

## TABLE OF CONTENTS

S. No	Particulars	Page No
1	Introduction	2
2	Vision, Mission & Core Values	5
3	Quality Policy	6
4	<b>Planning</b> <ul style="list-style-type: none"> <li>➤ Human Resource Planning</li> <li>➤ Recruitment</li> <li>➤ Orientation</li> </ul>	6
5	<b>Salaries, Incentives</b> <ul style="list-style-type: none"> <li>➤ Position and pay scales</li> <li>➤ Dearness Allowance</li> <li>➤ Benefits Extended to Faculty &amp; Non-Teaching Staff</li> <li>➤ Incentives and Rewards</li> <li>➤ Yearly Increment</li> </ul>	7
6	<b>Leave</b> <ul style="list-style-type: none"> <li>➤ Leave Provisions</li> <li>➤ Vacation</li> <li>➤ On duty assignments</li> </ul>	9
7	<b>Promotion</b> <ul style="list-style-type: none"> <li>➤ Promotion Policy</li> <li>➤ Performance Appraisal</li> </ul>	10
8	<b>Discipline and Grievances</b> <ul style="list-style-type: none"> <li>➤ Disciplinary procedure</li> <li>➤ Grievance procedure</li> <li>➤ Code of Conduct for Faculties</li> <li>➤ Ethical standards for Faculties</li> <li>➤ Decentralization in working</li> </ul>	11
9	<b>In House R &amp; D, Seminars &amp; Workshops</b> <ul style="list-style-type: none"> <li>➤ Funding for organizing Guest lecture/ Symposium/ Conferences</li> <li>➤ Faculties' higher studies</li> <li>➤ Teaching assignments</li> <li>➤ Seminars/Workshops</li> </ul>	22
10	Incentives Students	23

## I. INTRODUCTION

### 1.1 INTRODUCTION ABOUT J.N.N ARTS & SCIENCE WOMEN'S COLLEGE

J.N.N Arts and Science Women's College, established in 2017, was founded with the vision of inspiring students to evolve into dynamic leaders and empathetic individuals. This noble initiative was undertaken by the Alamelu Ammal Educational Trust, which proudly opened the doors of J.N.N Arts and Science Women's College to its inaugural batch of students. The Trust, which oversees a number of esteemed educational institutions collectively known as 'J.N.N Institutions' has consistently demonstrated a strong commitment to providing high-quality education, fostering the intellectual and personal growth of the nation's future leaders.

J.N.N Arts and Science Women's College is dedicated to enriching the teaching-learning process with a unique blend of ethical engagement, artistic aesthetics, and academic excellence. The college campus spans 5.2 acres of green space, ideal for education in Kannigaipair, Tiruvallur district. The entire campus is under CCTV surveillance, ensuring a safe environment. Our facilities are housed in a single building with 21 classrooms, a seminar/conference hall, and gallery rooms. The infrastructure meets the standards set by the University of Madras.



The college is officially approved by the Government of Tamil Nadu and is affiliated with the University of Madras, one of the most prestigious universities in the region. J.N.N Arts and Science Women's College initially launched with three undergraduate programs, laying a solid foundation for academic excellence. In 2018, the college expanded its academic offerings by introducing six additional programs, responding to the growing demand for diverse and comprehensive educational

opportunities. This expansion signified the institution's dedication to broadening its academic horizons and catering to the varied interests and aspirations of its students.

In 2021, the college further diversified its curriculum by introducing a Master of Commerce (M.Com.) in General Commerce, a significant milestone that provided students with advanced studies in the field of commerce. Continuing its trajectory of innovation and responsiveness to the evolving educational landscape, J.N.N Arts and Science Women's College introduced a cutting-edge Bachelor of Science (B.Sc.) program in Computer Science with a specialization in Data Science in 2023. This program was designed to equip students with the necessary skills and knowledge to excel in the rapidly growing and highly competitive field of data science, addressing the contemporary demands of the global job market.

