



SOKAIKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

FINANCIAL POLICY

- Monthly budget are prepared
- Revenue budget and capital budget are prepared on monthly basis
- Recurring expenses like salary, electricity charges, provident fund, repairs and maintenance are budgeted according to the previous month actual expenses
- Budgets and actuals are analyzed and its variance are monitored
- Capital expenditure are spent according to the stage of progress
- Department wise budget are prepared and then consolidated
- Semester fees collections are considered while planning for the revenue and capital budgets

Chairman

**SOKAIKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN**
MADHANANGKUPPAM, CHENNAI - 600099.



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INFRASTRUCTURE POLICY

Soka Ikeda College of Arts & Science for Women is keen on developing the infrastructure and maintaining it systematically. Every year, the Management lends financial support to enhance the infrastructural facilities, ensuring a conducive teaching-learning environment.

Objective:

To address the infrastructural needs for teaching learning.

To maintain a clean and safe environment.

Process

Laboratories and classrooms are refurbished regularly.

The campus is kept clean with environmental consciousness.

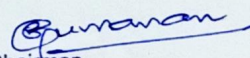
Sports grounds are periodically maintained and kept usable for conducting games throughout the year.

A register is maintained for infrastructural needs and maintenance to promptly address the immediate requirements of faculty and students.

Maintenance works are monitored through a Maintenance Committee, which comprises the Principal, Vice Principal, Physical Director, Hostel Warden, Maintenance In-charge, Electrician, Systems Maintenance In-charge, Lab Assistants, Gardener, and Office Assistant.

The service of all equipment is conducted through Annual Maintenance Contracts (AMCs).

Safety measures are periodically checked.


Chairman

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GREEN POLICY

Soka Ikeda College of Arts & Science for Women is committed to functioning with environmental responsibility. This is carried out through eco-friendly practices such as energy conservation, reduced paperwork, recycling of wastages and water management. Planting trees and developing greenery are given prime importance. Nearly 800 trees are planted so far. Creating awareness of environmental issues among stake holders and community is promoted.

Objective:

- To keep the environment clean and eco-friendly.
- To create awareness on eco-friendly practices inside and outside the campus

The practices followed

1. Aims and objectives are communicated to stakeholders.
2. Recycling and reusing solid waste.
3. Effective management of water resources.
4. Observing "No Vehicle Day" to reduce pollution within the campus.
5. Maintaining herbal garden.
6. Planting trees every year.
7. Promoting electronic documentation, wherever possible.

Chairman

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RESEARCH AND DEVELOPMENT POLICY

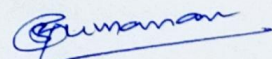
Soka Ikeda College of Arts & Science for Women is committed to promoting research and the transfer of knowledge. The college believes that doing research and updating knowledge enhances the teaching learning process.

Objective:

- To promote research aptitude among faculty and students.
- To support with financial benefits to faculty involved in research.

Process:

- Research and Development Cell is formed and FDPs, Conferences and Seminars are conducted annually.
- Faculty is provided with financial support to present papers.
 - 50% - international conference
 - 25% - national conference
 - 10% - state level conference
- An increment is given to the teachers who complete Ph.D.
- Faculty and students are encouraged to use N-List for research.
- Publication of books is encouraged.


Chairman

**SOKA IKEDA COLLEGE OF ARTS
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MEDAKKURUPPAM, CHENNAI - 600099.



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ADMISSION POLICY

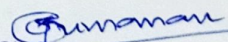
Soka Ikeda College of Arts & Science for Women offers UG, PG and Research Programmes under the affiliation of the University of Madras. The admission procedure is carried out in compliance with the norms of the University. After proper scrutiny of eligibility criteria, students are enrolled in programmes of their choice. The policy ensures that the admission procedures are transparent and merit-based and all eligible applicants are selected.

Objective:

- To make the admission process transparent.
- To follow the norms of the University in the admission process.
- To adhere to the rules of the government.
- To maintain the confidentiality of the details of applicants.

