



**SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)**

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with “A” grade by NAAC
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,
TIRUNELVELI 627011



Criteria VI

6.2 Strategy Development and Deployment

6.2.2 The functioning of the various institutional bodies in effective and efficient as visible from the policies, administrative setup, appointment and service rules, procedures etc.

(2023-2024)



SRI SARADA COLLEGE FOR WOMEN

(An Autonomous Institution)

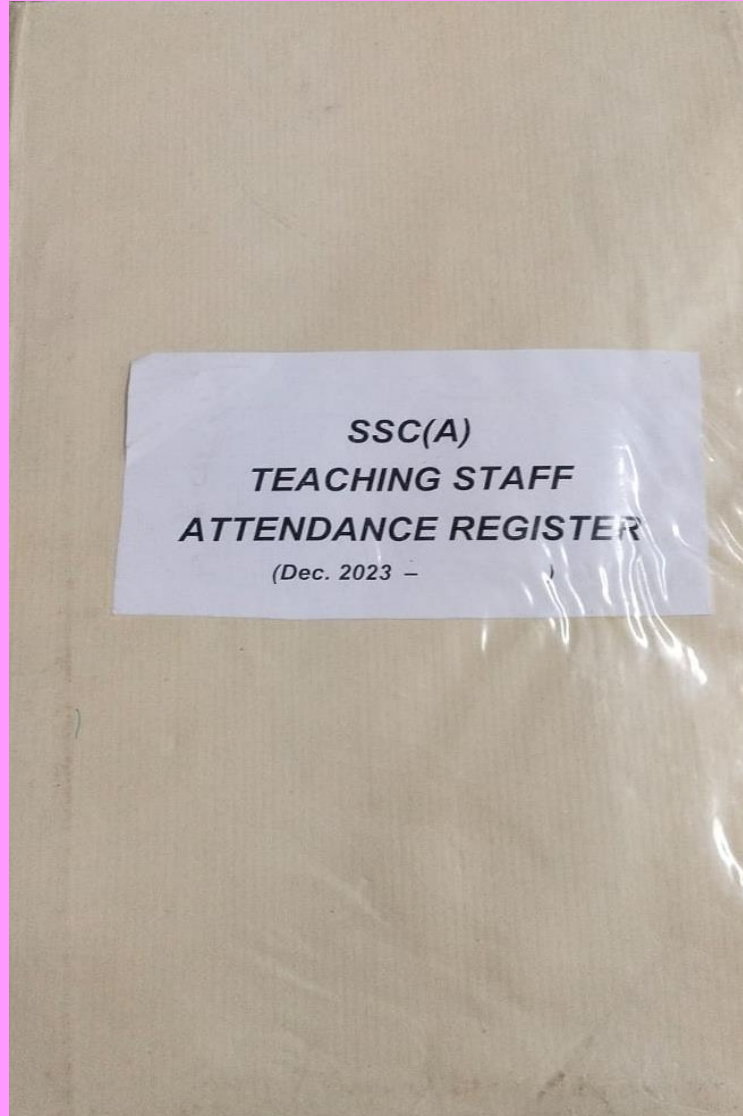
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Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



6.2.2 The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

1. Administrative Set-up




PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
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TIRUNELVELI - 627 011




Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
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SRI SARADA COLLEGE FOR WOMEN, TIRUNELVELI-627 011.

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Register of Attendance of Teaching Staff

14

for the month of JANUARY 2024

S.No	NAME	DESIGNATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	REMARKS		
41	Dr. S. Rajalakshmi M.Sc, M.Phil, Ph.D.	AP				LP																													LP	
42	Dr. K. Anultha MCA, MPhil, Ph.D.	AP																																		
43	Smt. P. Anitha MSc, MPhil	AP																																		
44	Ms. B. Buvaneshwari MCA, MPhil	AP																																		
45	Dr. B. Parvathi Devi MCA, MPhil, Ph.D.	AP, Director & Head																																		
46	Smt. G. Ramani MCA, MPhil, SET	AP																																		
47	Ms. M. Vinodhini MA	AP																																		
48	Smt. P. Anusha MCA, MPhil	AP																																		
49	Sh. Nivetha MCA, MPhil	AP																																		
50	Ms. S. Vimala MCA, MPhil	AP																																		

