



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Approved by Govt. of Tamil Nadu G.O.281

(Affiliated to the University of Madras)

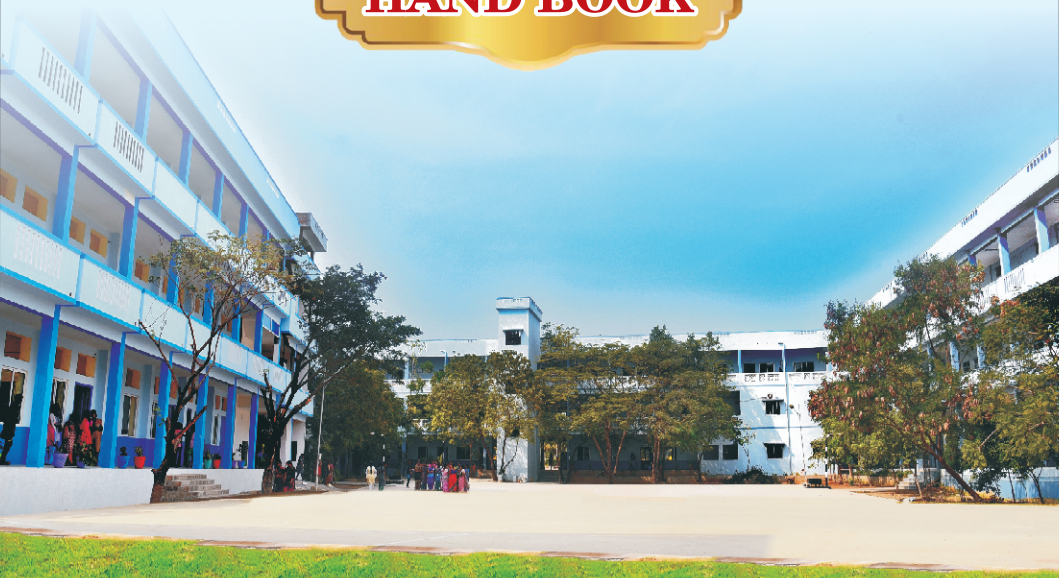
An ISO 9001:2015 Certified Institution

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

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**STAFF
HAND BOOK**



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SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099, Tamilnadu.

Soka Ikeda College of Arts and Science for Women is named after a renowned Japanese Poet and Buddhist Philosopher, Dr. Daisaku Ikeda and Soka Education System, which stresses moral building and world peace. Dr. Daisaku Ikeda is the Honorary Founder and Mrs. Kaneko Ikeda is the Honorary Principal of the college.

VISION, MISSION & QUALITY POLICY

VISION : Soka Ikeda College of Arts and Science for Women (SICASW) aims to deliver university education to benefit and uplift the students and society through systematic knowledge assimilation and delivery at all levels.

MISSION: Soka Ikeda College of Arts and Science for Women (SICASW) aims to produce knowledgeable and competent graduates, postgraduates and researchers with wholesome leadership qualities, by systematic teaching and training with regular and path breaking programmes and strategies.

QUALITY POLICY: We at Soka Ikeda College of Arts and Science for Women (SICASW) are committed to nurture and deliver continually enhanced, global quality education with leadership qualities.

FOUNDING MOTTOS

- ◆ Be a person of Compassion and Wisdom to serve humanity.
- ◆ Be a person of Courage and Justice to contribute to society.
- ◆ Be a person of Principle and Commitment to work for peace.

STAFF HAND BOOK

The Soka Ikeda College handbook outlines the protocols to be adhered for different official and academic processes. It outlines the responsibilities of the staff. This handbook guides stake holders on various processes and procedures followed in the college.

1. SERVICE RULES

1.1. Recruitment

Recruitment of a faculty is done as per the norms of the UGC and the University of Madras. The panel for selection comprises -

- President of the College
- Academic Advisor
- Secretary
- Principal
- Vice Principal
- Head of the Department

Appointment of the new faculty is decided based on the workload of the department. An announcement regarding the same will be made in a newspaper at the request of the Head of the Department (HOD), duly approved by the Principal.

HODs shall scrutinize the received application and shortlist the eligible candidates as per the UGC norms. With the approval of the Principal, shortlisted candidates shall be called for a personal interview.

Norms for shortlisting candidates -

- Educational qualification : M.Phil / with (SET/SLET/ NET/Ph.D)
- Minimum of 50% score in PG for SC/ST and 55% for other categories
- Work Experience

On the day of the interview, the HOD will make sure that all the candidates are informed and have appeared for the interview. Interview Assessment Form (*Annexure 1 & 2*) is also prepared by the HOD.

