

**SRI G.V.G.VISALAKSHI COLLEGE FOR WOMEN – UDUMALPET  
AUTONOMOUS**

**Accredited with A Grade by NAAC**

# **COMPOSTION AND FUNCTIONS STATUTORY&NON STATUTORY BODIES**



# General Responsibilities of Various Bodies in the College

## **BOARD OF TRUSTEE:**

The board of trustee shall ensure that:

- The college promotes moral, spiritual, social, and personal development of the women students and provides them a quality education.
- The college is in compliance with the higher education policies, government regulations and students have an easy access to the educational resources.
- The college has systems in place whereby its performance can be assessed – the effectiveness of teaching and the attainment of academic standards of higher education;
- The college promotes equality of opportunity for the disadvantaged students and enhances the diversity within the campus.
- The board of trustee should work collaboratively with the principal in exercising these functions. Also, the board shall have regard for the public interest in the affairs of the school, and be accountable to students, their parents and the trustee Partners.

## **CONSTITUTION AND FUNCTIONS OF STATUTORY COMMITTEES:**

**The other statutory committees of the college are**

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee

The college will, in addition, have other non statutory committees such as

- IQAC
- Planning and Evaluation Committee
- Grievance Appeal and Redressal Committee
- Examination Committee
- Admission Committee
- Library Committee
- Student Welfare and Extra-Curricular Activities Committee
- Sexual Harassment Committee
- Curriculum Committee.
- Anti Ragging Committee
- Committee for SC/SC
- OBC Cell

## GOVERNING BODY:

### Constitution of Governing Body

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

**Term:** The Governing Body shall be reconstituted every three years except in the case of UGC nominee shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.

### Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

## **ACADEMIC COUNCIL:**

### **Composition of Academic Council:**

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year.

### **Functions of the Academic Council:**

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

## **BOARD OF STUDIES:**

### **Composition of Board of Studies:**

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.

6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college,
- (a) Experts from outside the college whenever special courses of studies are to be formulated.
  - (b) Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

**Functions:**

The Board of Studies of a Department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.

**FINANCE COMMITTEE:**

**Composition of Finance Committee:**

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) Finance Officer of the affiliating University
- (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year

**Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and Audited accounts for the above.

**Rules and Regulations:**

Service rules, Procedures, Recruitment and Promotional Policies are followed as per UGC Guideline of the UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education 2010, issued by University Grants Commission.

## **CONSTITUTION AND FUNCTIONS OF NON STATUTORY COMMITTEES:**

### **IQAC**

The committee consists of chairman-Principal, senior faculty as convenor and faculties of different departments as its members.

#### **Functions**

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 receive from students, parents, stake holders and alumane.
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
8. To prepare AQAR Report.

### **PLANNING & EVALUATION COMMITTEE**

The committee consists of chairman-Principal, HODs and other senior faculties as its members. The following are the functions of planning & Evaluation Committee.

#### **Functions**

- 1 To initiate the proposals to be submitted to educational agencies like UGC, DST, DBT, NBHM, ICSSR etc.,
- 2 Introduction of new courses.
- 3 To send the proposals to University for extension of affiliation.
- 4 To co-ordinate among the departments to apply for various schemes/grants to AICTE, UGC etc.,
- 5 To plan for the optimal utilization of physical and financial resources.
- 6 To overview all the activities of the previous academic year and derive observation and take necessary action.

### **CURRICULUM COMMITTEE**

The committee consists of chairman-Principal, Heads of the department and other teaching faculties as it's the members.

## **Functions**

1. Creating awareness on ways and means on enhancing quality of Curriculum.
2. Curriculum handbook preparation.
3. Framing of curriculum structure.

## **GRIEVANCES APPEAL AND REDRESSAL COMMITTEE**

The committee consists of chairman-Principal, senior faculty as convenor and faculties of different departments as its members.

### **Functions**

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

## **EXAMINATION COMMITTEE**

The committee consists of chairman-Principal, controller, deputy controller, senior faculty as convenor and faculties as its members. The following are the functions of the Examination Committee.

### **Functions:**

1. To prepare invigilation schedule.
2. To assist in smooth functioning of continuous internal assessment test and end semester examination.

## **ADMISSION COMMITTEE**

The committee consists of chairman-Principal, senior faculty as convenor and faculty members involved with the admissions. The following are the functions of the Admissions Committee.

### **Functions:**

1. To design the prospectus about the college.
2. To frame the application for admission.
3. To follow the rules and regulations laid down by the UGC, Tamilnadu Government and Bharathiar 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.

### **LIBRARY COMMITTEE**

The committee consists of a chief librarian and members of various departments. The following are functions of the Library committee.

