



ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Chennai – 600 008

*Affiliated to the University of Madras
College with Potential for Excellence
Reaccredited with A+ Grade by NAAC*

CODE OF CONDUCT FOR STUDENTS

GENERAL INSTRUCTIONS

- ❖ Students must strictly adhere to all the rules and regulations laid down by the College.
- ❖ Students are instructed to wear their ID card on college campus at all times and while representing the college outside.
- ❖ Students should pay the prescribed fees of the college within the time specified.
- ❖ All students must be present on the reopening day of the College, attend classes regularly and maintain the required attendance percentage.
- ❖ Students are instructed to report on time to college. Three late attendances in the forenoon or afternoon sessions will result in half a day's attendance being deducted.
- ❖ No student should absent herself from college without prior permission.
- ❖ A leave letter shall be submitted to the Head of the Department through the class teacher when students absent themselves due to unavoidable circumstances.
- ❖ Absenteeism for more than seven working days without prior permission shall be brought to the notice of the Head of the Department by the class teacher through the Course teachers and the same shall be informed to the parents.
- ❖ If a student absents herself due to health reasons, a leave letter along with a medical certificate must be produced when she reports to the college.
- ❖ Students attending any compulsory extension activities or other activities such as Students League, Clubs, and Students Union should get prior permission from the



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Department to participate in them.

- ❖ Students should attend all hours of instruction. No student or group of students should leave the college campus during the working hours. If required, they are to produce the out-pass duly signed by their class teacher and the Head of the Department.
- ❖ The class teacher will maintain an absentee register marking the absentees of every hour of class duly attested by the subject teacher of the respective hour every day.
- ❖ A Personal Permission Notebook has to be maintained by each student where she has to record her days of absence duly signed by parents/guardian/warden.
- ❖ Students who wish to take part in competitions (academic/cultural) hosted by other colleges (City/State/National) are required to furnish a permission letter from their parents three days prior to the event. On return from the event they have to produce the attendance certificate from their host college.
- ❖ Hostellers should get leave permissions signed by the Deputy Warden and their Department. This should be accompanied by a letter from the parents/guardian.
- ❖ Silence to be maintained in the auditorium during assembly/official proceedings/association activities.
- ❖ Students are forbidden to visit the photo copy shop/bank/canteen during class hours. They are not permitted to go to the neighboring shopping areas or to wait in cabs/vans parked outside during class hours.
- ❖ Any signatures or permissions from faculty must be obtained strictly after/before class hours.



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- ❖ Sale of tickets/collection of money for any unauthorized purpose is strictly prohibited.
- ❖ Students using two-wheelers should wear a helmet and carry a valid license and park their vehicles in the space allocated for students parking.

CAMPUS MAINTENANCE

- ❖ Students must keep the campus and classrooms litter free. They are requested to use the garbage bins placed in the classrooms and at the vantage points.
- ❖ They should take care of the assets of the college and maintain them in proper condition. The furniture and equipment inside and outside the classroom should always be maintained in good condition.
- ❖ They must switch off the lights and fans when not in use and help conserve electricity.
- ❖ Students are forbidden to write on the walls, desks and chairs or deface the walls of the classroom or any other area in the college.
- ❖ Students with special needs and students who are unwell are permitted to use lifts, others are requested to use the stairs. Students are firmly urged to not use the stairs as seating areas as this may lead to untoward accidents.
- ❖ Mobile phones may be used sparingly but are prohibited during lectures and during meetings unless required/specified for blended learning. Students are responsible for their mobile phones and the college accepts no liability on their loss on campus.
- ❖ Students must take care of their personal belongings and not bring any valuables to college. The college will not be responsible for their loss on campus.



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SPORTS/NCC/NSS

❖ Sports students must meet their class teacher, HOD and their mentor periodically.

❖ They must attend classes after practice sessions and matches.

❖ They must take their class tests and submit their assignments on stipulated time.

Separate reminders will not be issued for sports students. It is their duty to regularly consult the department and keep abreast of the academic requirements.

❖ They must obtain prior permission from the Department, including language/allied/elective or soft skill faculty for absencing themselves.

❖ Prior permission has to be obtained if they have to miss any assessment or evaluation due to a sports event or camp.

❖ They must maintain their permission note books duly signed by the Physical Directress and periodically present the same to their class teachers.

❖ They should update the department of their achievements with a copy of the certificate of the same.

DRESS CODE

❖ All students are to dress modestly at all times on campus, appropriate for an academic institution.