Through its progressive approach to education and unwavering commitment to excellence, J.N.N Arts and Science Women's College has established itself as a beacon of learning and empowerment for women. The institution strives to create a nurturing and inclusive environment where students are encouraged to pursue their passions, achieve their academic goals, and develop into well-rounded individuals.

To promote research culture, we encourage and guide our students to do innovative projects in all disciplines which influence the betterment for mankind.



Career growth should be personalized according to the aspirations and strengths of the student. Through practical and innovative approach, we enhance the students' employability and career prospects to match with the expectations of industries. Career planning starts in the first year itself to flourish the professional growth earlier. Our regular happenings like guest lectures, seminars, workshops, industrial visits, internships and career counselling strengthens interaction between the students and industries.

J.N.N COLLEGE OF ARTS & SCIENCE encourages students to participate in various extra-curricular activities and provides facilities for them to train and exhibit their talents. A team of physical directors, faculty and students are involved in organizing cultural, sports and other extracurricular activities.

Our Library plays a vital role in the enhancement of subject knowledge of students and faculty, increase orientation towards research, inculcate life skills and bring awareness to social & political events. Our Central Library occupies 1,200 square feet and is managed using the ModernLib Integrated Library Management System (ILMS). It boasts a vast collection of books, titles, periodicals, magazines, and project reports. Faculty and students have access to databases, e-books, and e-journals through a DELNET subscription and the National Digital Library of India. The library also features an online digital library with 5 systems providing access to NPTEL, Swayam courses, and other electronic resources.

J.N.N COLLEGE OF ARTS & SCIENCE has always prioritised the education of students from rural and less privileged backgrounds. Our objective is to instil a lifelong love of learning in our students and to prepare them to succeed as citizens in a challenging world. The emphasis is on the holistic development of the students and strengthening their capacities. To enable the new generation of students who rely on technology to drive their information and learning, the Institution has adopted the CAMU Campus Management System to provide a seamless transition between the physical and digital world and thereby improve their learning outcomes. Through the CAMU Campus Management System, the Institution handles curriculum design, content delivery, assessment, and evaluation of our education process. This system facilitates easy accessibility to various academic and non-academic activities like teaching online, maintaining attendance, uploading course materials, managing course registrations, exam cell duties etc. Outcome-Based Education (OBE) and Choice Based Credit System (CBCS) are two international pedagogy systems that focus on student learning and their choice of subjects as per their interest to enhance holistic development. These systems guide the students to find their unique place in the professional world and hone their competitive edge. The CAMU Campus Management System enables the Institution to manage OBE and CBCS.

## II. VISION & MISSION

## 2.1 VISION

Empower students through transformative education and holistic development to become leaders, innovators, and global citizens dedicated to making a positive impact on society.

## 2.2 MISSION

- To create a dynamic learning environment that fosters academic excellence, critical thinking, and creativity.
- To instil strong ethical values and social responsibility in students, preparing them to contribute meaningfully to their communities.
- To Promote interdisciplinary learning and research in Commerce, Science, Language and Management.
- To provide students with the skills and knowledge necessary for professional success and lifelong learning.
- To collaborate with industry, academia, and other institutions to enhance educational experiences and facilitate the transfer of knowledge.
- To support the personal and professional growth by encouraging leadership and entrepreneurship.

## 2.3 Our Core Values

We, the J.N.N COLLEGE OF ARTS & SCIENCE community, are committed to:

- **Integrity-** Complete honesty is expected from everyone in every situation. Even the appearance of conflict of interest will be avoided. Successful long-term relationships depend on trust and open communication.
- **Respect for Others-** Each person is treated with respect and dignity in all situations. Criticize only ideas – not people, and share responsibility. There is no room for abusive language or arrogance in relationships with others.
- **Passion for the Welfare of the College-** Each person will adopt the perspective of the Management and passionately pursue the overall interests of the College, while maintaining fairness to all individuals in all transactions. Personal advancement at the expense of others is discouraged and cooperation is expected.
- **Patience and Understanding-** Each person will listen constructively, keep an open mind, and take the time to understand with empathy before reaching a conclusion. Effective teamwork depends on the confidence that others care and are willing to take the time to listen.
- **Openness to Change-** Continuous improvement requires openness to change, even though this usually causes inconvenience, inefficiency, and risk of failure. J.N.N College of Arts & Science will constantly strive to innovate and improve in every area.

