

Policies and Procedures

I. Admission Policy

Admission at GSS Jain College for women, affiliated to University of Madras, ensures fairness, transparency, and merit-based selection, following university guidelines for equal opportunities.

- **Notification & Advertisement:** Details announced via website, newspapers, social media, and notice boards.
- **Eligibility Criteria:** Based on academic qualifications, subject requirements and Madras University standards.
- **Application Submission:** Apply online and offline as instructed, ensuring accuracy.
- **Interview:** Only provisionally selected candidates will be admitted based on their interview.
- **Seat Reservation:** Being Jain Minority Institution, follows Admission Guidelines; Government of Tamilnadu & University of Madras applicable to Minority Institution.

II. Quality Policy

Pursuit of Excellence and Continuous Improvement

At GSS Jain College for Women, we are steadfast in our commitment to deliver a high-quality education that empowers students for success in their chosen fields. Our quality policy is guided by the following principles:

- **Continuous Improvement:** Enhancing teaching, research, and learning outcomes through curriculum updates and feedback.
- **Ethical Standards and Compliance:** Upholding the highest ethical standards and compliance to ensure integrity in all operations.
- **Support for Faculty Development:** Empowering faculty through programs and resources for teaching excellence.
- **Promotion of Innovation and Research:** Encouraging innovation and research for academic excellence and societal impact.
- **Adherence to Accreditation Frameworks:** Aligning with accreditation guidelines for recognition of commitment to quality education.
- **Monitoring and Evaluation:** Tracking progress with key indicators, ensuring targeted efforts for impact.

III. IT Infrastructure Usage Policy

Policy Overview:

This policy serves as a guideline for using IT resources responsibly at GSS Jain College. Its primary objectives are to maintain the security and efficiency of the college's IT infrastructure while instilling principles of good digital citizenship among users.

Policy Statement:

Authorized Use:

- The policy dictates that IT resources provided by the college are solely intended for academic and administrative purposes related to college activities.

User Responsibilities:

- Users are tasked with safeguarding their login credentials and ensuring that their actions do not disrupt the performance of IT systems or interfere with other users' activities.

Data Security:

- Users bear the responsibility of protecting the confidentiality, integrity, and availability of college data and information assets. Compliance with college policies and applicable privacy laws is mandatory.

Software:

- Only authorized software obtained through legitimate channels or licensed by the college may be installed and used on college-owned devices. Users must adhere to software licensing agreements and refrain from unauthorized software activities.

Network Usage:

- Users are required to respect network bandwidth limitations and refrain from activities that consume excessive network resources or degrade network performance. Unauthorized access or attempts to access networks or systems are strictly prohibited.

Email and Internet:

- College-provided email accounts and internet access are meant for academic and administrative purposes only. Users must exercise discretion and professionalism, refraining from accessing or sending inappropriate, offensive, or unlawful content.

Personal Devices:

- Personal devices connected to the college network must comply with college policies and security standards to prevent unauthorized access or compromise of IT systems. Users are responsible for ensuring that their personal devices do not introduce security vulnerabilities or risks to the college network.

Compliance and Enforcement:

- Non-compliance with the IT Infrastructure Usage Policy may result in disciplinary action, including the suspension or revocation of IT privileges, academic penalties, or legal consequences. The college reserves the right to monitor, audit, and investigate IT usage to ensure compliance and protect the college's IT infrastructure.

IV. Placement Policy

GSS Jain College for Women offers holistic placement support through its College Training & Placement Cell and also offers Skill based courses .

- We prioritize industry collaborations, practical learning, alumni networks, and entrepreneurship support.
- Naan Mudhalvan scheme of Government of Tamilnadu focuses on industry connections, skill development, placement drives, career guidance, mock interviews etc.,
- Overall, we provide individualized support, adhere to ethical practices, and continuously improve their programs based on feedback and industry trend

V. Student Disciplinary Policy

Disciplinary Policy at GSS Jain College for Women are as follows:

Expectations: Members must uphold integrity, dignity and professionalism.

Behavioral Standards: Punctuality, attendance, and respectful conduct are required.

Consequences: Violations may lead to warnings & probation.

Reporting: Incidents are reported for investigation and resolved through mediation.

Support: Counseling and educational programs aid students facing issues.

Review: Regular evaluation & Continuous monitoring ensures policy effectiveness.