DISCIPLINARY ACTION

❖ Students indulging in any malpractice/unfair means or academic misconduct during any assessment or evaluation will face the strictest action and are hereby warned against the same.

❖ Ragging or hazing of any kind is strictly prohibited. The college operates a zero-tolerance policy on the same and will summarily expel any student indulging in such



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activities on campus including the hostel.

- ❖ Using or sales of any kind of intoxicants are strictly prohibited. Student indulging in the same will be expelled from the college.

LIBRARY RULES

- ❖ Students are advised to make the best use of the library.
- ❖ Students must carry the library card while entering the library premises.
- ❖ Each student is eligible to borrow two books per card. They are to return the book on the specific date of return.
- ❖ If students fail to do so, they are liable to pay the fine for renewal/return.
- ❖ Tampering of library books will be subjected to disciplinary action.
- ❖ It is mandatory that the books borrowed from the library are to be returned in good condition before going on vacation/study holidays.
- ❖ All the III UG and II PG students are to return the books borrowed in the first week of March and I & II UG & I PG on or before 30th March every calendar year.
- ❖ **Students should keep in mind that any violation of the rules and regulations of the college prescribed from time to time will result in appropriate action against the erring students.**



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GENERAL DUTIES OF FACULTY

TEACHERS AND THEIR RESPONSIBILITIES

Teachers are obliged to conduct themselves according to the ideals of the profession of teaching. As teachers are under the scrutiny of students and society at all times, they have a bounden responsibility to practice what they preach. Teachers should always strive to be role models in both behaviour and temperament.

Teachers should:

- ❖ Seek to engage in continuous professional growth through teaching, study and research;
- ❖ Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- ❖ Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
- ❖ Participate in extension, co-curricular and extra-curricular activities including community service.
- ❖ Express free and frank opinion by participating in professional meetings, seminars, conferences aimed at the betterment of society and towards contribution of knowledge;
- ❖ Maintain active membership of professional organizations and through the membership, strive to improve education and the profession;
- ❖ Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ❖ Manage their private concern in a manner consistent with the dignity of the profession.



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TEACHERS WITH STUDENTS

Teachers should:

- ❖ Respect the rights and dignity of the student in expressing her opinion;
- ❖ Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- ❖ Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- ❖ Pay attention to the special and unique needs of differently-abled students making them equal participants in their academic progress and ensuring their full participation in college life.
- ❖ Behave in a compassionate manner and to never approach the students with a spirit of vindictiveness.
- ❖ Pay attention to only the educational attainments of the student in the assessment of merit and give no consideration to extraneous matters.
- ❖ Make themselves available to the students even beyond their class hours and guide students without any remuneration or reward at anytime;
- ❖ Inculcate among students a scientific temper, humanism and the spirit of inquiry and reform.
- ❖ To inspire them to strive towards excellence in all spheres of life and collectively promote the growth and development of all people.
- ❖ Refrain from inciting or encouraging students against other students, colleagues, administration or the wider community.



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TEACHERS WITH COLLEAGUES

Teachers should:

- ❖ Treat other members of the profession in the same manner as they themselves wish to be treated;
- ❖ Speak respectfully of other teachers and render assistance for professional betterment;
- ❖ Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- ❖ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

TEACHERS AND AUTHORITIES

Teachers should:

- ❖ Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession;
- ❖ Refrain from undertaking any other employment or commitments including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- ❖ Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- ❖ Co-operate with the authorities for the betterment of the institution;
- ❖ Should adhere to the conditions of contract or the rules and regulations applicable to them;
- ❖ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



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TEACHERS AND NON-TEACHING STAFF

- ❖ Teachers should treat the non-teaching staff as colleagues and equal partners by cooperatively undertaking responsibilities towards the betterment of the students and institution;
- ❖ Teachers should help in the effective functioning of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

- ❖ With the permission of the college, maintain contact details of the parents/guardians of the students, and intimate them of the reports on the students' performance whenever necessary.
- ❖ Teachers should meet the parents/guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY

Teachers should:

- ❖ Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ❖ Be aware of social problems and the role of teachers in solving them;
- ❖ Perform the duties of a citizen and participate in community activities and shoulder responsibilities of public offices;
- ❖ Refrain from taking part in or subscribing to or assisting activities in any way which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



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DUTIES OF THE CLASS TEACHER

Teachers should:

