

NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

POLICY RELATED TO GOVERNANCE

The Governance Policy relate to the following:

1. Student admission procedures
2. Selection and appointment of teaching staff
3. Appointment in leave vacancies
4. Promotion (and training) of teaching staff
5. Termination of Service
6. Appointment of Heads of departments
7. Selection and appointment of non-teaching staff
8. Formative training for the teaching and non-teaching staff
9. Self-Financing courses
10. Financial Administration

1. STUDENT ADMISSION:

1.1 The minority Educational institution enjoys 100% admission of students of their choice as per the Judgement of the Honorable Supreme Court in 2002. The management can admit whomsoever it wants under this category.

1. Following the norms of Supreme Court Judgement of 2002, Nirmala College for Women, a minority educational institution, admits other religious or linguistic students also.
2. No catholic SC/ST student should be denied admission into the UG courses provided they meet the minimum requirements for admission.
3. Care is taken to give the courses sought by the students especially in disciplines like Mathematics, Physics, Chemistry, Botany, Zoology, Geography, Computer Sciences and Commerce. The cut off marks should be sufficiently lowered to take in as many Catholics and marginalized as possible.
4. Owing to the standard knowledge level of the subjects and also because of their high demand of preference, for admission to Chemistry stream only students who have studied Mathematics and for the B.Com. stream, only students who have studied Mathematics / Business Mathematics / Statistics in their higher secondary course are selected.
5. With regard to PG courses as many Catholics as possible should be admitted.



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- 1.2 The rule of reservation is not applicable to religious or linguistic minority educational institutions either for grant-in aid or self-financed Colleges.
- 1.3 Preferential option for the poor should be reflected in the admission policies of the Institution. Hence preference should be given in admission to the poor/marginalized students.
- 1.4 All applications shall be considered favourably in the following order of priority
 1. Catholic poor and marginalized
 2. Other Catholics and Christians
 3. Non catholic poor and marginalized
 4. Non catholic backward classes
 5. Others
- 1.5 Physically disabled students, Visually impaired students, Polio victims who seek Admission should be given special consideration deserve preference shall be given to the first generation learners.
- 1.6 First generation learners should also be given preference in admission.
- 1.7 Special preference should be given to the students from rural areas.
- 1.8 Attempts should be made to accommodate students from the neighbourhood and surrounding areas for the UG courses. For the PG and M.Phil courses, a certain amount of mobility within the state should be permitted. Students from other states should not be admitted at the expense of students from Tamil Nadu. Clerics and religious from other states may be admitted.
- 1.9 The application form should be such that it obtains the following information from the applicant:
 1. The place and the institution last studied.
 2. Nationality/State
 3. Religion
 4. Community: FC, BC, MBC, SC, ST
 5. Blood Group, Aadhar Number
 6. Occupation of the parents
 7. Native place: Corporation/Municipality/Panchayat
 8. Parental income Certificate
 9. Stream/Matric/State Board/CBSE
 10. Marks: Total & Percentage



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11. Language
12. Co-curricular activities
13. First generation learners
14. Differently abled, Daughter of Ex.Service Man if so
15. Address for communication

1.10 The prime responsibility for admissions is with the Principal. She has the right to grant admission or reject the same without assigning any reason. She heads the admission committee. The Principal in consultation with the Secretary appoints the members of the committee.

1.11 Members of the admission committee:

1. Principal
2. Senior most staff
3. Vice-Principal (Admission officer)
4. Hostel Warden

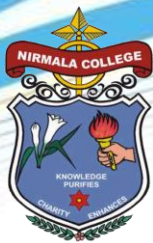
1.12 The Government guidelines are as follows:

1. The term of college admission committee may be for a period of two years; The Principal of the college is the chairperson of the admission committee and shall institute this committee at the advice of the Secretary.
2. There could be an admission counseling office to advise the applicants in general and to help the marginalized select the course according to their aptitude and academic background. The availability of management scholarship is made known to the poor and marginalized students at the time of admission by this counseling office.
3. The Principal will decide the recommended cases.

1.13 Functions of the Admission Committee

1. The committee decides the cut-off marks for various subjects and various categories of applicants.
2. The committee ensures that all the applications are registered and ranked in the order of religion and community with mark assignments for admission to various courses.
3. The committee should strictly adhere to the admission policies outlined above.

1.14 Neither donation nor capitation fee is entertained.



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- 1.15 The public is informed of the healthy practice of not collecting or receiving any form of donation. Bribe for admission of students to any course and those unscrupulous elements exploiting the name of the institution will be severely dealt. It must be printed in the prospectus and the college calendar. It must also be displayed prominently in the campus at the time of admission.

