

JMJ COLLEGE FOR WOMEN (AUTONOMOUS) :: TENALI

ROLES AND RESPONSIBILITIES

CORRESPONDENT

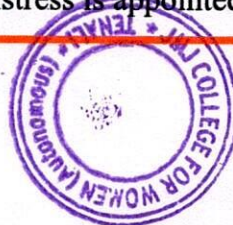
The Roles and Responsibilities of the Correspondent include:

1. The Correspondent is appointed by the Governing Body.
2. She appoints the staff selected by the selection committee according to norms laid down by the Governing Body.
3. She proposes to the Governing Body plans for the expansion/ improvement of the institution whenever required and carries them out when approved by the Governing Body.
4. She prepares the Institution budget for the approval of the Governing Body in consultation with the Principal.
5. She is the liaison between the Governing Body, the Education Department. She takes care of all official correspondence between the Governing Body, the Education Department and other Government departments on matters of Recognition, Property and Taxes etc.
6. She sanctions ordinary loans to the staff.
7. She sanctions extraordinary leave to the staff in consultation with the Principal.
8. She administers the finances according to the policies laid down by the Governing Body.
9. Supervise the maintenance of the Service Registers and the payment of salaries to the employees.
10. Supervise the Maintenance of the campus, Spiritual and moral growth of the Staff and Students.
11. Foster and strengthen relationships between the management and the Alumnae

PRINCIPAL

The Roles and Responsibilities of the Principal include:

1. The Principal/Headmistress is appointed by the Governing Body.



2. The Principal is involved in overall College Administration, the curriculum design, leadership and community relations and working relationships and various activities of the college in accordance with the guidelines, various Acts, Rules and Regulations, orders and instructions of the University, Government, Commissioner of Collegiate Education, University Grants Commission and other competent authorities.
3. Take all steps in consultation with Steering Committee and HOD's of the College for smooth and efficient functioning of the College.
4. To ensure effective and participatory management, provide facilities for effective teaching and learning environment.
5. To understand and meet the needs of the teaching and non- teaching staff, students and parents.
6. To plan along with staff, students and parents for promoting high standards of learning and teaching and over all development of the staff, students and the institution.
7. She is the unifying force among all the members of the staff and acts as a liaison between the Correspondent and the Staff.
8. To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments namely Social Welfare Department, Backward Classes and Minorities department and Department of Collegiate Education, etc.,
9. The Principal shall supervise and conduct regular assembly and meetings with students, staff and other committees for the enhancement of quality education.
10. To ensure that the proposal for renewal of affiliation / permanent affiliation is sent to the concerned University well in time.
11. To ensure that the reaccreditation of the NAAC is obtained and the preparation of SSR on time.
12. The Principals have to teach their concerned subjects six hours per week.
13. To ensure sending all correspondence of the College on time.
14. She is responsible for organising the Curricular and Co-curricular activities and public functions of the Institution with the assistance of the staff. However, organisation of public functions and feasts shall be done in consultation with the Correspondent.



15. She is responsible for imparting Value Education to all the students and the Faith Formation with the assistance of the staff.
16. She sanctions casual leaves and Special Casual leaves to the staff, but any other leave is sanctioned in consultation with the Correspondent.
17. She is responsible for efficient functioning of the office and is the pivot of the educational wheel in the Institution.

VICE-PRINCIPAL

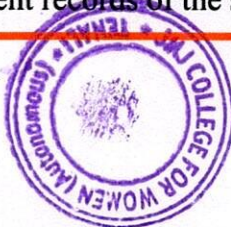
The Roles and Responsibilities of Vice-Principal include:

1. The Vice-Principal shares the responsibilities of the Principal.
2. In charge of Intermediate Sections to maintain the welfare of Intermediate Staff and Students
3. To conduct examinations including Intermediate Public examinations.
4. Follows the regular Teaching hours
5. To oversee the matters in areas of human resource, finance and involvement in general administration

CONTROLLER OF EXAMINATIONS

The Roles and Responsibilities of Controller of Examinations include:

1. The Controller of Examinations shall be responsible for the proper records, maintenance of marks list and valued answer scripts. The valued answer scripts shall be preserved for one year after the announcement of results and thereafter dispose them off as per the procedure.
2. She shall arrange for the valuation, tabulation and announcement of results expeditiously and arrange for the distribution of the marks memos with the help of the college office superintendent.
3. With the help of the office staff she shall arrange to prepare the merit list, rank list. She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the sections.



