

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Human Resource Management Policy

1. Congregation

The Institute of the Brothers of St Patrick are the owners of the Patrician College of Arts and Science which is a Co-Education Christian Minority Institution. The congregation which is headed by Provincial will be responsible for the vision and mission of the college and ensuring the implementation of the same. The Provincial will oversee the growth and progress of the institution. The Provincial appoints the Director cum Secretary of the College.

2. Governing Body

The Governing Body of the Institute constitutes the Chairman, Director and Secretary, Members of the Management, Academic Director, Principal, Vice Principal, University Representative, Academic Council member (Faculty Representative). Governing Body is to manage the ordinary affairs of the college in respect of the curriculum, ratification and approval of the appointments, discipline, legal matters, new initiatives and carrying out of the educational policy of the Society. The Governing Body convenes Annual General Body meeting annually and An Extraordinary General Body meeting as and when a need arises. The Director of the institution is the Member Secretary of the Governing Body.

3. Academic Advisory Committee

The committee constitutes Chairman, Director and Secretary, Members of the management, Academic Director, Principal, Vice Principal, Academic Council Member - Faculty Representative, Legal Advisor, Educationist, Industrialist and Syndicate Member. The Academic advisory committee meets once a year to discuss on the Academic matters. The Director cum Secretary is the Chairperson and Academic Director is the member secretary of the committee.

4. Management Committee

The management committee consists of Director cum Secretary, Academic Director, Principal and Vice Principal. The committee oversees the plans and execution day to day activities. The meeting of the committee is held on weekly basis.

5. HOD Council

The HOD council gives leadership for academic and co-curricular and extracurricular activities. The council meets every month and is headed by the Principal and the council is responsible for planning and execution of the academic programmes at the college level.

6. Faculty Council

The faculty council consists of all teaching members in the college. The council meets every once in two months and is headed by Principal. The council is responsible for day to day academic administration related to students.

7. Student Council

All elected members are members of the student council. The council meets every month and it is headed by the Student Chairman and guided by the Faculty Advisor. The student council plans and executes student related programmes.

II. ROLES AND FUNCTIONS

8. Director cum Secretary

The Secretary of the Governing Body shall be the Director appointed by the Chairman of the Society.

- On behalf of the Society and the Governing Body, the Secretary, appointed by the Chairman, shall see to the proper running of the College and ensure that the directions and policies laid down by the Founder Body are carried out in the College.
- He will be the authorized person to carry out the decisions of the Governing Body regarding appointments, terminations or any other legal step for all the employees. He may also take decisions as per need for the regular functioning of the college; however such decisions must be ratified by the Governing Body at its meeting.
- He shall be authorized signatory on behalf of the Governing Body and may issue all letters which are authorized by the Governing Body.
- He shall convene the meetings of the Governing Body and shall arrange the time, venue and agenda for such meeting.
- He shall keep the records and minutes of the proceedings in a book kept for the purpose and submit them for confirmation at the next meeting.
- The Secretary shall handle the correspondences with the members of the Governing Body, and other staff members.
- He will work in close collaboration with the representative of the Governing Body in the institution.

1. Academic Director

- The Academic Director is appointed by the Director and Secretary of the college
- Academic director is the first in order of responsibility for the College.
- The AD will execute the policies of the management
- The AD acts as a liaison between the Governing Body, Director, the Principal, the Vice Principal and the.
- The AD acts as an appellate authority within the college on all internal and administrative matters

- The Academic Director oversees the implementation and the execution of academic and administrative policies and plans.

2. Principal

- The Principal is appointed by the Governing Body, and shall perform his/her work in full agreement with the Governing Body.
- His/Her primary duty is to keep check on all the academic and non-academic activities of the college so that they are carried out to the satisfaction of the University, Management and Students.
- He/She shall correspond with the affiliating University on academic and non-academic matters.
- He/She shall be responsible for all promotions and detentions, upon consultation with College Governing Body.
- He/She shall keep himself in touch with educational authorities and act in liaison with others.
- He/She is responsible for the Parents', Teachers', Students Association and Alumni and its regular meetings.
- He/She shall convene and preside over Academic Staff, Academic Council, and Internal Quality Assurance Cell (IQAC) meetings.
- He/She shall be responsible to bring to the College Academic Council and Governing Body about the intake of faculty and admissions to the College. He/She shall take care of the Internal Quality Assurance Cell (IQAC) as its Chairman to make sure that all its requirements are fulfilled.
- Appoint members to other committees like the Library Committee, Grievance Redressal, Anti-Ragging, Sexual Harassment (Vishakha guidelines) Committee and others.
- He/She shall ordinarily appoint in consultation with the Director, Academic Director and the Vice Principal, the HoDs, Coordinators, Event coordinators, Internal Academic Auditors, and members to the Academic Councils.
- He/She shall be chairing the Admission committee recommended by the Directorate of Collegiate Education, Tamilnadu.