## III QUALITY POLICY



At J.N.N College of Arts & Science, we strive to achieve satisfaction of all stakeholders by providing quality education and training in Arts, Sciences, Commerce and Management in a congenial and disciplined environment by continuously benchmarking the institution against premier institutions to adopt the best practices for quality improvement.

## IV PLANNING

### 4.1. HUMAN RESOURCE PLANNING

- ❖ The Principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.
- ❖ He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind.
- ❖ He will consider appointing a professor to be the Head of every discipline, besides the number of Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- ❖ The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- ❖ He will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from the neighbouring institutions

### 4.2. RECRUITMENT

- ❖ In general, the following recruitment procedure is adopted. In April every Academic Year, the department wise faculty and staff requirement are calculated and HODs submit the required faculty and staff details. The faculty requirements are calculated based on UGC & UNOM norms and workload.
- ❖ The Principal reviews the details submitted by HOD and final requirements of faculty and staff are finalized
- ❖ The faculty & staff requirements are submitted to the management and permission for recruitment is obtained.
- ❖ Wanted Advertisement is given in leading English daily and Tamil daily (if required) with last date for applying. Faculty/staff wanted details are displayed in the college website, as well.
- ❖ After the last date, HOD and Principal screen the applications received. In general, applicants are called for interview on the specified date in the 1: 3 ratios.
- ❖ The Staff Selection Committee (SSC) will interview the applicants. The composition of the SSC is as follows:
  - « The Principal
  - « HOD of the concerned department
  - « 1 or 2 senior faculty of the department
  - « External experts (if management decides)

- ❖ Based on the approval of the Management, the Principal issues the appointment order.
- ❖ The advertisement will be released in April / May and appointment process is completed in May / June and newly recruited faculty will join in June / July.
- ❖ If there is any vacancy arises during the middle of the Academic Year, the Chairman, Principal and the HOD of the concerned department complete the recruitment of the faculty / staff.
- ❖ In case of college side supporting staff, similar procedure is followed up to the interview stage. The Chairman of the trust, Principal and the concerned department HOD conducts the selection interview.
- ❖ In case of Administrative, Maintenance, Hostel and Transport department supporting staff, the Administrative Officer carries out the staff selection.
- ❖ The interview is conducted and faculty and staff are selected by the SSC. The Principal decides the pay scale and pay by mutual discussion with the candidate. The final faculty and staff shortlisted for appointment is submitted to the management for approval.

#### **4.3 ORIENTATION**

The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices in order to orient them towards the work culture of JNNCAS.

- ❖ To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering
- ❖ The Management of JNNCAS strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

### **V SALARIES, INCENTIVES**

#### **5.1. POSITIONS AND PAY SCALES**

- The college will have the following positions of Hierarchy in the teaching departments: Principal, Professors,, and Assistant Professors.
- HODs appointment should decide by the Management.
- In addition, each department shall support staff like programmers, Lab assistants.

- The college office will have the following positions of hierarchy in the administrative department: PA to Principal, Accountant, office supporting staff and office Assistants.
- The Scales of pay for various teaching positions will be as follows:
  - ✓ Principal and Special Positions Pay as per UGC norms, commensurate with the qualifications and experience.
  - ✓ Professor- Rs.37,400-67,000 Grade pay 10,000
  - ✓ Assistant Professor-Rs.15,600-39,100 Grade pay 6,000.

## 5.2. DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.

## 5.3 BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

- Employee's Provident Fund
- Management Provide 50% Concession for Bus facilities to all the Staff members.
- Preference given to employees' children in admission, Scholarship and concession in Tuition fees
- Management offer Free Accommodation and Mess facilities to the staff members who stay in our Hostel
- Incentive for faculties completed Ph.D. by Rs.5000/-
- Free Medical Check-up for Faculty

## 5.4. YEARLY INCREMENTS:

Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations and based on their Performance Appraisal system evaluation by the College Principal.

