



ACHARYA PATHASALA EDUCATIONAL TRUST (Regd)
N R COLONY, BASVANGUDI, BANGALORE-560019



ACHARYA PATHASALA COLLEGE OF COMMERCE

N R COLONY, BASVANGUDI, BANGALORE-560019

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Affiliated To

BENGALURU CITY UNIVERSITY

NAAC Re-Accredited with 'B' Grade

AISHE-C-21182

College
Policies & procedures

Contents

Sl.No	Topics	Page Number
01	Preamble	03
02	H R Policies	04-05
03	Maintenance	06
04	Infrastructure & Facilities	07
05	Library, ICT, Labs, Sports	08
06	Mentors/Class Teachers, College Internal Committees, Student Representatives	9-14

PREAMBLE

The college policy and procedures were drafted by the Principal on various topics and titles for smooth academic and administration activities.

The said policy and Procedures are for our understanding which is absolutely based on the Rules, Regulations, Orders, and Permissions of the Management-Acharya Pathasala Educational Trust (APSET) as and when it is issued by them.

Keeping our Management in the loop we have drafted this Policy and Procedures for our own good future needs. The Management is the ultimate authority it is just for our understanding and functioning.

The Said Policies and Procedures are drafted by the principal by discussing the same with the IQAC Coordinator, Heads of the Department, and Office Superintendent.



Principal
A.P.S. College of Commerce
N. R. Colony,
Bangalore - 560 019.

02-HR POLICIES

Acharya Pathasala College of Commerce is an Aided and Self-Financed institution managed by the Acharya Pathasala Educational Trust (APSET). College basically follows the following rules prescribed:

1. KCSR-Karnataka Civil Service Rules
2. Rules for appointment by the UGC
3. Policies as prescribed by the By-Laws of the APS Educational Trust.
4. College Code of Conduct

Procedure:

- The employees of the College are divided into Teaching and Non-Teaching Staff.
- We have both Aided that is, UGC appointed staff and Management staff, appointed by the APSET.
- UGC Staff are recruited as per the UGC norms and eligibility and are appointed by the concerned authority by announcing the vacancies to be filled.
- Management Staff are appointed by the Management (APSET) as per the recommendations or the requirements placed by the principal in case of vacancies.
- With the approval of the Management, Management staff are appointed by implying various procedures like scrutinizing the Resume, conducting Demonstration classes, and interviews and the list of shortlisted candidates is recommended to the management for further scrutiny discussions. Once the Management is satisfied the selected candidate is appointed as Management staff.
- The appointment order of the selected Management candidate is sent to the principal and the same is signed by the principal before giving it to the respective selected candidate.
- The selected candidate before reporting to duty will go through the set of rules and regulations mentioned in the College Code of Conduct and appointment order and only then reports to the duty, by giving the joining report.
- The commercial aspects that as Salary, increment, consolidated payment, etc., are fully under the capacity of the Management.
- Digital Login/Biometric and Manual Attendance will be strictly maintained and salary will be paid accordingly.
- Staff is entitled to 12 earned leaves in an academic year and any extra leaves will be considered a loss of Pay.

- Maternity Benefits are given to the staff as per the KCSR rules.
- Staff applying for leave should give prior notice to the authority of their absence and only in case of emergency they can intimate through the phone call to the college office well in time.
- Alternate arrangements should be made in their absence so that no work gets disturbed in case of their absence.
- The staff are hereby informed to give full cooperation both in Academic and administration matters.
- The Teaching staff and Non-Teaching Staff will be provided financial support for their developmental activities like attending FDPs, Seminars, Conferences, Orientation programs, etc.
- To avail of this, benefit the staff has to bring detailed information and a requisition letter of his/her interest to attain such developmental programs and get prior approval from the head of the Institution.
- The registration fees or any such expenses will be paid by the college only against the attendance certificate and fee payment receipt produced to the college accountant.
- Every Faculties/staff will be given equal opportunity to attain such developmental programs every semester. Same faculties cannot be given the financial benefit or OOD facilities every time, in case they want or are interested to attend the same it will be on their own by applying for leave, giving prior information of their absence.
- The employee should give one-month prior notice to the college in writing about the resignation.
- The Management can terminate the staff or transfer the staff to any such offices under the APSET and the same should be abided by the employee.
- Benefits like PFs, ESI, and Group Insurance are provided by the Management based on certain parameters as decided by the management.
- Management has the discretionary powers in appointing, giving benefits, salary fixation, increments, gratuity, and terminating the staff.
- The UGC or Government staff increment will be implemented only after the approval of the Management through the ratification in the Governing Body meetings.
- If Management calls for the exit meeting, the same may be scheduled confidentially by the Management.

