

## **AMBIGA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**

**(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY)**

**ANNA NAGAR, MADURAI-625 020, TAMIL NADU.**

**[www.ambigacollege.com](http://www.ambigacollege.com)**

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.**

### **INDEX**

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>PAGE.NO</b>
<b>1</b>	<b>HR POLICY</b>	<b>2-7</b>
<b>2</b>	<b>REPORT</b>	<b>8</b>



AMBIGA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(AFFILIATED TO MADURAI KAMARAJ UNIVERSITY)

ANNA NAGAR, MADURAI-625 020, TAMIL NADU.

[www.ambigacollege.com](http://www.ambigacollege.com)

---

## **HUMAN RESOURCE MANAGEMENT POLICY**

### **1. Congregation :**

Ambiga college of arts and science for women in established by solamalai pappathiammal educational trust. It is a private, charitable and non-private, trust. He man aim of the college in to inculcate self reliance need based quality of education to women. The principal will be responsible for the vision and mission of the college and implementation of the name management oversee the growth and progress of the institution.

### **2. Governing Body**

The Governing Body of Institute constitutes the Chairman, Director and Members of the management, Principal, vice principal, University Representative, Academic Council member (Faculty Representative). Governing Body is to manage the ordinary affairs of the college in respect of the curriculum, ratification and approval of the appointments, discipline, legal matters, new initiatives and carrying out of the educational policy of the society. The Governing Body convenes Annual General Body meeting annually and An Extraordinary General Body meeting as and when a need arises. The Director of the institution is the Member Secretary of the Governing Body.

### **3 .Management committee**

The management committee consists of Director cum Secretary, Principal and Vice principal. The committee oversees the plans and execution day to day activities. The meeting of the committee is held on weekly basis.

### **4.HOD Council**

The HOD council gives leadership for academic and co-curricular and extracurricular activities. The council meets every month and is headed by the principal and the council is responsible for planning and execution of the academic programmes at the college level.

### **5. Co-Ordinator-Academic Affairs**

- Ensures the workload of each department is in accordance with the requirement of the Department Workload. Prepares Master Time Table.
- Allotment of NME across the Disciplines in consultation with the heads of the Department.

- University communication regarding course modification/deletion/and insertion are communicated.
- Collect result analysis from departments and present consolidated reports in the faculty meeting and convene a mentoring meeting for faculty who has secured less than 65% result in the course taught.
- Conduct External and Internal Academic Audit in Consultation with Management Committee.

## **6. Co-ordinator-Student's Affairs**

- Deal with matters related to student affairs.
- Send circulars to the Heads to file nomination for the Student council.
- Conduct student council election in a transparent manner along with the Presiding Officer.
- Coordinate all the functions related to the students
- Conduct monthly meeting with student Council
- Present Students Report during the faculty meetings.
- Check on Campus and Canteen facilities at frequent intervals

## **7. Head of the Department**

- The HOD is the liaison between the Principal and the department.
- Prepares workload, subject allocation, time table, action plan.
- Monitor the lesson plan, ensure discipline in the department, attendance status of the students, mentoring/ counseling for students, meet parents and facilitate scholarship for needy and deserving candidates as recommended by the class teacher.

## **8. Faculty**

- The faculty is responsible and accountable for the work assigned to them.
- They should ensure that the Course taught is well planned and delivered.
- Monitor the attendance and discipline of the students.

## **9. Co-ordinator-Examination Committee**

- Responsible for smooth conduct of Examination.
- Register Student for University Examination through University ERS portal and for online payment.
- Forward the Condo nation/Prevention and Detention List to University of Madras and Follow up procedure

## **10. Student Council**

- All elected members are members of the student council. The council meets every month and it is headed by the Student Chairman and guided by the Faculty Advisor. The student council plans and executes student related programmes.

## **ROLES AND FUNCTIONS**

### **11. Correspondent**

- The secretary of the Government Body shall be the Director appointed by the Chairman of the Society.
- On behalf of the Society and the Governing Body, the Secretary, appointed by the chairman, shall see to the proper running of the College and ensure that the directions and policies laid down by the Founder Body are carried out in the College
- He will be the authorized person to carry out the decisions as per need for the regular functioning of the college; however such decisions must be ratified by the Governing Body at its meeting.
- He shall be authorized signatory on behalf of the Governing Body and may issue all letters which are authorized by the Governing body.
- He shall convene the meeting of the Governing Body and shall arrange the time, venue and agenda for such meeting.
- He shall keep the records and minutes of the proceedings in a book kept for the purpose and submit them for confirmation at the next meeting.
- The Secretary shall handle the correspondences with the members of the Governing Body, and other staff members.
- He will work in close collaboration with the representative of the Governing Body in the institution.

### **12. Principal**

- The Principal is appointed by the Governing Body, and shall perform his/her work in full agreement with the Governing Body.