1.16 Financial, Academic and Counselling Assistance

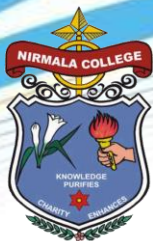
1. The institution shall allocate a corpus fund to provide scholarship to the poor/marginalized students.
2. The progress of the poor/marginalized students must be monitored and a staff can be entrusted with the care of ten, twenty students in order to help them in the pursuit of their studies, and their overall formation.

1.17 Admission to Hostels

1. The hostel is important and it is a second home, playing a vital role in the formation of students whether they come from nearby or faraway places.
2. As in the case of admission to college, admissions to the hostel should also reflect the options of the Institution in the following order of priority.
 1. Catholic poor and marginalized
 2. Other Catholics & Christians
 3. Non-Catholic poor and marginalized
 4. Non-Catholic Backward classes
 5. Others
3. Keeping in mind the economic background of hostellers, the Institution shall run a simple affordable mess providing vegetarian and non-vegetarian meals.

2. SELECTION AND APPOINTMENT OF TEACHING AND NON-TEACHING STAFF

- 2.1 Staff selection procedures should be devoid of favouritism, casteism and of arbitrariness.
- 2.2 It should ensure fair distribution of committed competent and compatible faculty for Implementing the Vision and Mission of the college.
- 2.3 Eligible Candidates shall apply for the posts by sending their applications to the Secretary of the college.



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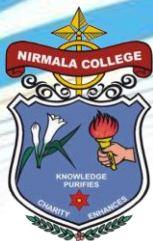
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- 2.4 The applications are processed and the applicants, who are qualified according to the norms and guidelines laid down by the Staff selection committee of the management will be called for interview.
- 2.5 There shall be a board of selection of staff members. It will consist of
1. President
 2. Vice-President
 3. Secretary
 4. Principal
 5. General Education Co-ordinator
 6. Provincial
 7. Head of the department
 8. One external subject expert decided by the management.
(Normally the appellant will not be part of the committee, as she is the final authority)
- 2.6 Candidates are interviewed for their subject knowledge, skillful use of teaching methodology, class-room management, competence, compatibility, commitment, availability in executing the duties as a mentor, guide and scholar in accordance with the vision and mission of the College.
- 2.7 **The break-up of marks for selection is as follows:**
- | | | |
|-------------------------|---|----|
| Qualifying tests | = | 30 |
| Teaching Skill | = | 30 |
| Academic qualifications | = | 5 |
| Research | = | 5 |
| Publication/Research | = | 5 |
| Popular articles | = | 5 |
| Religion / Community | = | 10 |
| Suffragan Dioceses | = | 5 |
| Teaching Experience | = | 5 |
| Qualifying tests | | |
| UGC NET / CSIR | = | 10 |
| SLET | = | 10 |
| Ph.D | = | 10 |



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Teaching Skill

Subject knowledge	=	15
Communication skill	=	10
Aptitude for teaching	=	5

Academic qualifications

P.G > 75%	=	5
60-75%	=	4
< 60%	=	2

Teaching Experience

5 and more than 5 years	=	5
3 Years	=	3
2 and less than 2 years	=	2

Research

Maximum	=	5
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Publication Research

Depending upon Impact factor; total	=	5
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Religion : Distribution : Catholic = 5

Christian / CSI and others	=	2
Hindu	=	1
Community weightage	=	5
Suffragan Dioceses	=	5

Poor/ Marginalized

To the Family with Annual income < 60,000	=	5
60,000 – 1,20,000	=	3
1.2 = 2.5 lakhs	=	2

Since basic qualifications of Candidates is possessing namely 55% marks in P.G part III, it may be given 5 marks; M. Phil is a research methodology and it does not warrant a weightage. Weightage should be given to number of Research projects and also Research articles published in national and international journals based on the impact factor,

Impact factor

1.0	to	1.50 Point	: 1 Mark
1.50	to	2.00 Point	: 2 Marks
2.50	to	3.00 Point	: 3 Marks



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3.50 to 4.00 Point : 4 Marks