Candidates appearing for the interview should be informed to bring the original and the photo copies of all certificates, such as:

- 10th Mark Sheet
- 11th and 12th Mark Sheet
- UG, PG Mark Sheet and Degree Certificate
- M. Phil Mark Sheet and Degree Certificate
- NET/SET Certificate
- Ph.D Degree Certificate
- Community Certificate
- Work Experience

Selected candidates are expected to submit a formal joining report and an updated resume when they join.

Recruited faculty will be on probation period for one year or may be extended for another year as the case may be. The Management has the right to terminate if the performance of the faculty is not satisfactory.

Annual increment to the temporary faculty/faculty in probationary period is at the discretion of the Management.

HODs shall provide necessary orientation to the recruited faculty and distribute the syllabus, timetable and work load.

For the newly appointed HOD, the council secretary will guide on academic procedures and also the methods and the maintenance of various documents, records to be maintained.

Each faculty is allotted 18 hours workload and HOD will have 12 hours. However, a slight variation may be made based on the requirement of the program.

Vice-principal shall take initiatives for the appointment of non-teaching faculty.

1.2. Probation

All appointments are made on probation for one year from the date of his/her joining the duties. The Management may extend the period of probation further by a period of one more year. Once an employee completes the probationary period, they are placed on regular roll.

1.3. PF/ESI/Insurance Benefits

Permanent staff are eligible for the Employees' Provident Fund Scheme and Accident Insurance Policy and/or ESI. (if applicable)

Staff are required to make a contribution that is equal to a percentage of their pay, as directed from time to time by the PF Commissioner in case of PF. The College Management will contribute an equal amount to this. Similarly, for Accident Insurance Policy, the employee and the employer shall share equally the premium payable. In the event that an employee needs to communicate with the P.F. Office or Insurance company regarding any transactions or reimbursements, the employee can do so directly.

1.4. Resignation

In case of resignation, faculty should provide 3 months' notice. In exceptional cases, the decision of the Management will be final.

Faculty relieving from duty shall submit all the below documents, duly signed and updated to the HOD or the next person in authority -

- Attendance register
- Rank card, students' bio-data, students leave letter file & other database related to students
- Mentoring report
- Course plan, Course file, Updated resume of the faculty
- Certificates regarding FDP, Seminars, Workshops, Conferences.
- Files of the Cell, Clubs, or Committee.
- Report on completion of online entries.

Faculty must submit a 'No Due form' duly signed by the librarian, office, HOD, Vice-principal and Principal. (*Annexure 3*)

1.5. Termination

The Management is fully competent to terminate any employee at any time and for reasons such as -

- abolition of a post due to closing down of a programme, or reduction in the number of sections of a class.
- Any other matter related to individual performance of the employee.
- Breach of code of conduct, that goes against the interest of the college.

1.6. Retirement

The staff shall retire upon reaching the age of superannuation in accordance with their respective employment categories.

In accordance with State/UT regulations, the Management may extend the employee's tenure further.

1.7. Appraisal

The performance of the faculty is assessed at the end of every academic year and their appraisal is based on their Academic performance Indicator (API) and other categories as decided by the Management. It's mandatory for every faculty to submit their appraisal form with all supporting documents within the stipulated time for their consideration for appraisal, failing which their appraisal will be withheld.

Faculty appraisal or annual increment is solely under the discretion of the Management.

2. RULES & REGULATIONS FOR TEACHING FACULTY

2.1. General Rules and Regulations

Faculty are expected to work with dedication to improve the standards of the students through effective teaching.

Working Hours : Shift I - 08.30 a.m. - 02.45 p.m.

Shift II - 10.00 a.m. - 04.15 p.m.

Whenever required, Faculty are expected to render their support to the institution by working extended hours.

Faculty should behave with professional integrity with students, parents, colleagues, and the Management.

All faculty are expected to be punctual. They must be well prepared to the class and maintain perfect discipline and decorum in the class.

In the first hour, faculty should be present in their respective class before the silent prayer and must conduct the silent prayer for the class.

In case, if a faculty is not able to engage a class, it must be reported to the HOD and a substitute must be arranged. Students should never be left unattended during the class hours.

Faculty must conduct assessments, seminars and assignments regularly to monitor the subject knowledge of the students.

Mark Register, Attendance Register and all related documents must be maintained properly by the faculty.

Faculty can avail books from the library and can retain them for a period of one month, after which it has to be duly renewed or returned to the library.

Class in-charge must maintain proper record of every student in their class, both personal and academic. Any violation or misbehavior noticed in the class must be immediately reported to the principal through the HOD.

The photocopies of all certificates of the student must be filed properly with document/record number.

Faculty must manage and update the academic reports of students periodically.

Faculty must use ICT to enhance the teaching - learning process. Equipments must be handled with care. They are liable to restore the equipment if repaired during usage.

