GOVERNANCE POLICY

Since 1947

PSG College of Arts & Science

Autonomous & Affiliated to Bharathiar University
Accredited with 'A' Grade Level by NAAC (3rd Cycle)
College with Potential for Excellence
(Status Awarded by the UGC)
Star College status awarded by the DBT-MST
An ISO 9001:2015 Certified Institution
Civil Aerodrome Post
Coimbatore - 641 014

GOVERNANCE POLICY

Preamble

PSG College of Arts & Science was established by the PSG & Sons Charities with a motto of "Charity through Education". Hence the governance and functioning of the college is based on the following:

Benevolence – Committed towards producing benevolent citizens/graduates.

Freedom & Flexibility – Institution believes freedom is not absence of constraint but development of self-constraint.

Creative and Constructive Curriculum – College is determined in providing a curriculum that nurtures students' minds with creative and constructive ideas for successful career.

Accessibility – Organization treats physical and academic assets as commodity open to stake holders.

Equality – People are defined by their humanity and not by their caste/religion/nationality.

Quality – College considers quality as its prime responsibility so as it is embedded in all organizational actions.

Hence the Vision and Mission of the college has been framed keeping the above in mind for all times.

Vision

To offer academic programmes with contemporary relevance and job-connect, with in-built modules for character and skill building.

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Mission

- To offer estimable value and need based education, with a view to create in students, the urge to be good citizens of the nation

- To inculcate the spirit of compassion, kinship and commitment for national harmony

- To progressively adapt ICT enabled Teaching-Learning methods

- To maintain a vibrant research culture

Governance Policy of the Institution is an integral part of administration that acts as fundamental guiding principles; to define the roles and responsibilities of authorities; to facilitate instructions for carrying out institutional activities; to pursue academic excellence without undue interruption; to make necessary actions to solve any discrepancy.

Need

The purpose for development of Governance Policy is to

- Categorize authorities of the institution and define the powers delegated
- Formulate strategic plan for achieving goals and direct the stakeholders through competitive principles towards vision and mission
- Develop composed, systemic, responsible and committed management system
- Assure authorized and ethical performance of the college
- Ensure progression and achievements of academic actions planned and implemented.
- Review and verify quality actions of the institution

Scope

1. Administration
2. Admission
3. Academics
4. Infrastructure &Facilities

5. Student Support &Progression
6. Recruitment, Career Progression and Capacity Building
7. Collaboration and Influence
8. Finance Management

Objectives

- To set, assess, manage, control and achieve vision and mission
- To build strong, supportive and participative leadership
- To operate individual entities of institution under single-unified management
- To develop strategic structure that supports effective execution of organizational plans
- To provide education that results in transformation of every student in the institution
- To promote and safeguard rights and freedom of students and staff without disadvantage
- To uphold teaching, research and integrity of faculties to attain academic excellence
- To facilitate professional competency through capacity building initiatives
- To prevent misconduct and to have fair, open and transparency in institutional activities so as to align with ethical values
- To ensure maintenance of pure, reliable and authentic data for sustainable functioning
- To furnish discrimination free, equal and moral culture among students and to develop a sense of duty to conserve nature

Verticals

PSGCAS would function in specific verticals as detailed below, which is inclusive yet not exhaustive.

1. Strategic Plan

Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders.
- To nurture students through dynamic & experiential learning by reinforcing values.
- To support learning, research and skill development by strengthening physical facilities.
- To focus on employability, entrepreneurship and skill development to aid students in achievinggoals.
- To upgrade faculty competency through capacity building activities and research.
- To maintain sustainable financial status to ensure academicstability.
- To augment administration, faculty and studentconnectivity.

Scope

Stakeholders of the Institution

Areas

- Academics
- Administration
- Admission
- Student Support & Progression
- Capacity Building & Collaboration
- Infrastructure and Facilities
- Finance Management

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2. Administration

Purpose

- To manage and supervise academic and administrative function of the institution.
- To develop and revise policies &procedures.
- To operationalize policies and implement strategicplans.
- To ensure compliance with rules& regulations of Government, Statutory bodies and Regulatory bodies.
- To guide, recognize and regulate on financial matters of the institution.
- To have standards and evolving curriculum and teaching process.
- To provide safe, secure and eco-friendly campus.
- To audit, evaluate and reassess the institutional activities.

