



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: ldhayacollegekum.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.


Principal,
Idhaya College for Women,
Kumbakonam - 612 001.