

### Criteria - 6

6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

S. No.	Particulars
1	Functional of institutional bodies
2	Administration Policy (Appointment, Service Rules and Procedure)
3	Perspective Plan

## 1. Functional of Institutional Bodies

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

### **The Governing Body**

The chairman heads the governing body and the executive committee of the institution. The Correspondent, Secretary and other members of the College Management Board are part of the decision making bodies and committees responsible for the effective management of the College operations. The management gives sufficient authorization to the Principal to function in order to achieve the vision and mission of the institution.

### **Administrative Set Up:**

The Principal effectively takes forward the day-to-day management of the College in its academic and administrative matters. He has his team of Departmental Heads, the IQAC Coordinator, the Teachers, and the Head Clerk to assist him in the discharge of this work.

The administrative setup is followed as governing bodies, academic council (principal, vice principal, hods, staffs, students) , IQAC coordinator, students council.

### **Service Rules, Procedures, Recruitment and Promotion Policies:**

The Constitution of the college has been amended from time to time based on the requirements.

The recruitment rules for the teaching staff are along with the eligibility criteria designed by the UGC .

The promotional opportunities for teachers and non teaching staff are according to the rules and regulations of the institution.

The institutional Strategic/ Perspective plan has been clearly articulated and implemented.

### **Strategic Plan**

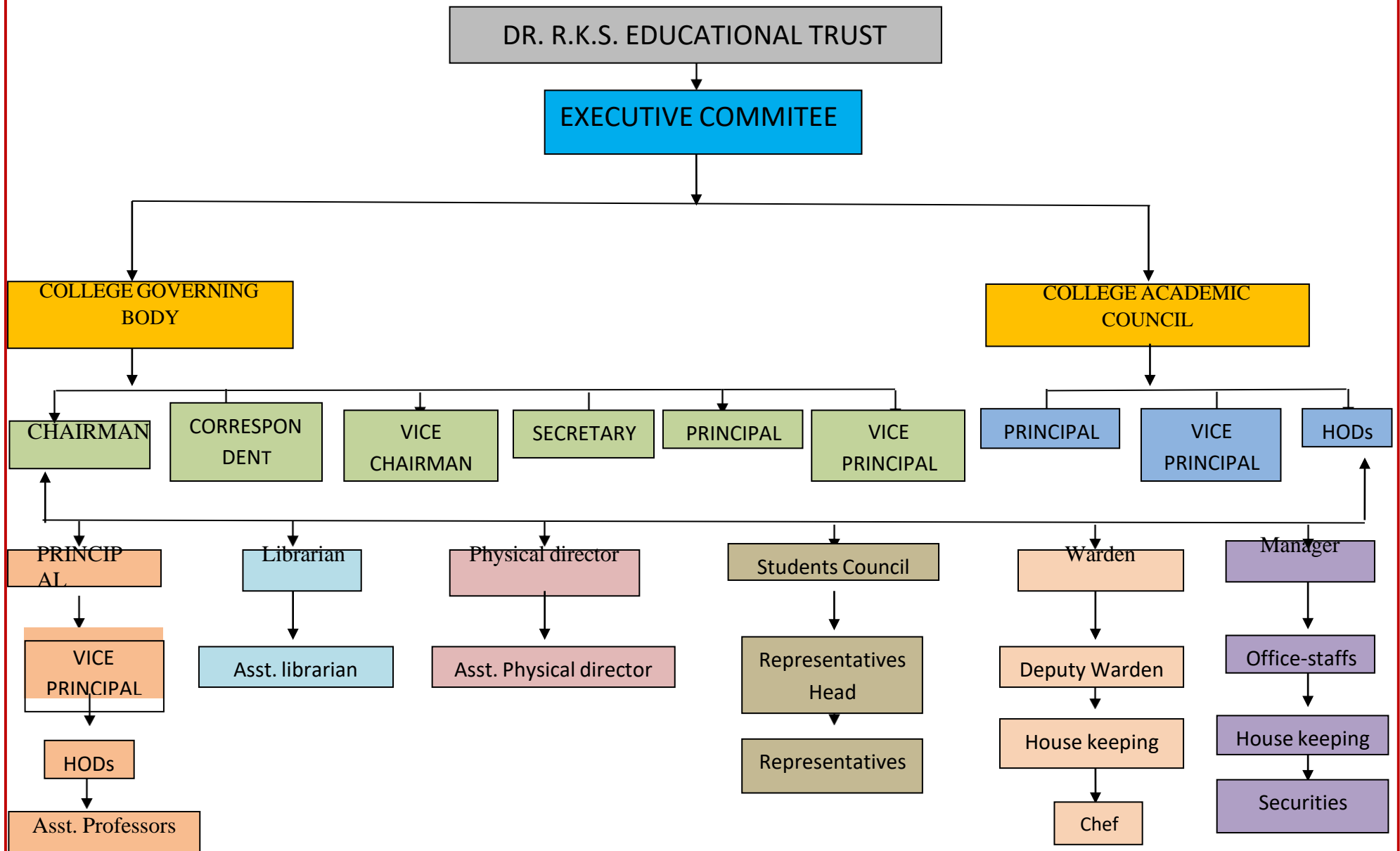
Strategic plan for the students, faculty infrastructure, new technology, funds etc..