- ❖ Coordinate with the department admission committee, collect all details of the newly admitted students and create a data bank.
- ❖ Carefully check all original documents submitted to the department during admission and submit the same to the college office for the generation of:
 - Register Numbers
 - ID cards
 - Student email ID and password
- ❖ The I year class teacher should guide students in the choice of Part I and Part IV languages/electives.
- ❖ Coordinate the selection of class representatives.
- ❖ Record all student achievements
- ❖ Accompany the class on all field, industrial visits and department outreach trips.
- ❖ Ensure the students are registered for extension programmes for mandatory credits.
- ❖ Coordinate the following online activities:
 - Faculty feedback.
 - Entry/Exit Level Concept Assessment.
 - Applying for semester examinations.
 - Payment of semester and examination fees.
 - Distribution of semester mark sheets, provisional certificate and consolidated mark sheets.
 - Students' elections.
- ❖ Ensure that all information received from the Head of the Department should be passed on immediately to the students.
- ❖ Maintain all leave letters, permission slips and medical certificates of class students.



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- ❖ Follow-up with students who are long absentees.
- ❖ Encourage the students to enroll in value added courses offered by the parent institution and other institutions like MOOC, NPTEL etc.,
- ❖ Coordinate with Ethiraj College Alumnae Association and Placement related activities.

DUTIES OF COURSE TEACHERS

Teachers should:

- ❖ Share the appropriate syllabus with the students.
- ❖ Coordinate attendance positions of their wards with the concerned class teacher.
- ❖ Teachers of interdepartmental papers (Allied/English/Language/Electives) should coordinate attendance positions of their wards with the concerned department.
- ❖ Follow-up with the students who are extensively involved in Sports and NCC for timely submission of coursework and provide remedial coaching if needed.
- ❖ Prepare and maintain records of the following:
 - A lesson plan for the subject allotted to her each semester.
 - Attendance records.
 - Continuous Assessment question papers and evaluation of the manuscripts.
 - Conduct all necessary evaluation for participatory learning and assignments.
 - Internal marks for End Semester Examination.
 - Follow-up with the parents during PTA meetings at the department level.
 - Uploading attendance and CA marks at the appropriate time.
- ❖ Carefully monitor the academic progress of the student and provide remedial coaching if needed.
- ❖ When on leave, arrangements are to be made to keep the students engaged.



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- ❖ When availing long leave, hand over all documents and status reports to the substitute teacher.
- ❖ Participate passionately in mentoring the students.
- ❖ Participate in creating/updating syllabus and all other departmental activities.

LEAVE RULES FOR TEACHING STAFF

- ❖ Total casual leave allowed is 12 days in a calendar year.
- ❖ Casual Leave may not be combined with compensatory off and holidays.
- ❖ Casual leave should not be combined with Earned Leave or leave on medical grounds.
- ❖ Maternity leave may be taken before or after delivery for which documentary evidence should be produced. Maternity leave is allowed up to two children.



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ROLES AND RESPONSIBILITIES OF MANAGEMENT AND STAFF

PRINCIPAL AND SECRETARY

Principal and Secretary is the Head of the institution who plays a vital role in inspiring the academic community towards excellence. As a Secretary she has to keep in touch with the educational authorities, UGC and University. She is a Chairperson of both the Statutory Bodies and Non- Statutory Bodies of the college. She establishes clear channels of communication, by conducting regular meetings with Heads of Departments, Faculty, Students and the Supporting Staff. She assists in deliberating matters such as reforms in curriculum, examination, teaching-learning methodology, research, consultancy, extension activities and general discipline.

The duties of Principal and Secretary are as follows:

- ❖ To ensure that all members comply with acts, statutes, ordinances, regulations and orders issued by the University authorities/Regulatory bodies and the Management, from time to time.
- ❖ To appoint faculty and administrative staff, both permanent and temporary.
- ❖ To sanction approval of the probationary period of the staff, confirmation of their appointment, promotion of the staff, and disciplinary action initiated against any violation of the code of conduct.
- ❖ To authorize records pertaining to staff service, salary, sanction of increment, provident fund, approval of loan, recovery of loan and closure, income tax and all kinds of leaves.
- ❖ To support the maintenance of the college assets and ensure best of infrastructure facilities to be provided in order to enable smooth functioning of all departments and other stakeholders of the college.
- ❖ To mobilize funds from different sources for the development of the college.
- ❖ To give consent to the purchase of all assets of the college based on the decision taken by



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the Trust Board (including floating tender wherever required).