Amala
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SRI SARADA COLLEGE FOR WOMEN, TIRUNELVELI-627 011.											10																								
Register of Attendance of Teaching Staff											for the month of <u>JANUARY</u> 20 <u>24</u>																								
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1	Dr. N. Kamala MA, MPhil, B.Ed, M.A.E.D.	PRINCIPAL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	Dr. T. Dharmalakshmi MA, MPhil, Ph.D, NET	Asst. Prof. & Head Dept. of Tamil	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3	Dr. Smt. K. Sindhu MA, MPhil, NET, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
4	Dr. S. Abila Sundari MA, M.A.Ed, MPhil, M.Ed, Ph.D, NET, SET	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
5	Dr. P. K. Kasthuri MA	AP & Head Dept. of Sanskrit	LLP for 2 years										from April 2024																						
6	Smt. A. Mulkaseeli MA	AP	LLP for 2 years										from April 2024																						
7	Dr. Abhisra Mohanta MA, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
8	Dr. S. Viji MA, MPhil, B.Ed, M.A.Ed, Ph.D.	Asst. Prof. & Head Dept. of English	LLP										from Jun 2024																						
9	Dr. M. Sivakala MA, MPhil, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
10	H.S. Chithra MA, MPhil	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Kamala
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for the month of JANUARY, 2024

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61	Dr. M. Veena Lakshmi Mcom, B.L., Passout, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
62	Smt. S. Sankaranalagan Mcom, B.L. (Lawyer)	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
63	Dr. A. Arunadevi Mcom, MPhil, PGDCA, Ph.D.	AP & P.T. - C Head	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
64	Dr. S. Anurupa Selmi Mcom, MPhil, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
65	Dr. R. Pushpalakshmi Mcom, MPhil, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
66	Dr. P. Suganya Mcom, MPhil, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
67	Dr. P. Shanmuga Thangam MBA, MPhil, Mcom, Ph.D.	AP & Head	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
68	Smt. L. R. Padma Pragna MBA, NET.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
69	Dr. T. Kavita Prasanthi MBA, Ph.D.	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
70	Mrs. A. Sushrithi Veluzhi MBA	AP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

A. maleela
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2. RESEARCH POLICY

RESARCH POLICY

AIM OF THE POLICY:

Realising the vision and mission of the college for contributing to the national development the policy aims at ensuring that the research activities of the institution conform to all applicable rules and regulations and to the established standards and norms relating to safe and ethical conduct of research.

SCOPE OF THE POLICY:


This policy shall apply to all the scholars of the college undertaking research and for the purpose of this policy 'researchers' that include all faculty members, who are active in teaching, research and extension, all students studying in the college, all mentors, research supervisors, external experts and sponsors associated with any of the research activities of the college.

OBJECTIVES:

1. To initiate a research fund for supporting and facilitating research initiatives of staff and students.
2. To provide a platform to ensure the staff to attain the desired mix of teaching, research and consultancy outputs.
3. To facilitate the presentation/communication of the research work/projects their findings and recommendations through academic events namely symposia/ conferences/seminars.
4. To establish linkages after identification including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students to involve themselves in real life research projects.
5. To encourage the publication of the research work/projects in reputed academic journals
6. To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and sustainable development goals.
7. To guide researchers in the integration of research projects with the regular curriculum.
8. To prepare and implement a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
9. To design and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
10. To develop, prescribe and administer procedures to ensure the research code and plagiarism rules and regulations.
11. To intimate researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations
12. To develop and promote linkages with the Research bodies of other institutions, corporate and industries.
13. To encourage interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects


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RESEARCH, INNOVATION DEVELOPMENT ADVISORY COMMITTEE:


S No	Categories of nominees	Name & Designation of appointees
1	Chairperson	Dr.Malarvizhli
2	Dean - Research	Dr.A.Aruna Devi
3	Doctorate Faculty in Arts/Humanities (with guideship)	Dr.N.Kamala
4	Doctorate Faculty in Science (with guideship)	Dr.Vallinayagi
5	Doctorate faculty with highest research score	Dr.V.Sangeetha
6	Young Researcher - Science (with high P3 score)	Dr.M.Malini
7	Young Researcher - Arts/Humanities (with P3 score)	Dr.T.Kalavathy
8	IQAC	Smt.Renuka
9	Secretary (Ex officio)	Yatishwari Saravanabhavapriya Amba
10	Director (Ex officio)	Prof.P.Chandra Sekaran
11	Special invitee	Dr.Mahalakshmi
12	Special invitee	Dr.N.Booma Devi

