

**BHARATHIDASAN GOVERNMENT COLLEGE FOR WOMEN**  
**(An Affiliated Autonomous College under Pondicherry University)**  
**PUDUCHERRY-605003**

## **Institutional Vision and Leadership**

### **Job Descriptions of College Official**

- a) **Principal:** The Principal is the academic and administrative leader of the college. She plans and supervises the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. She strives for the overall development of the college.
- To regulate academic and general administration
  - To monitor both administrative and academic staff in terms of their regularity, discipline and conduct.
  - To monitor the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
  - To monitor effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / UGC / Govt. and other academic bodies.
  - To Monitor admission, fee collection, attendance,
  - To monitor salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
  - To monitor all the liaisoning activities with governmental and other academic bodies / institutions.
  - Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Body.

- To monitor the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books etc.
  - To monitor the auditing and inspections of the institution conducted by the regulator bodies such as UGC, government, and university.
  - To develop a long term model for the institution and working for realizing this vision in close association with faculty and the Govt.
- b) **Controller of Examinations:** The Controller of Examinations shall be responsible for the conduct of all examinations of the university and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the college and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the principal periodically on the performance of his/her duties. The Controller of Examination takes earnest efforts to see that all examinations are conducted as per the schedule mentioned in the academic calendar by the BGCW.
- c) **IQAC Coordinator IQAC and its activities:** The Internal Quality Assurance Cell (IQAC) was established in 2004 with eight members of the faculty as its members. Since then it has been working for the overall development of the college. The functions of IQAC includes:
- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the college
  - Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
  - Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
  - Dissemination of information on the various quality parameters of higher education
  - Organization of workshops and seminars on quality related themes and promotion of quality circles
  - Documentation of the various programmes / activities of the college, leading to quality improvement
  - Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of good practices
  - Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
  - Development of Quality Culture

- Preparation of the Annual Quality Assurance Report (AQAR) based on the quality parameters / assessment criteria developed by NAAC
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the institution based on the AQAR
- Interaction with State Quality Assurance Cells in quality assessment, sustenance and enhancement endeavours.

**d) Heads of the Department:**

Roles and Responsibilities are:

- To take advise / sanction from the Director for implementation of academic, co-curricular and extracurricular activities.
- To assigns duties to teaching staff of the Department. for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- To ensure smooth conduct of examinations including CIA Test and mid-semester examinations.
- To ensure Quality, Maintenance and cleanliness of the department.
- To organize need based workshop/seminars/symposia/visits/excursions etc.
- To invite guest speakers for interaction and guidance to PG students and Ph.D. Scholars.
- To monitor mentoring of students with the help of faculty.
- To convene BOS as per procedure periodically
- To conduct Parents and Teacher's meeting semester wise to update the development of the students to the respective parents individually

**e) Governing Body**

The Governing Body of the college has structured as The Education Secretary as the chairman, nine members including the Director of DHTE and UGC Nominees. Role and Responsibilities of the governing Body are:

- Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
- To examine the design of College Academic Council for achieving the goals of the institution.
- To monitor academic, research and other related activities of the college.
- To prepare strategic plans for financial, infrastructural and staffing areas.

- To consider the important communications, policy decisions received from the University, Government, UGC and other Authorities etc.
- Guide the institution while fulfilling the objectives for which the College has been granted autonomous status.
- To facilitate college for applying Accreditation /Certifications, NIRF if any
- To examine the budget proposals and accord approval.
- To facilitate checking the audited income and expenditure accounts and approve the same for the college annually.

**f) Academic Council**

The Academic Council constitutes the Principal as its Chairman and all the Heads of Departments of the College are members. It also include Outside experts, nominees of the University and the Controller of Examination of the Autonomous College. The Role and Responsibilities of AC are:

- To scrutinize and approve the proposals of the Boards of Studies
- To make regulations regarding the admission of students to different programmes of study in the college.
- To update regulations for sports, extra-curricular activities,
- To recommend to the Governing Body proposals for introduction of new programmes of study.
- To advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- To execute orders assigned by the Governing Body or other statutory bodies of the University.
- To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc.
- To advise the Governing Body on suggestions(s) pertaining to academic affairs.

**g) Board of Studies**

The Board of Studies consisting of the Head of the Department concerned as Chairperson and all faculty members of the Department. Two subject experts from outside the parent University are to be nominated by the Academic Council. Vice-Chancellor nominated

expert. Representative from industry/corporate sector/allied areas to be nominated by the Principal and one member of the College alumni. The Board of Studies shall recommend the following to the Academic Council:

- Curriculum designing
- Measures for the improvement of the standards of teaching and research; and
- Any other academic matter.

**h) Finance Committee**

The Finance Committee consist the Principal (Chairman), One member nominated by the Governing Body of the College and one senior-most faculty member of the Autonomous College to be nominated by the Principal and the account bursar/Professor in Charge of Finance as Member Secretary. The Finance Committee shall act as an advisory body to the Governing Body to consider:

- Budget estimates relating to the grant received/receivable from funding agencies, income from, fees, etc. and
- Audited accounts for the above.

i) **Non-Statutory Bodies:** Committees for the following areas are constituted namely; Planning and Evaluation, Grievances Appeal, Examination, Admission, Library, Student Welfare, Extra-Curricular Activities (Literary and Cultural), Academic Audit , NAAC, Autonomy, Discipline and Anti Ragging, Documentation, Infrastructure, UGC, College website, Campus Cleanliness, News Letter, Internal Quality Assurance Cell (IQAC), Parent Teacher Association (PTA), Alumni, Red Ribbon, NSS, NCC, Remedial Classes, and Placement Cell. These committees are responsible for extracurricular activities of the college.

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**A. Board of Governance:**

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>
1	The Secretary to Government (Education) Government of Puducherry	Chairman
	The Director, Directorate of Higher and Technical Education,, Government of Puduchchery	Member
3	UGC Nominee	Member
4	Senior most Arts Faculty of the College as Nominee of the College	Member

5	Senior most Science Faculty of the College as Nominee of the College	Member
6	Vice-Chancellor of any recognized university	Member
7	Industrialist in Puducherry	Member
8	Pondicherry University Nominee	Member
9	The Principal Bharathidasan Government College for Women, Puducherry	Member Secretary

  
(DR. V. RAJI SUGUMAR)  
PRINCIPAL i/c  
**PRINCIPAL**  
Bharathidasan Govt.College For Women  
PUDUCHERRY - 605 003.