3. Vice Principal

- The Vice-Principal will work in close collaboration with the Principal and is responsible for the general discipline of students.
- He/She shall coordinate the academic activities of the college on a regular basis
- He/She shall follow up the regularity and work culture of the faculty members
- He/She shall work in close collaboration with the Principal/Secretary to uphold unity in congruency in the various practices of the college.
- He/She shall follow up the programmes planned in the Calendar
- In matters of serious disciplinary measures she shall follow the direction given by the Principal

4. Co-ordinator - Academic Affairs

- Ensures the workload of each department is in accordance with the requirement of the Department Workload. Prepares Master Time Table.
- Allotment of NME across the Disciplines in consultation with the heads of the Department.
- University communications regarding course modification/deletion/ and insertion are communicated.
- Collect result analysis from departments and present consolidated reports in the faculty meeting and convene a mentoring meeting for faculty who has secured less than 65 % result in the course taught.
- Conduct External and Internal Academic Audit in Consultation with Management Committee.

5. Co-ordinator - Student's Affairs

- Deal with matters related to student affairs.
- Send circulars to the Heads to file nominations for the Student council.
- Conduct student council election in a transparent manner along with the Presiding Officer.
- Coordinate all the functions related to the students
- Conduct monthly meeting with student Council
- As Member of the Student Grievance Committee present the report in the assembly along with ATR
- Present Students Report during the faculty meetings.
- Check on Campus and Canteen facilities at frequent intervals.

6. Head of The Department

- The HOD is the liaison between the Principal and the department.
- Prepares workload, subject allocation, time table, action plan.
- Monitor the lesson plan, ensure discipline in the department, attendance status of the students, mentoring/ counseling for students, meet parents and facilitate scholarship for needy and deserving candidates as recommended by the class teacher.

7. Faculty

- The Faculty is responsible and accountable for the work assigned to them.
- They should ensure that the Course taught is well planned and delivered.
- Monitor the attendance and discipline of the students.

8. Co-ordinator - Examination Committee

- Responsible for smooth conduct of Examinations.
- Register Student for University Examination through University ERS portal and for online payment.
- Forward the Condonation/Prevention and Detention List to University of Madras and Follow up procedure.

- Issue Hall Tickets to the HODs after getting clearance from the Principal for any shortage of attendance.
- Conduct Centralized Model Exam.
- Appoint External Examiners for Practical Exam in consultation with the Principal.
- Ensuring the Answer scripts of Practical exam are valued centrally and forwarded to the University of Madras.
- The marks are forwarded to the respective HODs for Online mark entry.
- Disburse claim to External Examiners and submit accounts to University of Madras for reimbursement.
- Maintain relevant documents.

9. Co-ordinator - Training And Development Cell

- Conduct certificate programmes for all first and second year students.
- Offer career enhancement programme through PCEC and skill based programme through ED Cell.
- Coordinate with Source Hub and organize Training programmes.
- Enter into MOUs with various agencies.

10.Co-ordinator - Clubs

- Coordinate all activities of the various club
- Ensure that the club has an action plan for the year and oversee the execution of programmes.

11.Co-ordinator - IQAC

- Develop a system for conscious, consistent and technology oriented methodology to improve the academic and administrative performance of the institution.
- Enhance quality in its Internal and Institutional Operations.
- Regular meetings of Internal Quality Assurance Cell (IQAC) to be organized
- Conduct Quality initiatives to enlighten the workforce towards operational efficiency.
- Encourage the use of ICT enabled teaching methodology.
- Conduct Annual Academic and Administrative Audit.
- Submit Annual returns to NAAC.
- Apply for Other Ranking like NIRF, ARIIA, AISHE and to other statutory bodies

12.Librarian

- Follow up the library norms to make sure that library becomes a student-friendly and faculty-friendly place for learning
- All the book orders are to be placed through the Librarian.
- The Librarian shall follow up Departmental libraries and records.
- The Librarian shall carry out the yearly stock verification.
- Organise display of publications for all common events of the College.
- Maintain records in digital format and update the software
- Keep a record of footfall

13. Accountant

The Accountant is responsible for the following:

- Financial resource management
- Management of information systems and ICT
- Administration management
- Human resource management
- Health and Safety management
- Facility and property management

14. Office Superintendent

- The Office Superintendent is appointed by the Secretary of the college
- The Office Superintendent plans and distributes the administrative work of the office.
- The Office Superintendent keeps track of communications from UGC, University, Government and other officials.
- The Office Superintendent keeps all the records of staff and students.
- Office Superintendent arranges to look after the VIPs who come to visit the college.

15. Office and Clerical Staff

- Office and clerical staff have the responsibility of taking care of all the documentation, correspondence and public relation related activities. They are expected to maintain the image of the college in their dealings with outsiders.
- Maintain confidentiality and not give any information to any unauthorized person. They need to be cordial and available to students, faculty members, parents and all those who are in anyway associated to the institution.
- They are duty bound both inside and outside the college. Any infringement in this matter shall call for the dismissal of the person concerned.

16. Support Staff

- Support Staff include attendants, drivers, cooks, gardeners, peons, sweepers, and other maintenance personnel. They form the integral part of the college and contribute towards the efficiency of the college work by their regular and valuable service.