning and conduct of the courses. It is initiated at the beginning of academic year in form of purchase requisition from the head of the department and appropriate allocations are made given the financial compulsions to each of the departments by ensuring accountability and transparency among the staff.

Sources of Funds

The mobilization of fund process is handled by correspondent with the due consultation among the management committee members from the AIMAN EDUCATION AND WELFARE SOCIETY. The funds requirement is withdrawn from the accrual of income and expenditure statement prepared based on collection of college fees, hostel fees, transport Fees, alumni Contribution, donation from philanthropists. The Institution endeavor to utilize the entire money generation towards the development of infra-structural facilities and the monetary support required for the day to-day functioning of the Institution. For any reasons, the deficit is managed through the borrowing internally within the management committee members either in form of interest free loans or bank borrowings.

Optimal Utilization of Resources

An optimal utilization of resources is important for an institution and steering finance committee of the AIMAN EDUCATION AND WELFARE SOCIETY members monitors the utilization of funds in the following order of priorities:

- Salary disbursement to teaching and non-teaching staffs.
- Infrastructure maintenance
- Staff and student welfare disbursement.
- Academic activities such as FDP, Seminar, Workshop, Conference, Guest Lectures.
- Club activities such as NSS, YRC, LEO, EXNORA, CCC
- University / Course Affiliation payments



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- Green Initiatives.
- Transport Maintenance
- Infra-structural capital expenditure

Budget Planning

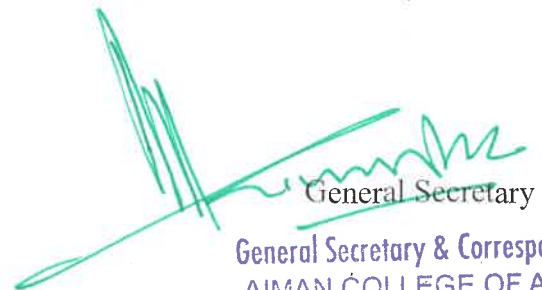
Our Institution correspondent and heads of the departments formulates the yearly budget requirements for the relevant academic year based on their planning for the conduct of regular courses, seminar, attendance for the various conferences, curricular activities and any other functional departmental requisitions either from staffs or students.

- IT Infrastructures and ICT learning resources.
- Faculty development program
- Student enrichment programs
- Green initiatives
- Maintenance of academic and research facilities.
- Library journals and academic books.
- Laboratory equipment and consumables
- Recreational equipment and sports accessories

Internal and External Auditing

Internal Audit is performed periodically on quarterly basis to ensure that the budget is optimally utilized for the purpose it is initially intended and approved by the Management Committee. Monitoring financial management practices is an important process in the internal audit. The internal financial audit will be conducted every year.




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ADMINISTRATION POLICY

Appointment Procedures

Teaching

Quality staff members are very important to bring out the best in the students by sharing their knowledge gained through their qualifications, research and their teaching experience. To bring in best staff the institution adopts the following procedures during the recruitment of faculty.

- Vacant positions are identified priorly based on the teaching hours obligations stipulated by the University.
- Advertisements are given in the newspapers, academicians WhatsApp groups, friendship contacts existing among the staff members informally for collecting the CVs'
- Resumes are scrutinized based on various data such as gender, age, qualifications, academic experience and research conducted in the doctoral study.
- Eligible candidate, qualified and experienced candidates are identified for interview based on scrutiny for formal interview.
- The candidate is asked to present a topic in front of the students to assess their presentation abilities in front of people of subject knowledge, ease of handling classes without inhibition and thereafter interactive session with the Principal / HOD.
- For senior and important positions such as senior vacancies / HOD / Managers, personal interview is conducted by the Correspondent also.
- Management is open to recruit faculties who are eligible, fulfilling the UGC guidelines for the positions with the futuristic approach in mind.
- Upon finalizing the candidature, salary negotiation is conducted between the package sought by the selected candidate and pay structure adapted by the Institution based on the overall numbers of candidates appearing for the interview.
- In conjunction with the approval from the management, the candidate is asked to join on the stipulated depending on academic calendar.
- The appointed staff is requested and expected to provide joining report as part of procedure.



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Non-Teaching

Quality support from non-teaching staff members is required for efficient running of the institution such as laboratory clerical support, collection of fee(s) and timely payment of salary and other related establishment support services necessary to ensure the effectiveness to comply with the working hours stipulated by the Institution.