All records of any additional duty assigned to the faculty members must be maintained properly.

The institution maintains an automation software. Details regarding Course Outcomes, Course Planning, marks and attendance must be promptly updated by the faculty for their respective courses. This should be done with the approval of the Program Coordinator and the HOD.

Faculty should focus on their professional growth by presenting/publishing papers/books and chapters in books, or by gaining additional certifications in MOOCs/NPTEL etc.

Faculty are expected to render productive ideas for the growth of the institution either directly to the Principal or through the Staff Club Secretary.

2.1.1. Leave/ Permission/ On Duty

All permanent Faculty of the institution (teaching as well as non-teaching) can avail 12 days of Casual Leave (CL) in a calendar year, with prior permission (except under unavoidable circumstances). Faculty availing CL should ensure that their classes are engaged. CL form duly signed by the HOD and the Principal should be submitted to office. (*Annexure 4*)

Faculty can avail one permission (1 hour) in a month either in the morning or the evening. Two late signs are allowed and the third will be considered as half a day CL.

OD can be availed for academic purposes and will be sanctioned only on the submission of proper proof.

Faculty are also provided with Compensatory Holiday (CH) in terms of work done during official holidays and the decision is taken by the Management/Principal.

Welfare Holiday (WH) is provided to staff for the following reasons

- their marriage
- affected by Covid
- bereavement of close family members
as mentioned in welfare policy.

2.1.2. Relationship with students

Faculty must make themselves always available for the students even beyond their class hours and help students by giving proper guidance and counseling.

Faculty should not discriminate any student on any basis. All students must be treated equally and with dignity.

They should not engage in unwanted conversation of personal life with students and should not get any personal work from students, if found, strict action will be taken.

Academically weak students must be identified and effective coaching must be given through remedial classes. Similarly, advanced learners must be motivated for securing University Ranks.

2.1.3. Role as Mentor

- Each mentor is assigned up to 20 students.
- Mentor must patiently listen to the students and counsel them on academic and non-academic issues.
- They are not supposed to discrete any students based on the issues shared. A mentor is always expected to be non-judgmental.

- Mentors can also counsel on the general behaviour of the students.
- Records should be maintained regularly and the issues discussed should be kept confidential.
- The issues and actions taken should be reported to the Principal.
- If the mentor feels that any mentee requires special counseling, such students can be directed to personal counseling through the Principal.

2.1.4. Additional Responsibilities

All faculty must do their assigned duty sincerely in the Department/Committee/ Cells/ Clubs.

Any duty assigned to the faculty by the HOD or Coordinator must be completed and submitted within the stipulated time.

They must provide their full support and cooperation for the conduct of all activities or programs of the Department/Cells/Clubs.

Teaching and coaching students is a part of their profession. Apart from this, they are also expected to organize events/ programs in order to enhance the skills of the students.

Faculty must give prior intimation to the HOD and the Principal to organize any program along with the details of the resource person, remuneration needed and the requirements of transport facility for the resource person etc.

They should maintain proper documentation of programs conducted, including permission letter, approval from the resource person, invitation, photo (both geo-tagged and ordinary), report, attendance, feedback from the participants and the CV of the resource person.

The booking of seminar halls must be done in the record maintained by the office.

The report of the event with all details must be sent to the department in-charge for digitalization.

2.1.5. Norms for using Vehicles

- No faculty is permitted without License.
- Staff using two-wheelers are required to have a valid driver's license, and they are required to wear helmets.
- They must park their vehicles only in the allotted parking place.

2.2. Roles and Responsibilities of Head of the Department

HODs are expected to :

- Maintain discipline among students.
- Maintain cordial relationship with colleagues and clear their doubts.
- Provide thorough understanding of all the activities of the college and the department to their department faculty and students.
- Develop, maintain and update all registers, records and documents required for proper maintenance of the department.
- Maintain Lab equipment and/or department library.
- Allot workload and prepare timetable at the beginning of every semester. In case of any discrepancy, it should be promptly updated to the Principal.
- Must initiate activities such as certificate course, value-added course, conference, workshop, hands on training, seminar and skill development programme, to ensure overall development of the students.
- Make sure that parents are updated regularly on the performance and attendance of their wards and organize Parent Teacher Meeting every semester or whenever necessary.
- Maintain a good relationship with the alumni of the department and also involve them in the academic activities of the department.
- Ensure that all the faculty members of the department complete their syllabus within the stipulated time.

