



Academic and Administrative Wings

College Academic Council

The College Academic Council at Jamia Nadwiyya Women's Arabic College is composed of all Heads of Departments and Assistant Professors in charge of departments. The Principal serves as the Chairman of this Council. The primary function of the Council is to advise the Principal on all internal matters concerning the Institute. The Council convenes as necessary, with a minimum requirement of once per month.

Internal Quality Assurance Cell (IQAC)

The Institute has established an Internal Quality Assurance Cell (IQAC) to ensure and enhance the quality and standards of its operations. The IQAC operates as a supervisory body that evaluates departmental performance and recommends improvements to uphold high standards across all activities.

The Principal chairs the IQAC, which includes 2-3 external experts—such as academicians, management representatives, or other professionals—with diverse perspectives. In addition to these external members, the Principal appoints an IQAC Coordinator and selects 7 members from the teaching and administrative staff. This diverse composition of internal and external members works collectively to maintain and elevate the Institute's quality standards.

Duties and Powers of the Principal

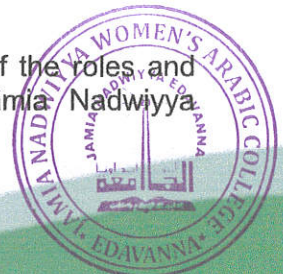
As the Chief Academic Officer, the Principal is responsible for the internal administration of the Institute, operating under the guidance of the Managing Committee. Key responsibilities include organizing and overseeing research and teaching activities, issuing directives to the teaching staff, and ensuring the effective implementation of these directives to support the Institute's operations.

The Principal is accountable for fostering a disciplined and supportive environment within the Institute. This involves setting and achieving objectives in academics, curriculum, and extracurricular activities through active engagement with colleagues, students, and management.

Furthermore, the Principal leads efforts to advance the Institute's growth and development, aiming to establish it as a center of excellence in teaching, research, and community outreach. The Principal also holds disciplinary authority over all teaching and non-teaching staff. Any unresolved grievances or issues are to be escalated through appropriate channels to the Manager and the Managing Committee for further consideration.

This revised policy provides a clear and professionally phrased overview of the roles and responsibilities within the academic and administrative structure of Jamia Nadwiyya Women's Arabic College.

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Conditions of Service for Teachers

Appointing Authority

The Management Committee is responsible for all appointments at Jamia Nadwiyya Women's Arabic College. The Manager, in consultation with the Management Committee, makes appointments based on the Institute's academic requirements. Appointments can be made on a regular, contract, or hourly basis.

Selection Process

The selection of candidates for teaching positions is conducted based on merit and experience. The process includes advertising through various media and the college website, initial screening of applications, and interviews conducted by a selection committee. This committee, formed by the Management Committee, may include external experts if deemed necessary. It typically consists of the Subject Expert, the Principal, the General Secretary/Manager of the Management Committee, the Chief Operating Officer, and the Head of the Department. Candidates are ranked according to their performance, and the selected individual is formally notified of their appointment.

Probationary Period

Appointments are confirmed through a written order, specifying whether the position is temporary or regular, with a fixed salary. Regular appointments are subject to an initial probation period of one year, which may be extended by the Management Committee for up to an additional year. The Appointing Authority may also waive, reduce, or extend the probation period as necessary. Confirmation of service is issued in writing upon successful completion of the probation period. If a teacher is deemed unsuitable, the Management Committee may discharge them based on performance evaluations conducted at the end of each academic year. New appointees must submit self-attested copies of their qualification and experience certificates, which will be verified against the originals at the time of joining. The originals are not required to be retained by the office.

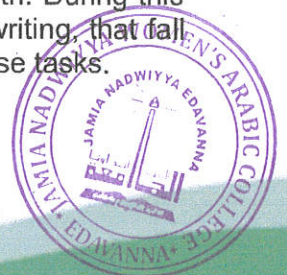
Duties of Teachers

Upon joining, teachers are expected to perform the duties assigned to them and report to both the Principal and their respective Head of Department. All staff members must adhere to the institution's rules, code of conduct, general duties, and schedules.

Vacation

Teachers are granted a two-month vacation period from April 1st to May 30th. During this period, the Principal may assign additional tasks, which will be specified in writing, that fall outside regular duties. Teachers are not entitled to compensatory leave for these tasks.

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Presence During Working Days

Teachers are required to be present at their designated duty station throughout all working hours and working days. They must notify the Principal before leaving their duty station and provide their address during any leave or vacation period.

Workload

The workload for teachers is determined according to guidelines set by the UGC and the University. Teachers are expected to be present at the Institute for a minimum of five hours on any working day.

Performance Evaluation

Performance evaluations consider various aspects, including teaching, research, and involvement in extracurricular activities. At the end of each academic year, teachers must complete and submit a Self-Appraisal form to the Principal. Evaluations are based on student feedback, the department head's assessment, and the Principal's review.

Service Conditions for Non-Teaching Staff

Appointing Authority

The Management Committee is responsible for appointing all officers and employees at Jamia Nadwiyya Women's Arabic College. This authority is exercised by the General Secretary/Manager on behalf of the Management Committee.

Appointment Procedure

Appointments for non-teaching staff positions are made based on merit and relevant experience. The selection process involves advertising the positions through various media and the college website, followed by an initial screening of applications. The final selection is conducted by a committee comprising the Principal, the Manager, and the Chief Operating Officer.

Qualifications

The Management Committee determines the qualifications required for each non-teaching position. These qualifications may be updated or revised over time to align with the Institute's evolving needs.

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Probation

Newly appointed non-teaching staff members will undergo a probationary period of one year from their date of joining. At the end of this probation period, or any extended probationary period, the Management Committee will evaluate the individual's performance and suitability for the role. If deemed satisfactory, the Committee will issue a formal confirmation of the probationer's successful completion of the probation period and their confirmation in the position. The Committee retains the right to discharge or revert an employee during the probation period if they are found unsuitable for the role.

Conduct and Discipline

All employees are expected to uphold the highest standards of integrity and dedication in their duties. The Principal has the authority to suspend any employee found guilty of misconduct, neglect of duty, or other serious charges, pending further investigation.

This revised policy offers a clearer and more polished outline of the service conditions for non-teaching staff at Jamia Nadwiyya Women's Arabic College.

Pay and Other Benefits

Salary and Allowances

The Management Committee determines the salary and allowances for non-teaching staff. These may be revised periodically as necessary. Prior work experience may be considered when determining the initial pay for new employees.

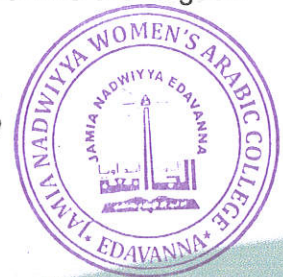
Salary Increment

Annual salary increments are typically granted to all staff members who have completed at least one year of continuous service, effective from June 1st each year. For faculty members, increments are based on the faculty appraisal policy of the college.

Superannuation

The retirement age for both faculty and non-teaching staff is set at 65 years. However, an extension of up to five additional years may be granted to staff members who are in good health.


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Termination

The Management reserves the right to terminate the employment of any faculty or staff member by providing one month's notice or a month's salary in lieu of notice if their performance is deemed unsatisfactory. Termination may also occur with one month's notice or a month's pay if a position becomes redundant due to a decrease in intake or cancellation of a program. In cases of serious misconduct that adversely affects individuals, the institution, or society, the Management may dismiss a staff member immediately.

Accommodation

The College provides bachelor-style accommodation in the men's and women's hostels for faculty and staff.

Maternity Leave

Confirmed female staff members are entitled to fully paid maternity leave for up to 90 days. They may also opt for an additional three months of unpaid leave. The period of maternity leave counts towards service duration for annual increment calculations.

Festival Allowance

All non-teaching staff receive a Festival Allowance once a year. The amount is determined by the Management Committee.

Vacation Salary

Teaching staff who have completed one year of service receive a vacation salary covering the months of April and May.

Gratuity

Staff members are eligible for gratuity according to the college's rules. Staff members dismissed due to disciplinary reasons or those reappointed after retirement are not eligible. Gratuity is payable to employees who have completed at least ten years of continuous service, and it is provided upon termination of employment due to superannuation, retirement, resignation, death, or disablement due to accident or illness.

Salary Disbursement

Salaries are paid monthly. Regular staff receive their salary by the 5th of the following month. New staff members must submit their bank account details, along with PAN and Aadhaar card copies, to the Accounts Section upon joining. Salary slips are available upon request. Any discrepancies in salary calculations should be reported to the Administrative Officer for correction. Deductions for Provident Fund, ESI, Professional Tax (twice a year), and TDS – Income Tax are made in installments. Additional deductions may include hostel fees, transportation fees, and loan repayments if applicable.

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Loans

The College offers short-term loans up to Rs. 15,000 to employees upon request. These loans must be repaid in monthly installments.

This revised policy presents a clear and structured overview of the pay and benefits for staff at Jamia Nadwiyya Women's Arabic College.

LEAVE POLICY

Authority for Leave Approval

- The Principal is the authorized person for granting casual leave to all staff members.
- Casual leave for the Principal requires approval from the Manager of the Management Committee.
- All other types of leave must be sanctioned by the Management Committee.
- Leave applications will only be processed after confirming the applicant's eligibility.

Casual Leave

- Casual leave is allocated on a calendar year basis, from January 1st to December 31st.
- Both teaching and non-teaching staff are entitled to 15 days of casual leave per calendar year.

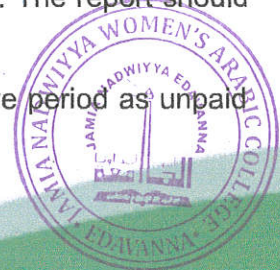
Leave Application Process

- Leave applications must be submitted to the Principal using the designated form available from the office.
- Applications should be submitted at least three days in advance of the intended leave. Approval must be obtained before the leave is taken, except in emergencies or cases of illness. In such instances, the application should be submitted on the employee's first day back at work.

Leave on Official Duty (LOD)

- Prior permission must be obtained from the Principal for leave on official duty. A leave application must accompany this request.
- Upon return, a duty certificate must be submitted, along with a detailed report of the Seminar, Symposium, workshop, or other official duties attended. The report should include how the activity benefited the employee and the Institute.
- A copy of this report should also be provided to the NAAC office.
- Any leave without pay will also consider holidays within the leave period as unpaid leave.

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Vacation Salary

- To qualify for vacation salary, employees must be present on the last working day before the vacation or the first working day after the vacation.
- Employees are not eligible for vacation salary if they do not fulfill their assigned duties during the vacation period.

Leave Combination

- Casual leave cannot be combined with other types of leave. The Principal has the discretion to approve leave requests and may exercise judgment as needed.

Attendance Management

- Attendance must be recorded using biometric pinching and a manual attendance register, both before and after work hours.
- All staff members are required to sign the attendance register located at the institute's office.
- Failure to mark attendance will result in being recorded as absent.
- Punctuality is essential; staff members must report before the start of their designated duty time.

This revised policy ensures clarity and professionalism while maintaining the essential details for leave management at Jamia Nadwiyya Women's Arabic College.

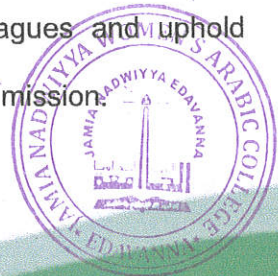
Termination

Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory

Code of Conduct

Principal and Vice Principals

- **Impartiality:** Maintain fairness and impartiality in all interactions and decisions involving faculty, administrative staff, and students.
- **Tolerance:** Exercise patience and tolerance when addressing sensitive or contentious issues among students and subordinates.
- **Non-Discrimination:** Avoid any form of discrimination based on gender, color, or creed towards staff or students.
- **Integrity:** Refrain from manipulating the assessment of colleagues and uphold integrity, dignity, decorum, and efficiency in all dealings.
- **Alignment:** Ensure that actions align with the college's vision and mission.



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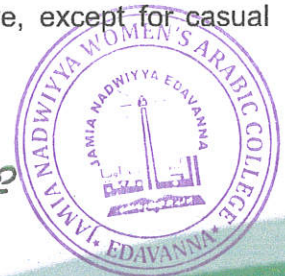


Teachers

- **Commitment:** Devote full working time to professional responsibilities during working days.
- **Vision and Mission:** Keep the college's vision and mission central while carrying out duties.
- **Professionalism:** Show dedication to the profession and engage thoughtfully in community activities.
- **Continuous Learning:** Strive to update knowledge in your discipline and pursue continuous professional development.
- **Research:** Actively engage in research endeavors and stay informed about technological advancements.
- **Collaboration:** Foster collaboration and engage in discourse with nationally or internationally significant institutions.
- **Respect:** Treat colleagues, students, and parents with impartiality and respect, and exercise tolerance in dealing with sensitive issues.
- **Integrity:** Uphold integrity, dignity, decorum, and efficiency in all interactions.
- **Institutional Interests:** Work for the collective interests of the institution, avoiding confrontations and respecting colleagues' opinions.
- **Punctuality:** Maintain regularity, punctuality, and attend classes promptly. Seek permission from the Principal before leaving campus during working hours.
- **Support:** Attend all student-organized programs to uphold discipline and provide support. Assist students in balancing academic and extracurricular pursuits, and promote their multi-dimensional growth.
- **Responsibility:** Encourage respect for others and public property among students, and foster awareness of the country's history, fundamental rights, and duties of Indian citizens.
- **Respect for Authority:** Cultivate respect towards teachers, parents, and authorities. Encourage research-based learning and participation in social service activities.
- **Leave Protocol:** Obtain prior written approval for all types of leave, except for casual leave, and inform the Principal and Head of the Department promptly in cases of illness or emergencies.

Non-Teaching Staff

- **Punctuality:** Ensure punctuality in office attendance and adhere to the college's vision and mission in performing duties.
- **Diligence:** Work diligently to contribute to effective institution administration.
- **Behavior:** Display polite and accommodating behavior towards students and teachers.
- **Leave Protocol:** Obtain written approval for all types of leave, except for casual leave.



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