

JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



PERIYAKULAM - 625 601, THENI DT.

Accredited with 'A+' Grade (Cycle 4) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)



Res : 04546 - 231382

Off : 04546 - 231482

Fax : 04546 - 231482

Dr. Sr. S. Jesurani, M.Sc., M.Phil., B.Ed., PGDCA., Ph.D.

Principal

Website : www.annejac.ac.in

E-mail : principal@annejac.ac.in

CODE OF CONDUCT FOR COLLEGE ADMINISTRATION

Relationship between the Parent University, State Government and Autonomous Colleges

There will be a symbiotic relationship between the parent university, State Government and the Autonomous College. The university will generally support the Autonomous College in designing and framing the curricula, upgrading the method of delivery and also help to set up a framework in the Autonomous College for evaluation and examination of the students. The relationship between the parent university and the Autonomous College would be in the manner that it is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL.

OBJECTIVES

The main objectives are

- to empower women through education.
- to monitor women's education at all levels in the State.
- to offer consultancy services for the development of women's education in the State.
- Mother Teresa Women's University symbolizes the realization of a lofty vision that of Mahakavi Bharathi's “சரிநிகர் சமாணம்”.

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NATURE OF FINANCIAL ASSISTANCE AND OTHER RELATED PROVISIONS

- The University Grants Commission will provide assistance under XII plan guidelines scheme to autonomous colleges to meet their additional and special needs such as:
- Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes.
- Orientation and re-training of teachers.
- Re-designing courses and development of teaching/learning material, workshops and seminars
- Examination reforms
- Furniture for office, classrooms, library and laboratories, equipment, books/journals
- Renovation and repairs not leading to construction of a new building
- Extension Activities
- Office equipment, teaching aids and laboratory equipment, Guest/visiting faculty
- Capacity building for teachers
- Development of Area Study Programmes.

FOLLOWING SHALL BE THE GUIDING PRINCIPLES FOR UTILIZATION OF AUTONOMY GRANT:

- The grant under the scheme cannot be used for creation of posts, payment of salary to any of the college staff.

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- Examination fee should be fixed so that income from fee can meet the expenditure on examinations and other staff appointed in examination cell.

GOVERNANCE OF AN AUTONOMOUS COLLEGE

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs: The following are statutory bodies in the Autonomous College:

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee
- The college will, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee

CONSEQUENCES OF VIOLATION OF PROVISIONS OF GUIDELINES

- All UGC directives shall be strictly followed, failing which UGC may take appropriate actions, as it deems fit, against the defaulting Autonomous College.

GOVERNING BODY:

- Constitution of Governing Body of Private /Self Financing College/Constituent College runs by Trust/Society:

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- Five Members from Management Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
- Two Members from Teachers of the College - Nominated by the Principal based on seniority by rotation
- One Educationist or industrialist- Nominated by the management
- One UGC Nominee - Nominated by the UGC
- One State Government nominee - Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
- One University Nominee - Nominated by the University
- Principal of the College - Ex-officio

Term:

- The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

- Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:
- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council

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- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- Approve annual budget of the college, before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

ACADEMIC COUNCIL:

- Composition of Academic council:
- The Principal (Chairman)
- All the Heads of Departments in the college
- Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- 4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- Three nominees of the university not less than Professors.
- A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

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Functions of the Academic Council:

The Academic Council shall have powers to:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

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BOARD OF STUDIES:

Composition of Board of Studies:

- Head of the Department concerned (Chairman).
- The entire faculty of each specialization.
- Two subject experts from outside the Parent University to be nominated by the Academic Council.
- One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
- One representative from industry/corporate sector/allied area relating to placement.
- One postgraduate meritorious alumna to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
- Experts from outside the college whenever special courses of studies are to be formulated.
- Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions: The Board of Studies of a Department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;

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- Suggest panel of names to the Academic Council for appointment of examiners;
- Coordinate research, teaching, extension and other academic activities in the department/college.