- Ensure that faculty member reports to class on time and also review their performance regularly.
- Update IQAC about all department activities
- Make sure all details regarding fee payment, online registration document submission, examination dates are updated to the students.
- Encourage faculties to take up research work, and clear the NET/SET exam.
- Verify attendance registers, mark registers and leave letter files maintained by the faculty members regularly and get the signature of the Principal or Vice Principal at stipulated time.
- Instruct faculties to set the question papers and rubrics for all internal exams. Validate and submit the same to exam committee.
- Conduct department meeting and record the minutes of the meeting.
- Counsel habitual absentees to improve their attendance.

2.3. Roles and Responsibilities of Librarian

- Placing orders for books, magazines, journals and other resources.
- Keeping track of library materials, their purchase and stock.
- Maintaining records of users and their library access.
- Instructing the faculties, students and other users to adhere to the library rules and regulations.
- Maintain University Question Papers and keep a copy of the projects of the students.
- Orient students to various resources available in the library.
- Conduct activities to motivate students to read books.
- Organize events related to library.

2.4. Roles and Responsibilities of Physical Director

- The Physical Director (PD) should train students after identifying their sports skills through proper trials.
- Ensure the admission of sports students based on the norms of the institution.
- They should maintain discipline in the college.
- Coordinate with the authorities of the Sports Development Authority of Tamil Nadu for sports activities and intake for students under sports Quota.
- They should select and coach the students to represent the college / University in Zonal, Inter Zonal, District, State, National or International Tournaments.
- It is customary for the Physical Director to accompany the college team for outdoor matches and tournaments.
- The Physical Director should organize Freshers Meet, Intercollegiate or Interdepartmental sports meet once a year and also other activities related to physical and mental fitness for the benefit of the students and faculty.
- The photocopies of the certificates relating to the participation of students in various sports related activities must be properly maintained. The same has to be updated in the IQAC periodically.

2.5. Roles and Responsibilities of Chief Superintendent of Examination

- Schedule timetable for all internal exams.
- Analyse the demand for answer scripts for the academic year and update the same to the office. Also, hand over the remaining answer scripts to the office at the end of the academic year.
- Collecting and scrutinizing the question papers for internal exams.

- Photocopying of question papers for internal exams.
- Prepare seating plan and room arrangements, invigilators list for the smooth conduct of the exam.
- Display timetable, seating plan and other information regarding Internal and University Examination on the notice board well before the commencement of the exam.
- Give proper instructions to the invigilators regarding supervision and conduct of exams.
- Collecting of answer sheets from invigilators and distribute to the respective course in-charge.
- Intimate HODs about University online entry for internal exams.
- Arrange for scribe if required and also avail proper permission from the University of Madras for such students.
- Maintain all files related to external examination such as timetable, seating arrangements, invigilation duties, question papers, answer sheet collection and distribution, exam grievances and nominal roll.

2.6. Roles and Responsibilities of Scholarship Incharge

- Notify and collect the name list of eligible students from all departments for various scholarships.
- Instruct students about the eligibility criteria for the scholarship and collect the required documents and details.
- Help students to enroll for various government and private scholarships and also try to avail support from philanthropists for needy students.
- Maintain records of all the beneficiaries of various scholarships.
- If a student is not willing to avail any minority scholarship or fails to submit the required documents within the stipulated period, the committee should get a declaration letter from the student.

2.7. Roles and Responsibilities of Part V Coordinators

- The Part V coordinators should ensure that the first year students register in any one of the Part V activities such as RRC, YRC, NCC, NSS and Rotaract.
- Should conduct regular outreach programs.
- Before organizing the activities, approval should be obtained, and the department heads must be promptly informed of the students taking part in such events. Copy of On Duty letter duly signed by principal should be given to the respective department heads.
- The safety of the students should be given prime importance.

3. ROLES AND RESPONSIBILITIES OF NON-TEACHING FACULTY

Every staff employed in the college should discharge his/her duties efficiently and diligently and follow the rules and regulations.

No Staff employed in the college shall absent himself from his/her duties without prior permission.

In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities should be produced.

On emergency they can avail leave by getting permission from the Principal. Information should be given to the immediate superiors for the proper functioning of the office.

All the non-teaching staff, being supporting staff of the institution should work with dedication and sincerity.

They should report to duty on time as per the prescribed working hours.

They should be ready to work with team spirit.

They are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the principal.

They should deal with students, staffs and colleagues with respect and courtesy.

They should maintain honesty, discipline, fairness and justice in their official duties.

They should keep the confidentiality of the records maintained in the office. They should feel that they are the custodians of the files and records entrusted to their section.

All should co-operate in the administration and with the teaching staff for the smooth and efficient functioning of the college.

