



OUR LADY COLLEGE OF EDUCATION

(A Christian Minority Institution)

(Approved by NCTE (1) M.Ed. - F.No.SRC / NCTE / TN / APSO6241 / M.Ed. / 392nd / 2020 / 121887

(2) B.Ed. - F.No. SRC / NCTE / TN / APSO 3023 / B.Ed. / 392nd / 2020 / 121878

NAAC Accredited with "B" Grade (CGPA of 2.89)

Our Lady Nagar, Maduravoyal, Chennai - 600 095. Phone. 044-2378 0899

Key Indicator

6.1 Institutional Vision and Leadership

Metric No. 6.1.3

The Institution maintains transparency in its academic, administrative and other functions

Any other Relevant information



Dr. Y. STANLY SELVAKUMAR
PRINCIPAL
Our Lady College of Education
Our Lady Nagar,
Maduravoyal, Chennai-95



OUR LADY COLLEGE OF EDUCATION

(A Christian Minority Institution)

(Approved by NCTE (1) M.Ed. - F.No.SRC / NCTE / TN / APSO6241 / M.Ed. / 392nd / 2020 / 121887

(2) B.Ed. - F.No. SRC / NCTE / TN / APSO 3023 / B.Ed. / 392nd / 2020 / 121878

NAAC Accredited with "B" Grade (CGPA of 2.89)

Our Lady Nagar, Maduravoyal, Chennai - 600 095. Phone. 044-2378 0899

6.1.3 Any other Relevant information

Institution practices Decentralization

Roles and Responsibilities of the Governing Body

- To Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- To institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- To approve the minutes of the IQAC, Board of Studies and Academic Council.
- To approve annual budget of the college before submitting the same at the UGC.
- To perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Roles and Responsibilities of Internal Quality Assurance Cell (IQAC)

- Facilitating the creation of a learner-centric environment conducive to quality education.
- Faculty development programmes to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes for teaching and supportive staff.
- Acting as a nodal agency of the Institution for coordinating quality-related activities.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Ensure timely, efficient and progressive performance of academic and administrative functions.
- Evolve relevant quality academic and research programmes.
- Familiarize the diversities of the educational system in the academic programmes.

D. T. STANLEY SELVAN
Principal
Our Lady College of Education
Our Lady Nagar
Maduravoyal, Chennai-145

- Integration of digital technology in the teaching learning process.
- Monitor the assessment and evaluation procedure.
- Ensure the adequacy of academic, technological and infrastructural resources.
- Share the research findings and networking with other institutions.

Roles and Responsibilities of Academic Council

- The Academic Council shall meet at least twice in an academic year.
- The Secretary of the college shall be the Chairperson of the Academic Council.
- The minutes of the meeting shall be prepared by the member secretary, who shall submit the same to the Secretary for approval.
- The Subject Experts, UGC Nominees and University Nominees shall be replaced Once in three years.
- Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.
- If there are any modifications, the Academic Council may return the matter for reconsideration to the Board of Studies after giving reasons to do so.
- Recommend to the Governing Body proposals for institution of new programmes of the study.
- Recommendation to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing body.

Roles and Responsibilities of Board of Studies

- The Board of Studies shall meet at least twice in an academic year.
- The Secretary of the college shall be the Chairperson of the Board of Studies.
- The minutes of the meeting shall be prepared by the member secretary, who shall submit the same to the Academic Council for approval.
- The Subject experts, University Nominees and Alumnus shall be replaced once in three years.

Dr. Y. STANLEY SELVAKUMAR
 PRINCIPAL
 Durlaby College of Education
 Durlaby

- The chairperson of the Board of Studies shall suggest panel of names to the Academic Council for the appointment of Examiners.

Roles and Responsibilities of Admission Committee

- The Admission Committee monitors the students' application and admission process.
- All the applications are processed by the Admission Committee in accordance with the institution's Admissions policy and procedures.
- The Admission Committee records and maintains the students' applications.
- The college facilitates to obtain scholarship from the government to the deserving and eligible students.

Roles and Responsibilities of Planning and Evaluation Committee

- The members of the planning committee are appointed by the management.
- The members of the committee along with the principal plan the activities and the academic procedures.
- The members of the committee meticulously study the changes brought with respect to curriculum framework and makes changes accordingly.
- The planning committee holds the meeting twice in a semester and forwards its suggestions to the management and other teaching faculty for suggestions and gets approval from the management.

Roles and Responsibilities of Examination Committee

- The Examination Committee shall ensure proper conduct of the examination.
- The Committee shall recommend examination reforms and shall implement them after approval of the Academic Council.
- The Committee shall prepare the detailed timetable of examinations as per the schedule.
- The Committee shall arrange for strict vigilance during the conduct of examinations to avoid malpractice.
- The members of the Committee shall meet at least twice during each semester.
- The various formats shall be prepared by Committee for record purposes as well as for monitoring all examination-related activities.
- The Controller of Examinations shall be assisted by the Assistant Controller of Examinations and exam coordinators for carrying out various activities.

D. Y. STANLY SELVAKUMAR
PRINCIPAL
Our Lady College of Education
Our Lady Nagar
Maduravoyal, Chennai-60

Roles and Responsibilities of Research Development Committee

- To identify research priorities and initiate research related activities.
- To provide scope for researchers to implement ideas.
- To foster new collaborations along with the existing ones.
- To disseminate research findings in the reputed national and international journals.
- To seek research grants and promote focused research of national importance.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in the research activities.
- To ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential implementation.

Roles and Responsibilities of Curriculum Development Committee

- The Curriculum Development Committee shall meet at least twice in an academic year.
- The minutes of the meeting shall be prepared by the member secretary.
- The committee consists of Principal, Dean of Academics and Research and senior faculties of the institution.

Roles and Responsibilities of Students Welfare and Extra Curricular Activities Committee

- Conducts the election and periodic evaluation of the roles and responsibilities of the office bearers.
- Monitoring the student support facilities such as, Prayer room, common room, book bank facility, recreational facility, canteen, health care, purified hot and cold drinking water, vehicle parking and restrooms.
- Organizes life skill development and placement training programmes.
- Provides awareness on government scholarship for reserved category students.
- Provides concession for economically deprived students.
- Promotes amicable relationship with management, staff and parents.
- Organizes co-curricular activities for personality development.
- Assists in maintaining and implementing the college Anti-Ragging policy.

D. Y. STANLY SELVAKUMAR
PRINCIPAL
Our Lady College of Education
Our Lady Nagar,
Maduravoyal, Chennai-46

Roles and Responsibilities of Finance Committee

- The Finance Committee shall meet twice a year to discuss on the requirement of the institution.
- The Committee shall evaluate the structures and conditions of investment of the institution.
- The Committee shall monitor the financial execution of ongoing budget and cash.
- The Finance committee shall present the annual budget on every academic year during the governing body meeting.

Roles and Responsibilities of Alumni Association

- Brings together the former students of the college as often as possible for their mutual benefits and for the benefits of the college.
- Collect funds by subscriptions, contributions, donations and gifts from members, non-members and other institutions towards the welfare of the alumni.
- Organize cultural and educational programme and also to conduct Alumni Day celebrations every year.
- Create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies.
- Honouring the alumni for their contribution towards the progress of the society.


Dr. Y. STANLY SELVAKUMAR
PRINCIPAL
Jurady College of Education
Ouplady Nagar
Maduravoyal, Chennai-46