



**MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
BLOCK NO.8, MOGAPPAIR WEST, CHENNAI 600037.**

**Affiliated to the University of Madras
An ISO 9001:2015 Certified Institution**

2021

PROCEDURE MANUAL – MGC

IQAC

MAR GREGORIOS COLLEGE

1/1/2021



ADMISSION PROCEDURE

How to Apply

- Application for admission should be made in the prescribed form which can be obtained from the iboss software.(www.ibossems.com/).
- There are separate application forms for admission to UG. and PG courses.
- Cost of Application form: UG - Rs.200/- and PG - Rs.300/-.
- A copy of mark statement to be attached along with application form and the duly filled form should be submitted to admission committee.
- Admission is based on merit.

Admission Procedure

- A call letter will be given to the provisionally selected students, after the initial screening of the applications received.
- The provisionally selected candidate will have to present himself / herself along with his / her parents for interview with the Vice Principals on the date and time mentioned in the Call letter.
- The Provisional selection is automatically cancelled if the candidate fails to turn up for the interview on the date and time mentioned.
- The following certificates should be produced at the time of interview,
 1. Transfer and Conduct certificates in original.
 2. Statement of marks of the Tamilnadu Higher secondary course or its equivalent Grade certificate original or a Provisional Certificate.
 3. Candidates who have passed an examination other than the Tamilnadu Higher Secondary Board should produce Eligibility Certificate from the University of Madras, only then the admission is confirmed.
 4. Similarly candidates who have secured their UG Degree from Universities other than the University of Madras should produce Eligibility and Recognition certificates from the University of Madras for PG Admission, only then the admission is confirmed.
 5. Community certificate in original for those applicable should be submitted for verification.
 6. Candidates attending interview should be prepared to pay fees immediately, if they are selected at the interview.
 7. Fees once paid, cannot be refunded on any account.
 8. A set of photocopies of all the certificates should be submitted.



RECRUITMENT PROCEDURE

Teaching Staff:

- The Head of the Departments(HODs) have to submit a requisition letter for new / additional staff at the end of every academic year or if necessary to the Principal who in turn will submit it to the Secretary for approval.
- On the basis of approved staff strength, the Principal has to arrange for recruitment.
- The initial screening of candidates will be done by the Vice Principal. The shortlisted candidates will then be interviewed by the selection committee headed by the Secretary and Principal,
- Fixation of Salaries will be purely based on the Remuneration Policy however exceptions if any will have to be approved by the Secretary.
- The Recruited candidates will attend the Orientation conducted by college Administration, then by the respective HODs and from IQAC on the Quality Procedures.

Non Teaching Staff:

- For Support Staff Recruitment, the respective HODs will have to submit the requisition letter to the Principal, who in turn will get the approval from Secretary. The procedure as mentioned above, would be followed for recruitment.
- For Support staff, the Admin In-charge will do the initial screening and the selected candidates will meet the Secretary.
- For Support Staff, the initial Orientation will be given by Admin-Incharge and then they will be attending the Orientation from IQAC on Quality Procedures.

ADMINISTRATION PROCEDURE

- The Accounts Department will be headed by Accountant who will be reporting Operationally to Principal and Functionally to Secretary.
- The Accounts Department is responsible for maintaining Assets and Infrastructure
- The Accounts Department will prepare / update the Assets and Infrastructure list at the end of every academic year along with the Budget Review on Assets / Infrastructure.
- Based on the list of Assets / Infrastructure prepared, a Budget indicating the Cost/Requirement for New Assets / Infrastructure, maintenance of existing Assets is to be prepared.



- The Accounts Department will do an audit once a year on all the departments including the Labs and Library, take a stock of Assets / Books / IT Infrastructure and report the same to Secretary. This Audit report will in-turn be checked by the IQAC team during their Internal Audit.
- The Accounts Department is responsible for Leave / Late markings of all the Staff.
- The Leave / Late markings should be as per MGC Policy.
- TheAccounts Department will prepare the Salary Computation on 29th of every month.
- TheAccountsDepartment along with the Heads of the Department is responsible for collection of Fee from Students.
- The Fee Collection will be tracked by the Accountant and will submit the report to Principal / Secretary as per the Fee Guidelines.
- Accounts Department will maintain a list of all Suppliers / Vendors, and this list should be approved bythe Secretary.
- Accounts Departments has to verify the requirements of staff and has to provide the same after obtaining approval from Secretary.

STUDENT ASSESSMENT PROCEDURE

- All first year students have to attend the initial Orientation which will be organized by IQAC Cell.
- Students Progression in each semester should be monitored by the mentors along with HODs and Principal.
- This will be recorded and kept for future reference.
- Mentors are responsible for Student Assessment(Academic & Personal).
- Student Assessment to be done in the following frequency :
 - a. When they get admitted and join the College
 - b. After the announcement of results in Each Semester
 - c. After the Remedial Classes are taken
- Students should be evaluated / assessed based on their Attendance, Academics, Communication, Approach and Personality Traits, and sent for Counseling based on the outcome of the assessment.
- IQAC has to monitor the Student Progression based on the evaluation made and suggest for improvisation if required.



FACULTY ASSESSMENT PROCEDURE

- Faculty Assessment will be done in the following manner:
 1. Preparation for Classes like Lesson Plan
 2. Innovative Practices for Teaching
 3. Students' Feedback
 4. Result Pass percentage in each Semester
 5. Library usage
 6. University Ranks / Marks
- Dean of Academics is responsible for the assessment/collection/ reporting of Students Feedback on Faculty.
- Every Faculty will have to submit a Self Appraisal form based on the above parameters and submit the same to HODs and in turn to Principal / Secretary.
- The frequency for Students Feedback on staff performance and Self Assessment will be in September and February of every academic year.

IQAC PROCEDURE

- Internal Quality Assurance Cell(IQAC) is the Key Unit to drive the Quality Procedures throughout the Institution.
- IQAC is headed by Principal as the Chairman and a Coordinator selected among the staff.
- IQAC Coordinator would be the main driving force in implementing / following up on the Policies of MGC Management.
- IQAC will address all areas of concern and prepare a Calendar to handle each of the issues.
- IQAC consists of an Executive committee members and they will meet the Coordinator once in a week.
- The minutes of such meetings will be handed over to the Chairman of IQAC and Secretary for their perusal.
- IQAC team will have to keep avenues for Training Teaching and Non Teaching staff on innovative practices.
- IQAC has to conduct Internal and External Audits as per the Schedule.
- IQAC has to monitor all the Departments with respect to academics (along with Deans), infrastructure and other issues.
- IQAC team along with the Chairman have to be Neutral and report the findings as evidenced to the concern Departments