3.1. Duties of Lab Assistants

- Must check the working condition of all apparatus and notify the need for the order for new apparatus or their service.
- If any laboratory equipment, chemicals, software, or other liabilities need to be purchased, the quote should be obtained from at least three vendors and the best should be forwarded to the office for approval before the purchase. This will be carried out by the lab in-charge under the proper supervision of the HOD.
- Work with the faculty in-charge during lab hours and prepare lab and the equipments for conducting practical class for the students.
- Instruct the students about the do's and don't's in the laboratory.
- Display the lab timetable and rules & regulations in the lab.
- Maintain a record of breakage/damage of the equipment.
- Maintain the purchase bills and the service bills related to the laboratory.
- Maintain lab stock registers, indent registers and despatch registers.

- Intimate and collect the general and individual lab breakage after consultation with the Head of the department.
- Avoid absenteeism during practical classes.

3.2. Duties of Maintenance In-charge and Housekeeping Staff

- The maintenance in-charge shall be responsible for management of housekeeping staff.
- Schedule duties related to floor cleaning and toilet cleaning and the same must be documented properly.
- Campus, classrooms, staffrooms, verandas and grounds must be kept clean.
- Cleaning Schedule
 - Daily cleaning : sweeping of all classrooms, corridors, surroundings, cleaning of toilets, wash basins.
 - Weekly cleaning procedure - cleaning of cob webs in all rooms, windows of all rooms, pooja materials.
 - Monthly cleaning - dusting of fans, washing and changing of curtains, washing / mopping class rooms and floors.
 - Washrooms must be cleaned four times a day:
 - 8.00 a.m. - 9.00 a.m.
 - 10.30 a.m. - 11.30 a.m.
 - 1.30 p.m. - 2.30 p.m.
 - 4.00 p.m. - 5.00 p.m.
- Ensure regular cleaning of all water tanks.
- Smart classrooms must be checked for their proper functioning and the same should be reported to the vice-principal through the system admin. He/She should also monitor the proper functioning of computers and internet connectivity in all labs and staff rooms.
- Electric connections must be checked every week by the electrician.

- The office admin must ensure the annual maintenance of water pumping motor, solar system, RO purifier, CCTV, air conditioner.
- All bills and records must be promptly filed by the office accountant.

4. OBJECTIVE AND ROLES AND RESPONSIBILITIES OF CLUBS / CELLS / PART V

4.1. Clubs and Cells

4.1.1. Anti Drug Club

Objective

The Club aims at sustaining a drug-free campus and society by advocating and disseminating awareness programs on the evil effects of drugs, preventive measures and the means of applying them in one's life.

Responsibilities

- To engage the students in anti-drug awareness activities and educate them about the ill-effects.
- Motivate students to become volunteers in Anti-drug activities in their life.
- To conduct programs and document the reports of the same in the given format with the necessary proof.

4.1.2. Antiragging Cell

Objective

To curtail the practice of ragging and offer a peaceful atmosphere for the students.

Responsibilities

- To create awareness among the students about anti ragging.
- To take all necessary measures to prevent ragging inside the campus.

- To prohibit, prevent and eliminate the source of ragging.
- To inculcate the habit of treating everyone the same.
- Any conduct by a student in the form of spoken or written words or by an act which has the effect of teasing or treating with rudeness must be prevented.
- To prevent ragging based on the discrimination of caste, creed and so on.
- To create awareness about anti ragging acts and punishments among the students.
- To conduct awareness programs by inviting prominent lawyers, Police authorities, judiciary and senior prominent citizens of the society.
- The coordinator must file the documents of the events conducted, along with report and photographs.

4.1.3. Career Guidance Cell

Objective

To hone the skills of the students and make them competent candidates for a good career.

Responsibilities

- To provide skill-based training to the students.
- To increase their aptitude for a good career.
- To enhance their interview skills and improve their placement opportunities.
- To channelize their skills towards employment.
- To create awareness about the available opportunities.
- To conduct programmes to upgrade themselves for the job market.

- To create awareness about the multiple opportunities like competitive examinations and other examinations.
- Organize pre-placement programs systematically to enhance the placement skills of the student.
- To bring efficient speakers and offer motivational speeches to increase their confidence to face interview.
- To maintain all the records of the programs conducted with photos and proofs duly signed by the Principal.

4.1.4. Consumer Club

Objective

The Club aims to help the students understand consumer rights and to create awareness about the product standards and quality. It also enlightens them on the laws for the welfare of consumers.

Responsibilities

- To conduct workshops, special lectures and awareness programmes about consumer responsibilities & rights.
- To ignite young minds on consumer rights and spread awareness among their peers.

4.1.5. Entrepreneurial Development Cell

Objective

To induce an entrepreneurial culture among the students and to motivate them to become entrepreneurs.

Responsibilities

- To motivate students to become entrepreneurs.
- To educate students on the various benefits of being an entrepreneur.
- To identify and develop innovative ideas.