- ❖ To endorse and encourage the culture of inclusiveness in the institution.
- ❖ To ensure that the short-term and long-term perspective plans of the College, with regard to curricular and co-curricular programmes, are duly formulated and imposed through relevant authorities, bodies, committees and its members.
- ❖ To foster a conducive environment that encourages and promotes research activities in the institution.
- ❖ To promote the participation of all members in extra-curricular activities, awareness campaigns and outreach programmes ensuring multi-cultural awareness.
- ❖ To foster and instill equal treatment to all the members of the College ensuring that there is no discriminatory or disparity practices at any level within the college.
- ❖ To enforce discipline in the behavioral manifestation of all the members of the college, scrutinize and retain required alertness to avoid incidence of discrimination, ragging or sexual harassment.
- ❖ To endorse and uphold harmonious association with the members of neighborhood communities and fellow citizens.



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VICE-PRINCIPALS

To take forward the following issues and coordinate with the Principal in matters relating to:

- ❖ DCE, MHRD, Institutional rankings.
- ❖ Staff related issues such as workload, leave, permissions and On Duty permission.
- ❖ Coordinating with Dean of Academics on matters pertaining to conduction of regular classes and with COE on matters of examinations.
- ❖ Coordinating with Dean of Students on matters pertaining to student activities.
- ❖ Coordinating with Dean of Research on matters pertaining to promotion of research culture of the institution.
- ❖ Serve as signatory for processing of bills of departments, sanctioning of leaves and permission of staff and student bonafide.
- ❖ College Calendar
- ❖ College magazine.

To engage proactively in the following tasks of the college:

- ❖ Interview for Teaching Staff (Aided &SS): Fixing of dates in coordination with the Council Secretary, informing subject experts, taking part in the interview Boards and finalizing the selection list along with the Principal.
- ❖ Admission: Take part in the process of admission.
- ❖ Attendance: Both teaching and non-teaching staff (AIDED & SS).
- ❖ Upkeep of Campus: Overseeing the cleanliness, scheduling of duties and monitoring attendance of Supervisors and non-teaching staff.
- ❖ Conduction of Events and Activities: Offer suggestions for smooth conduction of events and coordinating with the Council Secretary along with the respective staff in-charge.



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SPECIFIC DUTIES OF VICE-PRINCIPAL (AIDED)

- ❖ **Checking Accounts:** Science fund, Bus fund, Auto fuel, Library Bills, Association accounts of the Departments and Library, Noon meal scheme account, parking facility bills.
- ❖ **Document Signing:** Bonafide, Railway concession - Railway Pass, Excursion/field trip, Railway forms, Sports Participation, Scholarship forms.
- ❖ **Booking:** Facilitating the booking of auditorium, seminar and lecture halls in the campus.
- ❖ **Supervise:** Refund of fees, Guest Faculty remuneration – CA arrangements, squad list with Dean of Academics, examination time-table with the COE & Dean of Academics, periodic rounds & ensuring the general Discipline of students & code of conduct of staff.
- ❖ **Interview for Teaching and Non Teaching Staff:** Coordinating with the trust office and taking part in the interview Board and finalizing the selection list along with the Principal.
- ❖ **Examination Manual:** Amendments & Review.
- ❖ **Circulars and Emails:** Allocation to the Placement Officer, IQAC, Dean of Students, Student Union, NOTICE Board, Staff Notice Board etc.
- ❖ **Coordinate with College Committee:** Staff Representative, Disciplinary proceedings, Specific college matters-liaison with JDC & University along with Principal.
- ❖ **Chief Invigilator:** to conduct all Government Examinations and Private Examinations.
- ❖ **Convener of Library Committee:** Drafting guidelines, Checking Accounts, signing the bills for Newspaper, periodicals, EBSCO subscription along with the librarian.
- ❖ **Convener of Canteen Committee.**
- ❖ **Repairs and Damages:** Processing requests from Departments, inspecting the damages,



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instructing the Administration Officer/Supervisor and following up on the appropriate action.

- ❖ Addressing queries from Government - RJDCE, RTI, University

SPECIFIC DUTIES OF VICE-PRINCIPAL (SELF-SUPPORTING)

- ❖ Bill Payments: for Self-Supporting Teaching and Non- Teaching Staff checking
- ❖ Booking: Facilitating the booking of Mini Auditorium.
- ❖ Supervise: Science funds, library bills, association accounts of departments, Noon Meal Scheme
- ❖ Sanction: Bonafide, field trip, sports participation, scholarship forms
- ❖ Intercede on behalf of college: Refund of fees, withdrawal of students, general discipline of staff and students
- ❖ Interview for Teaching and Non-Teaching Staff: Coordinating with the trust office and taking part in the interview Board and finalizing the selection list along with the Principal.
- ❖ Circulars and emails: Dissemination of information to all the Self Supporting Departments.
- ❖ Coordinating infrastructure and maintenance: Learning Management System, Wi-Fi, internet, LAN etc.,
- ❖ Convenor: Assisting the Deputy Warden of hostel.