- Recruitment of non-teaching staff team is assessed based on the strength of the college.
- Continuous monitoring of the various functions and effectiveness in handling support services by the non-teaching teams is periodically calibrated before concluding the requirement.
- Vacant positions are identified priorly and intimated through various audit firms, informal referral and advertisement given formally in the newspapers daily papers circulated in the city.
- Qualified and experienced candidates are identified based on scrutiny and invited for the interview
- The candidate may present their skill sets in front of recruitment team mainly comprising of college management committee members, formed for recruitment of non-teaching staff members.
- The candidates past experience, reasons for leaving their jobs, salary expectations, proficiency and functional knowledge is assessed and suitable are short listed for salary negotiations before concluding the final selection.
- Before issuance of appointment order, all the copies of degree certificate, experience certificate, driving license are reviewed and validated for the issuance of appointment.
- The appointed staff is requested and expected to provide joining report as part of procedure.

Service Progress and Promotion Rules

Both teaching and non-teaching staff members are progressed within the institution is based on well designed and formulated performance appraisal forms duly filled by the individuals for the various criteria detailed therein form. The salary increments and promotion is based on the details given by the individuals in writing.



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Leave Policy

- Staff members those who have completed 6 months of service can avail 12 days of casual leave for a calendar year. Maximum of 3 days can only be availed in a month.
- Staff members those who have not completed 6 months service, can avail one day casual leave after completing 30 days per one-month service.
- Two permissions of 1 hour each either at the beginning of working can be availed in a month. The third permission, in a month will be treated as half a day casual leave.
- Staff can avail 15 days on duty per academic year. Those include attending seminars, workshops, paper presentation, valuation, examiner ship etc. Attendance certificate should be produced.
- 2 Days of restricted holidays can be availed per year.
- A sick leave of 7 days (minimum 2 or 3 days) is allowed after producing medical certificate / hospital discharge summary. Any staff member who has not completed 6 months service can avail sick leave under the discretion of the Principal.
- Women staff can avail maternity leave for 3 months, one month with full pay another two months with 15 days salary. Maternity leave can be availed after completing two years of service and for the first two children.
- Sick leave, casual leave and restricted leave and vacation cannot be combined with one another for the purpose of uniformity among the practices prevailing in institutions.
- Faculty members who are pursuing Ph.D. is given special permission after producing attendance certificate from the Guide.
- Any faculty member with a minimum of 2 years of experience in the institution can avail 15 days for religious tour providing proof for the same, once in five years of continuous service.



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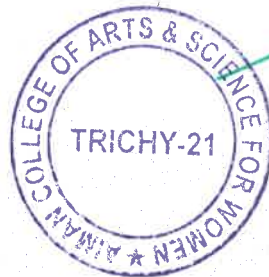
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Resignation

- The institution strictly follows the three-month prior notification from the staff members to the institution in case of their resignation.
- However, the staff who are under probation period may be relieved from their duties with a notice of 14 days, applicable from both the employer and employee side.
- The institution never compels any staff to continue their service in it after they notify their willingness to relieve from their service.
- Management has the authority to terminate any employee from service in case of any in-disciplinary or inadequacy in their inabilities or performance.




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E - GOVERNANCE POLICY

E-Governance steers the functioning of the institution in various domains such as administration, admission, methodology of teaching and learning, waste management and ICT Infrastructure. The policy ensures methodology, transparency and accountability among the Institution. The adapted practices are continuously reviewed by the institution based on the feedback from students / staff members to ensure streamlined approach in E-Governance:

Objectives

- To implement E-Governance for easy and effective governance of the institution
- To extend transparency and quick access to information
- To make effective use of ICT tools for teaching & learning
- To increase the use of library through digitized user-friendly library
- To promote eco-friendly paperless environment

General and Financial Administration

- Providing adequate training to all the staff members to upgrade their technical skills
- Upgradation of Tally software with latest version periodically for generating automatically the Balance Sheet, Income and Expenditure and all other Ledger Accounts including MIS reports
- TDS, Provident Fund, Professional Tax, ESI Payment and any other allowances and services are managed using Public Financial Management System (PFMS).
- The access to PFMS kept confidential considering the privacy of the staff members.
- Accountants instructed to maintain diligence, dutiful and entrusted to deal with private/restricted information with necessary confidentiality.
- Practicing online payment methods (NEFT, RTGS, IMPS, etc.,)
- Implementation of E-Attendance for staff members and students, preparation of assessment reports and other records of faculty members and students with effective use of File Management System Tools