FINANCE COMMITTEE:

Composition of Finance Committee:

- The Principal (Chairman).
- One person to be nominated by the Governing Body of the college for a period of two years.
- Finance Officer of the affiliating University
- One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

- The Finance Committee shall act as an advisory body to the Governing Body, to consider:
- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy;
- Audited accounts for the above.

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Functions of the Principal

- The Principal (religious) is appointed by the Superior General for a period of 6 years only.
- The lay Principal is appointed by the Superior General for a period of 6 years and may be reappointed for another period of 6 years.
- The Principal is the Academic Head and is the executive authority in all academic matters of the College.
- As the leader of the academic community, the Principal should provide a climate necessary for the intellectual pursuit of the staff and the students and play a vital role in motivating and inspiring the academic community towards excellence.
- The Principal's administration must be governed by team work, mutual trust, emotional maturity, balanced actions and inner freedom without any personal desire and goal.
- The Principal represents the College in all academic Institutions, affiliating University, AIACHE, Xavier Board and similar institutions.
- The Principal is responsible for appropriate academic planning and ensures its implementation.
- The Principal supervises all the academic programmes of the College, stimulates and facilitates the effective implementation of the curriculum and

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Principal

keeps the Superior and the Secretary informed of all academic matters of the college.

- The Principal encourages the teaching staff to undertake research, participate in professional developmental programmes, apply for minor and major research projects and undertake publications.
- The Principal ensures that the workload of staff is assigned in a fair and equitable manner.
- It is the duty of the Principal to establish clear channels of communication and facilitate interaction with staff, students, parents and well wishers.
- The Principal forms an effective team with the assistance of Vice-Principals, Deans, CoE, Heads of Departments and other officials. Delegation of authority with responsibility together with accountability should mark the style of her / his administration.
- The Principal elicits the opinion of the academic and the religious community with regard to the selection of lay staff to these offices.
- The Principal is the Member-Secretary of the Governing Body, the Chairperson of the Academic Council, the College Council and various committees of the College. The Principal is the Chairperson and convener of the Students' Admission Committee and a member of the Higher Education Commission.
- The Chief Superintendent of Examinations, the Secretary of Staff Club, the Vice-President of the College Union and the members of the various committees in the college are appointed by the Principal in consultation with the Secretary and the Superior.

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- The Principal has the ultimate responsibility for ensuring that the evaluation system administered in the college is without any flaw.
- The Principal shall inform the Superior of the various activities in the College.
- The Principal is accountable to the Board of Management and Governing Body of the college.
- Identifies the poor students and recommends them to the Secretary for management scholarship and fee concessions.
- Monitors the conduct of tests and exams, University / Board Examinations in theory and practical, along with the Coordinator for Examinations. The Principal is also the Chief Superintendent for the University / the Board Examinations.

The Principal has the following functions in the college:

- Day-to-day academic administration of the college.
- Admission of students to different courses.
- Planning and monitoring the implementation of academic programmes.
- Drawing up the college calendar and time-table along with the VPs, CoE and HoDs.
- Curriculum and research development.
- Supervision of the work of the teaching and the non-teaching staff.
- Monitoring the academic activities of the departments.
- Sanctioning of CL and OD to staff and forwarding other leave applications of staff to the Secretary.

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- Monitoring the attendance of staff and students and giving condonation for shortage of attendance to students.
- Preparation and printing of admission application forms, prospectus, college calendar, college magazine and college annual report.
- Facilitating co-curricular and extra-curricular activities and extension service.
- Placing orders for purchase of books, periodicals, magazines, journals to library and lab materials and equipments.
- Monitoring the conduct of CIA tests, semester examinations, sessional tests and University examinations.
- Administering scholarship and fee concessions to students.
- Monitoring discipline of staff and students' and their welfare.
- Establishing links with industries / organizations / institutions / schools for providing project work / on-site visit / inplant training / teaching practice to students.
- Undertaking, through IQAC, evaluation of programmes by staff and students, subject-wise evaluation of staff performance by students and evaluation of programmes and facilities by other stakeholders.
- Undertaking the academic audit of the college, with the help of IQAC, once in two years.
- Forwarding the IQAR prepared by IQAC to NAAC every year.
- Submission of the monthly statement of non-government accounts and the semester-wise statement of government accounts to the Superior and the Community.