VI. Infrastructure Policy

GSS Jain College for Women: Ensuring Safety, Accessibility, and Infrastructure as below:

- **Safety and Accessibility:** Prioritizing safety with regular inspections and accessible facilities.
- **Learning Spaces:** Modern classrooms, well-equipped laboratories, extensive library resources, and computer labs for academic and extracurricular activities.
- **Infrastructure Development:** Continuous upgrades based on stakeholder feedback, addressing evolving needs.
- **Sustainability:** Integrating environmentally sustainable practices, including energy efficiency and waste recycling.
- **Security Measures:** CCTV surveillance and regulated access ensure a safe campus environment.
- **Entertainment:** Supported by Open Air Theatre (OAT), Air Conditioned Om-Shanti Auditorium and Vardhaman Hall.
- **RO Drinking water:** Provides hygienic drinking water facility on each floor .
- **GSS Cafeteria:** Provides convenient, accessible & hygienic places for students to have their meals in an affordable way.
- **Jain Prarthana Mandir :** Creates pious and positive aura in the Campus.

VII Student Welfare Policy

- **Health and Safety:** Access to health services, campus safety, and awareness programs.
- **Academic Support:** Tutoring, mentoring, counseling, and coaching for academic success.
- **Career Services:** Job placement assistance and internships for career preparation.
- **Student Engagement:** Extracurricular, Co-curricular and Extension Curricular activities to enhance the college experience & provide exposure to students.
- **Diversity and Inclusion:** Promotion of diversity and a supportive environment.
- **Complaints and Grievances:** Transparent process for addressing concerns promptly.
- **Code of Conduct:** Guidelines for behavior and disciplinary procedures.

VIII. Student Council Policy

The Student Council at GSS Jain College serves as a vital link between students, faculty, and management, fostering communication and collaboration. It organizes cultural, sports, and educational events to develop leadership skills and promote active participation.

The objectives include:

- Extracurricular ,Co-curricular & Extension Curricular Engagement
- Talent Showcasing Platform
- Leadership & Overall Personality Development

A name list of participating students signed by Council coordinators and Principal

The elected positions are:

- President
- Vice President
- General Secretary
- Joint General Secretary
- Cultural Secretary
- Joint Cultural Secretary
- Sports Secretary
- Jt. Sports Secretary
- NSS Secretary &
- Many Club Secretaries & Department Association Secretaries will follow on

IX. Examination Policy

College follows the semester pattern of University of Madras and includes

Formative Evaluation:

- Seminars, Assignments, and Continuous Internal Assessments for Ongoing Feedback and Learning.

Summative Evaluation:

- Model and end semester examinations to assess overall understanding & depth of subject concepts.

Administrative Procedures:

- Clear scheduling, diverse assessment methods, and student feedback mechanisms ensure transparency and fairness.

Summative End Semester Examination Procedures:

- Online registration, timely announcements, strict security measures, and support for differently-abled students ensure integrity and accessibility.

X. Teaching – Learning Policy

GSS Jain College for Women is dedicated to creating a dynamic learning environment marked by positivity, engagement, and academic excellence. Faculty members inspire students to excel, nurturing a culture of continuous learning. Through diverse assessments, student progress is effectively supported, driving improvement. The college empowers students to thrive beyond the classroom, reaching their fullest potential in a changing world.

- **Curriculum Implementation:** Teachers follow the University of Madras curriculum to ensure alignment with educational standards and facilitate tracking of student progress.
- **Diverse Teaching Tactics:** Utilizing various teaching methods caters to diverse learning styles and allows for accurate tracking of individual student progress.
- **Empowering Students:** Students are empowered to investigate ideas, take ownership of their learning, and address their needs, fostering a supportive environment conducive to growth and development.
- **Utilization of ICT Resources:** Integration of ICT resources provides additional tools for tracking student progress, offering insights into performance and areas for improvement.
- **Collaborative Teaching:** Collaboration among teachers ensures a cohesive approach to tracking student progress, enabling sharing of insights and best practices for effective monitoring and support.

- **Encouraging Critical Thinking:** Promoting critical thinking skills by exploring diverse viewpoints allows teachers to assess students' analytical abilities and informed decision-making.
- **Peer Learning:** Peer learning opportunities facilitate collaboration and support among students, enabling teachers to observe and track interactions and progress in group settings.
- **Assessment:** Assessment serves multiple functions, including monitoring present learning, planning for the future, and providing explicit feedback to monitor progress. Effective assessment involves varied methods tailored to specific learning objectives, guiding instruction and promoting continuous improvement. Constructive feedback helps students understand their strengths and areas for growth, empowering them to improve their learning strategies.

The Teaching-Learning Review Mechanism overseen by the IQAC focuses on continuous improvement in education quality. It includes:

- Formulating academic calendars and strategic plans.
- Maintaining teaching plans, workload records, attendance, proper academic schedules.
- Embracing innovative methods and ICT tools.
- Appraising teacher performance via student feedback and exam results.
- Gathering feedback from stakeholders like parents, teachers, employers, and alumni.
- Regular internal and external audits for quality assurance.