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- Curriculum implementation is monitored through ERP.
- Creation of paperless environment by extending online services for admission, examination, fee payment through online mode of payment to facilitate easiness.
- Automation of library and other administration related works

Website

The institution website serves as a vantage point and mirroring the activities carried out inside the campus. Website provides sufficient details about the college and serve as a place to make important announcements and updates. The institution management engages a service provider continuously for the purpose regular updates to all. An internal committee reviews and make periodical checks on monthly basis about the information published in the website. Training is given to the staff members to keep the website updated every now and then. The committee promotes all necessary pertinent and felicitous features of the institution by providing live updates about the activities held within the campus.

Student Admission & Examination

The following strategies are administered by the institution to assist students in their admission process, examinations and to stay connected with the alumnae.

- Institution ensures simple and transparent admission process through online admission portal in parallel with off-line admission, totally open to all.
- Fee submission, hostel admission and enquiry and record of other grievances can be done through the portal-tabs specified for these purposes
- The E-Governance policy of Bharathidasan University is followed with regard to examination (Creation of student nominal register, Submission of Continuous Internal Assessment marks of the students at the end of each semester, Registration for semester examination, Semester time table, Announcement of results, Result analysis, etc.,)
- Separate tab on the portal and groups on social media is created to stay connected with the alumnae
- Feedback form from the alumnae and their responses are maintained in our database.



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Library Automation

- The institution maintains a well-stacked library with regular subscriptions to e-learning sources like journals, abstract and indexing databases and e-books
- Recommendations of the teachers and students is are considered before subscribing to e-learning sources
- ILMS software is installed with options for multilingual search and export facility
- Online Public Access Catalogue module used for information retrieval using limited preferred terms.

ICT Tools


Hardware Infrastructure

- Institution possesses adequate PCs and laptops and other peripheral devices for staff members and students.
- Projectors and other multimedia devices are installed and maintained in the auditorium, classrooms, conference hall and laboratories.

Software Infrastructure

- The institution provides and maintain adequate configured servers to ensure secured and swift transmission of data.
- Office automation packages and device protection services are in place, purchased, maintained and renewed on time.




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DIVYANGJAN POLICY (FOR PERSONS WITH DISABILITIES)

AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN strictly abides by the Rights of Persons with disabilities Act 2016 that prohibits discrimination against individuals with physical mental disabilities. In accordance with this stipulation, the Institution approach towards persons with disabilities is in total adherence to rules provided by the Central and State Government. The Institution ensure equality and dignity of those individuals and implicitly mandates all among staffs and students towards **persons with disabilities**. Our Institution made all the changes in its infra-structures for easy access for those students with disabilities. The Institution strongly realize persons with disabilities can lead a better quality of life with all necessary support and equal opportunities and effective access to rehabilitation measures.

Policy Guidelines within Institution

- To provide easily accessible and inclusive education for persons with disabilities.
- To inculcate culture of inclusive, non – discriminatory, non – exploitative spheres in education and work.
- To ensure full participation of persons with disabilities in all activities of the college and provide them with equal opportunity in studies, sports, extra-curricular activities that supports their overall development as an individual.
- To ensure and conduct awareness programs for the all the teaching and non-teaching staffs regarding the issues of accessibilities within the campus.

Support measures within Institution for the disabled students

- To ensure the buildings, restrooms, labs, libraries are accessible and barrier-free for differently- abled people including the installation of ramps with railings in all academic buildings, and accessible restrooms.
- A person with disabilities is given admission on whatever course they seek from the Institution and discount of fee(s) payable.
- To conduct special and remedial classes with special attention for these students.



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- To provide the essential signs such as display boards, and signage to allow differently-abled students to navigate freely.
- To improve the learning process of the differently-abled student using various teaching strategies as per their need and wants by conversing with these students.
- To motivate the students with disabilities to participate effectively in sports, extracurricular co-curricular, and academic activities.
- To ensure the availability of Braille software to ease the learning process.
- To facilitate the differently-abled students with scribe, if required, during the university examinations and necessary extra time as per the allowance given by the University.
- To assist students with differently-abled in finding appropriate jobs and pursuing higher education.
- To resolve their issues through the Grievance Redressal system.
- To counsel and conduct therapy sessions on-campus with a student counsellor.



