6.2.2.

T. JOHN
GROUP OF INSTITUTIONS

QUALITY MANUAL

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16	Resource Management - Provision of resources	Clause 6.0, 6.1	TJGI/QM/16	01	21
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Group ISO Coordinator	Management Representative

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T. JOHN
GROUP OF INSTITUTIONS

ADMINISTRATION MANUAL

Dr. Rose Mary Balagopal
PRINCIPAL
T. JOHN COLLEGE
88/1, Kammanahalli, [illegible] Post,
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T.JOHN GROUP OF INSTITUTIONS	**STAFF RECRUITMENT**	Ref. No: TJGI/ADMIN/MANUAL/01 Rev No: 02 Rev Date: 02/03/2015 Page 01 of 01

The recruitment processes has been divided into two categories

a) Teaching Staff
b) Non Teaching Staff

The recruitment of teaching staff is addressed in the **Procedure for Human Resource [TJGI/P/ADMIN/08].**

The recruitment ~~of non teaching~~ staff passes through the following stages; The recruitment of teaching / Non teaching staff includes the following stages:-

1.If there is a vacancy in a particular department it will be advertised through news paper advertisement /on the college website. In response to the advertisement the candidates will apply through the online application form which is available on the college website.

2.The Principals/Administrative Officer will short list the candidates.

3.Based on the on line application form the candidates will be lined up for the preliminary round of interview (written test) through telephone/e-mail regarding the date and time of the interview. Candidates those who qualify in the preliminary round will be called for second round of interview. When they come for interview they will fill up the employee form.

4.In second round of interview:-

Teaching candidates will undergo the demonstration class, whereas the Non-teaching candidates will have the typing test skills.

The candidates (teaching) those who qualify in the demo class will have a personal round of interview with the concerned college principal.

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5.The candidates (non-teaching) those who qualify in second round of interview, will have a personal round interview with the administrator.
6.Based on the recommendation of the principal/A.O the candidates (teaching/non-teaching) will be called for final round of interview with the selection committee panel which includes chairman/ advisor to chairman for the final requirement.
7.With the decision of the selection committee the successful candidates will be communicated regarding their selection and to report immediately or within a week from the interview date.
8.On the day of joining/reporting they have to file the joining report and submit all the necessary document regarding their experience letters and the relieving order from the previous organizations.
9.Once the staff is completed with the joining formalities the employee code will be given for attendance swiping.
10.The ID cards will be issued within 10 days of joining and a record will be maintained to ensure the issue of ID cards.
11.The new jinee candidate's data will be updated in the people soft for the purpose of data management and the payroll process as well.
12.For the purpose of crediting the salary bank account is opened in the selected candidate name.
13.After reporting to the duty he/she will be allotted a particular place to sit.
14.For teaching staff, HOD will give the job description that has to be done. Whereas, for non-teaching, A.O will give the job description.

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T.JOHN GROUP OF INSTITUTIONS	**STAFF ON OFFICIAL DUTY (O.O.D.)**	Ref. No: TJGI/ADMIN/MANUAL/02 Rev No:02 Rev Date: 02/03/2015 Page 01 of 01

When staff goes to OOD they have to apply OOD in people soft mentioning all the details pertaining to the OOD and also the supportive documents to be submitted to office. The on-line application will be approved by the HOD, vice principal and principal. The concerned college p(secretaries) will update the OOD's of the respective staff members in the absence management system. The same is sent to the H R department for the verification in the absence's statement.

If the staff is going on OOD on the next day, the approval should be taken on the previous day itself. If they are going after coming to the college, then the approval should be taken on same day and in the register they have to mention the time of OOD.

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Group ISO Coordinator	Management Representative

T.JOHN GROUP OF INSTITUTIONS	**ISSUE OF LIBRARY CARDS**	Ref. No: TJGI/ADMIN/MANUAL/03
		Rev No:02
		Rev Date: 02/03/2015
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Both teaching and non-teaching staff are eligible to avail library facility. Provided they are confirmed/full time employees. For teaching staff 3 borrowers cards will be issued and for non teaching staff 2 library card will be issued.