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ADMIN I: CAMPUS ADMINISTRATION

- ❖ All issues relating to non teaching Staff
- Allotment of work –supervision of activities relating to cleaning of classrooms, common areas, weekly circular duty on rotation, general discipline among the non teaching staff, handling of complaints by them and obtaining feedback about their work from respective departments.
- Follow up of work of supervisors.
- Regular rounds in both campuses to identify the shortcomings in the execution of duties of non teaching staff.
- Disciplinary action and conduct of Group D staff.
- Supervision of campus on holidays and allotment of leave to non teaching staff on rotation during vacation.
- ❖ General health and hygiene in the campus – placement and prompt cleaning of dustbins in particular and upkeep of the campus.
- ❖ Canteen cleanliness, observation of rules relating to use of plastics, non usage of palm oil etc , feedback from staff and students and ensure execution of corrective action as suggested by the college authorities.
- ❖ Security in the campus
 - Follow up with the watchmen
 - Ensure the proper working of CCTV cameras
 - Locking of class rooms and other rooms
 - Power supply and lighting of campus



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- ❖ Stock taking of furniture in departments, labs, auditorium, LCH, Mini Auditorium, sports equipments.
- ❖ Liaison with outsourcing personnel.
- ❖ College infrastructure maintenance and supervision
- ❖ Any other emergent work of the campus as per need



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CONTROLLER OF EXAMINATIONS

- ❖ Establish and secure the autonomy of the Office of the Controller of Examinations with a view to ensure the confidentiality and transparency of the system of examinations.
- ❖ Be responsible for the conduct of examinations and arrange for the preparation, scheduling, evaluation and reporting of all examinations of the college leading to the award of degrees.
- ❖ Ensure the confidentiality and inviolability of the physical and digital infrastructure of the COE Office with a view of promoting non- interference in day to day functioning of the office and the preservation of any records related to examinations.
- ❖ Ensure that academic regulations prescribed from time to time are implemented and followed strictly.
- ❖ Arrange for the notification, conduct and evaluation of the examinations of the college according to the academic calendar.
- ❖ Arrange and conduct finance committee meetings for the funds of the COE office which include grants, salaries and other bills pertaining to the examinations.
- ❖ Schedule Board of Studies, Academic Council and Governing Body meetings.
- ❖ Appoint question paper setters and subject experts as external examiners for evaluation of answer scripts and ensure the strictest confidentiality and objectivity.
- ❖ Ensure the secrecy and confidentiality of the examination process regarding the setting and printing of question papers and examination records till the publication of the examination results.
- ❖ Determine the eligibility of candidates to take up any examination in the college on the basis of the requirements for the same as specified in the syllabus of each programme of study and on the basis of the attendance secured by the candidate as forwarded by the Heads of Departments.



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- ❖ Arrange for the timely procurement of examination material and maintaining stock of the same.
- ❖ Issue the Examination timetable and Hall Tickets for all examinations.
- ❖ Exercise control over the space allotted for examinations including central valuation and ensures that all buildings, rooms, labs, and stores are well ordered and prepared for the conduct of examinations.
- ❖ Decide on all matters relating to postponement/cancellations of examinations in part or in whole.
- ❖ Supervise the staff of the Office to ensure the work flows in a smooth and orderly manner.
- ❖ Arrange for the assistance of any of the faculty members of the college for the conduct of examinations as invigilators, and examiners.
- ❖ Deal with the cases of examination malpractice, unfair means or academic misconduct on the part of the students or faculty as per the rules in force.
- ❖ Arrange for the safe custody of all important examination registers and records concerning the examinations.
- ❖ Prepare and publish the results of the examinations and forward the same to the University in time.
- ❖ Arrange for the issuing of Statement of Marks every semester and the issuing of course completion certificate and consolidated statement of marks at the end of the course of study.
- ❖ Issue transcripts and such other academic records as per the rules to the graduating students who apply for the same.
- ❖ Provide attestation services of the certificates issued by the college for the current students and graduating students.
- ❖ Ensure the timely audit of the accounts and grants received by the office and the forwarding of the same to the regulatory bodies.