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SCHOLARSHIP POLICY

AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN was established with a vision of “Education to Women is Education to Society” by AIMAN EDUCATION AND WELFARE SOCIETY. The Institution is committed to support the aims and goals of students to achieve their calibre in the area of higher education. The girl students are provided with all possible opportunities and financial burden never comes in the middle as long as their zeal and enthusiasm are proved while pursuing the education. To support the academic dreams of the needy and poor students, the Institution promotes and provide scholarships for the students sourced from Government initiatives additionally with the help of from the Society. Philanthropists and Alumni.

Scholarship Financial Support:

The students are eligible to avail the scholarship based on academic performance or financially poor students and or students with disabilities subject to academic performance and other criteria determined time to time by the Scholarship committee in form scoring of marks, poor students, extra-curricular abilities, sports and part time work within the campus.

- Fees concession in college, hostel and transport fee and some special cases of relevance the percentage is not limited at all.
- Free transport to students within nearby locations.
- Transport and support to pursue parallel courses such as chartered accountancy and cost accountancy courses.
- Special care for the sports quota students in form financial assistance for participation in state and national level competitions.
- Part time salary is paid for students for those working under Earn while Learn Scheme



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Scholarship Eligibility Criteria

- First semester fee to be paid to become eligible for the scholarship
- Excellence in academic performance consistently not less than 80% in all the semester without any arrears.
- Maintaining 80% attendance during the course working days.
- Proof of ration card, community certificate, rural panchayat boards and death certificate of parents
- Candidates may not avail any other scholarship which may be read in conjunction for identifying the eligibility.
- No indiscipline activities or inappropriate behaviour with the other students or administration any time during the course.

Government Scholarships

- All the students are eligible for all kinds of Government Scholarship as per the stipulations published by the Central / State Government.

Private Scholarships

Private scholarships awarded to the students not limited to the following students:

- Meritorious / showing excellence in academics and sports students.
- Children of single parent / without parents.
- Physically challenged students who are not eligible for Government scholarship.
- Children of the employees of our institution.
- Children of parents with acute illness or met with accident.
- Students met with major accident.
- Students having special abilities in any field of interest that is relevant in social life.



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FEEDBACK POLICY

AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN constantly aims for excellence in terms of providing students with an access to all kind of resources, lecture hall facilities, campus-based health support, financial scholarship and friendly environment for undertaking their higher education in an inclusive basis. Pertinent to this, AIMAN College has implemented a feedback system that welcomes recommendations primarily from students, teachers, parents, alumnae, and stakeholders regularly. Feedback from students / teachers is solicited twice in a year and yearly from external stakeholders during the time of admission. Feedback forms is distributed to all parties involved and scrutinized for their comments genuinely as part of overall improvement approach. Following an analysis of the input receipts, the stakeholders' insightful ideas are taken into account and the appropriate ramifications steps are carried out as early possible.

Feedback Collection Procedure

A formal feedback form circulated to students, faculty members, alumnae, parents at regular intervals. Feedback collected on the basis of various criteria such as college infrastructure facilities, quality of academic approach, certification program, the curricular, co-curricular, and extracurricular activities carried out for the futuristic consideration.

Students' Feedback on the Centre of Learning

Student comments on teacher's ability of taking subject topics, syllabus completion, classroom preparation, communication skills, teaching philosophies, are gathered in a questionnaire-based survey. It is requesting the students provide input on the facilities and infrastructure. Feedback on classroom facilities, ICT-enabled teaching and learning tools, libraries, computer rooms, general amenities such as restrooms and relaxing areas, spaces for sports and games, are gathered from students for the futuristic approach by the college administration.



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Feedback from Educators

One of the most essential components of every educational institution is its teachers. Teachers are the esteemed intermediaries of higher learning, contributing enormously to the advancement of academic standards. Teachers are ideal to discuss the topics included in the curriculum and syllabus. Teachers can address learner-centred issues most effectively in the classroom. Educators asked to complete evaluation forms regarding the academic environment, teaching and learning processes, and ambience at the end of the year collected from students.

Alumnae Feedback

Alumnae are integral to the expansion and improvement of every academic institution. The college organises annual alumnae meetings, during which members offer insightful comments, ideas, suggestions regarding the institutional performance, progress and development. During these meetings, the college informs its alumnae about imperative events and issues of the institution such as awards for academic and extracurricular performance, infrastructure development and any other concerns that need to be attended to by the stakeholders. This helps the institution to foster a solid and supportive relationship with its alumnae. Alumnae's contributions and support are indispensable to the institution's growth.