To get the library cards staff has to fill the library membership application. After taking signature from Principal the application form has to be submitted to the Librarian along with recent passport size photographs.

The complete details regarding library card is mentioned in the Library Manual [TJGI/LIB/LM/01]

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T.JOHN GROUP OF INSTITUTIONS	**STUDENTS JOINING**	Ref. No: TJGI/ADMIN/MANUAL/04
		Rev No:02
		Rev Date: 02/03/2015
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The Office Supervisor will prepare the list of students got admitted in different courses. On the day of joining the Office Supervisor will issue the **Students Data Entry Form, Rules and Regulations** to be followed during the course period, **under taking form** separately for students and parents after verifying with the list of students got admitted.

Then Assistant Liasoning Officer will collect the original certificates from the students and the certificates will be handled according to the procedure for **Maintaining Students Documents [TJGI/P/ADMIN/02]** and an acknowledgement is issued to students mentioned the details of documents submitted.

The Office Supervisor will give unique roll numbers to each student. The roll number is Alfa numeric mentioning Course, Year of admission, unique identity number of student (MCA05001 is for student admitted for MCA course during 2005-2006). The student will be allowed to attend classes only after issuing the Admit Card which gives information about student name, course, roll number and date of admission. The Admit Card should be signed by Office Supervisor, Administrator and Principal/Vice Principal.

On the day of joining students has to submit 4 passport photographs to the Office Supervisor.

- One photo for ID card
- One photo for the Admission Register
- One photo for Admission Ticket for University Exam
- One photo extra

The students will be issued the ID card within 15 days of joining.

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- The employee (teaching/non-teaching) has to complete the probationary period of one year as per the policy.
- The employee should give 30 working days notice period to the concerned college principals in case the employee is resigning from the job and it should come through the department heads.
- On the last working day, the resigned employee should hand over the ID card, library cards, the table keys and all the files to the concerned person. A no due clearance formalities from all the concerned departments should be completed and has to be submitted by the employee to the administrative officer for his/her financial settlements like salary, P.F etc. the no due form requires signatures by department heads, librarian, accountant and administrative officer. In addition, the resigned employee has to complete the exit interview procedure also.
- On the last working day of the employee in the institution, experience certificate will be issued and the salary will be credited to his/her account along with other dues. If any arrears/payments is due from employee that will be deducted from his/her salary.

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T.JOHN GROUP OF INSTITUTIONS	**DECLARING UNIVERSITY RESULTS**	Ref. No: TJGI/ADMIN/MANUAL/06 Rev No:02 Rev Date: 02/03/2015 Page 01 of 01

- Once the examination is over after evaluation, scrutiny and tabulation, university sends the result sheets. It is the duty of the Assistant liaison officer to collect the result sheets. Then the assistant liaison officer will calculate the details like the number of students appeared for the examination, got 1st class, 2nd class, passed and failed and write it on the same result sheet.

- Result analysis is maintained. It will be sent to principal for signature. After principal signature two photo copies is taken. The original result sheet is kept in the office file and one copy of the result will be displayed on the notice board and the other is sent to the head of the departments for further analysis.

- A result file is maintained in which all the original result sheet is filed course wise.

Designed by:

Group ISO Coordinator

Approved by:

Management Representative

T.JOHN GROUP OF INSTITUTIONS	**ISSUE OF MARKS CARDS, CONDUCT CERTIFICATE, TC, BONAFIDE CERTIFICATE**	Ref. No: TJGI/ADMIN/MANUAL/07
		Rev No:02
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MARKS CARD

Once the original marks card is received from the university, it is entered in the marks card register. The marks card register has the details like serial number, register number, marks card number, students name, result, signature, date of receipt and remarks. The student will sign in this register at the time of receiving his/her marks card. In some cases the marks cards is issued against the authorization letter.