As per the rules and policies of the institution, all the stakeholders have a fair opportunity to access and use physical, academic, and support facilities like auditoriums, laboratory, library, sports complex, computers, classrooms, etc. of the college.

03-MAINTENANCE

Housekeeping:

- Housekeeping and cleaning of the classrooms and all physical spaces are done on a regular basis with a housekeeping log book.
- Housekeeping team is hired by the Management on a contract basis and Janitors take care of our college housekeeping and cleaning on a regular daily basis.
- The green area and garden area of the college are also taken care of by the gardener regularly as per the orders and instructions of the Management.

Repairs and Maintenance of Infrastructure:

- The requirement for repair/maintenance/troubleshooting of equipment/facilities is reported by the concerned stakeholder to the office Superintendent either in writing or orally.
- The office Superintendent brings it to the notice of the principal and gets the work done by skilled experts.
- If the cost of Maintenance exceeds the budget approved it will be brought to the notice of the Management for their approval.
- Regular Electricians, Plumbers, carpenters, and ICT admin are appointed by the Management and they will look into fixing any issues in the college.
- Certain Services like ICTs, Photocopiers, Elevators, speakers, RO Water purifiers fire extinguishers, and CCTVs have Annual Maintenance Contracts which will take care of their maintenance.
- Once solved, the concerned trouble shooter countersigns against the respective entries and gets the verification certificate from the concerned in-charge for further action.

04-INFRASTRUCTURE AND FACILITIES

- Each Department and committee of the college will submit the requirements of their department and Committees to the Principal at the beginning of every academic year or as and when the need arises.
- The requirements of the Library and Office and other general requirements of the college are also placed before the principal by the concerned in charge.
- The same is further classified into capital expenditure and other expenses of the college.
- The list of capital expenditure is placed before the Governing Body Meeting for discussion and once ratified/approved the same will be sent to the Management for further action and implementation.

UTILIZATION OF EXTRAORDINARY INFRASTRUCTURE

To avail and utilize special physical facility/infrastructure like:

- Auditoriums, conference Halls, Cameras, Mics, Collar Mics, and Laptops a Register is maintained in the Office which will be duly signed by the users at the time of availing and returning of the same after use.

05-LIBRARY

They have their own set of rules and procedures along with that in general we follow a standard policy wherein:

- At the beginning of each semester, the Head of the Department in consultation with his faculty members submits a list of books along with the number of books required for the semester that semester duly approved by the principal.
- A list of redundant books or books with an old edition that has no relevance will also be provided and the same will be kept in the Weed-Out stack.
- The library is divided into different sections Like News Papers/Magazines, Academic Journals and Articles, Reference sections, General Sections, Dictionaries & Encyclopedia, Language Department, Commerce and Management, M. Com Department, Kannada, English, Sanskrit general readings/novels, etc.
- Fully Automated Library has different sections wherein the users login and depending upon their requirement they avail the access.
- College Library is open from Morning 9:30-4:30 PM.

ICT FACILITIES

- The ICT smart classrooms and all those computer-related facilities are maintained by the technically skilled experts appointed by the management.

LABORATORY

- Heads of the Department are the custodians of respective Labs they are using for Teaching Purposes or other related activities.
- Lab maintenance staff is responsible for the regular maintenance of facilities. Rules and regulations to utilize them are displayed at the entrance of laboratories. Log Registers are maintained in every lab.
- The list of activities and Lab related syllabus is also displayed in the lab.