Scope

Stakeholders of the College

List of Areas and their activities

- Policies and Procedures
    - Governance, HR management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilization of Academic support facilities, Finance, Audit, Student & Staff programmes, Welfare measures, Operation of councils & committees, Maintenance & replenishment, Examination, Audit & evaluation, Career & guidance.
- Controller of Examinations
    - BOS, Fee payment, Exam commencement, Question paper setting, Conduct of exams/supplementary exams, Malpractice prevention, Evaluation/re-evaluation, Result declaration, Mark sheets and Degree certificates provision.
- Internal Quality Assurance Cell
    - Strategic quality analysis plan, assessment and evaluation; Audit, Accreditation and Review; Feedback system – student, teachers, employer & alumni and ATR.

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- DataManagement
  - Student records, staff records, resources data, Infrastructure & facilities, Library andAdmission.
- Career Guidance &Counselling Cell
  - Placement, Innovation Incubation centre, Entrepreneurship development cell.
- Audit &Accreditation
  - Green audit, Academic & Administrative Audit, ISO, NAAC, AICTE, Swachata, ARIIA &NIRF.
- Inclusiveenvironment
  - Eco-friendly campus, Discrimination & harassment free initiatives, Observing National/International days and Festivals.

3. Academics

Purpose

- To provide student-centric Outcome Based Curriculum
- To expose student store search and technology to induce independent critical thinking
- To focus on prompting societal learning through social immersion activities
- To promote unified and need specific academic culture

Scope

Students

List of Activities

- Curriculum
  - OBE, Experiential/Participative Learning, feedback system.
- Tutorial system
  - Bio-data, Student activity records, Advanced/slow learners-methods to support learning, Problem solving, Student performance appraisal.

- Academic flexibility
  - Eg: CBCS, Inter-disciplinary and Intra-disciplinary, Ad-on courses
- Use of ICT
  - E- resources, Online evaluation-General awareness, LMS, Wi-Fi, Smart classrooms
- Supplementary Enrichment Programmes
  - Trainings, Internships, MOOC, Cross cutting programmes – Eg: Workshop/seminar/guest lectures/conference.
- Research
  - Funded projects & Non-funded projects
  - Inter-disciplinary & inter-departmental activities, Resource sharing, Innovative ecosystem, Patency, Innovation awards
- Academic culture
  - Discrimination free campus & Gender equality
- TLP and Evaluation
  - Methods of delivery, work diary, feedback on teachers and ATR

4. Admission

Purpose

- To attract student population from various geographical areas.
- To provide undivided merit based, fair and transparent admission.
- To support the increase in rate of GRE in higher education as a contribution to national development.
- To aid finance mobilization for institutional development.

Scope

Students and Management/Administration

List of Actions

- Demand Ratio
  - Total number of candidates registered, total number of candidates admitted
- Enrollment
  - Enrollment percentage
  - Lateral entry percentage
  - Transfer students - Course transfer within college
  - Dropouts
- Student diversity record(Regional/Nationality/Community/Religion/Minority)
- Data ofstudents
  - Differently challenged students
  - Sportsperson
  - Economically weaker students
  - Mother Tongue
  - Ex-service/military
  - Medium of instruction in school

5. Infrastructure & Facilities

Purpose

- To cope with the evolving needs of student-centric learning system.
- To foster the demands in research and careeraspects.
- To provide supportive facilities to conduct academic and extra-curricular activities.
- To render safe and secure campus environment.

Scope

Stakeholders and community

List of Amenities

- Physical facilities
  - Office, Blocks, Pathway & Pavement, Washrooms, Power room, water management, emergency exit & Fire safety.
- Classrooms, Laboratories& Research Facilities
- ICT infrastructure
  - Eg: computers, Wi-Fi bandwidth, LAN, LMS, smart classroom, e-content development facility.
- Library/Resource Facilities
  - Digital section, Books, Journals, Competitive exam section, Back volumes, Braille system, software, nature of automation and membership.
- Sports and Cultural facilities
  - Indoor & out-door facilities- Games, yoga intra/inter-college cultural and sporting events.
- Maintenance &Replenishment
  - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation
  - Solar panels, Solar grid tie, Bio gas plant, Battery powered vehicles, Rainwater harvesting, Charging pit, Bore well/open well recharge.
- Facilities for Waste Management
  - Solid &liquid wastes, e-waste, bio-medical waste, Waste recycling, water conservation-, waste water recycling, Vending machine, Incinerator.
- Green cover
  - Landscape for flora and fauna.
- Additional in-campus provisions
  - Utility store, Hostel for boys and girls & Food service centres and medical facilities.