Employer Feedback

An analysis of the institutional outcome of the of the courses offered and university accreditation based on the availability of skilled staffs are studied for providing feedback to the employers. The assessment of the employability and skill development components of the many programmes the college offers can also be enlightening.




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PERFORMANCE APPRAISAL POLCY

Improvement in performance lies in the credit given both as an appreciation to both teaching and non-teaching staff upon their service over the course of time. The performance of the individuals is rated on various criteria relevant to their field of services designed scientifically considering inputs such as qualifications earned during their services, efforts taken to enhance the abilities, conduct of seminars and workshop, students' relationship, introduction of new approach plans etc.

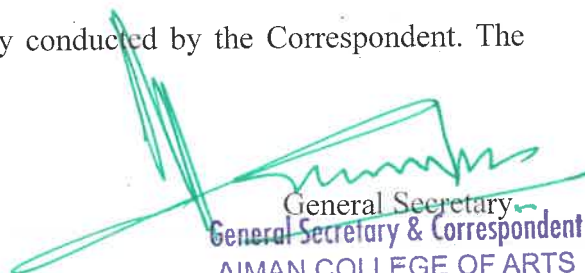
- Our college follows the regulations of UGC on minimum qualifications of appointment of staff and measures their standards.
- The institution undertakes a wide range of activities based on academic requirement for which faculty members are assigned additional duties and responsibilities both in curricular and co-curricular activities including conduct of seminars, attending conferences, notifying the various developments in field of education published by the Central / State Governments.
- Institution devised performance appraisal system based on a structured questionnaire for both teaching and non-teaching staff.
- The objective of this performance appraisal is not only to evaluate the performance, but also to identify the aspects of improvement that lead to further progress and growth of the staff during their employment with the Institution.

Performance Appraisal Procedure

The class committee is represented by the students. The students evaluate the teachers based on subject coverage, punctuality, regularity of the teacher to the class, giving assignments and collecting it on time, conducting exams etc., in the class committee meetings.

The staff members are asked to fill in their performance appraisal form based on their own self-evaluation followed by the review by evaluating committee comprising of Principal, Vice Principal, HOD followed by the final appraisal duly conducted by the Correspondent. The performance appraisal format is detailed herein.




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GREEN CAMPUS AND ENVIRONMENT POLICY

Protecting the environment and leaving it in-tact for the future generation to enjoy is the duty of every citizen of the country. It is the foremost duty of the educational institutions to inculcate this in the minds of the students who are going to be the pillars of future India. This institution initiates Green Campus as one of the main objectives of AIMA COLLEGE OF ARTS AND SCIENCE FOR WOMEN. If girl students are given this awareness, it will surely be inculcated in the minds of their family through them for long time. AIMA takes many quality initiatives to use alternative source of energy for Environmental Sustainability.

- Many trees are planted inside and outside the campus to promote Green Environment.
- Herbal Garden with Indian Medicinal Herbs which are beneficial to maintain the health of the staff as well as students are made ready and maintained in good condition. All the necessary help is rendered by the Management.
- Use of hard paper copies is continuously reduced and digital technology used for any kind of work which does not need physical verification.
- Certificates are given as e-certificates wherever possible even for offline courses.
- E-contents by the staff members encouraged.
- Any kind of documents including the policy document made as a softcopy available on the website for any kind of future reference.
- All attempts are made to use alternate source of energy in canteen, hostel etc., to minimize the usage of gas consumption.
- Water Management System is automated to save water.
- Energy audits conducted periodically and action taken based on the recommendation without any delay.
- Library usage is automated and e-resources is made available online use as and when it is needed by the students.



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- Waste must be segregated into degradable and bio-degradable within the campus itself before disposing and recycling done wherever possible.
- Proper disposal of waste practiced through proper channels.

Waste Management

College strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated within the college campus in an environmentally friendly approach in compliance with the stipulated procedures.

Solid Waste Management

- Collect paper waste produced on campus and collaborate with scrap dealers.
- Reducing usage of paper, digitization of records is encouraged.
- E-mail is the mode of communication followed inside the campus.
- To reduce requirement of printed newspaper, e- newspaper is shared by the College Library.
- Encouraging the students and teachers to use technology-based tools like ERP quiz, google classroom, etc., for assignment submissions.
- Initiatives to spread awareness amongst students about organizing workshops for students on solid waste management.
- Rest rooms are equipped with Incinerators to dispose the used sanitary napkins.