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- ❖ Take all the necessary steps to preserve the autonomy, transparency and confidential nature of the COE and the work related to it as per the norms set out by the regulatory bodies.
- ❖ Perform other duties assigned by the Chief Controller of Examinations the Principal of the college.
- ❖ The Additional Controller of Examination will assist the Controller of Examinations in the discharge of her duties.



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DEAN OF STUDENTS

- ❖ To oversee and coordinate the functions of the Union Advisory Cell.
- ❖ To be an ex-officio member of the Student Grievance Committee.
- ❖ To ensure that the college adheres to the implementation of the UGC guidelines concerning anti-ragging/harassment.
- ❖ To organize and conduct the orientation program for the first year students in collaboration with the departments assigned every year.
- ❖ To conduct fair student elections annually.
- ❖ To approve and monitor participation of students in inter-collegiate programmes.
- ❖ To convene and conduct all association secretary meetings along with Student Union.
- ❖ To organize the morning assembly sessions – both special and general (departmental) assemblies.
- ❖ To recommend special permissions for students taking part in various activities.
- ❖ To coordinate Noon Meal Scheme for students in need.
- ❖ To liaise with the union advisory committee for budgeting and allocation of student's union funds.
- ❖ To ensure healthy and hygienic functioning of the canteen.
- ❖ To liaise with the Doctor and the Counselor for the health needs of the students and faculty.



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- ❖ To register students in all extension activities such as NSS, NCC, YRC etc., and submit the relevant credits to the COE's office at the end of every academic year.
- ❖ To ensure discipline during all college functions.
- ❖ To guide students to the concerned officials in case of emergency.
- ❖ To coordinate all club activities.
- ❖ To serve as a link between the student grievance committee and the management.
- ❖ To assist with placement related activities.



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DEAN OF RESEARCH

- ❖ To identify and select appropriate means of funding for research activities at the national and international levels.
- ❖ To provide guidance for planning and implementing major and minor projects.
- ❖ To link the UGC Cell of the college with the faculty in order to facilitate research and consultancy
- ❖ To coordinate the progress and submission of PG, M.Phil. and Ph.D. research work.
- ❖ To help research scholars access relevant guidelines and regulations that will facilitate the quality of their work.
- ❖ To organize relevant workshops and seminars that would enrich and update research scholars on the fields of research methodology.
- ❖ To provide guidance concerning the university regulations for research.
- ❖ To convene regular meetings of the Research Committee.



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DEAN OF ACADEMICS

- ❖ To present an overview of syllabus and NME to the first-year students during the orientation program.
- ❖ To circulate the General Time Table to the Departments every semester.
- ❖ To scrutinize staff workload.
- ❖ To manage PG soft skill courses - Streaming, Staff coordination.
- ❖ To maintain the attendance of the soft skill teacher and ensuring payments for the classes rendered.
- ❖ To allocate squads for the CA exams
- ❖ To conduct Workshops in connection with Academics
- ❖ To allocate students for Study Abroad Program.
- ❖ To arrange training and lectures for competitive exams
- ❖ To conduct training for Civil Service and other UPSC exams in college and monitoring student enrolment.
- ❖ To arrange for inspirational and motivational talks for students regularly.
- ❖ To conduct Science Day celebrations.



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IQAC COORDINATOR

Internal Quality Assurance Cell plans, guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. IQAC channelizes and systematizes the efforts and measures of the institution towards academic excellence. IQAC Coordinator ensures that the quality parameters are in place to promote excellence in all the programs of our college. As per UGC guidelines the duties of the IQAC Coordinator are:

- ❖ To develop and ensure the application of quality benchmarks/parameters for the various academic and administrative activities of the college.
- ❖ To organize for feedbacks and suggestions from students, parents and other stakeholders on quality-related institutional processes.
- ❖ To disseminate information on the various quality parameters of Higher Education.
- ❖ To systematize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- ❖ To prepare Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance bodies (NAAC, UGC, NIRF etc.,) in the prescribed format.
- ❖ To constitute extended IQAC Forum with members outside the college as required by NAAC



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- ❖ To conduct periodically Academic Audit to check the existing standards of teaching, learning, evaluation and recommend curricular changes to Departments.
- ❖ To develop institutional database for the purpose of maintaining and enhancing the institutional quality.
- ❖ To plan and organize training programmes for students, faculty and nonteaching staff



