

PIONEER KUMARASWAMY COLLEGE

Reaccredited with B++ Grade by NAAC
(Govt. Aided College, Affiliated to the M. S. University, Tirunelveli)

Nagercoil- 629003, Kanyakumari District

E. Mail: pk_college@yahoo.co.in, pioneercollege67@gmail.com

Website: www.pioneercollege.com, ☎ 04652 -232448

INTERNAL QUALITY
(IQAC)



ASSURANCE CELL

ANNUAL QUALITY ASSURANCE REPORT Academic Year 2023-24

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.



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ADMISSION PROCEDURE

- 1. Prospectus and application forms for admission can be obtained from the College office or can be downloaded from the College website on payment of Rs.48/-. Registration fee of Rs.2 will be collected at the time of registration. If any applicant desires to have the application form sent to him / her by post, he / she should send Rs.75 to the Principal by M.O. For P.G. Programme, he / she has to send Rs.100/- by post.**
- 2. The application form should be duly filled in by the candidate in his / her own handwriting, giving full and correct particulars, and handed over to the office personally or sent to the Principal by post.**
- 3. Copies of the following documents should accompany the**

application for the admission.

a) Higher Secondary / Degree statement of Marks

b) Transfer Certificate from the Institution where the applicant studied last

c) Conduct Certificate from the Institution where the applicant studied last

d) Community certificate

e) Aadhar Card

The original certificate produced at the time of admission will be retained in the college and will be returned only on the completion of the Programme or when the candidate leaves the Institution. Hence the candidate should take sufficient number of attested copies for future use before handing over his/her certificates.

ELIGIBILITY FOR ADMISSION

Under Graduate Programmes

Candidates seeking admission to the Under Graduate Programmes should have passed the Higher Secondary School Examination of Tamil Nadu or an examination accepted by the Syndicate of the Manonmaniam Sundaranar University as equivalent thereto.

Post Graduate Programmes

Candidates seeking admission to Post Graduate Programmes should have passed Degree examination of the concerned subjects of Manonmaniam Sundaranar University or any other universities recognized by the Syndicate of Manonmaniam Sundaranar University as equivalent thereto.

5. The Principal reserves the right to issue Transfer Certificate to any student at any time during the programme and thereby ask him to leave the College for reasons of indiscipline, lack of progress in studies or illness considered to be contagious.

CERTIFICATES

1. Application for Transfer Certificate and other certificates must be made in the prescribed form.
2. In the case of Transfer Certificate, a fee of Rs. 10/- is charged. A fee of Rs.5/- is charged for every other kind of certificate.
3. Certificate should be collected from the office without delay, failing which application will have to be collected fresh.
4. Certificates will be issued after library books and other College properties are returned and clearance is obtained from the Library, Laboratories, Physical Director and Head of the Department.

A fine of Rs.1.00 per working day is collected in the case of belated payment and after which the name of the defaulter will be removed from the rolls.

1. Fees once paid will not be refunded. Fees, fines etc. must be paid only to the cashier and to none else.
2. Caution Deposit will be refunded only at the end of the Programme.

SCHOLARSHIPS AND FEE CONCESSIONS

I. Following Scholarships are available to students to suit their merits/needs. Eligibility conditions can be get from the College Office before they apply:

1. National Merit Scholarship – Government of India Scheme

2. State Scholarship to children of School Teachers
 3. State Government Merit Scholarship
 4. Freedom Fighters' Scholarships
 5. Children of Defence Service Personnel
 6. Govt. of India – Ministry of Labour – Financial Assistance to the children of Beedi / Mine / Cine Workers
 7. Tamil Nadu Educational Trust Scholarship
 8. Adhoc Merit Grant Scheme
 9. State Collegiate Scholarships
 10. Moovaloor Ramamirtham Ammaiyar Scheme
- II. Scholarship sanctioned by the District Welfare Officer
 - III. Concession and aid sanctioned by College authorities.
 - IV. E.V.R. Nagammai memorial Free Education Scheme for poor and middle class girl students of the forward community.
 - V. Management's financial support to the Meritorious Students.

IDENTITY CARD

Every student must wear the identity card during College hours and produce it on demand by any member of the Staff and College authorities.