CONDUCT CERTIFICATE

After the examination, student should give an application for original marks card and course completion certificate to the assistant liaison officer. Then he/she will be issued a blank form for course completion certificate, it has to be signed by the head of the department, librarian, administrative officer. The assistant liaison officer will issue the conduct certificate on the same day. The conduct certificate is signed by the principal.

TRANSFER CERTIFICATE

TC is not directly issued to the student. When a request comes from the Institution where the student has joined TC is sent to that particular Institution.

BONAFIDE CERTIFICATE]

Student will write an application mentioning the purpose of certificate duly signed by him/her and head of the department, the same is submitted to office supervisor. The office supervisor will prepare the bonafide certificate based on the purpose, if it is for financial purpose administrative officer will sign on bonafide certificate and if it is academic principal/vice principal will sign on the certificate.

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PROVISIONAL DEGREE CERTIFICATE
[Applicable for Colleges where concerned University permits]

A separate form is available for PDC issued by the college authority. The student has to fill the form and has to pay the prescribed fees. While submitting he has to submit the fee receipt, photo copies of all the degree marks cards. The PDC will be issued on the same day, and it is signed by the principal. The PDC is valid only for six months.

DEGREE CERTIFICATE (CONVOCATION)

A separate form is available for DC. The student has to fill the form and has to pay the prescribed fees. While submitting he/she has to submit the fee receipt, photo copies of all the degree marks cards in two sets. The assistant liaison officer will submit the form along with the enclosures to the registrar (Evaluation). Usually it will take a minimum of six months to get DC from the university. The university will send the DC to the college authority where ever applicable.

Once the DC is received from the university, it is entered in the DC register. The DC register has the details like serial number, register number, DC number, students name, signature, date of receipt. The DC is issued either through register post or on hand personally/against authorization letter. If it is issued personally they will sign in the DC register and if it is sent through post the receipt is pasted in a separate register named postal register. For certain colleges the degree certificate is sent directly by the university to the students.

T. JOHN GROUP OF INSTITUTIONS	**STUDENTS APPROVAL**	Ref. No: TJGI/ADMIN/MANUAL/08
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For the purpose of approval, student has to submit their original documents (for details please refer procedure for students document [TJGI/P/ADMIN/02]. The assistant liaison officer will prepare a statement indicating name of the student, country, religion etc. along with this statement he also prepares the financial statement. Then he will make three original sets of general statement and financial statement duly signed by the principal along with the original documents of all students. These statements will be prepared separately for separate courses. Then one set is filed in the office for UG and for PG and the remaining two sets will be sent to university for approval. A covering letter is also sent along with these statements mentioning the number of students and the amount. If the approval is required for foreign students a separate eligibility certificate* has to attached. Without eligibility certificate the approval of foreign students will not be processed. With all the required records the assistant liaison officer will submit the same to the Registrar for approval. After some days the assistant liaison officer will collect the approved students list. Once the approved list of students is received it should be submitted to the Registrar [Evaluation] to allot unique register number for all approved students. After receiving the approval the approved number and the register number is entered in the admission register.

In case of students not submitted their originals, their approval will be taken as a special case and is processed separately.

* **Eligibility certificate**

It is compulsory for all foreign students [and all students for T. John College of Nursing and Pharmacy] to take eligibility certificate from the concerned university. A separate application form is available, students has to fill this form and has to pay the prescribed fee for the same. If they submit the application form along with the fees they will be issued eligibility certificate and this eligibility certificate is filed in the student document folder. [Refer TJGI/P/ADMIN/02].