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- Facilities to support people with special needs
  - o Braille learning in library, Ramp, Scribe, Lift & Differently-abled friendly washrooms, signposts, assistive tools.

6. Student Support and Progression

Purpose

- To equip the students with domain specific and non-domain specific skills
- To inculcate value system among students
- To support the students financially via scholarships
- To motivate and help in upward progression of students in career
- To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students

Scope

Students

List of Activities

- Mentor-mentee system
  - o Remedial Classes, counseling
- Grievance Redressal & Welfare measures
  - o Grievance committee-sexual anti-harassment, ragging, financial support-scholarship, free ships, part-time campus job, insurance, medical assistance.
- Competency building programmes
  - o Academic programmes (Seminars/workshop/guest lecture/conference &Advanced & Slow learner based supportive actions)
  - o Linguistic development programmes
  - o Competitive exam coaching (NET/SLET/Civil services)

- Modules on Human Values
  - Value education, women studies, language classes, Gender equity club, EVS, community service-extension activity.

- Participatory Engagements
  - Social immersion activities, Cultural activities, Leisure/ Clubs & Forum events & Publications – Student Magazines.

- Feedback system & student satisfactory survey
  - Curriculum enrichment, faculty capacity building and infrastructure & facilities.

- Alumni engagement
  - Trainings, motivational talks, scholarship, feedback, employment and conduct of events.

- Career building engagements
  - Career counseling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/ Recruitment actions.

- Collaboration
  - On-job training, Research, Internship & Inter institutional activities.

- Students performance (Curricular and extra-curricular activities) recognition
  - Regional/national/international level participation – Awards, Rewards, Certificates and Medals

7. Recruitment, Career progression & Capacity building

Purpose

- To appoint proficient and dedicated faculty members and support staff

- To improve learner centric teaching methods through trainings and orientations

- To support faculty members in meeting the needs of evolving education for

upgrading curriculum

- To enhance staff capabilities for fostering students towards higher order thinking
- To upraise competency of faculties to meet technological & digital evolution in education
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff

Scope

Faculty members

List of Activities

- Career development programmes
    - Faculty Development Programmes, ICT Trainings, Refresher courses &Skill Trainings.
- Yoga, wellness programmes& Welfare Measures
    - Awards day, cultural & sporting activities, Loans, Maternity Leave, Concession in medical treatment at PSGIMSR.
- Financial support
    - Conferences, workshops, trainings and membership fee for professional bodies.
- Teachers day celebrations
    - Awards, Honoring retired staff.
- Trainings for implementing new ICT concepts
    - In-house and out campus trainings.
- Aiding research, patency & consultancy activities
    - Seed money, Incentives for publications/Ph.D, support from government and non-government agencies, Publications.
- PerformanceAppraisal
    - Incentives, salary increment, promotions

8. Collaboration & Influence

Purpose

- To diversify knowledge through Academia-academia /Industry collaboration.
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres
- To promote cross-skilling through Inter-departmentaland Intra-institutional partnership
- To takeup social responsibility by sharing expertise with community

Scope

Faculty members, support staff and students

List of Activities

- Consultancy
    - Industry, start-ups, other educationalinstitutions.
- Collaboration with National and International institutions and Industries
    - Corporate training, on-job trainings, internships, counseling, innovative practices, IPR, faculty/student exchange, research
- ResearchCenters
    - Research, Problem identification and solving methods,techniques.
- GovernmentOrganizations
    - Trainings, Internships, Counseling & awareness programmes.
- Community
    - Counseling, skill development, wellness assessment, medical support, awareness programmes.
- InnovativeEcosystem
    - Incubation centre/start ups, research, EDC, Research

9. Financial Management

Purpose

- To ensure adequate availability offinances.

- To mobilize and utilize funds effectively and efficiently.

- To maintain sustainable financial flow for concrete institutional development

- To prepare budget and analyse income &expenditure

Scope

Planning, allocation and controlling Institutional finances.