## 5.5. INCENTIVE AND REWARDS

Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

- ❖ For producing 100% results in a theory paper Rs.1,000/- Cash award from Alamelu Ammaal Educational Trust.
- ❖ Yearly BEST TEACHER AWARD from Alamelu Ammaal Educational Trust.



## VI LEAVE

### 6.1 LEAVE PROVISIONS

- ❖ Holidays observed by the Central and State Governments would be observed by the organization as a whole.
- ❖ Faculty/Staff are entitled for 12 days of Casual Leave (CL) and 8 days of Medical Leave (ML) each academic year. Medical Leave can also be taken as Casual Leave.
- ❖ Faculty/Staff can only take leave with the approval of the HOD and Principal, and only after proper alternative arrangements have been made. Only in the event of an emergency, Faculty will take leave informing over the phone.
- ❖ Faculty can take Maternity leave for six months.
- ❖ Faculty and staffs will request one hour of time off twice a month.
- ❖ Leaves cannot be accrued and carried on to the next academic year.

### 6.2 VACATION

- ❖ Teaching staff are normally eligible for three weeks' vacation per academic year, one week in winter and two weeks in summer, or three weeks in the summer.
- ❖ Non-teaching staff are normally eligible for 10-days' vacation per year.
- ❖ The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.
- ❖ Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation  
Proportionate
- ❖ No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.
- ❖ Personal On-Duties / leave will not be adjusted in the vacation in general. However, Principal may permit based on genuine needs (like serious health issues, marriage)

### 6.3 ON - DUTY PROVISIONS

- ❖ On-Duty (OD) permission can be availed for official work, Career Development Programs (FDP, Conferences, Workshops, Research Work, Coursework examinations, and others), and UGC NET Examination.
- ❖ Prior permission from the HOD and Principal with proper alternate arrangement is essential.
- ❖ A faculty can avail OD up to 10 working days per semester including university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.

- ❖ In general, faculty shall not be eligible for OD for the examination related works of other universities.

## **VII PROMOTION**

### **7.1 PROMOTION POLICY**

- All promotions shall be considered based on merit - cum- seniority basis.
- Staff is eligible for promotion only after completion of one year of service in the Institution.
- Person entering the teaching profession with PG Degree shall be designated as Assistant Professor and shall be placed in the Pay Band of 15600 with AGP of 6000. Promotion of Faculty members to next level as per UGC guidelines for Associate Professor and Professor.

### **7.2 PERFORMANCE APPRAISAL**

The objectives of performance appraisal of our institution are as follows:

- Provide feedback of the employees on their performance.
- Assessment of Training needs.
- Compensation (Increment) decisions.
- Bench mark for Promotions.
- Personal development of the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

## **VIII DISCIPLINE AND GRIEVANCE PROCEDURE**

### **8.1. DISCIPLINARY PROCEDURE**

- ✓ Any faculty who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal/ Chairman / Vice Chairman.
- ✓ If faculty commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
- ✓ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- ✓ If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

- ✓ The Principal shall report the proceedings periodically to the Chairman/Vice Chairman

## 8.2. GRIEVANCE PROCEDURE

- ✓ The Principal shall constitute a Grievance committee to redress the grievance of the teaching and non-teaching staffs.
- ✓ Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- ✓ The grievances shall be redressed immediately by the committee and by the Chairman/ Vice Chairman.
- ✓ A committee member shall record and maintain the minutes of the meetings.