CODE OF ETHICS IN RESEARCH:

1. To provide advice and guidance on all matters pertaining to academic research ethics
2. To advise the BoS and Academic Council on compliance with the 'Code of Ethics in Academic Research.
3. To provide guidance and academic support to scholars on ethical issues in respect of teaching, research and other academic activities.
4. To confirm to external bodies with ethical standards in respect of research projects undertaken by scholars
5. To advise the Management Committee on any policies that may be required in relation to accepting/generating funds for research
6. To serve as an investigative body for any disputed matter concerning research ethics and conduct
7. To make recommendations to the Management Committee on action, if any, should be taken as a result of the investigations


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RESEARCH MISCONDUCT

1. It implies fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research.
2. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others.
3. It includes any plan or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.
4. It includes (and is not limited to) the following acts:
 - a) **Plagiarism:** The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement.
 - b) **Piracy:** The deliberate exploitation of ideas from others without proper acknowledgement
 - c) **Abuse of Intellectual Property Rights:** Failure to observe legal norms regarding copyright and the moral rights of authors.
 - d) **Abuse of Research Resources:** Failure to observe the terms and conditions of institutionally licensed research resources.
 - e) **Misinterpretation:** The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.
 - f) **Personation:** The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;
 - g) **Fabrication and Fraud:** The falsification of data, information or citations in any form.
 - h) **Sabotage:** Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or wilfully disrupting the experiments of others; or endangering institutional access to licensed research resources by wilfully failing to observe their terms and conditions.
 - i) **Professorial misconduct:** Professorial acts that are arbitrary, biased or exploitative.
 - j) **Denying access to information or material:** To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.


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3. SERVICE POLICY AND PROCEDURES

SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS)
TIRUNELVELI 627011


1. Name of the Staff Member (IN BLOCK LETTERS) :
2. a) Qualification :
b) Designation & Dept. :
3. Name of Father / Husband :
4. Date of joining this Institution :
5. Date of Leaving/ Relief from intution :
6. a) Reason for relief :
b) Whether a separate request letter is Submitted to the Secretary through the Principal :
7. a) Whether all library books (General and Departmental) text books & others have been returned by the Staff member :
b) If not, title & number of books with the staff member :
c) Arrangements made by the Staff member to Return / replace the book(s) :
8. Whether the staff member has returned the following to the HOD/ Principal :
a) Association / Union Minute note book, if in charge of any association :
b) Any other Department record like Mark register, Book Bank, Stock register, Maintenance register files, etc., :
(If the resigning staff has been the HOD)
c) Staff table keys, (Original & Duplicate) :
d) Others, if any :
9. Address for future communication / Phone Number :

Signature of the Staff Member

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NO DUE CERTIFICATE

Name of the Candidate :

Calss :

Year(s) of Study :

S.No.	Particulars	Signature (for NO DUE)
1.	Class Teacher	
2.	Head of the Department	
3.	Lab In-charge	
4.	Librarian	
5.	Physical Director	
6.	Hostel	
7.	Office (Tution & Other fee)	

Signature of the Candidate :

Date :

PRINCIPAL

Kamala

PRINCIPAL
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A. mallek

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4. APPOINTMENT PROCEDURE

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 Ariyakulam, Tirunelveli-Thoothukudi High Road, Maharaja Nagar Post
 TIRUNELVELI - 627 011

Interview for the post of Assistant Professor in Date..... Time

CONSOLIDATED STATEMENT OF THE SCORES AWARDED BY THE EXPERTS COMMITTEE MEMBERS

S No	Name of the candidate	Credit/Marks/points/score awarded by the panel							Total	Remarks/ Ranking/Instructions given to the candidate
		University Representative	Secretary	Director	Principal	VP/IQAC	HoD/ Dy HoD / Subject expert	Subject Expert/ External		

Members	External expert	HoD/Dy HoD Internal expert	VP/IQAC	Principal	Director	Secretary	University representative
Name							
Signature							

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