- To invite entrepreneurs to share their success stories.
- Organize entrepreneurship - related events.
- To coordinate corpus fund - related activities.
- To participate in various entrepreneurship related programmes outside the college.
- To create a platform to exhibit the entrepreneurial skills.
- To maintain the records of all the details of events with proof and report.

4.1.6. Electoral Literacy Club

Objective

The main aim of Electoral Literacy Club (ELC) is to promote awareness of the "Right to Vote" among students, faculty members and community at large and to create awareness on issues related to election rights, democracies and its processes.

Responsibilities

- ELC works to educate the future voters about enrollment and other electoral process like Electronic Voting Machine (EVM) and Voter Verifiable Paper Audit Trail (VVPAT)
- To develop a culture of electoral participation and maximize the ethical voting. To motivate students to follow the principle "Every vote counts" and "No voters to be left behind".
- To organise awareness programmes on the importance of election and voting.
- To celebrate Constitution Day and National Voter's Day.
- Conduct programmes and competitions to create awareness as guided by the RJD office, Collector Office and Greater Chennai Corporation.
- To properly record the reports of the programmes conducted with evidence.

4.1.7. Enactus Club

Objective

To create better world by inspiring young future leaders and social innovators to take entrepreneurial action through diverse and fresh perspectives.

Responsibilities

- To educate, inspire and support the students to use innovation and entrepreneurial skills to improve the lives of others.
- To create women entrepreneurs.
- To organize various employability skill oriented programmes.
- To motivate students to start their own business.
- To give practical knowledge to students for developing their own startups.
- The coordinator should maintain records of the events conducted with proof.

4.1.8. Exam Grievance Committee

Objective

To address the grievances raised by students regarding examinations.

Responsibilities

- The main role of Exam Grievance Committee is to look into the complaints lodged by the students through the email regarding exams and other related issues.
- To redress the grievances of the student community with regard to examinations.
- Ensure complete confidentiality of the issues raised by the students.

- Encourage students to express their grievances / problems freely, without any fear.
- For grievances related to the University Examinations, the committee should forward the grievance to Controller of Examinations of the University through Principal.

4.1.9. Fine Arts Club - Swarajathi

Objective

To motivate the students to actively take part in cultural.

Responsibilities

- To bring out the latent talents of the students.
- To encourage the students to be more creative.
- To instill the importance of different art forms and promote them among younger generations.
- To preserve our culture and traditions through Classical Art team.
- Details of every event conducted should be documented properly. The filing includes invite, profile of the guest, report of the event with the photograph in the given format.

4.1.10. Green Club

Objective

To initiate activities that promotes environmental preservation inside and outside the campus.

Responsibilities

- Conduct 'Green Traffic Day' to avoid pollution inside the campus.
- Motivate the students to keep the campus clean, green and eco-friendly.
- To organize outreach programmes on reuse of waste materials, the harmfulness of plastics and major preserving methods to protect the surroundings.

- To celebrate the environment related days and instill the idea of conserving the nature for future generations.
- To create awareness to segregate the bio-degradable and non-degradable wastes.
- Arranging separate bins for collecting waste.
- Planting trees inside and outside the campus.

4.1.11. Heritage Club

Objective

Aims to preserve and revive the greatness of the rich culture of India.

Responsibilities

- To create awareness among the students about the ancient Indian traditions.
- To initiate activities for students to preserve the rich cultural heritage of our country.
- Organize various forgotten games and cultural practices of Indian heritage to revive the Indian knowledge system.
- To bring in resource persons to deliver speeches on the rich heritage of the country.

4.1.12. Research Centre for Ikedian Studies & Human values Club

Objective

To make a promising future for the students by inculcating the values and ethics by teaching the philosophy of Dr. Daisaku Ikeda.

Responsibilities

- The club takes initiatives to promote peace and human values by conducting classes on the values by Dr. Daisaku Ikeda.
- Good manners, responsibilities of good citizen and human values are instilled in students through various activities.

- To share knowledge of the philosophy of Dr. Daisaku Ikeda and the Soka Education system by conducting various workshops and seminars for the students.

4.1.13. Institution's Innovation Council

Objective

- To initiate activities that develop the spirit of inquiry in students.
- To effectively transfer and develop knowledge.

Responsibilities

- To carry out a variety of innovation and entrepreneurship - related tasks outlined by Central MIC (MoE's Innovation Cell) consistently.
- To create a network of mentors for student innovators by planning recurring workshops, seminars, lecture series and interactions with entrepreneurs, investors, and professionals.
- Organize competitions for students to showcase their new innovative ideas.
- To encourage students and faculties to participate in the novel challenging innovative skills.
- To familiarize students with the startup ecosystem in India, the realities of starting a business and startup success stories.

