



ROLES OF INSTITUTIONAL BODIES

ROLES OF SECRETARY

- ❖ Over all Administration of the institution.
- ❖ Planning with the principal about yearly and weekly programme.
- ❖ Signing and appointing authority.
- ❖ To envisage the values of Christianity.
- ❖ Organizing and advising HOD's for better performance and quality improvement of staff.
- ❖ Planning for all the programmes with principal and HOD's as often as necessary.
- ❖ Creating rapport with teaching sisters and listening to their observation.
- ❖ Motivating the staff to pay special attention towards the slow learners and arranging remedial and coaching classes.
- ❖ Discuss and plan with the principal about every day's work in the morning as well as in the evening.
- ❖ Attending staff prayer and giving general information to the staff.
- ❖ Conduct staff meeting once in a month and when necessary.
- ❖ Supervising and observing the teaching competency of staff and giving suggestion towards improvement.
- ❖ Planning for academic excellence, concentrating on completion of syllabus and mode of Examination.(internal, Model and Terminal)
- ❖ Consult with the science staff for doing their practical's in time.
- ❖ To conduct interview based on qualification, competency and knowledge.
- ❖ Guiding the physical directress for disciplinary activities, encouraging for sports activities.
- ❖ Directing the librarian for ordering and distributing the necessary text books and vigilant about stock register.
- ❖ To cancel if any supplier/companies are not beneficial.
- ❖ Taking initiatives to coordinate between management, parents, staffs and students.
- ❖ Supervising and helping in the exam arrangements and proceedings.
- ❖ Addressing and helping during celebrations if necessary in assembly too.
- ❖ Convenes important meetings with various committees/Sectors to decision for better administration.
- ❖ To facilitate positive team work in order to empower women.
- ❖ Invite many resource people to broaden the view of the students and to arrange some value orientation programmes.



- ❖ To take disciplinary action when things go wrong and making decision on grave issues.
- ❖ Conducting annual internal Audi in library and all laboratories at the end of each academic year.
- ❖ Organizing and motivating the menials to keep places perfectly clean and tidy.
- ❖ Managing all training programmes and the academic calendar preparation.
- ❖ Examining Principal observation and HOD's Observation Registers.

ROLES OF PRINCIPAL

- ❖ Administrative of the institution as per rules and directives of UGC/University.
- ❖ Providing academic and administrative guidance and leading the staff and students.
- ❖ Taking steps to academic and administrative appraisal and submitting to higher authorities.
- ❖ Planning, Scheduling and coordinating all training programmes and preparing academic calendar.
- ❖ Communication to the approving/ affiliating and regulating bodies.
- ❖ Paying attention to admissions and dismissal of students.
- ❖ Take necessary steps to facilities admission of students.
- ❖ Supervision of library services.
- ❖ Motivating the staff and students to utilize the library and resource centers effectively.
- ❖ Arranging timely dispatch of all concerned returns to be sent.
- ❖ Organizing student's activities/services, co-curricular and extra-curricular activities.
- ❖ Conducting staff meeting at regular intervals.
- ❖ Careful attention given to the supervision of teacher's moral code.
- ❖ General supervision of the ground cleanliness.
- ❖ College premises are inspected regularly, given careful attention to safety factors.
- ❖ Checking HOD's meeting minutes, staff meeting minutes, Note of lesson, Report writing, Mark register and Log note etc.
- ❖ Checking the long absentees and probe into matter.
- ❖ Participation in the college committee work.
- ❖ Planning for all round development of the college.
- ❖ Responsibility for organizing workload of staff including teaching assignment.
- ❖ Conducting, monitoring of progress and evaluation of academic performance.
- ❖ Maintaining observation register about staff.
- ❖ Maintaining discipline in the College Campus.
- ❖ Planning, obtaining, allocating and supervising the utilization of institutional resources.
- ❖ Paying attendance to academic excellence and character formation.
- ❖ Maintaining discipline and paying attention to dress code.



- ❖ Preparing and conducting assembly on every Monday.
- ❖ Give necessary information about scholarship, fees payment details to the students.
- ❖ Sanctioning leave and maintaining late entry Register.
- ❖ Guiding and counselling the students.
- ❖ Maintaining public relationship, for the welfare of the college.
- ❖ Vigilant of university matters and promptly conducting university examinations.
- ❖ Planning for training and placement activities and on/off campus interviews.
- ❖ Supervising students, staff and other faculty members.
- ❖ Monitoring staff and students performance.
- ❖ Bridging Parents in the process of Learning.
- ❖ Collecting effective feedback from students. Taking grievance redressal and follow-up action.
- ❖ Designing creative programmes and reconstructing the existing ones.
- ❖ Maintaining student complaint and undertaking files.

