

NAZARETH COLLEGE OF ARTS & SCIENCE
AVADI, CHENNAI – 600 062

JOB DESCRIPTION – PRINCIPAL

Responsibilities:

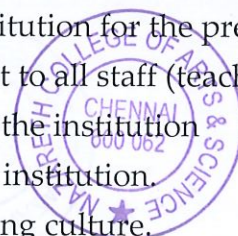
Reporting to the Secretary of the Institution and assisting in the below mentioned function:

1. Monitoring / Regulation

- a. Regulating / Academic and general administration
- b. Monitoring system, policies, procedure and function of the Institution.
- c. Monitoring functioning of Academic and Admin staff.
- d. Monitoring conduct of Academic and Admin staff, their regularity, discipline and conduct.
- e. Monitoring student discipline and maintain decorum of institution.
- f. Monitoring all procedures followed in the office
 - i. Admission
 - ii. Fee collection
 - iii. Attendance
 - iv. Recruitment
 - v. Purchases and procurement
 - vi. Accounts and Audit
 - vii. Salary payments
- g. Liaisoning activities within Management, Department, Government, Corporate and College, other academic institution.
- h. Conduct of meetings on behalf of the institution of Staff, Deans, Heads, Coordination, College Academic council and the governing council.
- i. Monitoring and procurement and purchase of necessary infrastructure, furniture and fittings, lab equipment, books and any such other requirement for the institution maintaining infrastructure of the institution.
- j. Maintaining cordial relationship with all developing and maintaining all learning resources.

2. Development:

- a. Locate, contact, attract and recruit the right candidate of qualified faculty members, suitable for the institution for the present and future.
- b. Provide guidance and support to all staff (teaching and non teaching).
- c. Identify core competencies of the institution.
- d. Build a positive image for the institution.
- e. Develop a working and learning culture.



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3. Strategic:

- a. Develop association with industry, research and consultancy establishments.
- b. Sign MOU with industry / organization at International / National / State level.

4. Leadership:

- a. Prove as a excellent teacher and one of the best among colleagues.
- b. Proves as a academician of International standard by publication, consultancy, training.
- c. Set high standards of discipline commitment and involvement in work pattern.
- d. To inspire all his / her colleagues toward the achievement of goals.
- e. Work with staff to understand the problem and concerns of all the colleagues.

5. Visionary functions:

- a. Develop a long term strategic plan for the institution to realize the vision in close association with management.
- b. Establish system, procedures, policies facilities, realize of the vision.

6. Planning and Administration Responsibilities

Working with the College Manager, the responsibilities of the Head of College in the area will include:

- a. Leading the establishment, updating and delivery of the College Strategic Plan, in line with the University Strategic Plan;
- b. In collaboration with the relevant University Officers, putting in place College level administrative supports and committees compatible with University structures and policies, to allow the College to function effectively by providing adequate support to the academic and research units;
- c. Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines;
- d. Compatible with University policies, developing and implementing a College strategy to recruit and retain the best academic, research, technical and administrative staff;
- e. Working with the Heads of academic and research units to ensure that effective management structures are in place for each unit.

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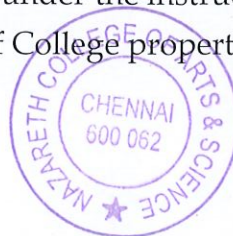

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7. Academics:

- a. Syllabus completion
- b. Mentoring
- c. Plan effective remedial program
- d. Conduct faculty appraisal
- e. Prepare subject wise specialization of faculty list in all subjects.
- f. Liaison with leadership
- g. Arrange graduation day
- h. Arrange professional development program.

JOB ROLE

1. Be sincere and punctual
2. Be a dynamic leader.
3. Be a able democratic administrator
4. Perform the role of the Academic and Administrative head of the Institute.
5. Implement policies approved by Management.
6. Coordinate various statutory bodies including Academic council.
7. Ex-officio members of Board of Trustees, Chairman of Academic council, Chairman of Finance Committee and also Chief Controller of Examination.
8. Monitor Admission and Examinations.
9. Conduct meetings of the Board of Management as per guidelines.
10. Coordinate and motivate the faculty, administrative authorities and supporting staff to play their respective roles.
11. She / He is the spokesperson of the institution and take part in Regional, National and International convention in serving the cause of development.
12. Monitor academic activities like conduct of technical sessions, conferences, Seminars, Workshops.
13. Plan for Training need, Analysis of the Staff and derive training programme such as refresher courses, orientation courses, faculty improvements, IQAC.
14. Ensure quality assurance assisted by Coordinator IQAC.
15. Shall monitor, evaluate research development and consultancy services.
16. Promote industry institute interactions for employability of students.
17. Make proposal for appointment to all posts of cadres including contract, part time, adhoc and daily wage employed.
18. Arrange performance appraisal of faculty and supporting staff.
19. Campus maintenance cell shall work under the instructions of Principal.
20. Have control over the maintenance of College properties.