>4.50 to : 5 Marks

Weightage to the number of popular articles

2 Articles : 1 Mark

3-5 Articles : 2 Marks

5-7 Articles : 3 Marks

7-9 Articles : 4 Marks

10 Articles : 5 Marks

Weightage to teaching experience

1-3 Years : 1 Mark

4-6 Years : 2 Marks

7-9 Years : 3 Marks

10 Years : 4 Marks

>10 Years : 5 Marks

- 2.8 The candidates selected should be ranked in the order of merit given by the Committee.
- 2.9 Appointment in the order of merit includes various factors to permanent vacancies. It will be done from the selected list of candidates, recommended by the Staff Selection Committee.
- 2.10 The list of the selected candidates is forwarded to the President of the Nirmala Education Society, for the final approval.
- 2.11 After getting the approval from the Superior General, the Secretary of the college, issues an appointment order in duplicate duly signed by her to the candidate selected as Asst. Prof. for a particular course. The selected candidate signs the duplicate copy of the appointment order as a sign of her acceptance and returns a copy to the Secretary.
- 2.12 The appointment order specifies, the nature of the posts, the period of probation, the scale of pay, and her duties as specified by the management from time to time.



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3. Appointment in Leave vacancies

3.1 Short Leave Vacancies:

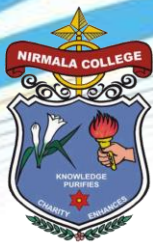
1. For short leave vacancies (i.e a few months) appointment will be made by the Secretary from the available list of selected candidates from the interviews already held for the posts. While making such appointments, the rank in the list of the selected candidates should be adhered to.
2. If no interview is held for certain posts and no list of candidates are available, the Secretary of the college can make such appointments for short leave vacancies in consultation with the Principal. It may be yet good to conduct interview for leave vacancies of more than 6 months or within 10 months from the list of applicants available with the Secretary.
3. At the end of leave period/academic year, such appointments should be terminated.

3.2 Long Leave Vacancies:

1. For long leave vacancies (i.e., more than 10 months) the selection processes is done by the Staff Selection Committee and the selected candidates are appointed by the Secretary, and shall continue in service up to the expiry of leave vacancy.
2. Since the Government is not prepared to pay for the vacation period, the candidates may have to be relieved and reappointed after the vacation period. The candidate appointed in such leave vacancies, if found unsuitable can be relieved with immediate notice.

3.3 FDP Vacancies

1. It is permitted to relieve the staff on FDP only when a qualified staff is appointed in the FDP vacancy.
2. The University Grants Commission pays the substitute in the FDP vacancy.
3. Till such salary for FDP substitute is received, a subsistence salary may be advanced and it is recovered as and when the salary is received from UGC.



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4. Promotion and Training of Teaching Staff:

- 4.1 Orientation programmes for the newly recruited staff members is mandatory. The newly recruited candidates should undergo such training programme to become effective teachers in the Institution.
- 4.2 Two types of assessments should be conducted during the period of probation of the new recruits:
 1. One should relate to the knowledge and the communication skills of the probationers and this assessment should be made by the students and the Head of the Department. Remarks are to be obtained from the HOD after the first six months of probation and then again towards the end of the year from the Principal and the students. Forms of assessing the probationers are to be distributed to students without prior intimation and these records of students' evaluation are also to be filed.
 2. Another kind of assessment should be undertaken with regard to the probationer's commitment to the Institution's vision. The assessment should be undertaken by the Head of the Department and IQAC Co-ordinator. While assessing the probationer, the lay staff should be assured of strict confidentiality. They are made known about the indicators of assessment.

5. Termination of Service

- 5.1 Any staff is relieved by the Secretary/without any prior notice or without pay on the following grounds:
 1. If she becomes insane and when this is supported by a medical report.
 2. If she is convicted of a criminal offence involving moral turpitude.
 3. If the staff goes against the terms and conditions of the management from time to time.
 4. If the two assessments either during probation or after a confirmation prove a staff unfit, she will be relieved immediately during probation and after three months' notice to the permanent staff.
- 5.2 For the termination of service of a permanent staff on account of an act of misconduct or misbehaviour, an enquiry shall be conducted by domestic enquiry before the termination.



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6. Appointment to the Headship of Department

- 6.1 The appointment is made on the basis of seniority cum merit. As a general rule a senior person from within the same department will be promoted to headship. The 'merit' in question depends on:
1. Teaching experience, academic qualification,
 2. Acceptance of the aims,
 3. Observance of objectives of higher education in our college
 4. Leadership qualities and administrative abilities.
- 6.2 Though there is no difficulty in appointing the senior most professor, it should be made known to the staff that it is not automatic. It is always a selection process and appointment is done after an interview.
- 6.3 The college is free to appoint heads on the basis of rotation. The period may be three to five years. The basic requirement is 5 years of academic and administrative experience in the same department of the college.