## 8.3 CODE OF CONDUCT FOR FACULTY

- ❖ College working hours is 8.30 AM to 01.45 PM for faculty, staff and students.
- ❖ Faculty/Staff members must be present in the college premises at least 5 minutes before the warning bell.
- ❖ All the Faculty/ Staff members need to sign the attendance register in the morning and afternoon.
- ❖ No one can leave the college without informing the Principal in between teaching hours or during free hours.
- ❖ Those taking half-day leave may be allowed to do so under real and grave needs and emergencies only.
- ❖ Usage of mobile phone while in the class is strictly prohibited. If found violating this rule the mobile phone may be confiscated for the whole day.
- ❖ No personal relations or friends are allowed to visit the teacher in the college premises under any circumstances, whatever. Only father/ mother / husband / son / daughter / brother of the staff may be allowed to meet the staff / faculty members in the college office at the discretion and permission of the Principal.
- ❖ Those desiring to resign or leave the college for any reason must intimate the college management regarding this at least three months in advance.
- ❖ All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- ❖ The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management.
- ❖ Faculty/Staff members must cooperate in all college related activities.
- ❖ Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc. on a regular basis. This is part of the duty as a faculty/staff member.
- ❖ All the new appointments shall be purely temporary and for a maximum period of one year. After assessing the performance, behaviour and conduct of the individual, he/she may be given an extension for next three months and then appointed as a permanent faculty/staff.

- ❖ During classes, only English language is allowed for teaching and communication.

#### **8.4. ETHICAL STANDARDS FOR FACULTIES**

- ❖ A Faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- ❖ Shall have a sense of belonging to the Institution.
- ❖ Shall assume total dedication to the teaching profession.
- ❖ Shall always have an urge to excel in professional acumen.
- ❖ Shall wear a respectable attire, benefiting the society's expectations
- ❖ Shall keep up immaculate personal hygiene at all times
- ❖ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- ❖ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ❖ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- ❖ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ❖ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

#### **8.5. DECENTRALIZATION IN WORKING**

##### **PRINCIPAL**

##### *Responsibilities include:*

Reporting only to the top Management (Chairman, and Vice-Chairman) of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

##### *Regulation/Monitoring:*

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfilled the expectations of the governmental monitoring bodies such as UGC, and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / UGC / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the lesioning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of JNNCAS.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HODs, Coordinators, College Advisory Board and the Governing Council
9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as UGC, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

***Developmental Functions:***

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.

4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

### ***Strategic Functions***

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

### ***Leadership Functions:***

These are in fact the most critical functions of a Principal of an academic institution. With the fulfilment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

### ***Visionary Functions:***

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.



1. Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

***Planning:***

The Principal requires to prepare long term as well as short term plans and present to the top management.

***Execution and Reporting:***

The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management.

**HEAD OF DEPARTMENT**

- ❖ To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- ❖ Assigns duties to teaching and non-teaching staff of the Department.
- ❖ With the help of the Academic coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
- ❖ To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- ❖ To present the departmental budget/requirement to the Principal.
- ❖ To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- ❖ To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- ❖ To submit Recommendations, if any, to the examination committee for processing of results.
- ❖ To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- ❖ To ensure Quality, Maintenance and cleanliness of the department.
- ❖ To recommend leave of the departmental Colleagues.
- ❖ To motivate faculty towards Research Proposals to various research funding agencies such as CSIR, UGC, DST, DRDO, etc
- ❖ To encourage research/innovative programs in the department.
- ❖ To organize need based workshop/seminars/visits/excursions etc.

- ❖ To invite guest speakers for interaction and guidance to UG/PG students.
- ❖ To guide the students for career opportunities.
- ❖ To facilitate faculty in the preparation and processing of self-appraisal of performance
- ❖ To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- ❖ Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept./ college. Coordinating the activities of the department and assisting the Principal of the College

Responsibilities include:

### *Faculty*

- ❖ Assisting faculty in providing a quality educational experience for students.
- ❖ Recommending, mentoring, and supervising faculty.
- ❖ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ❖ Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

### *Program and Curriculum*

- ❖ Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- ❖ Supporting the integrity of curricula, encouraging student success.
- ❖ Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the department.
- ❖ Assisting in providing leadership to meet the instructional goals of the department and college.

### *Department*

- ❖ Conducting regular meetings of the department faculty.
- ❖ Coordinating the formulation of department short- and long-term plans.
- ❖ Facilitating interaction and collegial spirit among the department faculty.
- ❖ Coordinating the preparation of proposed departmental budget request.