Liquid Waste Management

- Monitor and maintain leak proof water fixtures, taking immediate steps to stop any water leakage through taps, tanks, pipes, tanks, toilet flush etc.
- Reuse of waste water generated out of the Reverse Osmosis (RO) system used for the toilets & gardens.
- Dust bins are used for different types of wastes.
- Sewage water is treated through sewage treatment plant and reused for gardening.
- Rain water harvesting system is in the place to collect & process rain water all over the campus.



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(ISO 9001-2015 Certified Institution)

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Tel : 0431 - 2459493, 2455407, 2455876

E-Waste Management

College ensures that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards.

- Collaboration with e-waste recycling companies is done to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices.

Water Management

- To increase water resources in the campus rain water harvesting is implemented.
- To minimize water usage alternate technologies are used.
- To provide purified water Reverse Osmosis plant has been installed in our campus to fulfil the drinking water requirement of the campus.
- To recycle waste water and reutilizing it for drinking, cleaning, gardening and other daily maintenance works of the institution.
- To connect all the buildings through rain water harvesting system.
- To prevent stagnation through good rain water, drain infrastructure.
- To collect water in a water bund constructed inside the college campus.
- To equip the campus with bore wells to store the water.

Energy Management

Solar Energy

- Use of solar water heater and solar lights to reduce consumption of electricity.

Use of LED bulbs

- To use only LED lighting to save energy inside the campus in possible places.



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Sensor based energy conservation


- Installed use occupancy sensor-based lights in the campus.
- Installed control switches wherever possible to save energy.
- Installed automatic water level sensors in the water sump.

Pollution Control

- To check the pollution and make it clean to make the institution a green campus.
- Use of hard copies must be reduced and digital technology must be used for any kind of work which does not need physical verification.
- Awareness to be provided to students regarding pollution control.
- Audits must be conducted periodically and action must be taken based on the recommendation without any delay.
- No Vehicle day should be celebrated once in a year whenever possible.

Any initiative to protect the environment or save the energy either as an idea or as research proposal will be funded by Management.




General Secretary
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AIMAN STAFF WELFARE POLICY

The AIMAAN Staff Welfare Policy ensures robust welfare measures for both teaching and non-teaching staff, alongside opportunities for career growth. In addition to fostering intellectual and professional development, the policy includes provisions for financial assistance. Professional growth is supported through regular training sessions, workshops, and seminars. Teaching faculty are encouraged to pursue academic progress, while administrative staff are insisted to enhance their administrative skills. Management prioritizes employee well-being and strives to enable each staff member to achieve their full potential.

Professional Development Support Scheme (PDSS)

- Faculty members can avail on-duty leave for attending FDP, Conferences, Workshops, Seminars and also reimbursement.
- The faculty members can receive incentives for publication.

Financial Assistance under Loans and Advance Payments

- Fee Concession for staff members children
- Salary advance scheme
- Financial assistance for medical emergencies
- Free consultation is offered at our college through a health care camp.

Career Advancement Support

- Free capacity building trainings and orientation programmes for Teaching and Non-Teaching staff at different levels.
- Workshop on facilitating ICT tool usage for effective teaching-learning and Learning Management System (LMS)
- Free Access to ICT facilities



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Infrastructure Facilities

- Pure Drinking RO Water
- Free Wi-Fi, Free email addresses in the institutional domain name
- Provided Free Stationary and Printing
- Ramp facilities in all the blocks
- Differently able friendly rest rooms

Statutory Welfare Measures

- Professional Tax payment
- Employee Provident Fund scheme

Non-Statutory Welfare Measures

- Wedding Leave for Management and Teaching Staff
- Flexible Working Hour for staff with special needs
- Reduced Teaching Hours in workload for staff in Administrative roles

Miscellaneous Welfare Measures

- Faculty can avail free commute from and to various parts of the city in the college bus.
- Free staff tour
- Maternity leave
- Uniform for Security, Drivers, Sweepers and Scavengers
- Tea and Refreshments for all staff members
- Gift to staff on Teachers Day
- Celebrating days of importance
- Fellowship Lunch for Staff during occasions
- Yearly sports competitions for all the staff during college sports day



General Secretary .

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