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Dean – Academic Affairs (AA)

The Dean of Academic Affairs will act in consultation with the Principal, for the all round academic developments of the College. The Academic Office is the repository of all records connected with academic performance of the students.

The functions of Dean– Academic Affairs are as follows:

- To prepare the Institute academic calendar.
- Admission, enrollment of students.
- To supervise the pre- examination and post examination process (Result Analysis)
- To ensure the timely publicity of results.
- Award of medals and degrees.
- To maintain academic records as per the requirement under rules of the College.
- To supervise the Central Library of the College under the guidance of Principal.
- Any other work assigned by the Principal.
- To ensure timely submission of workload, timetable.
- To coordinate the enrollment of student for on-line course, add on courses.

Dean – Students Affairs (SA)

Excepting academic matters (which are dealt with by the Dean – Academic), all student issues are the responsibility of Dean (SA), who is also responsible for all extra curricular activities of the students, (S) he also chairs the Disciplinary Action Committee(DAC) which looks into infringement of disciplinary rules applicable to the students.

Nature of functions:

- Maintaining a ragging free campus.
- To ensure discipline amongst the students in and outside the college.
- Organizing students counseling and other related activities.
- Liaison with parents/guardians about the progress and problems of students in consultation with Dean academic;
- Issue conduct certificates to the students.
- Coordinate merit cum means scholarships and other scholarships.




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- To monitor the working of Vendors and shops including checking of rates of commodities sold, quality of material related to students and hostel residents.
- To supervise the working of the messes employees in the hostels.
- Any other work assigned by the Principal.

Dean – Research

The functions of Dean/Assoc. Dean – Research and Development are as follows

Nature of functions:


- Motivate faculty to write projects.
- To monitor the effective utilization of funds of externally funded projects and related financial matters.
- Monitoring and administration of consultancy work in the Institution.
- Shall maintain and update record of Research Projects.
- To formulate policy for sponsored research and consultancy projects.
- All matters related to sponsored research and other project staff.
- All matters related to sponsored research and consultancy services, continuing education programmes, industry institute partnership cell of the college.
- Any other work assigned by the Principal.

Dean – Extension Services (ES)

Principal duties:

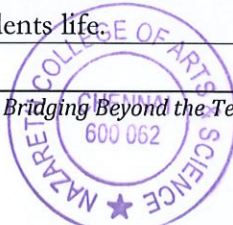
- Provide visionary leadership and planning for Extension/outreach priorities and alignment with those of college.
- Provide leadership for matters relating to budget and personnel for all extension appointments, including managing inter-institutional agreements and building support for revenue sources for Extension and outreach activities.
- Represent to external stakeholder constituencies and to extension/outreach partners.
- Encourage and support development of new evidence based outreach programming that addresses emerging issues and opportunities.
- Encourage innovation and excellence in Extension/outreach programming within and ensure that extension/outreach activities are appropriately assessed.




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Sl no	Description	JOB DESCRIPTION, Roles, Responsibility, Accountability and Authority		
1.	Designation	Head of the Department	Job Code/ Level	NCAS/ DB /L2
2.	Education	<ul style="list-style-type: none"> • Minimum – 55% in Post Graduation Master of Arts (Business Administration) with M.Phil - Pass in SLET / NET • Preferred – Doctorate 		
3.	Training	Should have received Training or participated in the following programs:- Faculty Development Program Students Psychology and mentioning techniques Effective Class room Management Any Leadership Program		
4.	Experience	At least 4 years of teaching experience at Nazareth or 8 years of teaching experience outside Nazareth subject to the availability of post.		
5.	Age	There is no restriction on age limit.		
6.	Job Description	<ul style="list-style-type: none"> • To teach curriculum for the classes as allotted by the Principal / Vice-Principal. • To conduct various staff meeting and implement the vision and Mission of the college. • To prepare the work load and Time – Table for the Department. • To bring co – ordination between the staff members of the Department. • To organize various cultural / curricular Departmental / inter Department / inter collegiate meet. • To prepare the lesson plan for the effective planning of curriculum delivery. • To refer and prepare for delivery of curriculum content. • To deliver class notes to the students. • To provide healthy class room interaction • To give monthly test and reports as necessary. • To provide student guidance and counseling through Student Follow – up Program. • To be involved in various Departmental / Inter – Department curricular / Co – curricular/ extra curricular activities. • To actively involve in all programs initiated by the management towards development of the college. • To be a role model, to build students life. 		



