



## **PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE**

**Gowrivakkam, Chennai-600073.**

Affiliated to University of Madras, ISO 9001:2015 Certified Institution  
Recognized by UGC under section 2(f) of UGC Act 1956



# **HANDBOOK ON ORGANISATIONAL STRUCTURE POLICY**

## ORGANISATIONAL STRUCTURE POLICY

### **Congregation:**

The congregation which is headed by Governing council will be responsible for the vision and mission of the college and ensuring the implementation of the same. Governing Council will oversee the growth and progress of the institution.

### **Governing Council:**

The Governing council of the Institute constitutes Management, Industry experts, Academic experts and IQAC. Governing council 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 council convenes General council meeting bi annually and an extraordinary General council meeting as and when need arises.

### **Academic council:**

The council constitutes Management Representative, Principal, Vice Principal, Administrative Officer and HoDs. The Academic council meets twice in a year to discuss on the Academic matters.

### **Management Committee:**

The management committee consists of Chairman, Vice chairman, Principal and Vice Principal. The committee oversees the plans and execution of day-to-day activities. The meeting of the committee is held on weekly basis.

### **IQAC**

IQAC ensures continuous improvement in the entire gamut of academic and administrative operations of PSVASC by generating good academic ideas, processes and practices and ensuring their implementation for the benefit of all the stakeholders — students, parents, teachers, staff, funding agencies, and society in general.

## **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.

## **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.

## **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.

## **Roles and functions:**

### **Principal**

- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / UGC / Management.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.

- Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
- Monitoring the liaison of activities with departments within the college and most importantly with the top management.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.
- Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as UGC, government, and university apart from the ones conducted by the top management.
- Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
- Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
- The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
- Developing the working and learning culture in the institution.
- Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

- Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
- **Contributing to various governmental and non-governmental agencies resources** from the side of the institution so as to gain long term association and commitment from these bodies.
- The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- To set high standards of discipline, commitment and involvement in work pattern.
- To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- Exhibiting sacrificial attitude and set model for all the staff.
- Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
- Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
- Taking steps at regular intervals which facilitate towards realizing the vision.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time

### **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 he/she shall follow the direction given by the Principal

### **Head of the department**

- To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- Assigns duties to teaching and non-teaching staff of the Department.
- Ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff.
- To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- To present the departmental budget/requirement to the Principal.
- To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- To submit recommendations, if any, to the examination committee for processing of results.
- To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- To ensure Quality, Maintenance and cleanliness of the department.
- To approve the leave of the departmental colleagues.
- To motivate faculty towards Research Proposals to various research funding agencies such as UGC, CSIR, DST, DRDO etc.
- To encourage research/innovative programs in the department.
- To organize need based workshop/seminars/symposia/industrial visits/FDPs etc.
- To invite guest speakers for interaction and guidance to students.

- To guide the students for career opportunities.
- To facilitate faculty in the preparation and processing of self-appraisal of performance.
- To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college.
- Coordinating the activities of the department and assisting the Principal of the College.

### **Faculty**

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop methodology to educate students about the topic (problem solving, small group discussions etc.) and then implementing the same in the classroom.
- Development of course handout material.
- Development of Presentations (ICT classes) for the topic presented.
- Prepares and executes Lesson Plan.
- Completing syllabus within the stipulated time.
- Reports to the class on time.
- Utilizes classroom assessment techniques.
- Develops test questions in consultation with the course coordinator.
- Evaluates tests.
- Assures that course content allows students to meet outcomes associated with that course.
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties) academic and personal counselling.
- Informs HOD within a reasonable time about students' progress and how effectively students are learning.
- Keeps a secure record of each student's results, both electronically and in hardcopy.
- Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator.

- Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues.
- Attends meetings of the class representatives for the course to obtain feedback.
- A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
- A faculty shall perform any other co-curricular work related to the College as maybe assigned to him from time to time by the concerned HoD.
- Maintain attendance record of students.
- Provides information about job opportunities in their respective field to placement cell.
- Guides students on career opportunities.

**If associated with the lab,**

- Designs new experiments, if any, prepares lab workbooks.
- Ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed.
- Ensures availability of equipment needed for the lab in proper functioning, evaluates lab workbooks and provides feedback to student on timely basis.
- Recommends for procurement of equipment, if any for the smooth conduct of all experiments.
- Keeps the lab clean and tidy.
- Ensures quality, maintenance and cleanliness of the department.
- Carries out research/innovative programmes in the department.
- Organizes need based workshop/ seminars / symposia / industrial visits/ FDP etc., by coordinating with the concerned HoD.
- Invites guest speakers for interaction and guidance with students.

**Convener –Exam committee**

- Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He/she works with exam cell of the institute to complete the examination



process smoothly

- COE office announces the academic schedule as given by Controller of Examination, University of Madras, Chennai.
- Conducts the Internal tests and end semester examinations.

#### **Convener –Training and placement cell**

- Schedules placement training and soft skill training classes for the students.
- Coordinates with the industries for providing the vocational training courses, in- plant training, internships and industrial visits to students in consultation with HoDs.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.

#### **Convener –Clubs**

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

#### **Convener – IQAC**

- Develop quality benchmarks and apply the same for effective academic and administrative activities of the Institute.
- Develop mechanism for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Organize workshops, seminars and conferences on quality-related themes to educate the stakeholders.
- Prepare and maintain documentation of the activities leading to quality improvement.
- Facilitate the creation of a learner-centric environment conducive for quality education.
- Develop and maintain Institutional database for enhancing the institutional quality.
- Develop quality culture and enhance quality education in the Institute.

#### **Librarian**

- Responsible for the overall in charge of the library.

- Maintains documentations of books, journals, magazines, newspapers, CDs & library materials.
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids.
- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

### **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.

### **Office Superintendent**

- 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.

### **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.

### **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.



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