7. Selection and Appointment of Non-Teaching Staff

- 7.1 Any candidate seeking appointment as a non-teaching staff should submit application with relevant documents.
- 7.2 The Selection Committee consists of
1. President
 2. Vice President
 3. General Education Co-ordinator
 4. Provincial
 5. Secretary of the College
 6. Principal of the College
 7. Vice- Principal
 8. Superior of the Convent
- 7.3 The Secretary will issue the appointment order.
- 7.4 As per the TAMIL NADU PRIVATE COLLEGES REGULATION ACT 1976 the promotion from one category to another (feeder category) in non-teaching cadre is on seniority basis.



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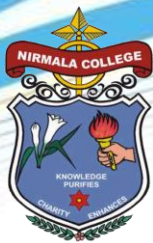
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- 7.5 Non-teaching staff thus appointed undergoes two years of probation and at the end of completing the probation, the employee is confirmed in her/his job, otherwise she/he is relieved from duty.
- 7.6 In addition to the academic qualifications as prescribed by educational authorities, the following aptitudes should be assessed while recruiting the candidates.
1. Competence of the person for the job
 2. Personal qualifications matching the job requirements.
 3. Preparedness for hard work and availability.
 4. Interest in the welfare of the institution and commitment to the institute.
 5. Understanding of the vision and mission of the college.
- 7.7 The minimum qualification, for any non-teaching posts, below the category of record clerk, is VIII standard. For any service staff i.e. sweepers, it is sufficient that they know how to read and write. If one is to be appointed in the feeder category of the record clerk and above, the applicant should have a pass in S.S.L.C. The age of the Backward Community applicant must be below 35 years and SC/ST above 35 years.
- 7.8 Preference should be given in the following order of priority:
1. Catholic-Poor and marginalized
 2. Christians
 3. Other Poor/marginalized
 4. Other Backward Classes – Dalits
 5. Others – Scheduled caste or Tribe
- 7.9 Children of the domestic employees of the Institution are to be given preference.
- 7.10 **Service Conditions:** The service conditions of the non-teaching staff are as prescribed by the Government and according to the rules and regulations laid by the management from time to time.
- 7.11 **Management Staff:** The selection, appointment, salaries and service conditions will depend on the terms and conditions framed by the management from time to time.
- 7.12 **Training and development:** The non-teaching staff should also share the vision, aims and objectives of the college. For this purpose opportunities are provided to attend seminars, workshops and training programmes according to their requirements. Opportunities are also given to them for self-development and professional advancement.



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8. Formative Training for Teaching and Non-teaching staff

The inclusion of on-going formation of teaching faculty and non-teaching staff, self financed teaching and non-teaching staff is one of the major conditions for enabling them to be an effective staff in their respective academic and administrative positions. This on-going formation not only begins from the entry of a staff but also in every academic year and in every phase of career advancement of staff in the form of workshops, trainings and qualifying examinations. This formative training is an essential component for a lay staff to become a collaborator in realizing the challenges in higher education. The resource for the training could be promoted by collecting Rs. 10/- semester / student in every college. In the long run the Interest from the capital amount of the corpus fund thus generated can be utilized for such training programmes.

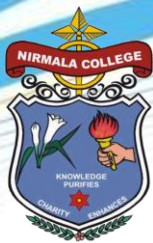
9. SELF –FINANCED COURSES

9.1 Introduction

- 9.1.1 Self-Financed Courses are those (UG as well as PG) which are permitted by the University to be run by colleges without government aid for teachers. The affiliation and the degrees/diplomas for these courses are given by the university.
- 9.1.2 Diploma/Certificate courses may be introduced under this category.

9.2 The Need for Self-Financing Courses

- 9.2.1 Given the prevailing conditions, the self-financing course is a fact and not an option and the Tamil Nadu Government has practically stopped granting aid to such courses since 1992.
- 9.2.2 The only way to start innovative/job-oriented course is to go in for self-financing courses.
- 9.2.3 The National Assessment and Accreditation Council (NAAC) makes an assessment every five years. One of the parameters by which NAAC assesses College is the number of new programmes started.
- 9.2.4 Even though the Government funds are not available, opportunity for capable aspirants for higher education cannot be denied. Hence self financed courses have been started at affordable costs to meet all requirements of the university and of the stakeholders.