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- Submission of the yearly audited statement of accounts to the Community, the Province and the Generalate.
- Officially in-charge of the hostels.
- Performing all works related to UGC, Autonomy and affiliating University.
- The Chairperson of all the statutory and non-statutory committees of the college.

The Vice-Principal (Administration)

- The Vice-Principal (Administration), a teaching religious Sister, is appointed by the Superior General for a period of 3 years.
- In the absence of the Principal, the religious Vice-Principal is responsible for the running of the College.
- Works in close collaboration with the lay Vice-Principal.
- Ensures students' discipline during working days and functions and the smooth and orderly movement of the students.
- Monitors the attendance, regularity, leave of absence, leave on duty, medical leave and absence without leave of science students.
- Issues late chit to late comers and signs the correction slips regarding attendance.
- Forwards requisition for requirements and replacement of articles like tube lights, fans, benches, desks, chairs, platforms etc. of all the class rooms and requirements of teaching and non-teaching staff from HoDs to the Secretary through the Principal.

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- Allots work to support staff, supervises their work in the maintenance of the college campus, class rooms and halls and forwards their leave letter to the Principal.
- Monitors the conduct of Mid and End Semester Tests and Semester Examinations and visits the exam halls and rooms.
- Supervises the Students' Union Election and its activities, the activities of Fine Arts Team, co-curricular and extra-curricular activities in close collaboration with the Dean of Students' activities with fine arts team.
- Responsible for all the works connected with functions and celebrations.
- Identifies the poor students and recommends them to the Principal / the Secretary for management scholarship and fee concession.
- Maintains the list of willing students and staff for blood donation to the needy and the deserving cases.
- Identified the slow learners and academically weak students and calls their parents to discuss the academic progress of such students with concerned HoDs.
- Helps the Principal in the preparation of the College Calendar and the General Time-table.
- Supervises the selection of students for prizes and medals.
- Approves the class tours and field trips of students, forwarded by the HoDs, in consultation with the Principal.

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- Signs Railway Concession Forms, application for Free Bus Pass and for attestation of Certificates.
- Meets, along with the lay Vice-Principal, the Principal regularly and keeps her informed of all the matters and developments in the College.
- Member of the Governing Body, the Academic Council and the College Council.

The Vice-Principal (Academics)

- The Vice-Principal (academics), a lay teaching staff, is appointed by the Principal in consultation with the Secretary and the Superior for a period of 3 years.
- Works in close collaboration with the religious Vice-Principal.
- Ensures students' discipline during working days and functions and the smooth and orderly movement of the students.
- Monitors the attendance, regularity, leave of absence, leave on duty, medical leave and absence without leave .
- Issues late chit to late comers and signs the correction slips regarding attendance.
- Collects the essential data from students for preparation of ID Cards, arranges for taking photos, and issues ID Cards to students.
- Takes steps for issue of ID Cards to staff, teaching and non-teaching.

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- Distributes consumable items such as chalk, duster, mark register, students' attendance register and answer papers for class and CIA tests etc. to departments and maintains an Issue Register for the same.
- Prepares the list of invigilators for Mid and End Semester tests.
- Collects the question papers for Mid and End Semester tests from the CoE, in-charge for the conduct of the tests, and keeps ready the answer scripts for valuation.
- Helps the Vice-Principal (administration) in Students' Union Election, all students' activities, and all works connected with functions and celebrations.
- Helps along with the religious Vice-Principal, the Principal in the preparation of college calendar and general time-table.
- Signs railway concession forms, applications for free bus pass and for attestation of Certificates.
- Meets, along with the religious Vice-Principal, the Principal regularly and keeps her informed of all the matters and development in the College.
- Member of the Academic Council and the College Council.