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Principal

7.	Reporting Relationship	Report to the Principal / Vice Principal
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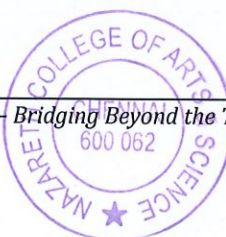
8.	Responsibilities	<p>Responsible for:-</p> <ul style="list-style-type: none"> • Delivery of curriculum in the given scheduled time. • To maintain smooth operation of the Department on the whole. • To be punctual for delivery of lecture at the right time. • Achieving 100% pass in all the subjects handled • To produce academic reports for all necessary details in the respective forms and procedure within the stipulated time frame, as called for. • Determine the student's family back ground to establish better understanding of students. • To establish parents – teacher relation • To provide new methods of teaching for weaker / slow learners. • To maintain a positive relationship with the students and to motivate them to achieve the targets. • To have class room discipline and effective class room management. • To adhere with the dress code, manners and mannerism of the college to carry them as smart lecturers. • To inculcate the values and principles for wholesome career and life.
9.	Authorities	<ul style="list-style-type: none"> • To conduct Departmental staff meeting as and when required. • To Maintain discipline within the class room • To solve any minor issues arising within the class room/ Department. • To conduct weekly / Monthly test as necessary • To evaluate and return the test paper within a stipulated time. • To call the parents to discuss the progress/attendance of the students as and when required. • To provide substitution staff, in case of staff members on leave.



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Principal

10.	Accountability	<ul style="list-style-type: none"> • Accountable for punctuality, commitment and devoted service towards teaching profession. • Accountable for smooth operation of Department. (No class shall be without a staff at any point of time.) • Accountable for any dispute in the departing between the Departments. • Accountable for efficient and effective delivery of subjects • Accountable for innovative / ICT methods of teaching • Accountable for proper reporting of details called for by Management / Principal / Vice – Principal. • Accountable for producing 100% pass in subjects handled. • Accountable for unity and growth of Department / Inter – Department / College • Accountable for overall development and career of students.
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11.	Competencies	<i>Technical</i>	<i>Conceptual</i>	<i>Human Relations</i>	<i>Social Skills</i>
		<ul style="list-style-type: none"> • Subject Knowledge • Application of the Subject • Ability to learn • Ability to update • University Curriculum • Content Planning • Vast Reading • Writing Notes • Comparative Study 	<ul style="list-style-type: none"> • Teaching Methods • Learning Skills • Teaching Skills • Self control • Self Confidence • Positive attitude • Achievement Drive • Pro- activeness • Commitment • Self Assessment • Quality Education 	<ul style="list-style-type: none"> • Understanding Others • Developing Students • Service Orientation • Interpersonal Skills. • Unity & Co - Operation 	<ul style="list-style-type: none"> • Communication • Class room management • Student Approach • Influence • Change Catalyst • Team Capabilities • Collaboration & Co- operation • Leadership • Target Orientation • Counseling Skills



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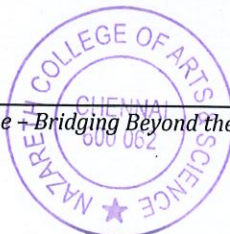
Sl no	Description	JOB DESCRIPTION, Roles, Responsibility, Accountability and Authority		
1.	Designation	Lecturer	Job Code/ Level	NCAS/ DB /L1
2.	Education	<ul style="list-style-type: none"> • Minimum – 55% in Post Graduation Master of Business Administration with M.Phil - Pass in SLET / NET • Preferred - Doctorate 		
3.	Training	Should have received Training or participated in the following programs:- Faculty Development Program Students Psychology and mentioning techniques Effective Class room Management Any Leadership Program		
4.	Experience	0 – Any years as required to meet the UGC Noms.		
5.	Age	Not over 35 years, as on date of recruitment However on special case, the age limit is not restricted.		
6.	Job Description	<ul style="list-style-type: none"> • To teach curriculum for the classes as allotted by the Principal / Vice-Principal/Dept. Head or Head (i/c) • To prepare the lesson plan for the effective planning of curriculum delivery. • To refer and prepare for delivery of curriculum content. • To deliver class notes to the students. • To provide healthy class room interaction • To give monthly test and reports as necessary. • To provide student guidance and counseling through Student Follow – up Program. • To be involved in various Departmental / Inter – Department curricular / Co – curricular/ extra curricular activities. • To actively involve in all programs initiated by the management towards development of the college. • To be a role model, to build students life. 		



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7.	Reporting Relationship	Report to the Head or Head (i/c) of the Dept.
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