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9.3 Faculty Service Conditions

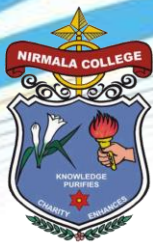
- 9.3.1 The President is the appointing authority for all faculty members in self-financing courses.
- 9.3.2 The selection is done by the selection committee.
- 9.3.3 If a candidate is to be reappointed after 10 months she should appear for an interview.
- 9.3.4 The candidate selected may be appointed for two years and if the candidate is found satisfactory her service could be confirmed. Those who are in probation, can be relieved or can resign with one month notice or salary,
- 9.3.5 Those who are made permanent after two/three years of probation, can be relieved from service by issuing 3 months' notice or 3 months' salary by the management or the staff respectively.
- 9.3.6 When the staff in Self-Financing Courses leave, quick and immediate decisions have to be taken to keep the programmes going.
- 9.3.7 The performance of the candidates selected should be assessed periodically and the management should decide whether to confirm or terminate their service within a period of one year.

9.4. Appointment and Acceptance of Offer

- 9.4.1 The appointing authority shall issue an appointment letter in duplicate duly signed by her to the person selected for employment.
- 9.4.2 The selected person must sign the duplicate copy of the appointment letter as a token of her acceptance and return it to the appointing authority.
- 9.4.3 The appointment letter specifies, in brief, the nature of the post or vacancy, the scale of pay, the dearness and other allowances admissible to her, the period of probation etc.

9.5 Categories of SF Faculty Members

- 9.5.1 Category 1: Those who have cleared SLET/NET and those with Ph.D
- 9.5.2 Category 2: Those who possess Masters degree and M.Phil., but have not passed SLET/NET
- 9.5.3 Category 3: Faculty staff employed on hourly basis



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9.6. Pay Scales

- 9.6.1 The staff category 1 & 2 shall be paid a consolidated pay.
- 9.6.2 Those in category 3 will be paid on an hourly basis of at least Rs.100 per hour for P.G Classes and U.G classes (as per UGC norms). (UGC Scale for an hour is Rs. 164/-)
- 9.6.3 Every three years the committee will review the situation and revise the scales needed.

9.7. Leave

- 9.7.1 All the staff members are eligible for 12 days of causal leave in a year.
- 9.7.2 The staff members who have completed 3 years of service are eligible for 3 months of maternity leave with full pay twice during the tenure of service.
- 9.7.3 Those who have not completed 2 years of service applying for maternity leave during the probationary period will be relived from service (self-financial staff).

9.8. Provident Fund and ESI

- 9.8.1 All the faculty members will join the provident fund scheme; 12% of the salary and an equal amount from the management go into the provident fund.
- 9.8.2 A percentage of 0.75 is deducted from staff salary and management gives 3.25% for the ESI benefit of the employees.

9.9 Termination of Service

- 9.9.1 The service of any staff shall be terminated by the management without any notice or pay on the following grounds:
 - 1. If she becomes insane and when this is supported by a medical report.
 - 2. If she is confirmed of a criminal offence involving moral turpitude.
- 9.9.2 In case of retrenchment consequent upon the closing down of the department; every effort must be made to redeploy them in other departments. In case this is not possible, those persons will be paid retrenchment compensation.
- 9.9.3 As regards the termination of service of a staff on account of an act of misconduct or misbehaviour, proper domestic enquiry shall be held before the termination.

9.10. Evaluation

- 9.10.1 It is important that quality education is imparted through these programmes.
- 9.10.2 There must be an evaluation of these programmes once in three years.



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9.10.3 When programmes are found wanting quality education, student strength and competent staff, the management must be ready to wind them up or preferably suspend them till opportune time or demand arises for the course.

Roles and Functions of the Office Bearers

SECRETARY

01. The Secretary is appointed by the President of the college for a period of three years. She may be re-appointed.
02. The Secretary is the Administrative Head of the college. She represents the Management to the University, Higher Education Department of the State Government and appears before the court of law.
03. The Secretary of the college has the following administrative functions in consultation with the Principal.
 1. Appointment of Principal is communicated to the Departments of Higher Education University and other related educational organizations without losing the right of minority rights.
 2. Appointment of teaching and non-teaching staff (according to the Tamil Nadu private college (Regulation) Act 1976) without sacrificing the minority right
 3. Approval of the probationary period of the staff and confirmation of their appointment, after due assessment.
 4. Promotion of the staff
 5. Initiation of any disciplinary action against the staff in accordance with the code of conduct.
 6. Salary fixation of the staff.
 7. Sanction of increment, provident fund, approval of loan, recovery of loan and closure of the same.
 8. All Correspondence with reference to request for leave (except casual leave and leave on other duty) encashment of earned leave, request for advance from the provident fund etc.,
 9. Passing monthly pay bills & other bills relating to pay and arrears.
 10. Maintenance of the assets & properties of the institution.
 11. Providing infrastructure, personnel and finance for the development of the college.
04. The Secretary is an ex-officio member of the Governing Body of the college. She also serves as a member in important policy making committees of the college
05. The Secretary will see to the mobilization of funds for the development of the college.