The Dean of Academics:

- The Dean of Academics is appointed by the Principal in consultation with the Secretary and the Superior for a period of 3 years.
- Organizes workshops, seminars on curriculum, teaching methods, testing and evaluation, with internal and / or external resource persons.

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- Attends to the grievances of students regarding valuation of test papers, assignments and takes necessary steps for redressal.
- Ensures that the syllabi of courses offered by departments are in proper format and maintains copies of syllabi approved by Academic Council.
- Attends the meetings of Boards of Studies of departments as ex-officio members.
- Members of the College Council, the Academic Council and the Governing Body of the College.
- Coordinates the research activities in different departments.
- Registers students for re-examination of Internal Assessment.
- Displays the list of general electives and EDCs offered by departments in each semester in advance and monitors the students' selection to these courses and ensures the conduct of the courses by departments.
- Ensures updating of the syllabi and introduction of new courses in various departments periodically.
- Helps the Principal in the preparation of feedback questionnaire on programme evaluation and staff evaluation.
- Arranges Orientation Programme for II & III Years, Bridge Course for the freshers in consultation with the Vice-Principals and the Heads of Departments.

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- Deals with all matters related to UGC, Autonomy and University in consultation with the Principal.
- Plants, coordinates, supervise and arrange the meetings of Academic Council, Board of Studies of all departments and different academic committees.
- Deals with matters relating to AIACHE, Xavier Board and other associations in consultation with the Principal.
- Forwards the proposal for Minor and Major Research Projects of teaching staff to UGC and other funding agencies through the Principal
- Arranges deputation of staff to different professional programmes, staff participation in Seminars and Conferences within and outside the College.

The Dean of Students' Activities:

- The Dean of Students' Activities is appointed by the Principal in consultation with the Secretary and the Superior for a period of 3 years.
- Coordinates all co-curricular and extra-curricular activities and the various activities of service organization.
- Plans and conducts the election of students' union and office bearers of the Students' Union with the help of the Vice-Principals.
- Looks into the day-to-day problems and need of students, other than academic.
- Acts as a link person between the various officials of the College and the students.

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E-mail : principal@annejac.ac.in

- Conducts Students' Union meetings with the Principal and the Vice-Principals and coordinates all the activities of Students' Union.
- Selects students to Fine Arts Team for various events and allows their participation in cultural competitions conducted by other institutions with the approval of the Principal.
- Plans and organizes along with students' union, the cultural festival of students with the help of the Vice-Principals and the approval of the Principal.
- Arranges the Welcome Freshers Function with the help of Students' Union and Fine Arts Team.
- Monitors, along with the HoDs, the activities of departmental associations in the College.
- Plans and conducts competitions for Association Day.
- Collects reports of the activities of the various associations and arranges for Association Day.
- Arranges Prayer service and cultural programmes for functions and celebrations.
- Member of the Academic Council and the College Council.

The Controller of Examinations:

- The Controller of Examinations, normally a religious teaching staff, appointed by the Superior General for a period of 3 years and may be re-appointed.

JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



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DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)



Res : 04546 - 231382

Off : 04546 - 231482

Fax : 04546 - 231482

Dr. Sr. S. Jesurani, M.Sc., M.Phil., B.Ed., PGDCA., Ph.D.