#### **Functions**

1. To prepare the list of books/journals as per the requirement of various departments.
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 suggest the punishments to be awarded for the students violating the guidelines of the library.
5. To organize the book fair for the public and for the students.

### **STUDENT WELFARE AND EXTRA CURRICULAR ACTIVITIES COMMITTEE**

The committee consists of a Sr. Professor/ an Associate Professors as convenor and faculties drawn from the different departments as members. The following are the functions of the Student Welfare Committee.

#### **Functions**

1. Scrutinize the applications received from the students for welfare.
2. Scrutinize the request from the students and recommended to the management for financial support deserving students.
3. To suggest for various activities on behalf of NSS/NCC/RRC and YRC.

### **INTERNAL COMPLIANCE COMMITTEE (ICC)**

It consists of chairman-Principal and senior faculties as its members.

#### **Functions**

1. To receive complaints if any, from the staff and students who have been subject to sexual harassment
2. To keep all records intact and in proper order of the complaints received
3. To enquire into such complaints and establish the facts



4. To keep an elaborate process document of each and in such case describing the methods adopted and the settlement in solving the problem.

### **ANTI RAGGING COMMITTEE**

The committee consists of chairman-Principal, senior faculty as convenor, faculties of different departments and student representatives.

#### **Functions**

1. To vigilant any act amounting to ragging.
2. To consider the complains 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.

### **COMMITTEE FOR SC/ST**

The committee consists of chairman-Principal, senior faculty as convenor and faculties of different departments as it members.

#### **Functions**

1. To guide the SC/ST Students of the Institution.
2. To optimally utilise the benefits of the schemes offered by the state government, Government of India and UGC.
3. To monitor the working of the remedial coaching schemes.
4. To function as a Grievance Redressal Cell for the grievances of SC/ST students and employees.
5. To provide safe environment for the SC/ST students.

### **OBC CELL**

The committee consists of chairman-Principal, senior faculty as convenor and faculties of different departments as it members.

#### **Functions**

1. To act as an informal advisory committee on OBC.
2. To promote counseling for the grievance of OBC students.
3. To circulate State Government and UGC decision about scholarship.

4. To ensure provisions for an environment for all such students to feel safe and secure.

### **Rules and Regulations for Faculty in the Aided Section:**

For Aided Staff Recruitment, Promotion, Leave rules are followed as per the **rules prescribed in UGC Regulations, Tamilnadu Government and Bharthiar University** as and when stated from time to time.

### **SELF-FINANCE STAFF – Rules and Regulations**

#### **RECRUITMENT PROCEDURE**

- The process of recruitment includes:
  - a. Search for prospective candidates.
  - b. Short listing of prospective candidates
  - c. Preliminary selection- staff selection committee
  - d. University ratification of selected candidates

#### **Selection Procedure**

- Applications received are organized, relevant information summarized, and sent to the respective HODs by the administrative office for short listing.
  - a. Reject the applications that do not meet the eligibility criteria.
  - b. Short list the candidates from the remaining list so that the number of candidates to be called for the interview.
  - c. The concerned HOD short lists the candidates based on the requirement of the respective department. The resumes of the short listed candidates are further ranked in the order of merits by the concern HOD and sent to the administrative office.
  - d. The selection committee constitutes Principal and HOD of the department. And other academic experts.
  - e. The prospective candidates will be evaluated for a particular position.
  - f. The selections shall be based on performance of the candidate in the interview.

#### **Leave Rules :**

- a. All the employees are entitled to avail 12 days of CL per annum. The CL can be availed with the submission of the leave form of the college with proper work arrangements with the colleagues, the same is to be posted in the LMS-CAMU.
- b. Those who work on Sundays or any other Government holidays upon specific

instruction from Principal or Management can avail compensatory holiday on any day in that annum with prior application

- c. Medical leave is granted for the Teaching staff by providing medical certificate.
- d. Each teaching staff can avail 15 days of “On-duty” with prior permission. Attendance certificate and joining report has to be submitted on return to duty .

### Service Rules

1. Every staff shall at all-time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
2. Teaching Staffs are not permitted to leave during the middle of the semester. Three months’ notice is to be served or three months’ salary on either side needs to be paid in due of such notice.
3. All the employees must pledge their original certificates at the time of joining.
4. All employees should come to the college presenting a smart and decent appearance to project professionalism.
5. Casual leave shall always be applied for before it is availed of. In case of urgency, this condition may be waived of at the discretion of the sanctioning authority-Principal in case of teachers working under his administrative control.

#### **Staff Club:**

Staff club takes care of grievances of teaching and non-teaching faculty if any. In case of further intervention needed the principal and the management takes care of redressing the issues.