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DISCREPANCY IN MARKS CARD

If there is any discrepancy in the marks card, the student will write an application mentioning the discrepancy and submit it to the assistant liaison officer along with the original marks card. The assistant liaison officer will submit the discrepancy marks card along with the application duly signed by the principal and student to the Registrar [Evaluation] for correction and after few days assistant liaison officer collects the corrected marks cards.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

6.2.2

T.JOHN
GROUP OF INSTITUTIONS

STANDING INSTRUCTIONS FOR FACULTY [STIFF]

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Designed by:	Approved by:
Group ISO Coordinator	Management Representative

PROCEDURE

Instructions of permanent nature which need not be repeated are issued to faculty through "Standing Instructions for Faculty" (STIFF)

Faculty is requested to sign against their names in the subsequent pages as having read and understood the instructions for compliance.

After the faculty has perused the instructions, the manual would be in the safe custody of HODs/Principal. However it always can be referred by the faculty, whenever they wish to.

Note: Not adhering the instructions mentioned in the STIFF will be treated as Non-Conformance and the same will be recorded as Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

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I. Punctuality

1. Faculty members are to reach the campus about 10 minutes before the commencement of the college and swipe the finger. Failure to swipe the finger would be treated as absent without pay.

2. Faculty members are to reach the class 2 minutes before the Commencement of the class and leave the class only after class time is over.

3. Faculty members are to do the allotted invigilation duties for internal and University examinations.

4. Faculty members are to report 2 minutes before the staff meeting or any other formal, informal function of the college.

5. Faculty members are to submit question papers/internal assignments/project evaluation, students attendance, yearly/daily lesson plans, internal assessment marks, calculated attendance, mentor record, etc within the given time frame.

6. Faculty members are to prepare the lesson well, have class control, perform well in respect of expression, clarity, loudness, solving doubts , interaction and class activity, proper use of black board and teaching aids as expected of a professional teacher. In cases of unforeseen requirement, the faculty and the non-teaching staff can avail the leave with the prior permission.

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Faculty members are to comply with the College Dress Code and be an example to students. The dress code for male faculty members is formal trouser, shirt, neck tie, socks, formal leather shoes and for female faculty members saree with its accessories. The decision of the dress code will be decided by the respective principal with consulting the higher authorities. An improperly turned out teacher would lose the moral right to point out the defaulting students.

It is one of the responsibilities of the teachers to ensure that students comply with the College Dress Code every Wednesday. The Dress Code is as follows:-

For Boy Students:

1. Formal trousers and Shirt, Neck tie, Socks and formal leather shoes.OR Lounge Suit/Combination suit (College Blazer and tie with trousers, socks and formal shoes)..
2. Formal hair style

Note: T-Shirts, Jeans pants, tight Pants, Sport shoes and Caps do not form part of the above mentioned dress pattern.

For Girl students:

1. Saree with its accessories and foot wear
2. Salwar, Kameez with Dupatta and foot wear
3. Trousers with decent top or tucked in shirt and foot wear.
4. Parallels with decent top and with foot wear.
5. Scarf may be worn
6. Decent pant, kurta and footwear
7. T-shirt, Jeans pants and Skin tight clothes not permitted.

Faculty members are requested to ensure that students comply with the above dress code. Students who come improperly dressed are not to be permitted to attend classes and are to be sent to Vice-Principal or Principal.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Lecturers will record the Non-Conformance in Non-Conformance Report and forward it to ISO coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

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Group ISO Coordinator	Management Representative

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The class control is solely the responsibility of the teacher who engages a class as per the timetable or even as an arranged period due to absence of another teacher. The teacher must ensure silence and orderly behavior of students. Depth of subject knowledge, effective method of teaching, good expression and dignified conduct of teacher, a reasonable/respectable distance from the student certainly contributes to the class discipline.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Heads of the Department will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

To be eligible for university examination the minimum attendance percentage is required by the student as per the university norms

Day to Day attendance is maintained in People Soft Software or attendance register is maintained by colleges if it is required by the university

In the beginning of every month the student report regarding his/her attendance till the end of previous month and the performance in the internal test is posted to the parents for information.