CLASS HOURS

Aided & Self-Financed: 9.00 a.m. to 2.30 p.m.

DRESS CODE

Students should be neat and decent in their dress and person. Modesty in dressing is highly emphasized in our college. Students should wear uniform for all working days. Boys should

wear half hand shirts only as uniform.

ATTENDANCE

- 1. Students shall attend the college regularly and punctually on all working days.**
- 2. The working day is divided into two sessions, each session being divided into periods of one hour each.**
- 3. The first bell is rung five minutes before the beginning of morning and afternoon sessions and the remaining bells at the hour fixed for the beginning of each class.**
- 4. At the first bell before each session, the students are expected to go to their respective classes and take their seats quietly.**
- 5. Attendance will be marked at the beginning of each period. A student who is not in the class when attendance is taken shall be marked absent. It, however, is permissible for the teacher to mark latecomers present if the Principal allows.**
- 6. The academic year consists of two Semesters of 90 days each, excluding examination days. Attendance certificates will be issued to such students who have obtained atleast 75 percent of the total attendance fixed for each semester of the year.**
- 7. The following instructions shall be followed while applying for leave. All applications of leave of domestic nature must be countersigned by the parent or guardian. In the case of leave for one or two hours of one session of a day, it is enough if the application is supported by the recommendation of the HOD concerned. Leave application for a whole day or session must**

be countersigned by the parent or guardian. Leave application should be addressed to the Principal and submitted through the head of the department concerned.

8. No student can absent himself from the College without submitting a leave application. In the case of long absence due to sickness, the Principal may insist on the production of a medical certificate.

9. Absence without sanction of leave will be considered a serious violation of Rules and will be severely dealt with.

10. Students with full attendance during the entire programme period is honoured.

DISCIPLINARY REGULATIONS

1. Students are forbidden to organize or attend any meeting without the explicit permission of the Principal.

2. No student who has been convicted of any offence in a criminal court will be allowed to continue his / her studies in the college.

3. Students should abstain from active participation in party or communal politics.

4. Students who indulge in political propaganda or who organize political functions in the premises of the College or who otherwise engage themselves in party politics are liable to be expelled from the College.

5. Under the educational rules of the Tamil Nadu Government (1978) the Principal has full power to inflict the following punishment; fine, suspension and expulsion from the College,

if any student is guilty of rudeness of behavior and gross breach of conduct rules.

6. Students should not indulge in any activity leading to the disruption of peace and discipline and dislocation of normal work in the College premises by resorting to strike. Those who are guilty of violation of this rule will be severely dealt with.

7. Ragging and eve teasing of any kind are strictly forbidden. Anyone who is guilty of ragging will be summarily and severely punished.

8. Students who are guilty of (i) rude language towards the staff of the College (ii) assault or attempt to assault staff or fellow students of the College will be expelled from the institution.

9. If a College Professor by speech or otherwise seeks to mislead his / her students into activities deemed objectionable, he / she is to be punished for dereliction of duty.

10. Possession use of Mobile phones are strictly prohibited inside the campus.

11. All the students have to come with a proper haircut.

RULES OF THE COLLEGE LIBRARY

1. The library is open to all students and staff members of the College.

2. The library is kept open from 8.30 a.m. to 4.30 p.m. on all working days.

3. Silence should be maintained in the Library reading room.

4. Books in the library are computerized and OPAC (Online Public Access Catalogue) facility is available to locate the books in the shelf.

5. Current Periodicals, Dictionaries and other works of Reference value shall not be lent out.

6. Only two books for UG and Four books for PG Students are permitted to borrow at a time for a period of 14 days. Books can however be renewed by a personal call before the last stamped date, provided they are not required by other members. The period of extension will normally be a fortnight from the date on which request for renewal is made. A student who borrows or returns a book shall conduct the transaction himself at the library and not through any other person. Each book with overdue will incur an overdue charge of fifty paise per day if the book is kept beyond the period allowed.

7. Reservation can be made on request in the library.

8. Members shall not write, underline or make any mark on any book or map belonging to the library or cause any damage.

9. Members shall, on receiving the book examine them and report to the librarian any damage found therein. If they fail to do so, they will be held responsible for such damage as may be detected afterwards.