List of Activities

- Review and decision making on fund mobilization

- Financial decisions and budget from each departments

- Budget & Expenditure
    - Infrastructure & Physical facilities
    - Academics (Eg. BOS, Laboratory, Seminars,etc.)
    - Students (Placement, trainings- soft skills, communication skills, life skills, technology trainings,scholarship/free ships)
    - Administration (Aided and self-financing offices,audit)
    - Seed Money forResearch
    - Faculty Development programmes
    - Maintenance
    - Stationeries
    - Salary &Contracts
    - Equipment
    - Staff & Student trainings
    - Cultural & Sports events
    - ICT (Hardware & Tools investment)

- Mobilization
  - Government Agencies (Infrastructure, research, etc.)
  - Non-governmental agencies
  - Individuals/ Alumni sponsors
  - Management
  - Consultancy
  - Incubation Center
  - Student Council & Department Association
  - Admission

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E-Governance Policy

The Institution through framed e-governance policy supports and drives documentation of administrative activities and database management by implementing e-governance software and applications. Implementation of e-governance aims at effective utilization of cloud storage for transparent and easy accessibility of administrative functions.

Objectives

- To support institutional governance through centralized e-information approach.
- To ensure speedy and authenticated governance data services.
- To utilize the technological advancement in ICT for improving quality of institutional functioning.
- To make faculties competent in use of ICT enabled services.

Scope of the Policy

- Easy accessibility and more transparency in management activities.
- Computational user friendly data entry and storage.
- Ready availability of information despite geographical location.
- Quick and reliable data transfer between internal and national/global entities.
- Contribution towards nature conservation through paperless governance activity.
- Supports government initiatives on digitalization.

Policy for e-governance

PSG CAS strives to make administrative operations efficient and computerized by implementing specific and customized software developed for the institution. PSG Software Technologies drives the e-governance and applications for PSG Institutions. The modules covered through various digital deliverables includes,

1. Finance
2. Admission
3. Attendance
4. Examination
5. Academic Activities
6. Academic Allied and Extra-curricular Activities

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1. Finance

Monetary actions and financial transactions of the Institution and within the institution to be tracked down, maintained, monitored and reported through customized, separated or added modules developed by PSG Software Technologies or bought from software developers.

2. Admission

Enable student admission process online via website or application for controlling and tracking application; transparent and quick selection process; transfer of students between departments; hassle free fee payment and admission.

3. Attendance

Digital student and faculty attendance for better monitoring over ODs and leave, to reduce favouritism; to ensure equality and for tracking student attendance eligibility to appear for exams.

4. Examination

Controller of Examination work shall be easily traceable and made less paper based through adopting computational modules for CA & CE mark allotment, exam form submission, fee payment, hall ticket, seating allotment and result tracking.

COE shall have sections compatible for online examinations during crisis/pandemics.

5. Academic and Allied Activities

Departmental affairs related to curriculum and co-curriculum including staff workload, subject allotment, time table, departmental lectures/workshops/seminars organized and reports to IQAC shall be stored/reported/managed through ICTs.

Adopt suitable online platforms for teaching at the time of disasters for uncompensated learning.

6. Extra-curricular Activities

ERP solutions to plan, monitor and manage cultural & sporting events, clubs/ forums/ cells/ associations.

Types of Stakeholders Communication through e-governance

College through PSG Software Technologies and other software solutions categorizes interaction through e-governance among the stakeholders into four types;

1. **S2M** - Students and Administration
2. **F2M** - Faculties and Administration

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3. **D2A** - Department and Administration

4. **A2G** - Administration to Government

Type	Function
S2M - Students and Administration	1. Feedback 2. Request for bonafide/transfer/other certificates 3. Hostel permission 4. Communication through website, SMS and e-mails 5. Exam affairs
F2M - Faculties and Administration	1. Permission for ODs, leave and benefits. 2. Permission to conduct events at departmental, intra-collegiate and inter-collegiate programmes 3. Report submission

D2A - Department and Administration	1. Manage the activities of bodies like
	   a. Library
	   b. COE
	   c. Clubs
	   d. Forums
	   e. Cells
	   f. Associations
	   g. Office.

A2G - Administration to Government	1. Report pulling for accreditations and rankings 2. Provision of information to regulatory bodies of HEI via website.

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