4. She shall attend to the re-totaling of the valued answer scripts, challenge valuation, redressed of grievances, make enquiries into mal-practices committed by students and lapses of examiners, etc., in consultation with the Principal as per the rules.
5. In coordination with the office staff, she shall arrange for printing of question papers well in advance.
6. She shall issue duplicate marks memos, consolidated marks memos and rank certificates to the college office to be distributed to the students.
7. She shall make an enquiry into the lapses/ mistakes committed by anyone involved in the conduct of examination under this manual and fix fine/penalty and issue an order to give effect to her decision in consultation with the Principal.
8. She shall exercise all the powers in connection with the examinations subject to the general control under the supervision of the Principal.

TEACHING STAFF

The Roles and Responsibilities of Teaching Staff include:

1. The Teaching Staff conducts the classes as per the time table allotted.
2. Complete the syllabus prescribed by the College in time.
3. Extend their full cooperation to the heads of the departments in completing the syllabus before the commencement of the Semester end Examinations.
4. Co-operating with the Principal and Controller of Examination to conduct the Mid and Semester end Exams successfully.
5. To maintain the attendance of the students of the respective classes.
6. The staff conducts the practical classes as per the time-table
7. The Staff conduct mentoring classes for the failed and slow learners.
8. The Staff conduct co-curricular activities to bring out the potentialities of the students.



LIBRARY STAFF

The Roles and Responsibilities of Library Staff include:

1. Issue books to the teaching, non-teaching staff and students and collect it back.
2. Maintain necessary records and registers in the library.
3. Make arrangements for annual stock verification of the library books and send annual stock verification report to the concerned officers etc.,
4. Conducting Library week, Guest lectures, competitions to encourage and motivate the staff and students to cultivate reading habit.

SUPERINTENDENT

The Roles and Responsibilities of Superintendent include:

1. The Superintendent shall be primarily responsible for the efficiency of her section are accurate and conform to the rules and procedure.
2. She shall scrutinize all the papers/files before they are submitted to the higher officers.
3. The Superintendent shall personally handle all important and complicated cases.
4. She shall guide her subordinates in all respects and make them put up the cases in accordance with the rules.
5. She shall maintain her section neat and clean. She shall supervise her section and submit reports to her immediate officers.
6. She shall sign and issue acknowledgement letters.

NON-TEACHING STAFF

The Roles and Responsibilities of Non-Teaching Staff include:

1. Maintain the various registers prescribed under the rules of office procedures
2. Carrying a file from one section to another section for giving information or getting signatures.



3. Take care of the infrastructures and furniture allotted to their work place.
4. Keeping the institution premises like office, classrooms, verandas, steps, etc neat and clean before starting of office and also during the office timings and other times also according to the requirements.
5. They shall carry the waste/ rubbish for disposal outside the department under the supervision of the Superintendent.

NON-STATUTORY COMMITTEES

The Committees have been constituted under the convenership of senior teachers for the smooth functioning of the College. Planning and Evaluation Committee, UGC, Steering, Examination & Finance Committees involved in the decision making process.

PLANNING & EVALUATION COMMITTEE

Planning & Evaluation Committee consists of Principal, as the Chair Person, HODs and other senior faculties as its members.

Functions: The functions of the Planning and Evaluation Committee include:

- To initiate the proposals to be submitted to educational agencies like UGC, DST, DBT, NBHM, ICSSR etc.
- To discuss about introducing new courses and take decision.
- To send the proposals to University for extension of affiliation.
- To coordinate among the departments to apply for various schemes/grants to UGC and other government and non-government agencies.
- To plan for the optimal utilization of physical and financial resources.
- To overview all the activities of the previous academic year and derive observation and take necessary action.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

This Committee consists of Principal as Chair Person, senior faculty as convener and faculties of different departments as its members.



Functions: The functions of the Internal Quality Assurance Cell (IQAC) include:

1. To frame the policy for the academic and administrative growth of the institution.
2. To develop a quality benchmark for the various academic and administrative activities of the college.
3. To design and maintain quality assurance within academic system.
4. To analyse and review the feedback receives from students, parents, stake holders and alumnae.
5. To evaluate the appraisal report of teaching and non-teaching staff.
6. To initiate the recommendation from Planning and Evaluation Committee, Board of Studies, Academic Council and Governing Body
7. To plan and conduct Academic Audit and Prepare AQAR Report.