- i. Extension of available area through vertical expansion to accommodate more classrooms, laboratories, auditoria, staffrooms etc.
- ii. Renovations to revive ageing infrastructure.
- iii. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT (Information and communication technology) and innovative means.
- iv. New certificate courses for students.
- v. Online admission.

### **Deployment Documents**

- New building along with sanctioned plan and photo of completed building
- Photos of Auditorium, A.V Room, and washrooms.
- Thus, it is clear that the institution has made a effort to reach out to mobilize funds in its Strategic Plan and has been successful received from various types of financial assistance both from the managing partners and students fee payment for the betterment.

# DR. R. K. SHANMUGAM COLLEGE OF ARTS AND SCIENCE ORGANIZATION CHART



## Criteria - 6

### 2. Administration Policy (Administrative Setup, Appointment, Service Rules and Procedures etc.)

#### **HUMAN RESOURCE POLICY**

##### **Preamble**

The Human Resource Policy of DR.R.K.S College of Arts & Science delineates the fundamentals for managing the Institution's human resources, committed to the endeavour of knowledge creation and dissemination, contributing to individual, societal and national development. Policy objectives

- a. To acquire the most pertinent human resources for consistent performance of the Institution
- b. To manage human resources in an ethical and socially responsible manner
- c. To engage and empower employees for personal and professional development
- d. To abide by the laws, guidelines, rules and regulations of the regulatory authorities/bodies, as amended, from time to time

##### **Scope of the Policy**

The policy encompasses acquisition, training and development, compensation, motivation and retention of the employees of DR.R.K.S College of Arts & Science

##### **1. General Policy Statement**

DR.R.K.S College of Arts & Science, being one of the premier institutions of higher learning in Tamil Nadu, reiterates its policy of equal employment opportunities for all, regardless of religion, caste, gender and disability. Accordingly, the recruitment policy is to appoint the most suitable candidates for the positions, based on merit. A cordial and responsible disposition is nurtured among the faculty members, students, administrators and other staff of DR.R.K.S College of Arts & Science, so as to sustain the harmonious environment prevailing in the College. In order to provide a conducive environment for the dignified co-existence of all stakeholders, the College has adopted zero-tolerance policy towards any form of harassment.

The Management of DR.R.K.S CAS constantly equip the employees, through employee engagement and empowerment, to enable their best performance. The College consistently instils a strong and positive work culture and stimulates Organisational Citizenship Behaviour among its employees.

The College follows the prevailing norms of UGC, Tamil Nadu Private Colleges (Regulations)Act, 1976.

The College makes all efforts to comply with the existing and future regulatory framework.

## **2. Adherence to UGC Regulation**

- a. 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 (Regulation No.F.3-1/2009 dated 30th June, 2010), together with all amendments.
- b. 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, 2018 (Regulation No. F.1-2/2017(EC/PS) dated 18 July, 2018).

## **3. Type of Appointments**

- i) Assistant/Associate Professors and Non-teaching Staff/Administrative Staff
- ii) Research Associates, JRF, SRF or other Research Fellows based on Project/Research Funding from time to time

## **4. Recruitment Policy and Process**

### **I Recruitment**

#### **For teaching positions:**

- a. Minimum Qualifications for recruitment (as per UGC regulations and Tamil Nadu Government norms).
- b. Based on the requirement, applications are to be either solicited or sourced from the application bank/newspaper advertisement, online portals or other modes.
- c. The scrutiny of applications is to be done by a committee, as prescribed by the governing authorities and/or the management.
- d. Short-listing of applicants to be done based on job specification and job description.
- e. The Interview call letters to be sent to all short-listed candidates by e-mail and to be informed over phone, 15 days in advance.
- f. Prior approval is obtained from the Managing Trustee for the constitution of Selection Panel and the date(s) of interview
- g. Subject experts are to be from reputed higher learning institutions. If more than 15 candidates are expected to attend the interview, an additional subject expert is to be invited
- h. If more than 15 candidates are expected for an interview for any discipline, screening of the candidates is to be done through written test.

- i. For a teaching position, the candidate is required to make a Presentation in personal interview, on a specific topic for about five to ten minutes
- j. Designations, department allocation and the recommended salary / pay scale have to be decided during the time of interview and the details have to be presented to the Managing Trustee for approval
- k. Recruitment process has to be completed within the stipulated timeframe

For the non-teaching positions:

- a. After the application scrutiny, the short-listed candidates will be asked to appear for personal interview
- b. Constitution of Selection Panel and the date(s) of interview, as prescribed by the Management.

