



## THAKUR SHOBHA SINGH GOVT. COLLEGE PATHALGAON DIST – JASHPUR (C.G.)

Affiliated to Sant Gahira Guru Vishwavidyalaya Ambikapur

Accredited by NAAC with grade 'B'

# MANAGEMENT POLICY

This policy aims for fair and smooth management of the institution such that there is proper decentralisation of work from head of the institution to working staff.

### **Strategy Development and implementation**

Strategic/perspective plans are formed by conduction meetings and having intense discussions between the principal and the faculty members for the betterment of the institution/academic excellence and for the fulfilment of all aspects. There are different committees of students as well as teachers involved in monitoring and evaluating the institutional policies. The committees organize frequent meetings to ensure that the policies are practiced among the students as well as suggestions/changes are put forward to improve the existing policy.

### **Formation of IQAC**

As per national assessment and accreditation council (NAAC) guidelines every accredited institution should establish an internal quality assurance cell (IQAC) as a post accreditation quality sustenance measure. IQAC in any institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution.

### **Formation of Committees**

There are different committees formed to monitor every activity under the guidelines of IQAC. These committees should be responsible for various aspects of the college such as academic extracurricular, administrative, extension services and financial aspect.

### **Faculty Empowerment**

Welfare of teaching and non teaching staff reflects on the output and contribution towards growth of the institution. Therefore college should take effective measures for the employees of college such as

- For academic growth teachers are permitted to attend orientation programme and refresher course as per the rule of the Higher Education.
- Faculty are allowed to attend faculty development programmes, workshops, present research papers in national and international conferences, by the permission of the Principal on showing invitation letter.
- Faculty members are given No Objection Certificate by the principal, if they want to do Ph. D in their respective fields.
- NCC and NSS officers are given duty leave to attend training programme/camp to enhance their knowledge.
- Non teaching staff are permitted to attend skill development courses or training.

## **Mobilisation of funds and the optimal utilisation of resources**

The institute head and the drawing disbursing officer must ensure that the fund is used accordance with the objective for which the fund has been received. Income expenditure should be monitored by internal audit committee. Fund receipts should be properly recorded in the register corresponding to the item.

### **Staff Workload Management**

When allocating workload, the following principles apply for all staff members:

- it is the responsibility of principal to allocate workloads in a fair and equitable manner;
- it is the responsibility of supervisors to allocate and monitor workloads;
- Head has a duty to protect the health and welfare of staff in relation to the performance of their duties;
- Head should recognises the importance of a balance between working and personal life and therefore will not make workload demands of staff that are inconsistent with this principle;
- workload allocations shall take into consideration a staff member's plans in regards to entitled leave.
- no staff member should be coerced, either directly or indirectly, whether by supervisors, management or other staff, to undertake excessive workloads;
- when creating and implementing new initiatives, consideration must be given to the impact on workload;
- a supervisor who becomes aware of unreasonably high workloads across her/his area of responsibility must notify her/his manager of the situation in writing;
- upon being informed that an area's workloads are unreasonably high, a manager must proceed to address the issues;
- staff members are encouraged to raise workload issues with their supervisor if they are concerned about their workload.

### **Academic Staff Workload**

Academic work involves both self-directed and assigned activities and therefore, a balance of self-directed and assigned activities must be achieved. In addition to the principles that apply to all staff, the following principles apply to academic staff:

- the amount and/or intensity of assigned activities should not disable a reasonable balance between self-directed and assigned activities;
- allocation of workload must consider the staff member's level of appointment;
- allocation of workload must consider the needs of particular academic staff to establish a research profile;
- allocation of workload must consider the administrative responsibilities associated with the position;
- no staff member shall be required to teach on weekends or public holidays without their agreement. Where teaching is agreed to on weekends or public holidays, the staff member shall take time off in lieu at a time agreed by the staff member and their supervisor.

### **Employee Records Management**

Any documents relating to the employment of a staff member must be forwarded to office for maintaining a complete and accurate record relating to an individual's employment.

Office staff is should ensure that the privacy of the information contained in employee records is protected. Employee information may only be used for the purpose of employment. Providing employee information to another person or organisation without the employee's authorisation is prohibited.

Staff members have a right to access to information held on their file subject to the requirement.

### **Annual Performance Appraisal**

All staff employed are expected to undergo a formal appraisal of their performance annually. CR of employee must be unbiased.