



THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennai (South) Thiruthangal Hindu Nadar Uradimuzal (Bharata Fund)
A Self Financing Co-Educational College of Arts & Science
Affiliated to the University of Madras (2f) Status under UGC Act
Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai 600 051, Tamil Nadu, India

ROLES & RESPONSIBILITIES

Vice –Principal's Responsibilities:

Vice Principal reports directly to the Principal:-

- In the absence of the Principal, he/she assumes the professional duty of the Principal as the Acting Principal in addition to carrying out his/her professional duty as a teacher.
- Facilitates and assists the Principal in implementing the Vision, Mission and Goals of the college.
- Maintains a healthy relationship with the Principal, Teaching and Supporting staff.
- Communicates with students, staff and parents in a positive, friendly and professional manner.
- Assists the Principal by supervising and overseeing the overall academic and non-academic activities of the college.
- Assists the Principal in planning and implementing the programmes for teaching and learning and other developmental plans of the college.
- Assists the Principal in creating a conducive environment for teaching and learning in the college.
- Assists the Principal in the day-to-day management of the college, including the planning and overseeing of the daily timetable for classes.
- Assists the Principal in framing various committees for assigning duties.
- Remains available in the Vice Principal's office for general assistance to students.
- Maintains the general discipline of the students and staff of the College
- Upholds professional integrity at all times, exercising discretion, confidentiality, loyalty and trust.
- The Vice-Principal should leave the campus after the Principal. In case of an emergency, it should be reported to the Principal before leaving.



V. Devi
Dr.V.DEVI M.B.A., M.C.A., M.Phil., Ph.D
PRINCIPAL
THIRUTHANGAL NADAR COLLEGE
Selavayal Chennai-600 051.
Affiliated to the University of Madras
Re-Accredited at 'B++' Grade by NAAC
An ISO 9001:2015 certificate Institution

HOD's Responsibilities:

- 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 and enable the dept. to achieve the highest possible standards of excellence in all its activities.
- Maintain the general discipline of the students and staff of the Department.
- To monitor and conduct academic activities of the department under the guidance of the Principal.
- Allocate the subjects to the faculty members well in advance (at least two weeks) before the commencement of the semester/year
- To ensure that the time-tables are prepared as per the guidelines given by the principal. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Instruct the faculty members to set the question papers as per instructions from the principal in Bloom's Taxonomy Format, maintain confidentiality, and also to evaluate the scripts promptly to meet the deadline given by the principal. The evaluated answer sheets, along with the award sheet filled in by the concerned faculty member, have to be submitted to the exam committee as per the schedule given.
- Arrange special classes & remedial classes if necessary, for the benefit of below-average students.
- To plan and take the necessary actions for the improvement of department results and academic performance.
- To oversee the smooth functioning of the department and ensure consistent provision for academic ambience.
- 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 encourage the faculty to be involved in a wide range of activities for the students to expose them to practical skills.
- Inculcate Industry Internship and Value-added courses
- To attend meetings with the Principal and the Management whenever required.
- Prepare the annual budget for the Department activities



- Appoint Class representatives, Class Advisors and In-charges, etc. for the department's varied activities and to make the process of teaching-learning student-centric.
- Propose new programmes/courses and increase the intake in consultation with the Principal of the college.
- Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
- Organise Seminars / Conferences / Symposiums / Workshops / Training programmes/Outreach programmes in topics of relevance and importance to the department with financial support from the management.
- To ensure all essential resource materials are available for use as required.
- To carry out any other function as assigned by the Principal.
- It is the HOD's responsibility to post information about any event or announcements on the Department Notice Board for the benefit of the students.

Discipline Committee Responsibilities:

The discipline committee of the college decides on the action to be taken on the violation of college rules after a basic enquiry.

- The following acts of misconduct will result in immediate dismissal from the Institution:
 - ✓ Assault of any person
 - ✓ Willful damage to Institution property
 - ✓ Intimidation, coercion and /or interference with other students
 - ✓ Misbehaviour with students and/ or Staff
 - ✓ Any anti-national activity

Responsibilities of Club Coordinators and SPOC :

- Varied clubs are operational in the college for Extension Activities, which provide a platform for the students to take part in the club of their choice and render service.
- The clubs inculcate good governance and develop skills among students through teamwork by organising various activities and camps.
- The clubs ensure an active interest and role in the civic, cultural, social and moral welfare of the communities and thereby demonstrate good citizenship.
- Annual Budget for all Clubs and Societies shall be prepared by the respective Coordinators and submitted through standard format and procedures.
- Staff club coordinators are responsible for planning, budgeting and organising all the aspects of student activities and programs.