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HEAD OF DEPARTMENT

The prime role of the Head of the Department is to provide strong academic leadership. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. The duties of the Head of the Department are:

- ❖ To maintain the general discipline of the students and staff of the Department.
- ❖ To oversee the smooth functioning of the department and ensuring consistent provision for academic ambiance.
- ❖ To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- ❖ To ensure the development of the Curriculum to stay updated with relevant changes and to encourage a wide range of activities to learn the subject with practical skills.
- ❖ To attend meetings when required by Senior Management.
- ❖ Oversee the teaching performance, research activities and funded project of all faculty of the department.
- ❖ To keep an eye on the department's clubs, guest speakers, and students' participation in academic events by college as well by other institutions.
- ❖ To put forth the students' educational tour or field visit plan to Vice Principal and



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Principal for approval

- ❖ To issue letter of bona fide certification and consent to students for internship /project work/ scholarship and thereby signed by the Vice Principal.
- ❖ To uphold order among the department's students and keeping track of latecomers and regular absentees.
- ❖ To prepare the Department's overall workload in accordance with the standards prescribed by each semester.
- ❖ To draft the schedule for each semester after consulting the staff.
- ❖ To forward Casual Leave, Medical Leave and On Duty of teaching staff to Principal through Vice Principal and ensure the work adjustment for the specified leave period.
- ❖ To source lists of books to buy and send them to the Principal through Vice Principal for approval.
- ❖ To upkeep and maintain necessary scientific equipment, if any, once a year, with the prior consent of authorities.
- ❖ To prepare a list of equipments to be discarded efficiently (not in working condition and beyond repair).
- ❖ To recommend to the Controller of Examinations the names of professionals to serve as members of the Boards of Studies and external examiners for specific disciplines.
- ❖ To scrutinize the internal assessment question papers and evaluation.
- ❖ To present and submit, as a member of the Academic Council and the report of the Board of studies.
- ❖ To submit all academic records to IQAC office.



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DIRECTOR OF PHYSICAL EDUCATION

- ❖ To create an enabling environment to attract the best sports students from schools all over India.
- ❖ To improve the achievements of sports students in the arena of National and International sports.
- ❖ To sustain and enhance the physical and mental strength of the students to compete with vigor and confidence.
- ❖ To monitor all aspects of development of sports students that includes coaching, physiotherapy, financial assistance and infrastructural facilities.
- ❖ To provide in-house training, fees exemption / concession, scholarships, nutritional support and hostel accommodation facilities.

Selection Process

- ❖ To streamline trained and talented sports students based on their previous records and to organize selection trials every year to identify fresh players.
- ❖ To admit the identified students in various courses based on sports quota for District / State / National / International players.
- ❖ To conduct Annual Fresher's meet/Inter-departmental matches for first year students which help in recognizing interested players in the discipline of their choice.



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Maintenance and Support for Sports Activities / Sports Players:

- ❖ Experienced coaches are to be provided to train the players.
- ❖ Counselling sessions are given to the players by expert psychologists and psychiatrists.
- ❖ Intercollegiate tournaments Ethiraj Sports (ESPO) is conducted.
- ❖ Gymnasium facility is provided to improve the physical fitness of the players.
- ❖ Compulsory credits (2credits) are awarded to encourage them to actively engage in sports activities.
- ❖ Workshops are organized to create awareness on sportsmanship, fitness, nutrition, etc.,



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PLACEMENT DIRECTOR

- ❖ Orientation Programme to be conducted for all the students at the beginning of every academic year.
- ❖ Students Data Base with the details such as academics, strengths, achievements are to be prepared through Registration Process.
- ❖ Explore opportunities like Internship, Project Assistance and Placement Guidance according to the domain and area of interests of the students.
- ❖ Adequate Career Guidance & Counseling sessions should be steered towards building and maintaining stronger relationships with the students to bring out the hidden talents thereby discovering the skill set and identifying their preferences.
- ❖ Organizing Soft-Skill Training to bridge the gap between Industry-Institute requisite.
- ❖ Complete monitoring over the Soft-Skill training sessions like Attendance, Time Table and Schedule management activities.
- ❖ Corporate List Database is to be generated and strong relationship to be maintained to cope with corporate requirements and the prospective young talents' recruitment.
- ❖ Continuous Tracking of students right from the registration process till the final phase of the placement drive. (Eligibility Criteria Checking, Documentation,



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Resume Preparation, Proof Checking etc.)