4.1.14. ISO

Objective

The ISO team is led by the Coordinator and members, guided by the Principal to ensure standard and quality in the entire working of the college. Records are documented for all the academic and non-academic activities of the institution. The purpose of ISO is to maintain quality and have standardized procedures in the functioning of the institution.

Responsibilities

- To have a regular check of the documents maintained in the departments.
- To ensure proper documentation of all work and guide them on the procedures if required.
- ISO team should facilitate both internal and external audit.
- To conduct Management Review Meeting Periodically.
- Once the checking is complete, ISO team should prepare a consolidated report and present it before the Principal.

4.1.15. Language Club

Objective

To promotes the literary and language skills of the students.

Responsibilities

- Organize programmes to encourage students to learn and develop their language skills.
- Conduct competitions to facilitate students to acquire communication skills and sharpen their cognitive and analytical skills thus promote learning of the language.

4.1.16. Placement Cell

Objective

To ensure good placement for all the students.

Responsibilities

- To plan and organize placement drives by bringing in established companies.
- To coordinate the smooth functioning of the job fairs.
- To keep updated with the various and relevant recruitment.
- Organize programmes to make students ready for the job market.

- Organize training programme with experts to train students on interview etiquettes.
- The Coordinator should ensure proper documentation of the events conducted, profile of the companies visited and the placement details along with evidences.

4.1.17. Research and Development Cell

Objective

To improve the research aptitude among faculty and students.

Responsibilities

- To cultivate and improve the habit of research among faculty and students.
- To ensure active participation in terms of research and publication.
- To motivate faculty and students towards research and publication, presentations in the State/National/International level.
- Organize programmes to give awareness on various journals and funding agencies for projects.
- Organize seminars/conferences/workshops to improve the research work of the institution.
- To publish the research work with ISBN/ISSN
- To initiate research-related activities in the departments.

4.1.18. Skill Development Cell

Objective

To enhance the skills of the students for their better future.

Responsibilities

- To ensure students' overall growth with the use of suitable skill-building mechanisms and approaches.

- To equip students with the knowledge and skills, necessary to design their careers in the areas of entrepreneurship.
- To organize workshops, seminars, and webinars for students to enhance their entrepreneur skill.
- To arrange training sessions for students that caters to the need of various disciplines and industries.
- To promote and encourage students to participate in skill-based courses by raising awareness among them.
- To regularly maintain the records of the programs organized, with a detailed report and photographs.

4.1.19. Special Need Cell

Objective

To maintain inclusiveness and provide equal opportunity to students with special needs. The goal of the cell is to help these students in attaining equity inside the campus.

Responsibilities

- To organize programmes for the differently abled for their career development.
- Availing sponsors from the NGO to meet the requirements of the students.
- Organize programmes for the faculty and students in helping to create a more congenial environment.
- Availing concessions, scholarship and required equipments for students with special needs from government and non-governmental organizations.

4.1.20. Student Grievance Redressal Cell

Objective

The Grievance Redressal Cell attempts to address genuine problems and complaints of the students.

Responsibilities

- To deal with the genuine grievances raised by the students.
- To carefully address the issues and to arrive at solutions.
- To regularly meet to resolve the grievances.
- To report the issues to the principal.
- To regularly check the boxes placed in every floor for 'Complaint, Suggestion and Anti Ragging' regularly.
- To ensure the confidentiality of the students who register their complaints.
- To amicably solve the issues maintaining the decorum of the institution.
- To maintain the records of all grievances properly.

4.1.21. Women's Cell

Objective

The Women's Cell aims to empower women and organize programmes to create awareness on issues related to women. The primary objective is to promote the culture of respect and equality for women in the society.

Responsibilities

- The Women's Cell organizes programs at regular intervals for the personality development of the young women in the college.
- To bring in successful women to address and motivate the students.

4.1.22. Internal Complaints Committee

Objective

To Prevent discrimination and sexual harassment on the campus and promote gender equity among students and employees. Handle the cases

of discrimination and sexual harassment against women, in a time-bound manner and ensure support services to the victimized and termination of the harassment.

Responsibilities

- The coordinator and the committee members should make themselves available to listen to the complaints raised by the staff and students.
- To maintain confidentiality of the issues raised.
- Make effective methods for complaint submission both online and offline.

4.2. PART V ACTIVITIES

4.2.1. National Service Scheme (NSS)

Motto of NSS

The motto of NSS is "Not Me But You", that underlines that the welfare of an individual ultimately depends on the welfare of society as a whole.

Responsibilities

- To organize outreach programs to inculcate service mindedness in students.
- To work harmoniously with the community.
- Identify the needs and problems of the community.
- Taking measures to developing a sense of social and civic responsibility.
- To utilize their knowledge in generating practical solutions to individual and community problems.
- Develop competence required for a group living and sharing of responsibilities.