A student is to be granted attendance if she/he attends the class. The teacher must take the attendance in the beginning of the class itself. A student is NOT to be given attendance on the grounds of indiscipline in the class. Once the teacher has taken attendance and during the period, if a student is asked to leave the class room for some reason her / his attendance is not to be changed from present to absent.

Student's misbehaviour or indiscipline is a different issue and will be dealt with separately. It is not to be related to attendance.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Heads of the Department will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

The Colleges organizes Guest Lectures by eminent personalities and educationists. This broadens the horizons of knowledge of students and provides them a welcome change from routine classes. Faculty members other than the concerned department are also encouraged to attend these guest lectures if they do not have class at that time.

When the requirement is part time/guest lecturing the process of selection is in accordance with the demo form [TJGI/F/ADMIN/09]. Guest faculty/part time faculty is treated as supplier of service. The same has been addressed in procedure for evaluation, re-evaluation & Procurement [TJGI/P/ADMIN/09].

Note: Not adhering to the above requirement will be treated as Non-Conformance. Vice-Principal will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

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Group ISO Coordinator	Management Representative

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A teacher may have teaching load of 16 to 20 hours per week as per College timetable. In addition a teacher is required to take at least 4 hours of tutorial (extra coaching to needy students) and at least 4 hours of administrative work per week. The college functions between 8:30 am to 3:30 pm from Monday to Saturday. The faculty members are expected to stay back after working hours if required. When asked for, a faculty member must assist Vice Principal, HOD, committee conveners in administrative works such as

(a) Calculation of attendance
(b) Correspondence
(c) Making of time table
(d) Allotment of invigilation duties
(e) Arrange industrial visits, guest lectures, seminars, symposia, work shop Fests etc.
(f) Prepare Admit card of students in the beginning of the Academic year, assist in preparing papers for submission to the university.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Vice-Principal will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

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Group ISO Coordinator	Management Representative

Teachers' before starting to teach must ensure that proper facilities in the classroom are available, such as:-

1. Class room is clean
2. Teacher's table and students desks are dusted.
3. Black Board is clean.
4. At least the door or one window on either side is fully open for cross ventilation.
5. If there are two doors in the classroom the rear one should be bolted from inside.
6. Before leaving the classroom, the teacher must ensure that black board is cleaned again.
7. Projector is switched off at the end of the class.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Head of the Department will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

Mentoring is a very significant responsibility of a teacher which immensely benefits mentees in stabilizing their emotions, make them overcome their problems /make their life comfortable and pleasant, motivate them to be regular to classes, study well and accomplish their goals. Mentoring should be result oriented.

1. Mentor must meet his/her Mentees informally.
2. Gain their trust
3. Guide them
4. Monitor their activities, behaviour, attitude etc
5. Must maintain their record of corrective measures.
6. Mentoring and Record Of Mentees Assessment.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Head of the Department will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

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STANDING OPERATING PROCEDURE (SOP) TO BE FOLLOWED WHEN NEWLY APPOINTED FACULTY JOINS THE DUTY

Following is the SOP to be meticulously followed when a newly appointed faculty joins:-

1. Once the appointment of a faculty is finalized, the newly appointed faculty (NAF) be asked to give a firm date of joining the duty and this date should be informed to the HOD and Administrator and NAF to be handed over list of documents.
2. The NAF be asked to report to the Administrator.
3. When NAF reports to Administrator, the latter should inform HOD and ask NAF to fill up the Joining Report Form (JRF)
4. Administrator should get JRF signed (marks sheets, photos etc.) and salary or comments to be filled by HOI..
5. The Administrator should obtain a Photostat copy of the JRF, return the original to the HOI for his/her retention in the personal file of the NA.
6. The Administrator should retain Photostat copy of JRF inform the Accountant (payment), the date of joining and the salary of NA so that the NA gets the salary without fail.
7. HOD should brief NAF about the College, Department, obtain signature on STIFF, hand over one copy of the manual of instructions and the class time table.