## **II Salary Fixation**

- a. Teacher/support staff is recruited initially, commensurate with qualification and experience, as prescribed by the Management.
- b. Scale of pay is fixed based on an appraisal, after the completion of one year of service of probation period.

## **III Joining Formalities**

- a. The selected candidates receive offer letter after which they have to report to the Secretary/Principal within the stipulated date.
- b. On the day of joining the candidates should submit a joining report along with the original academic certificates, copy of PAN card and Aadhar card.

## **IV Leave Rules**

### **Teaching and Support Staff**

- a. Casual Leave: Twelve days per Calendar Year
- b. One day salary is offered every month as incentives to those staff members who do not avail casual leave in the respective months.
- c. One-week special leave for marriage of self, on submission of wedding invitation / declaration
- d. Special Leave: One week for the marriage or death of dependents
- e. On-duty leave: 8 days/calendar year, to attend professional development programmes including seminars/conferences/workshops or participation in Academic activities



## **V Performance Appraisal for salary increments and promotion**

- a. Staff members with Ph.D. qualification along with dedication of service will be eligible for promotion and revision of pay scale after appraisal.
- b. The performance of the staff members will be analyzed by an Appraisal Committee.
- c. Promotion and salary increment decisions will be made based on the recommendations of the Appraisal Committee.

## **VI Faculty Development Programme (FDP)**

- a. All faculty members will have to undergo FDP, in a phased manner.
- b. The FDP modules include Curriculum and Pedagogy in higher education, Research and Professional development, Personal and Emotional development, Life skills, Counselling, Motivation and Leadership
- c. The teachers will be encouraged and supported to practice a learner-centric course design, innovative pedagogy and effective assessments, so as to shift the focus of the teaching learning process from delivery of knowledge to facilitation of knowledge acquisition

## **VII Professional Development**

- a) IQAC initiatives for Teaching and non-teaching staff workshops/programmes by organizing
- b) Incentivization for publication in Scopus/SCI/SCIE
- c) Special on-duty leave for attending curricular and co-curricular activities, NSS/NCC/Sports etc.
- d) Faculty Development Programmes, Workshops and Lectures are sponsored by the Management
- e) Seed money for research initiatives.
- f) Computers, laboratories and library facilities to facilitate research activities of the staff members
- g) Financial support from Management for the staff members to attend conferences /seminars/workshops at National/International levels
- h) Opportunities for the teachers to visit foreign institutions for research and training.
- i) Facilities for the development of e-content

## **VIII Welfare Measures**

### **1) Financial**

- a. EPF coverage for all.
- b. Free bus facility and accommodation is provided for needy faculty members.
- c. Health insurance to staff members and their families.
- d. Financial support for staff members to attend conference/seminars/workshops/trainings
- e. Salary Advance.
- f. Financial Support to the children of needy non-teaching staff
- g. Canteen subsidy

## **ii) Other benefits**

Preference to children of teaching and non-teaching staff for admission to DR.R.K.S School and various programmes across DR.R.K.S Institutions Employment on compassionate grounds for the family members of the non-teaching staff .

- Grievance Cell

Flexible working hours for expectant and lactating mothers, Distribution of gifts to all teaching and non-teaching staff on Teachers' Day, Awards by the Management on Teachers' Day, Women's Day and Awards Day Special lectures for all the staff members on Women's Day, Teacher's Day and Founder's Day, Honouring of the retiring staff through special function.

## **IX Grievances**

### **i) General grievance**

Redressal of grievances through the Grievance Redressal Committee

### **ii) Measures for ensuring safety for Women in the campus**

Internal Complaints Committee has been set up as per the UGC guidelines Ladies Lounge; Women Security Personnel; Surveillance cameras; Health and wellness centre.

## **X Relieving/Resigning from the Service**

- a. One month notice or one month salary, if during probation
- b. Three months' notice or three months' salary, if after confirmation.



### 3. Perspective Plan

Effective leadership of the institution is nurtured through decentralized and participatory management.

**Governing Body** of the institution plays a vital role in decision making through feedback mechanism.

**IQAC** is involved in curriculum design, development and Teaching Learning process.

**Administrative Officer** takes care of maintenance of infrastructure facilities, purchase of equipment, faculty appraisal, student feedback etc.

**Principal And IQAC Chairman** monitors Mentor-Mentee system, PTA meetings, student clubs, student grievance redressal, student code of conduct and campus residence.

**Vice Principal and IQAC Coordinator** is involved in promoting research culture among staff and students. Brings new initiatives and monitors systematic implementation of plans.

**Heads of Departments** are responsible for day-to-day functioning of department.

**Convenors/Coordinators** of all Committees/Centers/Clubs/Associations are involved in planning and conducting respective activities.

**Faculty** representation in all statutory and non-statutory bodies catalyzes the smooth function of teaching and learning process.

**Examinations Committee** is responsible for Planning and Conduct of Examinations.

**Students** are given roles in governance through representation in Board of studies, Academic

Council, Student Council and in all Clubs and Associations.