### *Administrative*

- ❖ Represents the department at meetings of department chairs.
- ❖ Assists with student complaints, and grievances originate in the department.
- ❖ Plans, executes, and monitors academic and support activities of the department
- ❖ Maintains discipline and culture in the department
- ❖ Picks and promotes strengths of students / faculty / staff
- ❖ Adheres to Quality Management System (QMS) Procedures

- ❖ Maintains records of departmental activities and achievements

## FACULTY

- ❖ A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- ❖ Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- ❖ Development of course handout material
- ❖ Development of audio-visual/multimedia materials for the topic presented
- ❖ Prepares and executes Lesson Plan.
- ❖ Completing syllabus within the stipulated time.
- ❖ Reports to the class on time.
- ❖ Utilizes classroom assessment techniques
- ❖ Develops test questions in consultation with the Academic coordinator
- ❖ Evaluates tests (if appropriate, based on type of test)
- ❖ In consultation with the Academic coordinator, assures that course content allows students to meet outcomes associated with that course
- ❖ Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
- ❖ Keeps a secure record of each student's results, both electronically and in hard copy,
- ❖ Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Principal
- ❖ Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
- ❖ A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students
- ❖ A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
- ❖ Maintain attendance record of students
- ❖ Provides information about job opportunities in their respective field to placement cell.
- ❖ Guides students on career opportunities.
- ❖ Maintain teacher's handbook.
- ❖ If associated with the lab,
  - a. designs new experiments, if any,
  - b. prepares lab workbooks

- c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
- d. ensures availability of equipment needed for the lab in proper functioning
- e. evaluates lab workbooks and provides feedback to student on timely basis
- f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
- g. keeps the lab clean and tidy
- ❖ Ensures quality, maintenance and cleanliness of the dept.
- ❖ Carries out research/innovative programs in the department.
- ❖ Organizes need based workshop/seminars/visits/excursions etc. by coordinating with the concerned HoD
- ❖ Invites guest speakers for interaction and guidance with UG/PG students

#### **DEPARTMENT TIMETABLE COORDINATOR**

- ✓ Identification of faculty for handling different subjects in discussion with the HODs and Academic coordinator.
- ✓ Identification of faculty for handling interdepartmental subjects from the respective HODs
- ✓ Consolidation of the number of hours to be allotted to different considering the syllabus requirements as well as through department meeting
- ✓ Revising the class time table and faculty time table against addition and deletion of faculty as well as changes in the work load of any faculty
- ✓ Deciding the timetable to be followed for Saturdays with the HODs and release of the circular not later than the previous Friday.

#### **LABORATORY I/CS**

A Lab In-charge (I/C) is responsible for the following types of tasks:

- ❖ Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting faculties who are teaching or have taught similar subjects in our college or other colleges, etc. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
- ❖ Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- ❖ Prepares lab manuals and arrange to get them printed as per the required number.
- ❖ Introduces new experiments, if any, that can reinforce the student learning.
- ❖ Arranges to display the laboratory schedule

- ❖ If it's a computer lab
  - a. Arranges to manage network taps and server capacity and configurations.
  - b. Arranges to manage hardware and software configurations and updates.
  - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
  - d. Makes periodic server backups
- ❖ Coordinates periodical testing of equipment
- ❖ Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
- ❖ Maintains lab documentation (such as lab descriptions, diagrams, and processes).
- ❖ Establishes physical security.
- ❖ The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
- ❖ Establishes a lab budget for support costs.
- ❖ Labels hardware, including cabling.
- ❖ Resolves environmental problems, if any.
- ❖ Implements a preventative maintenance program for equipment.
- ❖ To hold those responsible for any breakage / loss etc. and recover costs.
- ❖ In order to prevent theft/damage, the Lab In-charge shall take the following action:
  - a. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
  - b. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
  - c. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
- ❖ Establishes an approval process for removing any equipment.
- ❖ Ensuring the lab is kept clean and orderly.
- ❖ Any other duty as may be assigned by the HoD/Principal from time to time.

#### **DEPARTMENT LIBRARY I/C**

- ✓ Maintaining stock of books in the department library.
- ✓ Issue and receipt of books to and from the faculty/department staff.