ROLES OF VICE PRINCIPAL

- ❖ Assists the principal in all the activities concerning to the day to day managing of College development activities and welfare.
- ❖ Responsible in managing student's behaviour issues in the campus through student council.
- ❖ Co-ordinate and communicate among the various committees of the college and manage the feedbacks.
- ❖ Responsible to update information and prepare the calendar of events in the College Academic calendar.
- ❖ Discussion with Principal to establish system relating procedures to conduct of internal and external exams, monitor general facilities for staff and students.
- ❖ Set up the academic schedule for teachers and students and keep track of all activities of the College calendar events.
- ❖ General regulation of the campus hygiene.
- ❖ Motivating the staff and students to make use of the library effectively.
- ❖ Paying attention on the dress code of students.
- ❖ Supervise the overall works done by the staff.
- ❖ Providing necessary assistance to the principal for all the academic activities.
- ❖ To advocate academic program for the growth of the students

ROLES OF IQAC CO-ORDINATOR

- ❖ Stimulates the academic environment for promotion of quality of teaching learning process and Research in the College.
- ❖ Organises Orientation Programmes for lecturers every year.
- ❖ Facilitates ICT enabled teaching learning process.



- ❖ Organises seminars on quality related themes.
- ❖ Conducts student feedback on teachers every year.
- ❖ Disseminates information on various quality parameters to all the stakeholders.
- ❖ Conducts Academic Audit every year.
- ❖ Prepares AQAR and NAAC reports every year.

ROLES OF PLANNING AND EVALUATION CO-ORDINATOR

- ❖ Review the academic and other activities of the College.
- ❖ Formulate plans for campus development, facilitating implementation of the provision of the perspective plan.
- ❖ Promote teaching innovations and draw new schemes of development for the college.
- ❖ Plan for sustaining the quality of education, quality improvement of the college.

ROLES OF RESEARCH AND DEVELOPMENT CO-ORDINATOR

- ❖ Uphold the Research projects and papers.
- ❖ Initiates the faculty to publish papers and journal.
- ❖ Assists academic and research staff in making their publications.

ROLES OF EXAMINATION CO-ORDINATOR

- ❖ Conducts regular internal tests and the University Examinations.
- ❖ Prepare guidelines for staff to prepare question paper for internal examination
- ❖ Giving advanced circular to the staff signed by the principal regarding submitting question paper, mark sheet on time and any other required documents.
- ❖ Making proper seating arrangement for the students for internal and external examinations.
- ❖ To fill the new admitted student's database including Re-Admitted / Lateral Entry/ Transfer in the university Web portal.
- ❖ To Generate and sent the Application forms for University Examinations to the Controller of Examinations with Examination Fee.
- ❖ Generate the Hall ticket for the Registered Students and duplicate for those who missed it.
- ❖ To Conduct of the University Theory & Practical Examinations.
- ❖ To take care of revaluation process.
- ❖ To distribute Mark Sheets, Consolidated Statement Of Marks And Provisional Certificate to the Students.
- ❖ To issue Form for applying duplicate mark sheet.
- ❖ To ensure that MALPRACTICE of any sort do not happen in the college.
- ❖ To Sending the Account details for the University Theory & Practical Examinations.

**RESPONSIBILITIES OF THE HOD**

- ❖ Overall responsible for functioning of department.
- ❖ Responsible for all the academic affairs of the Departments.
- ✓ Subject Allocation
- ✓ Framing time table for individual & class
- ✓ Faculty Advisor meeting must be arranged by the Heads of the Departments before staff members take up the advisor's
- ❖ Look after day to day activities relating to teaching:
 - ✓ Co-ordination of the staff members and students in Department and college level activities.
 - ✓ Conducting department meeting whenever needed.
 - ✓ Doing alternate arrangements for the class hours of staff member in leave
 - ✓ Meeting with class leaders.
 - ✓ Verifying whether the parents are informed about their ward's absence.
- ❖ Departmental level - Planning, monitoring and evaluation and promotional activities.
- ❖ To monitor the uses of teaching Aids, subject knowledge of the faculty and the subject delivery.
- ❖ To monitor Conductance of classes, tutorials & practical and Verifying the course file.
- ❖ Review of Lab requirements and facilities in each semester/subject.
- ❖ Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipments, maintenance etc.
- ❖ Represents the department and will report to the Principal all the requirements/ short comings for the development and proper functioning of the Department, during meetings.
- ❖ Review of the students' results and concentrating the progress of slow pace learners.
- ❖ To facilitate parent communication
- ❖ Timely completion & monitoring of syllabus of the department & report to PRINCIPAL.
- ❖ Overall responsible for maintaining of discipline among faculty/ technician/ students
- ❖ To organize conference /seminar/ work shop in each semester.