Admission process

- At the end of every academic year, the details regarding the programmes offered are advertised through newspapers, posters and flex boards.
- Admission Committee is headed by the HOD of a department. However, all HODs actively involved in the admission process.
- Applications are made available both online and offline.
- All applications received are scrutinized for eligibility. If necessary, applicants are asked to get an eligibility certificate from the University of Madras.
- The reservation norms of the government are also checked and verified.
- For fee concession, necessary documents are obtained from students.
- On submission of necessary documents, the admission committee verifies the details given by the applicant. Then the student proceeds to pay fees.


Chairman

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STAFF WELFARE POLICY

Soka Ikeda College of Arts & Science for Women provides support systems for the benefit of its staff.

Objectives:

- To provide financial support for presenting papers.
- To provide financial support to the children of non-teaching staff.
- To get membership in the professional bodies.
- To give public library cards to faculty.
- To provide insurance for staff.
- To hone the professional skills of staff

Process

- The membership fee in the professional body is paid completely by the management.
- American library cards are given to faculty.
- Accident Insurance Coverage is given to the staff.
- FDPs are conducted every year.
- Professional training is given to non-teaching staff.
- The children of non-teaching are benefit from Sethu Irani Fee Concession.

A handwritten signature in blue ink, appearing to read 'G. Suman', is written over the printed name 'G. Suman'.

Chairman

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E-governance Policy

Soka Ikeda College of Arts and Science for Women, with the objective of ensuring hassle-free college operations, has implemented an e-governance policy across various functions such as admission, finance and accounts, examination administration, and library management. This policy facilitates the transparent functioning of the college and proves to be effective and time-saving.

An open and direct methodology is adopted in the admission process through automation procedures, making the workflow paperless in alignment with the college's Green Policy. The admission form is accessible on the website, allowing students to fill out forms online and submit them electronically.

The transaction of money by the stakeholders in terms of semester fees or examinations or any such payment is maintained in Tally. The records of the transaction are maintained confidentially and securely.

The college provides automation software for faculty to register examination records, draft course planning, and mark student attendance. This software aids in evaluating cumulative student learning, with records easily generated at the end of each semester.

A bio-metric system is used on the campus for the maintenance of the records of the faculty working hours and the records are generated automatically and systematically.

The college's library is partially automated, offering e-resources and e-books to faculty and students to support continuous learning. Faculty and students can easily access all e-learning resources.

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PURCHASE POLICY

FOR COMPUTER, ACCESSORIES, BOOKS, LAB MATERIALS, ELECTRICAL ITEMS & STATIONERY ITEMS:

- Indent received from the respective departments by the purchase section
- Indent are analyzed and approval are obtained from the concerned dept head
- Stock positions are obtained from the storage section
- Quotations are obtained and rates are analyzed with the payment terms
- Quality, rate, post service, reputations are analyzed and purchase orders are placed

FOR THE CIVIL CONSTRUCTION WORK:

- Requirement of the construction work and utilization are analyzed
- Benefits from the constructions are analyzed
- Construction plans are obtained and analyzed with the user department
- Quotations are obtained from various construction companies
- Their performance, quality of service / construction, post service, time for the constructions, handing over procedures, payment terms are analyzed
- After giving the work to the construction contractors their works & its progress are monitored at periodical intervals.
- Payments are made based on the progress of the work

Chairman

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STUDENTS' UNION POLICY

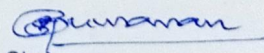
Students' Union functions as a link connecting the Management, the Principal, faculty and students. It helps to execute the activities of the college under the supervision of Students' Union Faculty Advisor. Every year, one particular department is allotted the work of the Students' Union and the HOD of that department functions as Students' Union Faculty Advisor. The secretaries and joint Secretaries of departments, cells, clubs and Part V forums function along with Union President, Vice President, Joint Vice President, Secretary, Joint Secretary, Treasurer, Sports Secretary and Fine Arts Secretary.

Objectives:

- To organize cultural and sports activities inside and outside the college.
- To create awareness of issues that needs students' cooperation
- To hone the leadership qualities of students.
- To help students to voice out their problems through Class Representatives Meetings.
- To teach students the importance of team building

Roles and Responsibilities of the office bearers

- To organize programmes for Teachers' Day, Gandhi Jayanthi, Global Amity Day, Global Harmony Day, National Days and International Days.
- To conduct Freshers' Talent Meet; Kalakshaya, Inter-departmental cultural competition; Vaagai, Inter-collegiate cultural competitions; Union Valediction; Farewell for final year students and Margazhi Utsav.
- To conduct competitions for Onam, Navarathri, Christmas and Pongal.


