



JSS MAHAVIDYAPEETHA  
**JSS COLLEGE OF ARTS, COMMERCE & SCIENCE**

Autonomous, 'A' Grade and 'College with Potential for Excellence'

OOTY ROAD, MYSURU-570 025, KARNATAKA

Ph: 0821-2548236 & 2548380 FAX: 0821-2548238

E-mail: [jssautonomous@gmail.com](mailto:jssautonomous@gmail.com); Website: [jsscacs.edu.in](http://jsscacs.edu.in)

## Policy Document

### Institutional Perspective Plan and Efficient Functioning of Institutional Bodies

**1. Introduction:** The college is committed to achieving excellence in education, research, and service. The Institutional Perspective Plan (IPP) serves as a guiding framework to realize our institutional goals. This policy document outlines the strategies and mechanisms in place to ensure the effective deployment of the IPP and the efficiency of institutional bodies.

The IPP at College is meticulously crafted and implemented through the collaborative efforts of various institutional bodies, ensuring the efficient functioning and strategic direction of academic endeavors. The Governing Body, comprised of esteemed members with diverse expertise, provides overarching guidance and leadership, steering the college towards its vision and mission. The Academic Council, a key component, contributes to the formulation and review of academic policies, fostering an environment of academic excellence. The Board of Studies, comprising experienced faculty members and experts from relevant fields, plays a crucial role in designing and updating the curriculum, ensuring its relevance and alignment with industry standards. The Finance Committee, with its diligent financial oversight, ensures judicious allocation of resources to support the college's academic and infrastructural needs. Together, these institutional bodies synergize their efforts to shape the IPP, driving the college towards continuous improvement, innovation, and the realization of our educational objectives. These bodies play in the strategic development and effective functioning of the College.

### 2. Policy Framework:

- a. **Strategic Planning:** The institution engages in a participatory strategic planning process to develop and update the IPP. Stakeholders, including faculty, staff, students, and external experts, contribute to the formulation of strategies aligned with the institution's vision and mission.
- b. **Quality Assurance Policies:** Robust quality assurance policies are established, covering academic programs, research activities, infrastructure development, and support services. Periodic reviews ensure the relevance and effectiveness of these policies.

### 3. Administrative Setup:

- a. **Organizational Structure:** The college maintains a clearly defined organizational structure that outlines roles, responsibilities, and reporting lines. This structure is regularly reviewed to ensure agility and responsiveness to evolving needs.
- b. **Administrative Support:** Adequate administrative support is provided to all departments and units, facilitating seamless operations and the effective implementation of academic and administrative policies.

  
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#### 4. Appointment Procedures:

- a. **Recruitment Policies:** Transparent and merit-based recruitment processes are in place for faculty and staff appointments. These processes adhere to statutory norms, involve advertising positions, and constituting fair and diverse selection committees.
- b. **Professional Development:** The college emphasizes continuous professional development for faculty and staff. Opportunities for training, workshops, and conferences are provided to ensure the enhancement of skills and knowledge.

#### 5. Service Rules and Procedures:

- a. **Code of Conduct:** The college upholds a comprehensive Code of Conduct, guiding the behavior of all members. This code encompasses ethical standards, professional conduct, and adherence to institutional policies.
- b. **Grievance Redressal:** A well-defined grievance redressal mechanism is in place to address concerns raised by students, faculty, or staff. This ensures a fair and timely resolution of issues.

#### 6. Monitoring and Evaluation:

- a. **Internal Audit:** Regular internal audits are conducted to assess the implementation of policies and procedures. Audit findings inform improvements and address identified gaps.
- b. **Feedback Mechanisms:** Various feedback mechanisms, including surveys and evaluations, are employed to gather insights into the effectiveness of institutional policies and administrative procedures. The institution is committed to acting on feedback to enhance overall performance.

#### 7. Review and Enhancement:

- a. **Periodic Review:** The IPP and associated policies are subject to periodic reviews to align with emerging trends and evolving institutional goals.
- b. **Continuous Improvement:** The college is committed to a culture of continuous improvement. Feedback, data, and lessons learned from various sources are used to enhance policies and streamline administrative processes.

The college affirms its dedication to the effective deployment of the Institutional Perspective Plan and the efficient functioning of institutional bodies. This policy document is a testament to our commitment to transparency, accountability, and continuous improvement.

Principal

  
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