XI. Scholarship Policy

NSP Scholarship:

- Students avail scholarships through the National Scholarship Portal.
- Criteria include academic performance, family income, and category (e.g., SC/ST).
- College facilitates the application process and provides support to the eligible students.

Jain Scholarship:

- Available for Meritorious Jain students based on Academic excellence, and financial need.

SC/ST Scholarship (Adi Dravidar):

- Implemented by the Adi Dravidar and Tribal Welfare Department, Govt of Tamilnadu.

- Aimed at socio-economic and educational development of SC individuals.
- Eligibility based on family income not exceeding Rs 2.5 lakh annually.
- Amount credited directly to eligible SC/ST student accounts.

XII. Library Policy

Central Library at GSS Jain College for Women ensures efficient management of resources and effective service delivery to its users, thereby fulfilling its mission and vision.

Central Library at GSS Jain College for Women

- Disseminate accurate information through unique collections.
- Evolve into a knowledge center with innovative technologies.

Operating Hours:

- All working days- 09:00 AM to 5:00 PM.

Services Offered:

- Book lending, internet browsing, digital library access, American & British Council membership cards are also being issued on demand. Reference services, Research support are offered.

Institution Distinctiveness

GSS Jain College for women: A Beacon of Educational Excellence

- **Legacy:** Upholds a rich tradition of academic brilliance, inspiring greatness in students.
- **Ethical Foundation:** Instills values of compassion and integrity, preparing students for societal contributions.
- **Innovative Pedagogy:** Blends tradition with modernity, empowering students with practical skills.
- **Diverse Offerings:** Offers programs across arts, commerce, science, and management for varied career paths.
- **Research Focus:** Encourages inquiry and exploration, fostering intellectual growth among faculty and students.
- **Holistic Development:** Emphasizes co-curricular activities for leadership and interpersonal skill development.
- **State-of-the-Art Infrastructure:** Provides modern facilities conducive to effective learning.

- **Industry Interface:** Bridges academia with industry, enhancing students' employability and entrepreneurial skills.
- **Social Impact:** Actively engages in community outreach and environmental initiatives.
- **Alumni Network:** Supports mentorship and networking opportunities for current students.

Code of conduct

Dress Code:

- All students must wear decent and modest attire.
- Students can wear salwar with dupatta or saree on all days.
- On Fridays, jeans with loose tops are permitted. Sleeveless tops are not allowed.

Jewellery and Cash:

- Students must not wear expensive jewelry or bring heavy cash to the college.
- The college holds 'No responsibility' in case of loss/theft and no letters regarding such losses will be entertained in the Principal's office.

Respect and Behavior:

- Students must respect faculty members and non-teaching staff within and outside the college premises.
- Agitation, strike, or disorderly behavior will lead to removal from the rolls.

Attendance and Leave:

- Regularity & Punctuality is Mandatory for all Staff & Students, with two shifts.

College Timings:

Shift I : 7.50 AM to 1.30 PM (With 30 minutes Break)

Shift II : 1.30 AM to 6.10 PM (With 30 minutes Break)

- Students cannot leave the college premises during college hours without permission.
- No leaving the classroom without permission.
- Leave requires prior permission, with applications submitted promptly.

Behavior in Premises:

- Students must not damage desks, chairs, walls, or outdoor game equipment. Damaged equipment costs will be collected from all students.
- Indoor game equipment should not leave the games room and must not be damaged or lost.

Identification and Prayer:

- Students must wear their student identity card at all times.
- Students must adhere strictly to the rules and regulations of the Shri Jain Prarthana Mandir in the campus.

Use of Mobile Phones:

- Mobile phone use is banned on campus. Confiscated phones will not be returned, with repeated offenses attracting penalties or suspension.

Academic Performance:

Students may be stopped from applying or appearing for university exams if:

- Attendance falls below 75% in every semester.
- Attendance percentage is below 50% during the semester.
- Performance is below average in internal examinations.
- Fails to attend Terminal and Model examinations.

Disciplinary Actions:

- College authorities have final decision-making power in disciplinary matters, including imposing fines, suspensions, or expulsions.

Change of Address:

- Students must promptly report any change in their residential or communication address to the college office.

Dietary Restrictions:

- Non-vegetarian dishes, including eggs, are strictly prohibited in the college premises.

Participation in College Functions:

- Participation in all college functions, including Annual Jain Religious functions, is mandatory whenever required.