- Her primary duty is to keep check on all the academic and non-academic activities of the college so that they are carried out to the satisfaction of the University, Management and Students.
- He/she shall correspond with the affiliating University on academic and non-academic matters.
- He/She shall be responsible for all promotions and detentions, upon consultation with College Governing Body.
- He/she shall keep himself in touch with educational authorities and act in liaison with others.
- He/she is responsible for the Parents', Teachers', Students Association and Alumni and its regular meetings.
- He/she shall convene and preside over Academic Staff, Academic Council, and Internal Quality Assurance Cell (IQAC) meetings.
- He/she shall be responsible to bring to the College Academic Council and Governing Body about the intake of faculty and admissions to the College. He/she shall take care of the Internal Quality Assurance Cell (IQAC) as its Chairman to make sure that all its requirements are fulfilled.
- Appoint members to other committees like the Library Committee, Grievance Redressed, Anti-Ragging, sexual Harassment (Vishakah Guidelines) Committee and others.
- He/she shall ordinary appoint in consultation with the Director, Academic Director and the Vice Principal, the HODs, Coordinators, Event coordinators, Internal Academic Auditors, and members to the Academic Councils.
- He/she shall be chairing the Admission committee recommended by the Directorate of collegiate Education, Tamilnadu.

### 13. Co-ordinator - IQAC

- Develop a system for conscious, consistent and technology oriented methodology to improve the academic and administrative performance of the institution.
- Enhance quality in its internal and institutional operations.
- Regular meeting of internal quality assurance cell (IQAC) to be organized
- Conduct quality initiatives to enlighten the workforce towards operational efficiency.
- Encourage the use of ICT enabled teaching methodology.
- Conduct annual academic and administrative audit.
- Submit annual returns to NAAC.

#### **14. Librarian**

- Follow up the library norms to make sure that library becomes a student – friendly and faculty- friendly place for learning
- All the books orders are to be placed through the Librarian.
- The librarian shall follow up departmental libraries and records.
- The librarian shall carry out the yearly stock verification.
- Organize display of publication for all common events of the college.
- Maintain records in digital format and update the software
- Keep a record of football

#### **15. Accountant**

The accountant is responsible for the following:

- Financial resource management
- Administration management
- Human resource management
- Health and safety management
- Facility and property management

#### **16. Office superintendent**

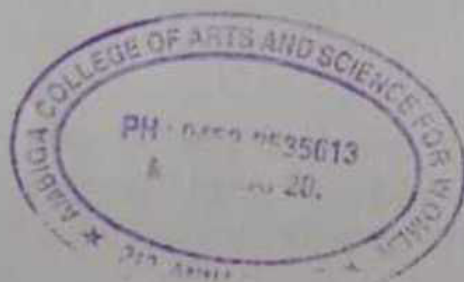
- The office superintendent is appointed by the secretary of the college
- The office superintendent plans and distributes the administrative work of the office.
- The office superintendent keeps all the records of staff and students.
- Office superintendent arranges to look after the VIPs who come to visit the college.

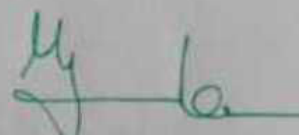
#### **17. Office and clerical staff**

- Office and clerical staff have the responsibility of taking care of all the documentation, correspondence and public relation related activities. They are expected to maintain the image of the college in their dealings with outsiders.
- Maintain confidentially and not give any information to any unauthorized person. They need to be cordial and available to students, faculty members, parents and all those who are in anyway associated to the institution.
- They are duty bound both inside and outside the college. Any infringement in this matters shall call for the dismissal of the person concerned.

### 18. Support staff

Support staff include attendants, drivers, cooks, gardeners, peons, sweepers, and other maintenance personnel. They form the integral part of the college and contribute toward the efficiency of the college work by their regular and valuable service.



  
PRINCIPAL

Principal  
Ambiga College of Arts and Science For Women  
Anna Nagar, Madurai-625 020



# AMBIGA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to Madurai Kamaraj University)

AMBIGA CAMPUS, ANNA NAGAR, MADURAI - 625 020.

(Estd. under Dr. S. Solamalai Thevar - Pappathi Ammal Educational Trust.)

Date : 09 - 06 - 2014

To

The Management

Ambiga College of Arts and Science For Women

Anna Nagar,

Madurai-20.

Respected Madam,

I wish to inform you that, our Faculty members are interested to present papers in Workshop, Seminar and Conference. It is our duty to help them Financially .So, I request you to provide DA / TA for them.

Thanking you

Principal

Principal

Ambiga College of Arts and Science For Women  
Anna Nagar, Madurai-625 020



*Accepted Sanction*  
*S. K. Anushand*  
*09-06-2014*

**CORRESPONDENT**  
Ambiga College of Arts & Science  
Anna Nagar, Madurai-20