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Group ISO Coordinator	Management Representative

8. HOD should introduce NA to all faculty members of the Dept.

9. HOD should ensure, the NA is allotted teacher's table with keys and chair.

10. When NA is to engage a class for the first time, a faculty of the Dept. should introduce NA to the class.

11. HOD may telephonically inquire from HOI, if he/she would like to meet NA. If required, NA be escorted to HOI's chamber at the appointed time to avoid wastage of time.

12. Subsequently, HOD should monitor the performance of NA (class room teaching, Dress Code Compliance, students attendance entry in Computer, conduct of class test, internal tests, mentoring, behavior, habits, punctuality, etc.)

13. A faculty member (nominated by the HOD) may sit in the first few classes of the NA to see that the class functions smoothly. (Suggested)

14. People soft rights of respective subject's handled by NA to be taken from MIS Department.

15. HOD to do a induction of NAF & submit a report to HOI.

RESPONSIBILITY AND AUTHORITY OF PEER GROUP

PEER GROUP comprises Principals, Vice Principals, Group ISO Coordinator, Administrative Officer, MR

RESPONSIBILITY:-

1) Ensure stiff manual is adhered.
2) Ensure MRM is timely conducted. (Campus Director to chair MRM)
3) Review of academic requirements as per procedure for review of academic requirement.
4) Providing resource on time.
5) Ensure college objectives are monitored.
6) Review of quality policy every three year.
7) Communicating university requirements to the concerned department.
8) Measuring customer satisfaction

AUTHORITY:

1. Authorised to make amendment in STIFF manual.
2. Authorised to take disciplinary action against employees/students not adhering to rules and regulations of the college.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

The responsibilities of Principal include:-

1. Determining, understanding and ensuring implementation of academic requirements
2. Ensure smooth functioning of all departments.
3. Providing recourses necessary for executing the service
4. Approval of subject allocation, time table and follow up of syllabus coverage
5. Recruitment of faculties
6. Review of result analysis

Note: Not adhering to the above requirement will be treated as Non-Conformance.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

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The responsibilities of Group ISO coordinator are -

1. Ensuring that processes needed for the QMS are established, implemented & maintained.
2. Reporting to top Management on the performance of the QMS & any need for improvement &
3. Ensuring the promotion of awareness of customer requirements throughout the organization.
4. Conducting internal audits
5. Organizing MRM and follow up of timely completion of actions planned in MRM
6. Issue of documents
7. Review of Nonconformance and corrective action

Note: Not adhering to the above requirement will be treated as Non-Conformance.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

The main responsibilities of the Vice principal are mentioned below;

1. Monitoring of teaching activities
2. Ensuring adequate availability of faculty
3. Sanctions of leave/permission /OOD
4. Organizing staff meeting/ HOD meeting's
5. Class discipline
6. Coordinating with staff problems
7. Approval of photocopy
8. Follow up university exams
9. Liasoning with university
10. Review monthly RH reports.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Principal records the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

CONTROLLED COPY

T. JOHN GROUP OF INSTITUTIONS	STIFF: RESPONSIBILITIES OF COLLEGE ISO COORDINATOR	Ref No:TJGI/P/STIFF/16
		Rev No:02
		Rev Date: 02/03/2015
		Page 17 of 21

The main responsibilities of the ISO coordinator are mentioned below;

1. Implementation of ISO
2. Timely closure of Non-conformance raised
3. Review the corrective action planned and follows up for timely completion
4. Ensuring their college prepares the data in time for MRM

Note: Not adhering to the above requirement will be treated as Non-Conformance. Head of the Department will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

Sr. Rose Marie Balayyar
PRINCIPAL
T. JOHN COLLEGE
88/1 [illegible] Post,
Bannerghatta Road, BANGALORE-560 [illegible]