RESPONSIBILITIES OF THE LIBRARIAN

- ❖ Maintain all library duties.
- ❖ Library cleaning work maintenance.
- ❖ Library period maintenance.
- ❖ Arranging the books in the stack area orderly
- ❖ Performing Internal stock verification
- ❖ Place orders for library books with the consulting the Secretary & Principal
- ❖ Books are entered in accession register also entered in computer, department wise.



- ❖ Student's text books order, placement and distribution.
- ❖ Issue books to Students and staff
- ❖ Safe guarding all the books without missing of books.
- ❖ Collecting the requirement of books and journals list for the academic year.
- ❖ Collecting quotations for the books and identifying national/international journals and procure them.
- ❖ Maintaining automation software
- ❖ Subject handling if necessary, not applicable to all colleges.
- ❖ Substitute the class for the staff on leave.
- ❖ Daily entering the news paper in register note.
- ❖ Collecting and maintaining the semester question paper department wise.

RESPONSIBILITIES OF LAB ASSISTANT

- ❖ Lab apparatus and chemicals maintenance.
- ❖ Maintenance of stock register.
- ❖ Maintaining equipments in condition.
- ❖ Checking the gas cylinders every day before closing the door.
- ❖ Cross checking the working condition of the equipments. Maintaining the registers properly.
- ❖ Preparing a requirement list for equipments/ machine.
- ❖ Preparing supplier evaluation by getting quotations from the prospective sources as per laboratory requirements and sending purchase order.
- ❖ Displaying the dos and don'ts in the laboratory and checking whether it is followed.
- ❖ Controlling the students inside the laboratory.
- ❖ Display of the names of the practical according to the syllabus.

RESPONSIBILITIES OF DIRECTRESS OF PHYSICAL EDUCATION SPORTS AND GAMES

- ❖ Overall discipline of the Institution
- ❖ To frame the regulations for Students Discipline in the college.
- ❖ Planning the order of purchase and maintenance of sports equipments.
- ❖ To make safety checks on the over-all sports equipments and field areas.
- ❖ To demonstrate the basic skills and strategies of formal sports to the players.
- ❖ Games conducted like Volleyball, Basketball, Ball Badminton, Kabaddi, Kho-Kho, Throw Ball, Athletics, 100m, 200m, shot put, Discus throw, Javelin throw.
- ❖ Conducting Intramural (Inside the campus) and Extramural (Outside the campus)
- ❖ State Level Competitions, Open state competitions and tournaments



- ❖ Inter collegiate Competition, Inter divisional Competition and Inter university Competition
- ❖ Badminton, Ball Badminton, Chess, Cross country.
- ❖ Separate sports activity for class students.
- ❖ Altering the class if a particular staff member is on leave.
- ❖ To evaluate each player's growth in physical skills.
- ❖ To take the players to various sports tournaments in other colleges.
- ❖ Conducting intra college sports meet and sports day.
- ❖ Writing the log note till date.
- ❖ Stocks maintenance.
- ❖ Social awareness programs are conducted.
- ❖ Tree plantation, cleaning campus, cleaning out side campus, conducting the awareness programme, seminar etc.
- ❖ Giving First Aid to the sick person if necessary taking to Hospital.

ALUMNI CO- COORDINATOR

- ❖ Motivating and empowering alumnae, to actively participate in the awesome alumnae gathering
- ❖ Planning the meeting and to intimate it to the alumnae through phone calls or E-mail or by post and organizing the meet.
- ❖ Collecting and evaluating the alumnae's feedback and record it and maintain it properly.
- ❖ Forwarding the feedback to the management and submitting the Alumnae details to placement officers for job requirements regarding.
- ❖ Keeping records of Alumnae meetings and details regarding alumnae.
- ❖ Utilizing Alumnae fund suitably.

RESPONSIBILITY OF EXTRACURRICULAR CO-ORDINATOR

- ❖ Provide Information about the intra college functions and celebrations to the students through faculties and to plan the program schedule.
- ❖ Motivate the students to participate in cultural events conducting by other institutions/ organizations.
- ❖ Getting permission from management and Principal for the selected students for outside participation and if possible accompany them by one faculty.


The Principal,
Idhaya College for Women
Arockia Nagar-Sarugani
Sivagangai Dt - 630 411.