V. Devi
Dr.V.DEVI M.B.A., M.C.A., M.Phil.,Ph.D
PRINCIPAL
 THIRUTHANGAL NADAR COLLEGE
 Selavayal Chennai-600 051.
 Affiliated to the University of Madras
 Re-Accredited at 'B++' Grade by NAAC
 2021-2025 Affiliated Institution

- Student club representatives are elected based on their strong communication skills, coordination skills and management skills.
- Clubs are expected to conduct monthly meetings for planning, reporting, and decision-making. The coordinators must ensure:-
 - i. Purpose of the meeting
 - ii. Approved Agenda by Coordinator(s)
 - iii. Maintenance of Attendance
 - iv. Events and Reports
 - v. Announcements
- The tenure of the SPOC, Nodal Officers and Club Coordinators will be for a period of a minimum of 3 years and a maximum of 5 years based on their performance.

Responsibilities of Exam Committee:

- The College Exam Committee comprises the Chief Superintendent, Asst Exam Co-ordinator and members.
- The tenure of the Assistant Chief Co-ordinator of the Exams is one year.
- The tenure of the Examination committee is three years.
- The exam committee plans, organizes and conducts exams.
- Two CIAs and one model exam are conducted in a semester. The average of the best two marks is considered for the internal score.
- The Committee diligently ensures the smooth execution of both internal and external examinations at the College, adhering meticulously to the regulations stipulated by the University of Madras.
- The University guidelines shall be strictly followed when cases of malpractice are identified.
- The College Academic Calendar indicates the tentative examination schedule for internal examination.
- For each subject, the respective faculty member prepares a question paper on the syllabus, based on Bloom's Taxonomy.
- A schedule for invigilation duty is prepared by the Exam Cell. The assigned faculty should perform the invigilation duty as per the norms and schedule.
- 75% of the attendance in the current semester is mandatory for the students to appear for the End Semester Examinations.
- Candidates who secure 65% to 74% of the attendance are not eligible to appear for the current semester examinations. However, the Principal of the college may condone the



V. Devi
Dr.V.DEVI M.B.A., M.C.A., M.Phil., Ph.D
PRINCIPAL
 THIRUTHANGAL NADAR COLLEGE
 Selavayal Chennai-600 051.
 The University of Madras

lack of attendance for students with genuine reasons on medical grounds. Major calamity, Accident and Health issues that demand long rest and permit them to write the End Semester Examinations, after the payment of condonation fee: The result analysis of the examination must be submitted to the e-governance.

Responsibilities of Office Administration:

The Office Administration process includes the following activities

1. The office maintains a register for the inward and outward movement of staff & faculty during college hours.
2. The Administrative Office collects the college Fees and deposits them in the bank. It also collects the Exam Fees from the students and ensures the payment to the University within the stipulated time.
3. The Admin staff must leave the campus only after the Principal leaves. However, in case of any Emergency, they can leave with the permission of the Principal.

Housekeeping/cleaning is done in the following areas daily once.

1. All Toilets
2. All Class Rooms/Labs/office/Principal's room
3. Entrance and path way
4. Open area/gardening

Records of housekeeping shall be maintained by the House keeping In-charge

Furniture stock of all departments is physically verified by the supervisor once a year. In case of any damage, repair/replacement of furniture, it is arranged by the in-charge, in consultation with the AO.

- Issue and return of the key is recorded in the Key Register. The signature of the receiver of key is recorded in this register.
- One set of all keys is maintained by the AO, and the details are recorded in the Key register at the Administrative Office.
- The Staff certificate submitted at the time of appointment will be safely maintained under the custody of CAO.
- The Students' original certificates submitted at the time of admission is safeguarded in the lockers under the supervision of HoDs and CAO.
- The functioning of the transport system will be monitored by CAO.



V. Devi
Dr. V. DEVI M.B.A., M.C.A., M.Phil., Ph.D
PRINCIPAL
THIRUTHANGAL NADAR COLLEGE
Selavayal Chennai-600 051.
Affiliated to the University of Madras
Re-Accredited at 'B++' Grade by NAAC
An ISO 9001:2015 certificate Institution

Lab Assistant's Responsibilities:

- The maintenance and upkeep of the laboratory area– its cleanliness and tidiness.
- The maintenance of lab manuals, catalogues, and maintenance manuals of lab equipment.
- Checking that the equipment is functioning properly at least one day before the conduct of every laboratory session.
- To record the attendance of students in each session.
- To bring to the attention of the Lab -In -charge periodic servicing requirements of the lab.
- To ensure the safety of the equipment used.
- To maintain the stock register of equipment, instruments etc.,
- To maintain and replenish the stocks of consumables and spares.



V. Devi

Dr.V.DEVI M.B.A., M.C.A., M.Phil.,Ph.D
PRINCIPAL
THIRUTHANGAL NADAR COLLEGE
Selavayal Chennai-600 051.
Affiliated to the University of Madras
Re-Accredited at 'B++' Grade by NAAC
An ISO 9001:2015 certificate Institution