ACADEMIC COMMITTEE

The Academic Committee composes action plans for the implementation of all academic activities. Academic calendar is meticulously planned and prepared in advance by the convener with the help of the other members in the committee and ensure proper implementation.

Functions: The functions of the Academic Committee include:

1. To prepare the Academic Calendar of the institution including curricular, co-curricular and extracurricular activities.
2. To monitor the Teaching and Learning process
3. To confirm the of academic activities like preparation of time tables, lab cycles, value education, games and library classes and other events prepared by committees and departments

ADMISSION COMMITTEE

The Admission Committee consists of Principal as the Chairman, senior faculty as convener and faculty members involved with the admissions.

Functions: The following are the functions of the Admissions Committee.



1. To design the prospectus of the College
2. To frame and design the application for admission
3. To follow the rules and regulations laid down by the UGC, Andhra Pradesh Government and Acharya Nagarjuna University regarding admission.
4. To evolve the procedure and make necessary arrangements for the orientation programme for first year students.
5. To review the admission process in the College
6. To prepare Annual Admission Report

EXAMINATION COMMITTEE

The Examination Committee consists of Principal as the chairman, Controller and deputy controller, senior faculty as convener and faculties as its members.

Functions: The following are the functions of the Examination Committee.

1. To prepare schedule for the Examination and to allot invigilation list.
2. To prepare sitting arrangement of students in a manner that will not compromise the Examination.
3. To assist in smooth functioning of Continuous Internal Assessment (CIA) test and Semester End Examination (SEE).
4. To announce the Results in stipulated time both in online and offline.
5. To carry out all other duties related to examinations assigned by the Principal.

GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee consists of Principal as the chairman, senior faculty as convener and faculties of different departments as its members.

Functions: the functions of Grievance Redressal Committee include:

1. To receive Grievance from students, teaching and non-teaching staff.
2. To find the facts of the Grievance and pay prompt attention to the grievances rose.
3. To suggest remedial and preventive measures.
4. To review the suggestions/complaints raised by the students during periodical counselling.



5. Submitting review reports to the authority regarding the cases attended to and the number of pending cases, if any, for further action.

LIBRARY COMMITTEE

The Library Committee consists of a Chief Librarian, Asst. Librarian, other staff in the departments as the members.

Functions: The following are functions of the Library Committee

1. To prepare the list of books/journals as per the requirement of various departments both online and offline.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books
4. To organize the Book Fair and Library Week for the public and for the students.
5. To take stock of the existing, newly added and total number of books.
6. To introduce bar coding system and to see that the library is computerized.
7. To arrange talks for students to motivate them so as to cultivate reading habits.
8. To see that library building is enabled with Wi-Fi facility.
9. To see that library issue/return of books are maintained through software.
10. To maintain the sanctity of the library.
11. To maintain a record of the services rendered/activities conducted and submit the same to the IQAC committee.

ANTI RAGGING COMMITTEE

The Anti-Ragging Committee consists of Principal as Chairman, senior faculty as convener, faculties of different departments and student representatives.

Functions: The following are functions of the Anti-Ragging Committee

1. To vigilant any act amounting to ragging.
2. To consider the complaints received from the students regarding ragging and conduct enquiry and submit the report along with the punishment recommend to the offenders.



3. To take all necessary measures for prevention of Ragging inside the campus/ Hostel.

RED RIBBON CLUB COMMITTEE

The Red Ribbon Club Committee consists of Principal as Chairman, senior faculty as convener, and other members.

Functions: The following are the functions of Red Ribbon Club Committee:

1. To conduct activities under Red Ribbon Committee
2. To organize Blood Donation Camps in the college.
3. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
4. To see that there is a First Aid Room with all the basic facilities in case of emergency.


NATIONAL SERVICE SCHEME (NSS) COMMITTEE

The NSS Committee consists of Principal as Chairman, senior faculty as Co-ordinator.

Functions:

1. To understand the community in which the NSS volunteers work and to understand themselves in relation to their community
2. To identify the needs and problems of the community and involve themselves in problem-solving exercise
3. To develop among themselves a sense of social and civic responsibility
4. To utilize their knowledge in finding practical solutions to individual and community problems
5. To acquire leadership qualities and democratic values
6. To develop capacity to meet emergencies and natural disasters
7. To practice national integration and social harmony




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