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STUDENT WELFARE POLICY

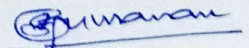
Soka Ikeda College of Arts & Science for Women aims to provide holistic education to women from all strata of society. To achieve this, the college maintains a good value system and has established a code of conduct for the students. The college provides fee concessions to students under various categories to encourage the less privileged to obtain a quality education.

Objective:

- To create an environment where students feel inclusive and safe.
- To maintain a code of conduct and to ensure that students adhere to it.
- To bring out the capabilities of the students.
- To assist students financially in pursuing education.
- To promptly address students' problems with impartiality.

Process:

- All students are encouraged to participate in college activities.
- The code of conduct is established and communicated to students through the website and the calendar.
- To provide a good platform for students to exhibit their talents.
- Economic help is rendered through Sethu Irani Fee Concession.
- PG Fee Concession is given to the students who pursue their PG in our college
- The scholarship committee guides students in obtaining government scholarships.
- Leadership qualities are promoted through the Students Union.
- Students are provided with an email and grievances boxes to express their grievances.
- For exam-related grievances, students are encouraged to use an email provided by the Exam Grievance Committee.
- Anti-Ragging Cell, Anti-Drug Cell and Anti Sexual Harassment Cell are created to help student's issues.
- An in-house clinic, Nalam, is established for medical emergencies.
- Through mentoring sessions, students are counselled by mentors. Student's Counselor helps in solving the psychological and mental issues of the students.
- Career Guidance Cell organizes programmes to prepare students for good placement.
- Placement Cell takes initiative to place students in good companies.
- Hostel facilities are offered, with priority given to sports quota students.


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SETHU IRANI FEE CONCESSION

Soka Ikeda College of Arts & Science for Women to achieve its vision of empowering women offers fee concessions to students under several categories. Sethu Irani Fee Concession is provided every year. The applications are verified by the concerned HOD and Principal. After the final approval from the Chairman, Dr. Sethu Kumanan, the concession is offered to the students. The following categories of students are eligible to receive this concession:

- **Category 1: Sports Quota**

Students who excel in sports at the **state level and national level** come under this category. These students are exempted from paying tuition fees and are also given free accommodation and food in the college hostel. The cost of sports dress, shoes and travelling expenses while going for competitions are also borne by the management. The students from SDAT are exempted from tuition fees.

- **Category 2: Rural Community**

The students who hail from **rural backgrounds** are exempted from paying tuition fees after proper scrutiny.

- **Category 3: Destitute**

The students who do not have **both parents** and are under the care of relatives or special homes are exempted from tuition fees.

- **Category 4: Single Parent with low income**

Students who have **single parent with an income less than Rs. 10,000** per month are exempted from paying tuition fees.

- **Category 5: Economically Weaker Section**

The students from lower strata of society whose parents' monthly salary is less than Rs. 10,000/- are exempted from paying tuition fees.

- **Category 6: NGO Reference**

The Students who are recommended by NGOs for fee concession are exempted from paying tuition fees. The credentials of these students are verified by the NGOs.

- **Category 7: Non-teaching Staff Quota**

The **daughters of the non-teaching staff** are exempted from paying tuition fees.

- **Category 8: Others**

Students who face a timely economic crisis are sometimes considered for fee concession.

These fee concessions are provided to the students who ask for it, by submitting a letter to the Chairman. However all categories must pay Other Fees. The decision of the Chairman, Dr. Sethu Kumanan and Secretary, Mrs. Kogilam Kumanan is final.


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MEDIA POLICY

Objective: To disseminate the information to the public on the academic and non-academic activities.

Procedure:

The Media team is headed by the Coordinator and the members who involve in collecting the details from all the departments and send it to virtual and print media.

A write up in Tamil and English with a high quality photo is submitted to the media. A team of members edit the contents and makes it professional.

Every activity of the college is posted in the media effectively after the meticulous checking by the team members.

To ensure to maintain the dignity of the college.

To promote the activities happening on the campus.