SPORTS

- The College has a playground in front of the College which has a Cricket Pitch, and a football pitch, the playground is used for all the outdoor sports activities of the college, including athletics. This playground is used by all the sister concerns of APSET with the prior approval of the Management.
- The Playground is also used for other cultural events like celebrations of National festivals (Republic Day, Independence Day, International Yoga Day, NCC Parades, etc.,)
- The ground is also used for regular training purposes like Cricket Net Practice, football coaching, etc.
- Permanently- full-time security is appointed by the Management to take care of the same.

06-MENTORS/CLASS TEACHERS

- Each class will be provided with two Mentors with a ratio of 1Mentor: 30 Students.
- The Mentors maintain the records of their respective mentees and surprise them throughout the academic year and if the need arises, they call for Parents' meetings and also avail themselves of the counselling facilities for the disturbed mentee.

COLLEGE INTERNAL COMMITTEES

At the beginning of every academic year, College Internal Committees are appointed by the principal, and a set of procedures are provided to them.

Admission Committee:

Motivating Academics with quality admission and adhering to the vision and Mission statements of the APSET:

Activities:

- Admission of the new students to the various courses in our college both at the UG and PG level
- Re-admission of students for the next academic year.
- Counselling will be given to the students regarding the various programs that are offered in our college.
- Processing of Applications, document verification, publicity, and attending to the inquiries of the aspirant students and parents.
- Recording the details of every student who seeks admission into the college for future communications and references.
- Intimating them about the inauguration of the college.

Prospectus Committee:

- **Crystal clear vision and insight of the College**
- Conduct meetings and plan the design and blueprint of the prospectus for the academic year and implement the same.
- Giving overall information about the college to the aspiring students.
- Drafting and framing the prospectus in a very attractive and welcoming format.
- Collecting the detailed information from all the units of the college and updating the same in the prospectus.
- Prospectus acts like a guide to the students seeking admission into the college.
- Make sure that the prospectus reaches all the students willing to take admitted to the college.

National Service Schemes:

- **The sole aim of the NSS is to provide hands-on experience to young students in delivering community service.**
- Conduct regular meetings and plan the activities and execute the same.
- Motivating students to register for NSS by creating awareness.
- Organising various orientation programs, activities, Seminars, and Camps
- Involving the volunteer of the Unit in all the activities of the NSS
- Creating awareness and familiarity with the NSS and developing leadership skills.
- Hosting of special events and celebrations of various important National Days.

National Cadet Corps:

-The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure, and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained, and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose

Activities:

- Enrolling cadets in the Unit/Company
- Regular parades and drill
- Organising camps and activities
- Ranking of the Cadets
- Conducting B and C Certificate examinations.
- Motivating cadets to participate in different camps within and outside the state.
- Outdoor events are organized like Mountaineering, Cycling, and March, and awareness drives are organized.
- Participating in National Festivals of the Country
- Preparing cadets for RD PARADE

Youth Red Cross

-Its purpose is to protect life and health and to ensure respect for human beings. It promotes mutual understanding, friendship, cooperation, and lasting peace amongst all peoples

- Enrolling the students as volunteers in the YRC unit
- Conduct regular meetings and plan the activities and execute the same.
- Conducting orientation programs

- Seminars and guest lectures on different social issues in the society
- Organising for Blood Donation Camp in association with Karnataka State Youth Red Cross Society along with NCC and NSS unit of the campus.
- Motivating students to participate in various camps organised by the Karnataka State Youth Red Cross Society and ICRC
- First Aid Camp, Disaster Management Camps etc.

Cultural Committee

- **Extracting the Hidden Talent**
- Conduct regular meetings and plan the activities and execute the same.
 - Selection of student representatives
 - Talent Hunt/Talents Day
 - Off-stage and on-stage competitions
 - Deputing students to other colleges to participate in the fest and other competitions
 - Hosting of cultural events in colleges like Ethnic day, College Day, and other important events as per the calendar of the college.

