

7.1.12


HANDBOOK

GOVERNING BODY

- The Governing Body is a statutory body responsible for the operation of all aspects of the college which includes finance, educational and research functions.
- It ensures that the college is functioning well to meet the needs it has set up and remains financially stable.
- To ensure that the resources are used appropriately, effectively and in accordance to the objectives of the College.
- It directs the college towards its vision while constantly monitoring its endeavors at every step.
- It approves the quality strategy of the institution, annual estimates of income and expenditure.
- It decides the success rate targets like recruitment, retention, grading, suspension, dismissal and determination of pay in the capacity of staff
- It takes care of the quality of education, student support and enrichment, resources and facilities.

PRINCIPAL

- Regularly endeavor to improve the operating effectiveness of the college for which he/she is responsible.
- Takes additional responsibility while creating a roadmap for inculcating professional and ethical practices.
- Keep informing of current practices and techniques relating to college programs, teaching and administration by attending meetings and conferences, and reading professional materials.
- As an administrator the Principal is responsible for the daily supervision of the institution, its students, facilitators, professional and support staff, volunteers, and personnel from outside agencies.
- Be a role-model for all the faculty members by shouldering responsibilities related to academic and administrative functions.
- Monitors the conduct of the college, pertaining to the administration, departments and the students.


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- Assists the teaching staff in the development, implementation, modifications and selection of curriculum materials, and keep informed as to any modifications in or substitution of approved courses.
- Conduct regular staff meetings for the purpose of discussing educational and administrative matters.
- Creates an ambit for research and development that leverages the footage of the institution on the national map.

IQAC

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.
- Maintaining relationship with stakeholders for mutual contribution & growth.

FACULTY

- Uphold and act towards Vision/Mission of the college.
- Work to establish and maintain a culture of mutual trust and respect in the institution.
- Complete the entire syllabus within the stipulated time by using examples, case study, models etc.
- A faculty disseminates and imparts basic or applied knowledge to students and assist students with the learning process and applying the knowledge.
- Be on a learning process and regularly update themselves in their area of specialization.
- Understand a student's psyche and counsel him /her when needed. Also guide in terms of their career.



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- Seek new and better devices, techniques, online technologies, procedures, and methods that may improve the teaching and learning process.
- Provide the highest quality classroom instruction toward the attainment of the goals of the University, the College, the Department, and the courses.
- Maintain classroom decorum and have professional etiquette.
- Should not use Cell phones, obscene language in the class, labs and laboratory.

STUDENTS:

- They should behave, dress and project their image as dignified, respectable citizens of the Country.
- Student should be in uniform and hold ID card in the college campus.
- The students must observe discipline. Indiscipline attracts punishment.
- The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies.
- Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
- They should avoid using cell phones in college campus.
Students should not take drugs or consume intoxicants.
- Student should not indulge in any form of ragging.
- No student shall be discriminated on the basis of religion, caste & sex etc.
- In order to become good Graduates student should observe professional ethics.
- A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 75% of total number of classes held

ADMINISTRATIVE STAFF

- Administrative staff support and act towards Vision/Mission of the college.
- Act with honesty and integrity in all aspects of their work.
- Work to establish and maintain a culture of mutual trust and respect in their Institutes.
- Perform other academic/ administrative duties assigned by the Head of the Department /Principal.



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- Practice fiscal responsibility to ensure that all expenditure fall within the budget and use common sense in the expenditure of the college funds.
- Maintain discipline and dignity.
- Support teaching staff in conducting practical.
- Keep it up-right and clean and create a congenial environment conducive for studies.
- Avoid teasing the students and colleagues, showing partiality, threatening in all forms.
- Follow all rules and regulations as laid down by the college.
- Work diligently to ensure that the college provides faculty and staff the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.



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