Principal

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- The Controller of Examinations keeps the Principal informed of all matters pertaining to the CIA Tests and the Semester Examinations and works in close collaboration with the Principal in all exam related matters.
- Places the mode of CIA and Semester Examination in the Academic Council and gets them approved.
- Gets the question papers (Soft Copy) for CIA Tests from the HoDs and takes sufficient copies for administering the CIA Tests, by the Vice-Principal (academic).
- Collects the marks of CIA Tests and the consolidated CIA Mark Statements along with the break-up, for each subject from the HoDs.
- Distributes the Semester Examination Application Forms along with Bank Challan to students through the HoDs and receives the same on or before the last date.
- Accepts the Semester Examination Application Forms of students permitted by the Principal.
- Prepares the Hall Tickets for the Semester Examination, indicating the papers in which the students are eligible to appear for the Semester Exam.
- Collects the current syllabi, panel of external question paper setters and model question paper for each subject from the HoDs. Maintains a databank of external examiners and updates it.

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- Chooses any one from the suggested panel and sends letter of appointment as question paper setters along with the syllabus and model question paper for each subject.
- Gets the Semester Exam question papers ready, by taking sufficient copies.
- Finalizes the dates and schedule of Semester Examinations in consultation with the Principal and announces the same to the students and the staff.
- Issues Hall Tickets to the students, appoints the Invigilator, monitors the conduct of Semester Examinations and keeps the answer scripts in safe custody.
- Appoints the external and the internal examiners for the conduct of Semester Practical Examinations and monitors the same.
- Conducts central valuation, both Internal and External, and arranges for their valuation when the difference is over 10 / 20 marks.
- Arranges for entering the CIA and Semester marks for each subject, prepares an overview of the result for the passing board.
- Suggests a date for Passing Board meeting in consultation with the Principal and convenes the meeting through the Principal, to pass the result.
- Publishes the result and prepares the mark statement for each semester and the consolidated statements of marks (final semester) within one month.
- Arranges for retotalling / revaluation when students apply for it.
- Plans and conducts the Semester Arrear Examinations

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- Conducts Special Arrear exams for regular UG and PG students to appear for all the arrear papers, accumulated upto fifth semester and third semester in the sixth and fourth semester respectively.
- Conducts Special Supplementary Examination for the outgoing students failed in two papers in the final semester, within 15 days of the publication of the result
- Prepares the handbook on 'Rules and Regulations for Examinations' and distributes the same to the students and the staff.
- Prepares and sends the detailed final result through the Principal to the University for preparing the Provisional Certificates and the Degree Certificates.
- Signs the claim forms for remuneration and other vouchers for all the works related to the conduct of Semester Examinations.
- Gets an advance from the Principal for making payments related to paper setting, conduct of Semester Examinations, central valuation and practical examinations and forwards the vouchers for payment made, to the Principal.
- Sanctions onetime special remuneration to the staff of CoE office for the extra work done in connection with the Semester Examination.
- Presents the list of materials and requirements needed for the CoE office to the Principal and with the approval, undertakes the purchases.
- Forwards the list of academic award and prize winners to the Vice-Principal(administration).

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Principal

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- Member of the Governing Body, the Academic Council and the College Council.

The Heads of Departments:

- The Head of the Department is appointed by the Secretary with the consent of the Principal and the Superior for a period of 5 years.
- Allots the workload to the teaching and the non-teaching staff of the department for each semester.
- Prepares the timetable, year-wise and staff-wise, for each semester by constituting a committee of three staff and forwards the same to the Principal.
- Looks after the day-to-day administration of the academic work of the departments.
- Forwards CL, ML and OD of teaching and non-teaching staff to the Principal and ensures the adjustment of work
- Places order through the Principal for the purchase of consumable items like Chemicals, Glasswares, ICs, etc. and other minor items such as lenses, scales, thermometer, IC board, connecting wires, etc.
- Constitutes a committee of three staff to finalize the list of scientific equipments, books and journals to be purchased under, UGC Grant, Autonomy Grant, Self-Financed Courses Account and forwards their priority list to the Principal / the Secretary for ordering.
- Maintains a stock register and takes steps for stock verification every year.

