



8.4. Prevention of Sexual Harassment (POSH) Cell

POSH Cell shall be established to ensure a safe and secure working / studying environment for Girls and Women in each institute. More information about this cell can be accessed at the following link:
<https://www.annauniv.edu/POSH/index.php>.

8.5. SC / ST Cell

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply for relevant ones. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/scstcell/>.

8.6. Institute Academic Affairs Committee

- (i). The Institute Academic Affairs Committee (IAAC) shall function under the Chairpersonship of Head of the Institution. This mandated committee shall be constituted by Head of the Institute and its composition shall be as follows;
 - ❖ Head of the Institute – Chairperson
 - ❖ Faculty Representatives – All the Head of the Departments.
 - ❖ Student Representatives – Two student representatives from each year and one shall be a girl student.
 - ❖ Member Secretary – A faculty member in the cadre of Professor / Associate Professor to be nominated by Head of the Institutions.
- (ii). The first meeting of IAAC shall be conducted within 'SEVEN' working days from the commencement of academic session. The second IAAC meeting shall be conducted after the first assessment period and third meeting shall be conducted before 'TEN' working days, from the last date of Academic session.
- (iii). Major responsibilities of IAAC include;



- a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.
- b) Analysing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.
- c) Minutes of the Meeting shall be prepared and recorded.
- d) Communication of minutes of each meeting to the faculty members, students and other stakeholders.
- e) The IAAC shall ensure the highest standards of academic integrity and adopt utmost transparency.
- f) Identification of areas for academic support to the students and recommend remedial measures.
- g) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Institution, for necessary action.

9. Class Timings

The classes are usually scheduled between 08:30 AM to 05:00 PM with necessary recesses and lunch break. Additional classes shall be scheduled in the morning and evening hours at the convenience of the Course Instructor to the students opting for Honours / Minor Programmes. Regular classes are scheduled 5-days in a week, from Monday to Friday. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Institute.

10. Registration of Courses

- 10.1. Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester as per the academic calendar. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list.
- 10.2. Registration of courses shall be only through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully