



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



Criterion 6 – Governance, Leadership and Management

Key Indicator- 6.2 Strategy Development and Deployment

QIM 6.2.2 – The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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Organogram (Organizational Chart)

Organizational chart



Rsingh
Principal

Functioning Of Institutional Bodies

List of committees (A.Y. 2023-24)

Sr. No.	Committee Name
1	College Development Committee
2	IQAC Committee
3	Admission Committee
4	Time Table Committee
5	Attendance Committee
6	Syllabus coverage Committee
7	Examination Committee
8	Unfair Means Committee
9	Library Committee
10	Co-curricular Committee
11	Extra curricular Committee
12	Sports Committee
13	NSS Committee
14	Training and Placement Committee
15	WDC Committee
16	RDC Committee
17	EDC Committee
18	Feedback Committee
19	Social Media Committee
20	Grievance Redressal Committee
21	Discipline Committee
22	Internal Complaints Committee
23	Student Welfare
24	Anti-Ragging Committee

College Development Committee

Objective

To prepare a comprehensive development plan of the institute on an annual basis like academic, placement, infrastructure, administrative, and admission growth

Composition

1. Chairman of the management or his nominee ex-officio Chairperson
2. Secretary of the management or his nominee
3. One head of department, to be nominated by the principal
4. Three teachers elected by the full-time amongst themselves out of whom at least one shall be woman
5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves
6. Four local members, nominated by the management in consultation with the principal from the fields of: Education, Industry, Research and Social service of whom at least one shall be alumnus
7. Co-ordinator, Internal Quality Assurance Committee of the college
8. President and Secretary of the College Students' Council
9. Principal of the college – Member – Secretary

Functions

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
- Decide about the overall teaching programmes or annual calendar of the college
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- Take review of the self-financing courses in the college & make recommendations for their improvement;
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual budget



- Make recommendations regarding the students' and employees' welfare activities in the college
- Discuss the reports of the IQAC and make suitable recommendations
- Frame suitable admissions procedure for different programmes by following the statutory norms
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students;
- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.



IQAC Committee

Objective

To plan, guide and monitor quality assurance (QA) and Quality Enhancement (QE) activities of the college.

Composition

It may consist of 7-8 members : Coordinator, assistant coordinators and members. The Principal is the Chairman of the IQAC.

Functions

- To develop a quality system for conscious, consistent and catalytic programmed action.
- To improve the academic and administrative performance of the college.
- Organization of inter and intra institutional workshops, seminars on quality related themes.
- To give information on various quality parameters of higher education.
- Documentation as per guidelines of NAAC.



Admission Committee

Objective

To complete the admission process as per the University of Mumbai guideline.

Composition

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- To improve the admissions quality with well-defined policy.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by University of Mumbai and statutory agencies.
- To create a brand value and awareness about the institute.
- To provide best counseling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.



Time Table Committee

Objective

To make sure that the staff's workload is spread fairly and that there is enough time between courses for preparation. Prepare the timetables in the prescribed format at the beginning of every semester for smooth conduct of lectures.

Composition

It may consist of 3-4 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- To coordinate the time table preparation for each department by respective Coordinators in every semester.
- To prepare a master time table of the college every semester.
- To Frame a suitable clash free time-table for conduction Theory as well as Practical Time-table as per University rule.
- To carefully examine the departments' and individual faculty members' workloads in accordance with university regulations.
- To maintain the records of the Time-table framed and submit the same to the IQAC Committee.



Attendance Committee

Objective

To monitor students' attendance and check if there is any connection between that and their academic performance.

Composition

It may consist of 6-7 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- To monitor regularity in attendance of the students.
- To collect the attendance from course coordinators and identify students who have low attendance in each course.
- To schedule an attendance review meeting (PTA) course coordinators with the parents, to take the required action in accordance with the attendance policy.



Syllabus coverage Committee

Objective

The committee strives to ensure that the syllabi cover all the necessary topics, concepts, and skills required for each course. By conducting thorough reviews and assessments, they aim to provide students with a well-rounded education that prepares them for their academic, professional, and personal pursuits.

Composition

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- The committee reviews the existing syllabus for each course, considering the content, learning outcomes, and assessment methods.
- The progress of the syllabus coverage of each class.
- Facilitate the process of teaching and learning.
- Identify strategies to improve creativity and academic excellence.
- The committee defines clear and measurable learning outcomes for each course.



Examination Committee

Objective

To have a smooth conduct examination related work as per University of Mumbai notifications and ordinance.

Composition

It may consist of 7-8 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- The examination committee prepares relevant date sheets.
- The examination committee makes the seating arrangement and displays them on the concerned notice board.
- The examination committee prepares an overall supervision duty list as well as daily supervision duty list.
- The exam committee ensures that adequate stationery, like answer sheets, graph paper, maps, and other basic facilities like trays, water jugs etc. are available.
- The exam committee holds a pre-exam meeting to brief the faculty regarding examination



Unfair means Committee

Objective

To guarantee integrity and impartiality during the examination. In order to prevent examination malpractice. Exams are intended to increase learning, inspire students to do better, and provide a fair and impartial evaluation of each student. In addition to being considered as disrespectful to the college and undesirable behavior towards sincere fellow candidates, using unfair ways to cheat on exams is a serious infraction.

Composition

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Function

- To investigate the cases of unfair means during examinations.
- To be unbiased and maintain honesty and transparency regarding any unfair means cases.
- To maintain overall discipline while dealing with unfair means practices in examinations in the college.
- As per the rules, an Unfair Means Inquiry Committee is constituted by the college. The Committee is organised to take disciplinary action for resorting to malpractices during examination conducted by the college.



Library Committee

Objective

To provide resources that will enhance and complement the curriculum. Provide guidance and aid to faculty and students in use of library resources.

Composition

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- To frame general rules for the management of the Library.
- To ensure relevant and latest collection of books, periodicals and electronic resources.
- To prepare the annual budget, rules and regulations of the library.
- To allocate funds, from the sanctioned annual budget of the library, for the purchase of books, journals and periodicals.
- To arrange for the stock taking of the library.
- To inculcate reading habits through activities.
- To look into students' complaints, if any.



Co-curricular & Extra-curricular Committee

Objective

The Institute has a CEEP process under which the co-curricular and extra curricular committees are formed. The Co-curricular Committee is given a faculty advisor with the aim of discovering and 86rganize86 the students' hidden potential. These groups' activities assist the students in gaining teamwork experience, planning a variety of events, and gaining understanding of various management functions.

Extra-curricular committee is to bring out the talents of students by promoting and arranging extracurricular activities in the college. The Extra-curricular Committee is responsible for maintaining the campus's spirit by planning a variety of cultural events throughout the year. We ensure that every event will live on in your mind for the rest of your life, whether it is the celebration of practically every festival.

Composition

For Curricular : It may consist of 7-8 members. One of them is Chairperson, co-chairperson and others are its members.

For Extra-Curricular : It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

For Curricular:

- To prepare the calendar for co-curricular activities
- To plan for organising co-curricular activities in the campus by experts
- To make arrangements for the students to participate in off-campus activities of international, national, state and local level competitions
- To prepare a list of students and take prior approval from the Principal before nominating them to participate in various co-curricular activities organised by the neighboring institutions.
- To send a request to the Principal to award attendance for participation in the events outside the college.

For Extra-Curricular :

- To prepare the calendar for extra-curricular activities and 86rganize numerous cultural events for the college.
- To keep pupils current on new methods and trends in cultural activities.
- To choose pupils for competitions
- To instruct and refine students through a cultural committee.
- To make students aware about collegiate competitions



Sports Committee

Objective:

The goal of the sports committee is to encourage students to develop their physical skills while also promoting everyone's health and physical well-being. The committee aims to foster traits like sportsmanship, teamwork, and companionship.

Composition:

It may consist of 5-6 members. One of them is Chairperson, co-chairperson and others are its members.

Function:

- Its main functions are to plan, conduct all sports in the college including competitions.
- Train students for inter college and inter university, state and national level competitions,.
- Maintenance of all sporting goods, scheduling of all associated activities without interfering with class or Practical, and exam dates.
- To plan for all the infrastructural facilities required as per norms.
- To plan and monitor the maintenance of all the infrastructural facilities related to sports and games.
- To Organise Annual Sports Fest.



NSS Committee

Objective:

The National Service Scheme is an Indian government sponsored Public Service Programme conducted by the Ministry of Youth affairs and sports of the government of India. Popularly known as NSS, the scheme aimed at developing student's personality through community service. The programme aims to instil the idea of social welfare in students and to provide service to society without bias.

Motto: Not me – but you

Composition:

N.S.S. Committee consists of 6-7 members. One of them is a program officer and the other is its members.

Functions:

- To make students understand the community in which they work.
- To develop adopted villages with the help of NSS volunteers.
- To motivate NSS Volunteers to do service to the society without any bias.



Training and Placement Committee

Objective:

Placement Cell is established with the objective of guiding and counseling students to make them aware about job trends in the market. This cell will empower students with life-long career decision making skills.

Composition:

It may consist of 7-8 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To prepare students for campus recruitment by arranging pre-placement training in resume writing, group discussions, Aptitude test, mock interviews etc.
- To plan and organize placement drives in the college campus.
- To organize career counseling programs by inviting guest speakers from industry and making the students Corporate Environment friendly.
- Helping shape the overall personality and communication skills of the students by encouraging them to create networks with industry partners via negotiations, invites etc.



WDC Committee

Objective:

To create social awareness about the problem of women and in particular regarding gender discrimination, to prevent sexual harassment and to promote general well being of girl students, teaching and non-teaching female staff of the college.

Composition:

It may consist of 3-4 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- Helping girl students to live a balanced life by managing stress and depression.
- To create an environment that will make women realise their full potential and give their best.
- Creating awareness about the need for gender equality.
- To organize guest lectures on 'women's rights'.
- To organize seminars, workshops and open discussion relating to women empowerment.



Research and development Committee

Objective:

The committee aims to promote and encourage research activities among faculty members and students. They provide guidance, resources, and support to facilitate research projects, grant applications, and collaborations with other institutions or organisations.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To prepare annual research activity plan.
- To motivate academic staff to write research proposals, interdisciplinary studies, product development, publishing in reputable journals, and presentations at conferences.
- To suggest peer reviewed national and international journals for subscription in the library.
- To encourage faculties to apply for patents or other Intellectual Property Rights.
- To encourage faculty to perform outcome-based research.
- To keep track of the research and development process.



Entrepreneur Development Committee

Objective:

The purpose of this committee is to encourage college-level students to start their own enterprise and inculcate Entrepreneurial attitude amongst students.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- Pulling out entrepreneurship talent of the students
- Organising programmes for enhancing entrepreneurial skills among students like extension lectures/seminars/training programmes etc.
- Providing students professional and industrial exposure
- Creating awareness among students regarding Government policies related to Entrepreneurship.



Feedback Committee

Objective:

To assess the success of academic provision in relation to the expectations of students regarding curriculum. To provide feedback to lectures in order to improve delivery and content of the study subjects. To assess the satisfaction of the parents with the curriculum and facilities in the college. To find out the lacking points from the employers for betterment in future.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- Design separate structured feedback forms on curriculum design and review of syllabus from students, teachers, employers, alumni & parents
- Collect feedback from: a) Students, b) Teachers c) Employers, d) Alumni & e) Parents in each semester
- Analyse feedback collected & prepare improvement report.
- Submit analysed feedback and action taken records to website committee to upload on college website.



Social Media Committee

Objective:

To stay in touch and develop a relationship with students even when they are off campus and to inform them of college news.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To share useful information about academic & extracurricular offering by college in print media and social media.
- To keep the media updated with the happenings at the institute.
- To provide content for periodic updating of the college website.
- The official 94rganize94 account of the college is managed by this committee.



Grievance Redressal Committee

Objective:

To sustain harmonious relationships between students and professors, as well as to swiftly resolve any complaints that students may have

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To make sure that student complaints are addressed quickly and to maintain a peaceful atmosphere in college premises.
- To provide an environment where students can express their grievances without any fear.
- To deal with the grievances received in writing as well as verbal related to academic and administrative matters.
- The number of grievances settled or pending will be reported to the Principal every month.
- To investigate the reason for dissatisfaction.
- To enlighten the students on their duties and responsibilities.



Discipline Committee

Objective:

To make students aware of the significance and importance of discipline in daily life. To instil in students the qualities and attributes of honesty, loyalty, integrity, teamwork, discipline, sportsmanship, respect, leadership, trust, and commitment for their development and contribution to the improvement of the community and society.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To inform the students and parents about discipline rules of the college..
- To make sure that discipline laws are applied with compassion in order to preserve the institute's culture and dignity.
- Enforces and supports strict discipline on the college's campus.
- Students who break the rules are punished.



Internal Complaints Committee

Objective:

The Internal Complaint Committee's goals are to respect the Institute's commitment to providing an atmosphere free of gender-based discrimination and to establish a safe physical and social environment to avoid any act of sexual harassment.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To develop a policy against sexual harassment at the Institute.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a permanent system for the Institute's use in preventing and handling cases of sexual harassment and other forms of gender-based violence.
- Recommend to management the appropriate punitive measures to be taken against the responsible party.
- To raise awareness on sexual harassment in the campus.



Student Welfare Committee

Objective:

The committee works for the general welfare of students in terms of student development, which includes student counselling and student development programmes. To provide students with the greatest possible benefits through a variety of welfare activities that the college administration organizes.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- Committee promotes the wellbeing of students.
- To organize social welfare activities for students.
- To organize various cultural activities for all round personality development of students.
- To Analyse and solve the problems of students regarding academic & Institutional activities.



Anti-Ragging Committee

Objective:

The Anti-Ragging Committee was created with the intention of stopping any disorderly behaviour towards a student that would make student feel apprehensive, dreadful, humiliated, or agitated.

Composition:

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions:

- To create awareness about ragging & ensure a student-friendly environment at all times.
- To take necessary measures to achieve the objectives of eliminating the menace of ragging within the Institution.
- To act on the defaulters who are found guilty of ragging and /or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.



IQAC Committee

Objective

To plan, guide and monitor quality assurance (QA) and Quality Enhancement (QE) activities of the college.

Composition

It may consist of 7-8 members : Coordinator, assistant coordinators and members. The Principal is the Chairman of the IQAC.

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- To give information on various quality parameters of higher education.
- Documentation as per guidelines of NAAC.



Admission Committee

Objective

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Composition It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- To improve the admissions quality with well-defined policy.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by University of Mumbai and statutory agencies.
- To create a brand value and awareness about the institute.
- To provide best counselling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.

Time Table Committee

Objective

To make sure that the staff's workload is spread fairly and that there is enough time between courses for preparation. Prepare the timetables in the prescribed format at the beginning of every semester for smooth conduct of lectures.

Composition

It may consist of 3-4 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

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- To carefully examine the departments' and individual faculty members' workloads in accordance with university regulations.
- To maintain the records of the Time-table framed and submit the same to the IQAC Committee.



Attendance Committee

Objective

To monitor students' attendance and check if there is any connection between that and their academic performance.

Composition

It may consist of 6-7 members. One of them is Chairperson, co-chairperson and others are its members.

Functions

- To monitor regularity in attendance of the students.
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Syllabus coverage Committee

Objective

The committee strives to ensure that the syllabi cover all the necessary topics, concepts, and skills required for each course. By conducting thorough reviews and assessments, they aim to provide students with a well-rounded education that prepares them for their academic, professional, and personal pursuits.

Composition

It may consist of 4-5 members. One of them is Chairperson, co-chairperson and others are its members. Functions

- The committee reviews the existing syllabus for each course, considering the content, learning outcomes, and assessment methods.
- The progress of the syllabus coverage of each class.
- Facilitate the process of teaching and learning.
- Identify strategies to improve creativity and academic excellence.
- The committee defines clear and measurable learning outcomes for each course



Feedback Mechanism



TRCAC/MP/05/FRM/02

Student Feedback about Faculty

Date: 10/10/2023

Class - T.Y.B.Sc. (C.S.)

Division - A

Term/Semester : V


Details of Feedback

Sr. No	Subject:	Level of Satisfaction (00 - 04)				
		No. of students responded - 27/61				
		Information and Network Security	Software Testing and Quality Assurance	Artificial Intelligence	Project Management	Cyber Forensics
	Faculty:	Ms. Riddhi Pandya	Ms. Sumathi Rajkumar	Mr. Raashid Shaikh	Mr. Ronak Maru	Ms. Smriti Dubey
Particulars of feedback						
1	How will you assess the depth of subject knowledge of the faculty?	3.30	3.63	3.70	3.52	3.44
2	How well was the faculty able to explain & clarify the concepts?	3.41	3.70	3.81	3.67	3.52
3	How will you assess the punctuality and regularity of faculty?	3.70	3.67	3.67	3.67	3.70
4	How will you rate the communication of faculty on subject matter?	3.44	3.67	3.74	3.63	3.59
5	How well was the faculty organized and prepared for the lecture?	3.37	3.59	3.70	3.48	3.44
6	How would you rate the faculty's use of innovative and creative methods of teaching?	3.44	3.59	3.74	3.56	3.52
7	Was faculty able to complete the syllabus effectively?	3.59	3.70	3.78	3.74	3.63
8	Has faculty provided e-content materials viz. study notes, question banks, quizzes etc. during lecture/tutorial?	3.56	3.48	3.63	3.59	3.70
9	Whether faculty was able to understand your difficulties and willing to help you during online lecture?	3.67	3.59	3.74	3.74	3.59
10	How will you rate the overall effectiveness of teaching methods of the faculty?	3.56	3.56	3.70	3.67	3.52
Total:		35.04	36.19	37.22	36.26	35.67
Average Level of Satisfaction		87.59%	90.46%	93.06%	90.65%	89.17%



Rajiv
Principal

Appointment Procedures

	Thakur Ramnarayan College of Arts & Commerce		Doc. Ref. :-	TRCAC/EOMS/PM/02
	Procedure Manual (PM) Part III Management Processes (MP)		Issue No. :-	01
			Issue Date :-	01/11/2020
Section 02	Page Page 3 of 13	Title Resources	Revision A	Rev. Date 01/11/2020

2.5.1 Identification and review of resources

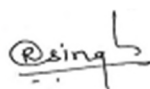
- a) The resources required for academic purposes are identified and reviewed before commencement of academic year and procurement is done as per need as per Purchase Process TRCAC/IP/05.
- b) Human resources are reviewed to maintain following norms:
 - 1) Student-Full time faculty ratio
 - 2) Full-time faculty against sanctioned posts
 - 3) Full-time faculty with with Ph. D./D.M./M.Ch./D.N.B Superspeciality/D.Sc./D.Litt.
 - 4) Experienced full-time faculty in the same institution
- c) Infrastructure and related facilities are provided by the Top Management which includes:
 - 1) Building premises
 - 2) Resources required for academic purpose viz., classrooms, laboratories, computing equipment, etc.
 - 3) Resources required for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities
 - 4) Classrooms and seminar halls with ICT enabled facilities such as smart class, LMS, etc.
 - 5) Support utilities like electricity and water supply
 - 6) Library with books, e-books, journals, and other facilities as per Library process TRCAC/IP/04
 - 7) Computer facility with proper student-computer ratio
 - 8) Laboratories with instruments and equipment for performing experiments
 - 9) Software required for academic and administrative purposes
 - 10) Proper bandwidth of internet connection in the Institution
 - 11) Appliances like lighting systems, air-conditioners, fans, water-coolers, water purifiers, fire extinguishers, etc.
 - 12) Furniture and fixture
 - 13) Office equipment/gadgets
- d) IT facilities including Wi-Fi are updated frequently by the Institute.
- e) Services like Security, Canteen, etc. are outsourced.

2.5.2 Recruitment of human resources

- a) Regular faculty recruitment




Issued By: Principal



Approved By: Secretary



	Thakur Ramnarayan College of Arts & Commerce		Doc. Ref. :-	TRCAC/EOMS/PM/02
	Procedure Manual (PM) Part III Management Processes (MP)		Issue No. :-	01
			Issue Date :-	01/11/2020
Section 02	Page Page 4 of 13	Title Resources	Revision A	Rev. Date 01/11/2020

- 1) Review of faculty position (natural growth/vacancy) is done by the Principal before the commencement of the semester.
- 2) Approval of faculty recruitment advertisement is taken from the Top Management and MU.
- 3) The advertisement is published in the newspaper as per the Dy D.E./MU guidelines.
- 4) Applications are received by the Administrative Officer up to the deadline.
- 5) Eligibility of the candidate is checked by the Principal for shortlisting as per the norms of Dy.D.E./MU.
- 6) The schedule for the conducting of the interview is decided by the Principal.
- 7) Interviews are conducted as per schedule and suitable candidates are identified and recommended by the Selection Committee.
- 8) Approval of the recommendation is taken from the Top Management.
- 9) Order of Appointment for Faculty (Probation) TRCAC/MP/02/FRM/01 is issued to the selected candidate.
- 10) Biodata of applicant is filled up in Form TRCAC/MP/02/FRM/05 immediately after joining. 7-page forms are sent to the MU for approval.
- 11) Necessary follow-up is done by the Administrative Officer to get the approval.

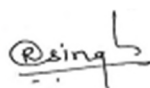
b) Regular staff recruitment

- 1) Review of staff position is done by the Principal.
- 2) Approval of staff recruitment is taken from the Top Management.
- 3) The posts are advertised along with the faculty recruitment advertisement or as and when it is required.
- 4) Eligibility of the candidate is checked by the Principal for shortlisting as per the norms of Dy.D.E./MU.
- 5) Shortlisted candidates are called for interview and order of merit is prepared based on candidates' performance in interview and credential mentioned in the resume.
- 6) Order of Appointment for Staff (Probation) TRCAC/MP/02/FRM/02 is issued to the selected candidate.
- 7) Biodata of applicant is filled up in Form TRCAC/MP/02/FRM/05 immediately after joining.

c) Contractual appointment of faculty


- 1) Contractual appointment of faculty is done on the basis of biodata received by the Institute through advertisement and biodata received on a regular basis.
- 2) Eligibility of the candidate is checked by the Principal for shortlisting as per the norms of Dy.D.E./MU.
- 3) For selection for Contractual recruitment, demo lecture, subject and personal interviews etc. are conducted.

Issued By: Principal



Approved By: Secretary



	Thakur Ramnarayan College of Arts & Commerce		Doc. Ref. :-	TRCAC/EOMS/PM/02
	Procedure Manual (PM) Part III Management Processes (MP)		Issue No. :-	01
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- 4) Selection is done strictly based on the Evaluation Criteria of Teaching Demonstration Form TRCAC/MP/02/FRM/09.
 - 5) Order of Appointment for Faculty (Contractual) TRCAC/MP/02/FRM/03 is issued to selected candidate for one academic year.
- d) Contractual appointment of staff
- 1) Eligibility of the candidate is checked by the Principal for shortlisting as per the norms of Dy.D.E./MU.
 - 2) As per the need, the appointment is done on contractual basis for one year and performance is evaluated.
 - 3) Order of Appointment for Staff (Contractual) TRCAC/MP/02/FRM/04 is issued to selected candidate.
- e) Appointment of visiting faculty
- 1) Appointment of visiting faculty is done on the basis of biodata received by the Institute on a regular basis.
 - 2) Eligibility of the candidate is checked by the Principal for shortlisting as per the norms of Dy.D.E./MU.
 - 3) For selection for visiting faculty recruitment, demo lecture, subject and personal interviews etc. are conducted.
 - 4) Selection is done strictly based on the order of merit.
 - 5) Order of Appointment for Visiting Faculty Member TRCAC/MP/02/FRM/03 is issued to selected candidate for one academic term.
- f) Resignation
- 1) Resignation letter addressed to the Principal is submitted to the inward section.
 - 2) If the resignation is accepted, faculty/staff can be relieved from the service as per Institute norms.
 - 3) On the last day of the service, the account is settled by the concerned faculty/staff by taking no dues clearance on No Dues Certificate TRCAC/MP/02/FRM/06 from various departments/sections.
 - 4) An exit interview is conducted by the Principal.

2.5.3 Disabled-friendly and barrier free environment



Following disabled-friendly, barrier free environment are/should be provided:

- a) Built environment with ramps/lifts for easy access to classrooms

Issued By: Principal 	Approved By: Secretary 
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