



Policies

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Administration Policy



IDHAYA COLLEGE FOR WOMEN

(Run by Immaculate Sisters)

Accredited with 'A+' Grade by NAAC-1st Cycle

Affiliated to Bharathidasan University / G.O. No.237 / Dt. 22.06.2000

Recognized by 2(f) & 12(B) of UGC Act 1956

An ISO 9001:2015 Certified Institution

Post Box No.66

Kumbakonam - 612 001

Thanjavur (Dt.,)

PRINCIPAL

Tele : 0435 -2414077. Cell: 89034 86215 email: Idhayacollegekum.org@gmail.com, website : www.idhayacollegekumbakonam.edu.in

Date: 26.06.2023

Administration Policy

An Institution's stronghold in ensuring its survival and advancement is a dynamic and inclusive administration. Routine activities and the institution's uniqueness are impacted by an efficient administration. Idhaya College for Women is committed to and thrives on its all-encompassing administrative strategy to ensure great involvement with all stakeholders. In accordance with this policy, the institution must:

- Encourage an inclusive culture and decentralized, participatory governance.
- Make sure that various academic and non-academic bodies have operational autonomy for the benefit of beneficiaries and institutional policies.
- Observe all UGC, Government, and affiliated University service rules and directives when it comes to hiring and promoting all faculty and librarians.
- Ensure that the faculty have a high-quality profile and preserve transparency when appointing them based on their academic and professional qualifications and competency.
- Observe the rules and regulations set forth by the Government and the UGC regarding admission and the reserving of seats for students.
- Adopt a student-centric strategy when doing efficient administration
- Institutional statutory bodies and support structures include Grievance Redressal Cell for staff and students, Career Guidance and Placement Cell, Anti-Ragging Cell, Counselling Cell, and Cells representing minority or Backward Communities.
- Create associations for both teaching and non-teaching employees and offer assistance when needed in terms of finances and social support.

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- Adopt Bio Metric Attendance Device to monitor staff with more transparency and accuracy.
- Employ methods for faculty empowerment and provide orientation sessions, seminars and workshops to improve staff members' professional competencies.
- Provide staff with eligible leave, including casual leave, medical leave, maternity leave etc., in accordance with UGC, Government and affiliated University policies.
- Provide salary advances to staff members in need.
- Computerize the administrative sector to handle tasks like fee collecting, salary bill generation, income tax and PF remittance and other related accounts.
- Make sure the college has a clear and well-organized financial management system that allows the government, UGC, benefactors, NGOs, and Management to successfully raise funding for the college's academic and other developmental initiatives.
- Conduct financial audits, both internal and external, of all the accounts.
- Implement the suggestions made by the Governing Body, Finance Advisory Committee, and Board of Management after reviewing the resource mobilisation, budgeting and audited financial statements
- Improve ICT infrastructure and other physical facilities to better support participatory teaching and learning.
- Provide financial support to departments, clubs, forums and cells for arranging National and International Workshops, Seminars and Conferences.
- Promote research activities by providing financial and physical assistance, as well as helping faculty finds external funding for their research projects.

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- Allocate funds approved by the Management to assist the faculty in attending National and International Conferences and Seminars, presenting their research, publishing their findings and becoming members of professional academic bodies
- Take aggressive steps to obtain University sanctions before introducing new programmes with more employment potential.
- Collaborate with reputable local organisations, NGOs/industries to promote its educational and community-focused initiatives.


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Academic Policy



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Academic Policy

Every academic endeavour of the college has always been driven by a constant desire to provide high-quality education by maintaining a supportive atmosphere for Learning and Research. Planning, Implementing, Evaluating and Refining the policy, procedures, and practices that relate to the institutions educational goal is done with great care. Under this policy, the institution shall,

- Assign the Academic Calendar Committee the task of preparing an academic calendar in accordance with the academic schedule published by the affiliated University, and make it available to staff and students in the institution handbook and website.
- Ensure that each department has submitted its Action Plan and Lesson Plan to the IQAC for the academic year.
- Ensure curriculum enrichment through implementing certificate courses, value-added courses, add-on courses and other courses.
- Provide each student a mentor and assign a tutor to each class to assist students in their academic and personal development.
- Promote and implement student-centered and ICT-enhanced teaching and learning strategies to facilitate generation and transfer of knowledge efficiently.
- Assess students' academic progress using attendance, assignment, seminar, workshop, internal exams, and viva voce for each course.
- Assure that the academically slow learners receive regular care and remedial coaching.
- Implement Government programmes centered on learners, such as SC/ST Scholarships, Minority Scholarships, Moovalur Ramaamirtham Scholarship and guiding the students to approach respective officers for other scholarship benefits.

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- Ensure fast resolution of any genuine grievances such as curriculum, evaluations and feedback or the need for physical resources to facilitate learning.
- Encourage field trips, seminars, workshops, training sessions, and collaborative engagements with reputable institutions/industries/firms that will provide students with practical and experiential knowledge.
- Make sure the department/class, PTA Governing Body Meetings and PTA General Body meetings are conducted properly.
- Each department should undergo an annual internal academic audit that is supervised by the Management and IQAC
- Assign each faculty member and department the responsibility of obtaining student feedback on the efficiency of the department's teaching methods and overall operation.
- Collect, codify, and evaluate comments from all participants on different metrics through the IQAC and then takenecessary action to modify and improve them.


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Admission Policy



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Admission Policy

- Regardless of caste, religion, or financial situation, admission is granted to all applicants in which preference given to students from the surrounding villages, provided they also meet the other requirements for admission specified by the Bharathidasan University.
- Special preference is given to candidates who are economically backward. No student is refused admission due to their inability to pay tuition fee, transport and hostel fee.
- Students can be assured that they will be admitted to a higher degree programme as long as they abide by the University's guidelines.
- Depending on student's family's financial situation, fee concessions are given. Students may apply for Freeships, Scholarships, and other opportunities under Government programmes as well as those made available by the Management on an individual basis.


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This policy specifies the procedures to be followed when hiring teaching and non-teaching staff. Departments have the chance to analyse and make long-term plans during the recruitment of new faculty. The intention is to inspire students to think critically about various experiences and viewpoints throughout their life.

- The College will publish job postings for teaching positions in reputable national dailies at least 15 days before the advertised launch date.
- The Selection Committee consists of the Secretary, Principal, Vice-Principal, IQAC Coordinator and department HOD's and experts of respective subjects.
- The hired staff will be on probation for two years. In the appointment order, the terms and conditions are listed
- The salary has been revised in consideration of the Ph.D., NET, and SET requirements. The pay scale is revised in accordance with congregation norms.

Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.


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