1. Responsible for the efficient functioning of the Department with complete control on its activities, faculty, non -teaching staff and students.
2. Forwarding the leave applications of the Department faculty/staff to the vice principal with due remarks and recommendations.
3. Make action plan to improve the performance of the faculty after studying the feed back received from the Peer Group.
4. Forwarding the stock requirement to store keeper.
5. Abide by university rules especially in respect of conduct of practical and practical exams.
6. Maintenance of students' data base to support placement.
7. Provide necessary reports and documents required for the management review meetings (MRM)
8. Allocation of faculty to different classes/subjects, follow-up of syllabus coverage, approving and submitting to Principal, semester and daily teaching plans and lesson plans, finally submitting syllabus completion report to Principal.
9. To Counsel Students who are irregular (<75% attendance) and inform the same to the parents and also to present action plans in the MRM
10. Submission of the list of eligible students to appear for the examination to the vice principal
10. To issue the no due certificate to students from the department
11. To Communicate to the students regarding practical examination, work shops, industrial visits etc.,
12. To Prepare skill matrix for faculty.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

Sr Anne Mary Pallappa

13. To correspond with parents when (a) the wards attendance is poor(b) the ward is absent from the class for 3 consecutive days (c) the ward is absent from he internal tests(d) commits an act of indiscipline
14. To liaison with external examiners and Chairman of Board of Examiners for scheduling practical exams.
15. Arrange to see that proper hospitality is extended to external examiners.
16. To ensure that university practical exam papers are submitted to the university the very next day in the forenoon.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Head of the Department will record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

Sr. Rose Mary Balappan

T. JOHN GROUP OF INSTITUTIONS	STIFF: RESPONSIBILITIES OF CLASS TEACHER	Ref No:TJGI/P/STIFF/18
		Rev No:02
		Rev Date: 02/03/2015
		Page 20 of 21

A class teacher is the main link between the subject teachers and the HOD/ Principal to facilitate and contribute to the efficiency of academic function of the College. The main responsibilities of the class teacher are mentioned below;

1. Class teacher must know his/her students fairly well.
2. Class teacher must periodically check the attendance of the students. The names of students having less than 60% of attendance or those who absent themselves continuously for 5 days or more should be given to the Vice Principal to enable the authorities to take remedial measures.
3. Class teacher must collect calculated attendance of students from the subject teachers and submit to Vice Principal on the due date to facilitate preparation of Report of students.
4. Class teacher must co-ordinate the unit class tests in such a way that students do no have more than two tests on any given day.
5. After the Term and preparatory Exams, the class teacher must collect marks and attendance of students from all other subject teachers and hand over to HOD on the due date.
6. A class teacher is to ensure that all students of the class submit the Industrial Visit Report and the Project work within the due dates for onward submission to the University
7. A class teacher must identify talented students and forward their names to concerned committee Convener so that these students have opportunity to display their talents like singing, dancing, speech making debating, playing of musical instruments, writing articles, poetry, short stories, participating in games/sports etc.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

Sr. Anne Mary Balappa
PRINCIPAL
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8. A considerable number of students seek interview with the principal making petty enquiries or seeking information which is already displayed on the notice board. Class teachers must solve student's difficulties/doubts and give them adequate information on trivial enquiries they make.
9. Class teacher is to also meet the requirements projected by the Administration of the College from time to time.
10. Class teacher must keep the Vice Principal/Principal informed of those students who exhibit abnormal behavior, misbehave inside or outside the class or absent frequently or neglect studies.

Note: Not adhering to the above requirement will be treated as Non-Conformance. Head of the Department will be record the Non-Conformance in Non-Conformance Report and forward it to ISO Coordinator for further action.

ISO Coordinator will summarize the Non-Conformance for the month and present it in Monthly MRM.

Designed by:	Approved by:
Group ISO Coordinator	Management Representative

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