10. Loss of book shall be immediately reported to the Librarian. Compensation for books lost or of found damaged in any way or defaced must be paid according to the Librarian's estimate of loss.

11. Members shall not sub-lend the books of the Library to any other person.

12. Members responsible for any damage done to any property belonging to the Library shall be required to replace the property so damaged.

13. A student against whom any 'overdue' or other charge is outstanding, will not be allowed to borrow books or withdraw his Caution Deposit until he has paid the amount due. At the end of the programme each student will have to produce a 'No Dues Certificate' from the librarian before he gets his Transfer Certificate.

14. Sign the library gate register while entering and leaving the library.

15. Any infringement of the rules may lead to the forfeiture of the privilege of using the Library.

16. Grievances if any, shall be addressed to the Librarian and the Principal.

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17. Best Library User is honoured with an award.

18. Inflibnet and browsing facilities are available.

19. Library Advisory committee arranges display and competitions, periodically.

INTERNAL ASSESSMENT

Each semester consists of 90 working days excluding the semester examination days. Three Internal tests are conducted

for the students every semester. Papers are duly evaluated and marks brought to the notice of the students.

OTHER MODES OF ASSESSMENT

- ◆ Seminars, Case study, Quiz Programmes, Viva voce
- ◆ Group discussion, Objective type tests , Assignment
- ◆ Project work

EXTERNAL EXAMINATIONS

External examination will be of three hours duration for all the theory and practical papers. Students are expected to maintain utmost honesty and good behaviour during the conduct of the examination. They should maintain silence in the examination hall and co-operate in the orderly conduct of the examination.

MANONMANIAM SUNDARANAR UNIVERSITY CODE

1. If any student is found to be violating any of the rules and regulations prescribed by the university he / she will be moved to a different seat in the exam hall or even be prevented from writing the exam.

2. The invigilator concerned will seize the incriminating material, confiscate the Hall ticket, Identity Card and answer script of the student, and provide a statement of his / her own along with the student and that of the Chief Superintendent who will forward it his / her to the Controller of Examinations.

The student may be permitted to appear for the subsequent papers on condition. Later, the student will be asked to appear before the Appeals and Grievance Committee appointed by

Controller of Examinations, to decide the sanctions against him / her for malpractice. The sanction will vary according to the gravity of the fault, ie., from being debarred from one paper or all the papers of one semester, or being debarred from two or three subsequent semesters if necessary.

3. Post-examination discovery of malpractice will be referred to the Controller of Examination by the Examiner. The Controller will refer the matter to the Appeals and Grievances Cell for a decision (The rules prevailing in M.S. University regarding malpractice and those framed by our Academic Council will serve as guidelines)

If a student is found indulging in malpractice in any internal assessment test she will be awarded zero for the test. Disciplinary action will be taken by the Principal if the student is caught again for malpractice.

GOOD MANNERS AND BEHAVIOUR

- 1. The College is one family devoted to learning.**
- 2. Students of the College have to conform to the best traditions of Indian National life.**
- 3. Student should avoid doing anything by word or deed that may disturb the unity and harmony of life in the College. The College is above politics and stands for all communities. Students are forbidden from indulging in any kind of political and communal activities.**
- 4. On meeting the Principal and member of the staff, students should greet them.**
- 5. Loitering and making noise in the verandas, reading room and**

library are strictly forbidden.

6. Students are expected to co-operate with authorities in keeping the premises of the College clean and tidy. They are earnestly requested to avoid writing on the wall, throwing bits of paper in the lecture halls, verandahs or anywhere in the premises. Any infringement of this rule will be severely dealt with.

7. Students are expected to dress modestly.

8. No student is allowed to leave the class room during working hours without the permission of the member of the staff concerned.

9. In any official tournament or match where the College takes part, no student shall play for an outside team without previous permission of the Principal

10. While attending a public meeting should be decently dressed. They should be respectful to seniors and superiors, polite and courteous to all.

11. Best outgoing student is identified and honoured.


Coordinator-IQAC


Chairperson-IQAC