## EXAMINATION CELL COORDINATOR

- ✓ Maintaining the current list of Examination cell members and EMS coordinator with the approval of Principal
- ✓ Finalization of University practical examination time table through a meeting among department time table coordinators

## LIBRARIAN

- ❖ To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- ❖ To manage library as well as digital library of the college.
- ❖ Arranges to prepare the library budget and policies relating to the library/Digital library.
- ❖ To encourage widespread usage of available information access facilities.
- ❖ To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Principal, Academics about the same for procurement
- ❖ Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- ❖ Provides URL links/resources for information on various study material
- ❖ Weeding out obsolete study material as per the college norms
- ❖ Disposal of weeded out material
- ❖ Ensures availability of reprographic facilities
- ❖ Maintaining the books in good condition
- ❖ Seeks reviews on books recommended
- ❖ Seeks suggestions / feedback on databases used.
- ❖ Provides digital library access from anywhere on campus.
- ❖ Establishes specialized search facilities for faculty's teaching and research needs.
- ❖ Establishes a repository of cases and keeps adding new cases on a continuous basis.
- ❖ Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
- ❖ Provides content page service.
- ❖ Encourages use of smart card for library services.
- ❖ Facilitates conduct of reading sessions.
- ❖ Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
- ❖ Develops a system for posting new additions online.
- ❖ Any other work related to library that may be assigned from time to time.
- ❖ Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, Project reports



- ❖ Coordinates with departmental library in-charge for smooth functioning of department's library
- ❖ Provides all statistical information pertaining to the library.

## IX. IN HOUSE R&D SEMINARS/ WORKSHOPS

Each Department shall organize Conference /Seminar /Workshop/ FDP during every academic year. Every Department shall conduct Guest lecturers /Special lectures per semester to impart knowledge beyond syllabus

### 9.1. FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

a) **Guest Lecture:** Honorarium for Resource person Rs.2000/-per lecture and this may be increased based on the value of the Resource person. Guest house Accommodation will be provided.

#### **Transport Facility:**

Local transport facility will be provided.

Bus /Train fare will be provided for outstation Resource persons.

b) **Workshop:** Maximum Rs.100/- can be collected from the students but not with all the cases.

c) **Conference:** Management contribution will be Rs.10, 000/- for each conference, in the case of international conference the shortage will be duly contributed/ supported by the management.

d) **Other General Guidelines:** Only two banners are allowed, one at the stage and another at the college entrance for Conference and Symposium.

- ✓ UNOM financial transactions shall be made only through college account section.
- ✓ No money should be collected from the students for any specific purpose.

### 9.2. FACULTIES HIGHER EDUCATION:

- ✓ Faculty members interested in pursuing research (Ph.D.) on Part-Time basis shall submit an application to the Management through the Principal seeking permission for registration
- ✓ The College shall grant 3 ODs per semester to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first/second semester.

- ✓ The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 2 months to enable him/her write the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

### 9.3. TEACHING ASSIGNMENTS

- ❖ The college permits its teachers to take up teaching assignment with other educational institutions / Industries subject to the approval of Chairman/ Vice Chairman/Principal.
- ❖ A faculty, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- ❖ Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution whether for remuneration or on honorary basis.

### X. INCENTIVES - STUDENTS

The Management is pleased to announce the following incentives and awards for students studying in the campus.

- ✓ There will be a BEST-OUTGOING STUDENT AWARD.
- ✓ There will be a BEST STUDENT AWARD. (Department wise)
- ✓ There will be a BEST PROJECT AWARD.
- ✓ There will be a BEST PERFORMANCE IN SPORTS.
- ✓ There will be a BEST PERFORMANCE IN CULTURAL.
- ✓ There will be free personality development. Entrepreneurship, Ethics, Communication skills, computing skills and Placement specific programs for students.
- ✓ There will be free and subsidized add-on skill programs as per Industries requirements
- ✓ BEST R&D initiative awards will be given to Faculty and Students.
- ✓ There will be BEST Coordinator, Social worker, Orator, Singer, Writer, Poet and Team Leader awards for their outstanding contributions.