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PRINCIPAL

1. The principal is appointed by the president of the Governing Body of the Nirmala Education Society.
2. The Principal is the academic Head of the college and has the overall responsibility of executing the mission and vision of the institution and providing a climate necessary for the intellectual pursuit of the staff and students.
3. The Principal supervises all the academic programmes of the college and keeps the Secretary informed of all matters of general and financial administration.
4. The Principal has the following functions in the college:
 1. Day-to-day administration of the college
 2. Planning and executing all academic programmes
 3. Supervision of the teaching and non-teaching staff
 4. Allotment of work to the teaching and non-teaching staff in consultation with the Secretary
 5. Routing of the leave applications to the Secretary
 6. Drawing up the calendar, timetable and the scheme of examinations
 7. Curriculum and research
 8. Attendance of staff and students
 9. Allotment of classrooms
 10. Facilitating co-curricular activities and extension services
 11. Admission of students
 12. Allocation of funds-special fee and grants
 13. Maintaining student and staff discipline
 14. Administering scholarships and helping poor students
 15. Signing of bills, student certificates, testimonials, attendance registers.
 16. Signing of Bus and Railway Concessions.
5. The Principal in consultation with the Management Committee reviews the admission policies, recruitment policies and the general administration structure and progress of the college.
6. The Principal is the President of all the Associations in the college.
7. The Principal is the Secretary of the Governing Body of the college. She prepares the agenda for the Management committee and Governing Body Meeting.
8. The Principal prepares the college Annual Report and administrative report for the Bharathiar University and Co-coordinates research projects.
9. The Principal interacts with the Directorate of Collegiate Education, the Tamil Nadu State Council for Higher Education, Bharathiar University, University Grants Commission and other institutions for the growth and smooth functioning of the college.
10. The Principal is directly responsible for the composition and functioning of various bodies and committees under autonomy. She implements and follows up the statutes of autonomy, in tune with the recommendations of Autonomy Review Committee. She is also directly responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.



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11. The Principal is officially in charge of self financed courses and the hostels. She delegates the powers to the Vice Principal and Wardens.
12. The Principal ensures that there is a good rapport between the institution and public parent, industry and all civil bodies.

VICE PRINCIPAL

The Vice Principal assists the Principal in the general administration of the college and she is appointed by the president of the Governing Body on the recommendation of the Management Committee for the period of three Years.

Functions:

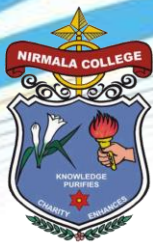
1. Takes the place of the Principal in her absence for the ordinary running of the college.
2. Organizes orientation programmes for the faculty.
3. Maintains the Log book of the college.
4. Co ordinates with the faculty committees in the preparation of academic calendar and college magazine and printing of the same.
5. Ensures that the Morning assembly is conducted every day.
6. Facilitates College day, Convocation day and other cultural events (allotment of duties, compilation of list of prize winners, merit scholarships and other arrangements for the functions)
7. Assists the chief superintendent in the smooth conduct of all exams excluding the end semester examinations.
8. Assists the Principal in maintaining the student's discipline.
9. Ensures that the faculty maintains lesson plan, question bank, work diary, internal marks, and attendance records, each semester with the consultation of the principal.

CONTROLLER OF EXAMINATIONS

The controller of Examinations is an Associate Professor with 10 years of Teaching experience and the Head of the examination section. She is appointed by the President in consultation with the Management Committee for a period of three years. She is the Convener for the Examination Committee and in charge of the End Semester examinations. She is member of the Academic Council.

Functions:

1. Prepares the budget for the Controller's office and gets it approved by the Finance Committee of the Nirmala Education Society.
2. Appoints question paper setters and examiners in consultation with the Principal and heads of the departments.
3. Approves the payment of remuneration to the question paper setters and the examiners.
4. Prepares and publishes the examination timetable.
5. Publishes the Semester Examination results in consultation with the principal.