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- Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.
- Monitors the activities of the departmental association and arranges for Endowment lectures, Seminars, Workshops, Guest Lectures and ensures participation of students in them.
- Forwards the students' educational tour plan to the Vice-Principal (administration).
- Issues letter of certification and consent to students for field visits / training programmes / project work.
- Gets feedback from students on curriculum and uses it in the initiation to review and redesign the curriculum.
- Forwards a copy of the current syllabi and the model question papers to CoE.
- Collects the question papers from the teaching staff for the mid-semester and the end-semester tests and forwards the soft copy to the CoE.
- Suggests names of examiners (Departmental Staff) for Semester Practical Examinations and Semester arrear examinations and supplementary examinations to the CoE.
- The Chairman of the Board of Studies conducts the meeting of the Boards of Studies and suggests names of external experts to be members of the Boards of Studies to the Principal.

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- Forwards the list of three external examiners for each subject, approved by Bos, to the CoE.
- Presents the result of the Semester Examinations at the Passing Board meetings.
- Member of the Academic Council and presents the report of the Boards of Studies to the Council
- Prepares the total workload of the departments as per Government norms and forwards the requirement of Government approved staff and / or management staff to the Principal and the Secretary.
- Forwards requisition for requirements and replacement of articles like tube lights, fans, benches, desks, chairs, platforms etc. of class rooms, labs and departmental staff room to the Vice-Principal (administration).
- Forwards the list of consumable items like chalk, duster, mark register, students' attendance register, answer papers etc. required for the department, to the Vice-Principal (academics).
- Presents the views of the departmental staff and her own views on the academic matters of the department to the Principal.
- The Chairman for the Semester PG and UG Valuation Boards or recommends senior of the department to be the Chairman of the Valuation Boards.
- Functions as a member of the Staff Selection Committee and the College Council.

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- Ensures organization of remedial classes for academically weak students.

The Librarian

- The Librarian, a religious Sister, is appointed by the Superior General.
- In-charge of all books, journals, periodicals, magazines, equipments and materials in the library and their maintenance.
- In consultation with the library committee and with the approval of the Principal / the Secretary, purchases books, journals, periodicals and magazines according to the budget allotment made by the Principal / the Secretary,
- Classifies books, journals and periodicals bought and arranges them in stacks and computerizes them.
- Responsible for lending books to staff and students.
- Keeps track of the utilization of books, journals, periodicals, magazines and audio visual materials by staff and students.
- Presents the list of equipments and materials needed for the library to the Secretary / the Principal.
- With the approval of the Principal / the Secretary/ the Superior, permits outsiders to use the library.
- Facilitates the research work by staff by providing necessary materials.
- Introduces the library to the new students and helps them to use the library.
- Displays library notices and new arrivals in the library.

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Principal

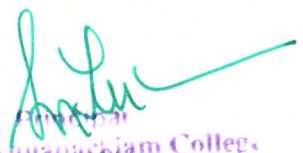
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- Ensures that discipline and silence is maintained in the library.
- Assigns work to the library staff, supervises their work and recommends their leave application to the Principal.
- After verification, signs the bills and forwards them to the Principal / the Secretary for payment.
- Maintains the account and prepares the annual report of the library.
- Takes steps for conducting Book Exhibition in the college campus.
- Serves as a member of the College Council and the Academic Council.
- Consults the Principal and with her consent, imposes or cancels fines to students.

The Purchase Officer

- The Purchase Committee shall consist of the Principal as the Chairperson, The Secretary, the Purchase Officer and two Senior staff as members.
- The Purchase Officer, as senior religious or lay staff, is appointed by the Principal in consultation with the Secretary and the Superior for a period of three years.
- Purchase of Equipments needed for the different labs, worth Rs. 25,000 or more, be decided in the Purchase Committee only.
- The Committee decides the budget allocation to each department from UGC Grant / Autonomy Grant


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