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EXAMINATION POLICY

An Examination Committee is formed with the Chief, ably assisted by a team of faculty in conducting the Internal and University examinations as per the guidelines framed by the University of Madras. Their role is to frame the timetable for the internal exams, collect the question papers and conduct the examination in a proper way with the help of the invigilators. The committee also sets up certain policies to be followed by the students at the examination hall.

There are two Internal exams for 2 hours for 50 marks and a Model exam for 3 hours for 75 marks following the prescribed pattern for each semester. The allotted syllabus should be covered by the faculty before the commencement of each exam.

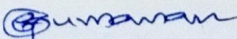
Students should have more than 75% to appear for the University examinations.

Rules to be followed inside the examination hall

- ✧ Students are not allowed to enter the hall with out an identity card.
- ✧ Students should be on time to the exam hall and to be seated quietly.
- ✧ Students should not bring any gadgets to the exam hall and to leave their bags outside.
- ✧ Students who are in need of a scribe, should produce the required documents prior to the exam committee.
- ✧ Students are strictly prohibited from involving in any malpractices in any form.
- ✧ Students if found guilty, are debarred from appearing for the examinations.

However, the punishment is solely the discretion of the Exam Committee after consulting with the Principal.

- ✧ Students must not scribble anything in the question paper or indulge in copying in any way.



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POLICY FOR ENERGY CONSERVATION

Soka Ikeda College of Arts and Science for Women aims to reduce energy consumption through alternate methods.

- Solar system with a zero export meter device of 25 KW is installed. Solar panels are placed on the top of the buildings.
- Light-emitting diode (LED) bulbs are used in the campus.
- The incandescent light in the classrooms are replaced with LED bulbs.
- A Sensor is used to avoid overflow of water in overhead tanks.
- Rain water harvesting is done excessively.

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POLICY FOR DISABLED FRIENDLY ENVIRONMENT

Soka Ikeda College of Arts & Science for Women creates friendly and barrier free environment for the disabled students.

- Ramp facility is provided for the disabled students to move freely.
- Scribe facility is provided for students with visual disability.
- Ground-floor classrooms are allotted for spastic students.
- Awareness Programs and Career Guidance Programs are conducted for differently-abled students to create awareness on the schemes in government sectors, employment opportunities, and scope for Higher Education.
- Special Need Cell is formed and through that Cell various training programmes and workshops are organized to help the differently abled students.
- Scholarship from the Help the Blind Foundation is arranged for the Visually Challenged students.
- The college takes steps to obtain white canes, educational equipment and other aids such as a pen drive and mobile speaker from the Lions Club, National Association for the Blind and Karna Vidya Foundation.

A handwritten signature in blue ink, appearing to read 'G. Manan', is written over a horizontal line.

Chairman

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POLICY FOR WASTE MANAGEMENT

Soka Ikeda College of Arts & Science for Women manages all types of wastes generated in the campus in an environmentally friendly manner.

SOLID WASTE MANAGEMENT

The solid waste generated in the campus are collected, segregated, and disposed properly. Waste bins are kept separately to dispose wet waste, chemical waste and paper waste. These bins are differentiated with colours and the students are educated to segregate the waste properly. To maintain cleanliness dustbins are kept in all classrooms, staff rooms, administrative office, canteen, inside and outside toilets. Solid waste is discarded every day to the Municipal Corporation. Leaf litter in the campus is collected in a large pit and allowed to decompose naturally to be used as a natural manure. Paper waste is recycled in collaboration with ITC Ltd., and Nish Elgha Technologies Pvt. Ltd.

LIQUID WASTE MANAGEMENT

Pipes, taps, tanks and toilet flush are checked from time to time for any leakage. Waste water from RO system is used for garden and bathroom. Rain water harvesting is done in the college campus.

E-WASTE MANAGEMENT

E-waste is discarded in collaboration with R.M computers, an authorized e-waste dismantler. Awareness among students regarding reduction of e-waste in an environmentally friendly disposal is given.

CHEMICAL WASTE MANAGEMENT

Activated Charcoal treatment is followed. Chemicals used in laboratories are diluted and properly treated them with activated charcoal.

BIOMEDICAL WASTE MANAGEMENT

Biomedical wastes are collected in a separate bin and disposed through Stannis Real Diagnostics and the Municipal Corporation, Chennai.


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