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6. Forwards the results to the University for the award of Degree, with the approval of the Principal.
7. Prepares and sends the Semester mark sheets and the cumulative mark sheets to the heads of the departments and keeps the records.
8. Supervises the Controller's office staff and sanctions leave application.
9. Ensure that the question papers are typed, adequate copies made and sealed in the respective envelopes with the utmost confidentiality. The safe custody of the question papers as well as the original and any additional arrear or supplementary examination material is reposed with her.
10. Ensures that there is adequate stationery for the timely conduct of examinations.
11. Ensure that the application forms are issued to the students for the End Semester examinations.
12. Ensure that the hall tickets are issued to the students.
13. Coordinate the conduct of the Examinations with the Chief Superintendent.
14. Organizes and ensures the Central Evaluation of the Answer Scripts.
15. Ensures the payment for invigilation, paper setting and evaluation duties.
16. Consolidates the Continuous Assessment Marks and the End Semester Examination Marks and prepares the Examination Results (Galley) for the meeting of the standing Committee for the passing of the results.
17. Forwards the Convocation application forms for the conferment of degrees by the University.
18. Ensures that the Mark Sheets are issued to individual students every semester and the Consolidated Marks Statement is issued to every student on completion of the course.
19. Provides information to the Governing Body about the examination results.

DEAN-STUDENT AFFAIRS

The Management Committee in consultation with the President of the Governing Body appoints the dean for a period of three years and she is a liaison between the Administrative body, Faculty and the Student Body.

Functions:

1. Coordinates the general administration with the Principal and the Vice principal, to facilitate the day-to-day functioning of the college.
2. Monitors Students' Union Election and organizes an Orientation programme for the newly elected office bearers.
3. Guides and monitors the co-curricular and extra-curricular activities organized by the Students' Union
4. Organizes all the functions of the College such as Inaugural, Independence day, Teacher's Day, College Day, Farewell etc and maintains discipline during the functions
5. Organizes inter-class competitions and inter-collegiate events.
6. Implements student welfare programmes such as:
 1. Identifying needy students for Financial Aid and Scholarship
 2. Collection of any authorized fund.



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3. General Orientation / motivation for skill development programmes.
4. Assisting the Principal in Medical inspection for 1 year UG and PG students
7. Monitors participation of students in inter-collegiate Cultural, Co-curricular and Extra –Curricular programmes.
8. Looks after the needs of day scholar students.
9. Recommends students for midday meals and students aid fund.
10. Supervises the selection of students for prizes and medals.
11. Gives Counseling for the needy students
12. Takes care of the day-to-day problems / need of students and interacts through the grievance Redressal Committee.
13. Checks the ID cards of students.
14. Organizes educational tours for Students and Staff at College level with the consent of the Principal
15. Maintains student's grievances Boxes
16. Coordinates the activities of Fine Arts Committee and Ragging Club Committee.

DEAN-ACADEMICS

The Management Committee in consultation with the president of the Governing Body appoints the dean for a period of three years.

Functions:

1. Monitors all the Academic Programmes
2. Convenes the Board of Studies meeting in consultation with the Principal.
3. Implements and updates the guidelines of the Testing and Evaluation and Choice based Credit system whenever changes are made.
4. Coordinates the registration of courses (skill based) for the various Departments.
5. Coordinates the organization of Bridge course, Spoken English courses, Remedial classes and Skill based certificate courses.
6. Updates and maintains records of student withdrawal from courses, taking decisions regarding condonation of attendance for valid reasons, after studying the merit of the case.
7. Scrutinizes CIA question papers, Internal assessment marks at the end of the semester and submit the same to the Vice Principal for the cross check before submitting to the controller's office.
8. Prepares all documents for the Academic Council Meeting including the syllabi submitted by the various departments.
9. Provides academic information for the Governing Body Meetings.
10. Prepares CIA timetable
11. Visits the departments to check the conduct of classes and completion of the syllabus.
12. Ensures that there is no loss or wastage of academic time.
13. Monitors the late-comers.
14. Conducts the Continuous Assessment Test.
15. In charge of CPOP(Centre for Participatory and online programme)



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INTERNAL QUALITY ASSURANCE CELL

Composition

1. Secretary
2. Principal
3. Vice Principal
4. IQAC Co-ordinator
5. Staff Representatives (Peer team)
6. Student Representative
7. OSA Representative
8. Subject Experts as and when needed
9. One or two nominees from local society

Term

The nominated members shall be in office for five years.

Meeting

Once a month

Functions

1. Checks and monitors quality in all aspects of institutional functioning.
2. Prepares all college documentations that should be sent to the UGC/NAAC/State Quality Cell.
3. Documents various programmes/activities leading to quality improvement.
4. Disseminates information on various quality parameters of higher education.
5. Functions as a "Mini-NAAC" in the college and as a "gate keeper" of college quality.
6. Prepares Annual Quality Assurance Report (AQAR).
7. Carries out short –term and long-term objectives of the institution.
8. Develops systems and evolves mechanisms and procedures to ensure quality.
9. Co-ordinates Faculty Development Programmes in consultation with the Principal.