Sports committee

- **Holistic development of the students**
 - Conduct regular meetings and plan the activities and execute the same.
 - Discipline on the campus
 - Sporting events
 - Practice session
 - Organising sporting events including seminar sessions.
 - Hosting, and participating Inter-Class, in intercollegiate and University level sporting events and competitions.

Career Guidance and Placement Committee

- **Fulfilling the dreams of the deserving aspirants**
- Conduct regular meetings and plan the activities and execute the same.
- **Building PRs with potential companies.**
 - Orientations, inductions, training, (soft skills & Aptitude)
 - Career Guidance with the college
 - Guest and special lectures
 - Exploring different Avenues by conducting EDP programs
 - Job Fairs
 - Pre-Placement and placement activities.
 - Maintenance of Data and Records of the students.

Students' Club

Building and Honing the Leadership Skills of the students.

- Conduct regular meetings and plan the activities and execute the same.
- Fresher's Day
- Farewell
- Inter-Department Fests
- Group discussions
- Ganapati Puja celebrations.
- Trips and Tours
- Industry Visit & Education Tours.

Time Table Committee

- Time Table framing
- Monitoring the timely schedule of the Classes
- Adjusting and arranging for classes

Attendance Committee/PTM Committee:

- Student's attendance status
- Updating the same to their parents/guardians
- Arranging PTM
- Recording the activities of the student's absence
- Collecting the Parent's feedback.

Internal and Examination Committee

- Conducting Internal Assessments (TESTS)
- Evaluation Process of the Internal tests
- Marks recording and announcement of the same
- Coordinating with the university and conducting the University Exams
- And all the related exam work.
- Announcements of exam fees, Time table, issue of Admission Tickets, and other related information and follow up students for the payment of exam fees on time.

Syllabus Monitoring Committee

- Checking on the completion of the Syllabus
- Arranging for remedial class
- Feedback from the students
- Arranging for extra/special classes for syllabus completion.

Discipline Committee

- Maintaining discipline and dignity on the college campus
- Reporting any grievances to the Head of the institutions
- Taking action on the advice and suggestions of the Authority.

Library Committee

- Providing the best platform to encourage students to cultivate the habit of reading and using the facility to the maximum benefit.
- Upgrading the books, journals, and magazines.
- Stock verification reports
- Arranging and keeping the library in an approachable setup

Research and Consultancy Committee

- Conduct regular meetings and plan the activities and execute the same.
 - Encouraging faculties and students in Research activities
 - Sharing and collecting Information regarding conferences, seminars, and FDPs
 - Maintaining the record of the same.
 - Exchange and sharing of knowledge gained by attained any such programs.

Website Committee

- Providing all the information to the Web Designers (Technical Team)
- Regularly updating the Website.
- All the Mandatory Information to be promptly furnished on the website.

Magazine and Publicity Committee

- Publishing College magazine
- Prastuta-Bi-annual Magazine
- Samvit/Abhimukha - An Annual Magazine
- Concentrating on the creativity of the students
- Updating information and activity reports of various committees.

Women empowerment and Grievances Cell/Anti-Ragging/POSH Committee:

- Creating Awareness of Gender Sensitization
- Attending to women's Grievances
- Protecting and safeguarding the safety and security and dignity of the women.
- Anti-Ragging Cell
- Prevention of Sexual Harassment Cell on the new guidelines
- Procedure and punishments if any as per the University norms.

IQAC committee

- Ensure the heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organized methodology of documentation and internal communication;

Old student Association Committee

- Alumni Association encourages the gathering of old students of the college
- Platform to share and revive their experiences
- Building rapport with the existing students
- Arranging for guest lectures and seminars and sharing their industrial experiences with the students.

STUDENT REPRESENTATIVES

- Each class will have two Class Representatives nominated and selected at the beginning of each academic year,
- The CRs will be Nominated or Selected on the basis of their latest academic performance, the topper of the class will be one CR and one will be selected by the students and respective class teachers.
- The CRs are in charge of all the class and college activities organised in the class or college.