- ❖ Documents Verification to be carried out with the students who have enrolled for the Placement Drive.
- ❖ Resources arrangement and finest coordination to be rendered for the effective process of Pre-Placement Talk, Online Test, Group Discussion, Technical Interview and HR Interview.
- ❖ Absolute guidance to be given towards the joining formalities, uploading documents post final selection followed by the registration at corporate side.
- ❖ Calling for Seminars, Workshops and Guest Lectures in the need-of-the hour topics, Overseas Education, Competitive Examination, Government Portal Registration and Preparation Guidance.
- ❖ Periodical Support to be provided to the graduated students in updating with corporate requirements.
- ❖ Data Visualization Reports namely, Placement Report, Corporate Report have to be prepared on the basis of the data generated throughout the academic year with the help of computer aided tools.
- ❖ Ensure the services of regular nonteaching staff on the rolls as per requirement on rotation and be accountable for the same.
- ❖ Regular submission of report to Vice Principal (Aided) and Vice Principal (SS).



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LIBRARIAN

- ❖ Cataloguing and keeping track of library materials.
- ❖ Ensure all users can access library resources.
- ❖ Responding to requests from students, staff and other library users.
- ❖ Prepare reports on library stock, library usage and library development needs.
- ❖ Manage the library resource budget effectively.
- ❖ Regular upgradation of the library through new technologies.
- ❖ Manage, promote and evaluate materials such as journals and books.
- ❖ Plan special programs related to the library and help with the management system.
- ❖ Develop and deliver induction training and other training programmes for new and existing users of the library services and facilities
- ❖ Kindle the reading habit in users.

Main Duties and Responsibilities

- ❖ Supervision of Library Services
 - Supervise pupils individually or in groups, including during general study, specific research or examinations.
 - Appoint, train and supervise the work of pupil librarians in the library facilities.
 - Assist with the evacuation of college buildings in emergencies and during fire drills.
- ❖ Management Of Library Services
 - Develop, implement, evaluate, and maintain library strategies and policies in



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consultation with pupils and staff that fully reflect the educational aims and objectives of the College.

- Select, maintain and manage all resources and stock within the library.
- Must ensure the effective and efficient use of library management systems and to maintain catalogue records and monitor the use of library resources.
- Coordinate and help facilitate literacy initiatives in the library.

❖ Delivery of Services

- Guide and assist pupils and teaching staff to make the best use of the library services and facilities within the College.
- Maintain a high level of resource awareness in relation to relevant courses and subject areas and support teaching staff in the effective delivery of the curriculum.
- Liaise with Heads of the Departments to develop a stock selection policy that ensures the provision of relevant resources to cover all areas of the curriculum, age groups and abilities.
- Participate in the planning and development of programmes for information handling skills and literacy within the College and contribute actively to the delivery of such programmes.
- Support the development of pupil skills, particularly in relation to ICT, information handling and literacy.
- Display books, journals, magazines, periodicals, newspapers etc., highlighting current affairs, topical issues and particular aspects or areas of the curriculum
- Promote library services across the College and encourage pupils and teaching staff to



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make use of library resources effectively.

- Assist with archiving and displaying information and materials.
- Ensure that students and staff are familiar with the use of enquiry and circulation features of the library management systems.
- Ensure that all library services and facilities are provided to consistently high standards and comply with all relevant College policies and procedures. Manage and deliver such services and facilities in an efficient and effective manner.
- Arrange library resources and materials in a way that promotes effectively retrieval, including the systematic indexing, classification and cataloguing of all library resources and materials. Disseminate information relating to resources to students and faculty as appropriate.
- Carry out the routine procedures associated with the ordering, receipt and distribution of materials and the payment of invoices.
- Identify materials marked for disposal.
- Set up and reorganize library facilities as required, including moving and reorganizing stock, materials and resources.
- Monitor the library budget year marked for departments.



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SUPERVISORS

Prompt reporting of Group D staff for duty and monitoring their absence. To be present in the campus on non working days (on rotation) when deep cleaning of restrooms are done and also on other days when special events are conducted.

ADMINISTRATION MANAGER

- ❖ Coordination of work with PWD, EB, CMDA, Police Department and Corporation.
- ❖ Executing all repairs and damage works
- ❖ RO plant, Infrastructure and whitewashing
- ❖ Coordinating with outsourcing agencies like restroom cleaning, sweepers and security guard.
- ❖ Refueling of Buses, maintenance FC and other bus related issues.
- ❖ AMC of Air Conditioners and RO Plants.
- ❖ Asset Maintenance.