HEADS OF THE DEPARTMENTS (UG & PG)

Functions

1. Takes charge of the day to day activities of the Department
2. Strives to achieve academic goals and to develop research programmes in the department with the support of the staff.
3. Makes herself available to the staff and students not only during the college hours but as and when required.
4. Informs the Principal when away from the college during the working hours.
5. Holds responsibility for the smooth functioning of the Department.
6. Ensures punctuality of the faculty in executing their assigned duties.
7. Shares the responsibility with the members of the Department and builds up team spirit.
8. Shares the responsibility with the members of the department and builds up team spirit
9. Distributes the work avoiding sharing or splitting course-work, unless it is very desirable or necessary, in consultation with the faculty.



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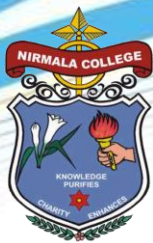
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10. Distributes the workload to the faculty members and presents copy of the workload and the timetable to the Principal well in advance. Any change in the Department timetable should be communicated immediately to the Principal.
11. Holds faculty meetings at least once a month and facilitates interaction and sharing among the staff.
12. Discusses with the faculty, the semester results and takes appropriate action to improve the performance of the students. When on leave, she communicates to the next senior member of the faculty to take charge of the Department.
13. Monitors, updates and introduces new syllabi / courses.
14. Organizes Workshops, Seminars, Symposia, Role-play, Open Forum etc.,
15. Plans and conducts seminars, Special lectures etc with the involvement of staff and students.
16. Helps the President of association in carrying out Association and Extension activities.
17. Consults the faculty members and prepares the list of books and list of equipments and other requirements of the Department and submits them to the Principal before the end of March every year.
18. Ensures proper conduct of practical classes by giving in advance the requirements to the Lab Assistant.
19. Ensures that discipline is maintained in the classrooms and sees that no class is left free if the faculty member happens to be on leave.
20. Ensures that faculty members are substituted wherever needed. In case of accidents or other untoward incidents in the Department, the Head of the Department should inform the Principal.
21. Meets the students individually and monitors the attendance of students of the Department and calls the parents of defaulters for counseling.
22. Prepares the panel of Examiners for end semester examinations, the names of winners of the Academic Prize, General proficiency prize and the Best Outgoing student of the Department and any other prizes and awards, in consultation with the faculty members of the department.
23. Listens to grievances of students regarding department matter and redresses them in consultation with the Principal.
24. Maintains the following files in the department.
 1. Current Syllabus of all papers offered by the department
 2. Semester-wise details of the course teachers, work load of faculty members and additional responsibilities given to faculty members.
 3. Minutes of the faculty meetings.
 4. Minutes of the Board of Studies Meetings.
 5. Staff Movement Register.
 6. Class-wise list of students.
 7. CIA marks, copy of semester results.
 8. Department Calendar and the Department activities.
 9. Records of meetings with the students who have less than 75% attendance.
 10. Leave Letters.
 11. Annual Report of the Department based on the criteria of the NAAC.
 12. Work Dairy.



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ADMINISTRATOR

1. The Administrator is appointed by the President of the College.
2. She is responsible and incharge of the following: Power Generator, Water supply and General Maintenance of the Campus.

HOSTEL WARDEN

1. The Principal of the College is the official warden of the hostels.
2. The other wardens are appointed by the Principal of the College.
3. The Warden is assisted by the sub-wardens in the normal functioning of the Hostel.
4. Each warden administers the hostel and animates the students of the Hostel in accordance with the directions given by the Management Committee.
5. The warden looks after the mess and the day-to-day maintenance of the hostel under the direction of the Management Committee.
6. The warden presents the accounts to the Management Committee once in three months
7. She admits/readmits the students every year to the Hostel.
8. She takes disciplinary action including dismissal in consultation with the Management Council.
9. She arranges retreat for catholic students and conducts seminars, competitions etc., for all the students to imbibe values in life.
10. She gives timely guidance and counseling to the students.

OFFICE SUPERINTENDENT

1. The Office Superintendent functions in collaboration with the Principal & Secretary.
2. She ensures the updating of Service Registers of Teaching and Non-teaching staff.
3. She ensures the preparation of the monthly Pay Bill, Bills of salary Arrears and other financial bills and their submission at the Regional Joint Director of Collegiate Education.
4. She supervises the preparation of Pension papers and their submission to the Office of the Regional Joint Director of Collegiate Education to enable the retired staff to receive their benefit early.
5. She prepares the Annual Financial Statement.
6. She guarantees all office staff and administrative and service staff carry out their duties on time.