- Gain skills in mobilizing community participation.
- Acquire leadership qualities and democratic attitude.
- Develop measures to meet emergencies and natural disasters.
- To maintain national integrity and social harmony among the communities.

4.2.2. Youth Red Cross (YRC)

Objective

Aims to conduct social and health awareness programmes and encourages students to extend their humanitarian services to the society. Enable students to understand and accept civic and human responsibilities.

Responsibilities

- To create awareness about HIV/AIDS.
- Organize health awareness programmes
- To encourage the students to extend their humanitarian services to society and serve the needy.
- To understand and accept civic and human responsibilities.
- To develop leadership quality among the students.
- To offer first aid training to all YRC volunteers.

4.2.3. Red Ribbon Club (RRC)

Objective

Aims to educate youth with correct, concise and adequate information and heighten their level of awareness about HIV/AIDS/STI/sexuality and other related issues to thus eliminate myths and misconceptions. Enable youth, especially the female students, to identify and understand situations of exploitation and abuse.

Sensitize Youth regarding care and support needs of People Living With HIV/AIDS (PLWHA) and instill in them the spirit of helping and

supporting these people and to reduce the stigma and discrimination against them.

Responsibilities

- To organize awareness programmes to break the stigma around the concept of HIV & AIDS.
- Increase access to health care services related to STI / HIV/AIDS/drug use.
- Create linkages between youth and government, non - government agencies and to access safer and responsible healthy behavior.
- Create a cadre of youth for seeking and encouraging positive health behavior as well as ensuring sustainability of the club.
- Reports and other documents related to the programmes organized to be collected and filed regularly with proper photos/proofs.

4.2.4. Rotaract

Objective

- Aims to develop professional and leadership skills.
- To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide.
- To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations.

Responsibilities

- To develop leadership qualities by organizing various programmes.
- To organize programmes to serve the humankind, understanding their needs and problems.
- To make the students responsible citizens.

- To organize activities for rural children to improve their literacy.

4.2.5. National Cadet Corps (NCC)

Objective

To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and ideals of selfless service amongst the youth. to create a human resource of organized, trained and motivated youth to provide leadership in all walks of life including the armed forces and be always available for the service of the nation.

Responsibilities

- To motivate in youth the idea of service to the nation.
- Organize camps and training programmes for the students to improve their skills.
- To create a disciplined and service-oriented future generation.

(Annexure 1)



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099, Tamilnadu.

Interview Assessment Form

Department of _____ Interview Date :

S. No.	Name	Qualification	Experience	Exp. Salary	Per formance	Remarks

(Annexure 2)



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099, Tamilnadu.

Department of _____

Date :

CANDIDATE BIODATA

Name :

Post applied for :

Date of birth & Age :

Marital Status :

Father / Husband Name & Occupation :

Religion & Community :

Qualification :

	Degree	Name of the College & University	Month & year of passing	Class	% of Marks	Regular / Distance education
UG						
PG						
M.Phil						
Ph.D						
SLET/ SET/ NET						

Teaching Experience in College :

Name of the College	No. of years

Salary last drawn :

Expected Salary :

Awards / Rank If Any :

Joining Period :

SIGNATURE

(Annexure 3)



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099, Tamilnadu.

NO-DUE FORM

Affix
Photo

Name of the Faculty :

Department :

Phone No. : (Alternate no.).....

Email ID :

Last working day :

Reason / Purpose of Resignation /Leave :

.....

.....

Position held in Institution	No Due Declaration (by respective Heads)
Class in charge / HOD	
Clubs / Cells / Criteria	

No Due from

Office :

Library:

GITS (from respective Program Coordinator) :

List of Enclosures :

- Handover details
- Copy of Appointment order
- Copy of all documents -Degree/SET/NET certificates/Awards
- Any other -

No Due declaration by the Faculty

I hereby declare that, I have completed all my duties and handed over all details regarding my class and other responsibilities held by me during my tenure in this institution to the respective in- charges.

Signature of the Faculty

No due declaration by HoD

I hereby declare that, Mrs.
Asst Prof. in the Department of
has completed all her works and have submitted datas and documents as required by the department.

Signature of HoD

Signature of Vice Principal

Signature of Principal

(Annexure 4)



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099, Tamilnadu.

LEAVE FORM

DATE :

NAME :

DEPARTMENT :

LEAVE REQUIRED : CL ☐ WH ☐ CH ☐ OD

LOP ☐ P ☐ TIME

DATE :

REASON :

NO. OF CL/ OD AVAILED :

SIGNATURE OF THE APPLICANT :

CLASSES ARRANGED : YES / NO

SIGNATURE OF THE HOD :

SIGNATURE OF THE PRINCIPAL