

## ST. XAVIER'S COLLEGE VAIKOM

### ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. The College has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution.

### Functions of Key Administrative Positions:

Position	Function
Governing Body	<ul style="list-style-type: none"><li>• Review academic and other related activities of the College</li><li>• Consider new programs of study for approval of UGC</li><li>• Consider recommendations of the Principal regarding Promotions</li><li>• Ratify Selections / appointments /medals and prizes</li><li>• Pass Annual Budget of the College</li></ul>
Principal	<ul style="list-style-type: none"><li>• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li><li>• To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li><li>• To conduct internal and external examinations<ul style="list-style-type: none"><li>• To initiate all the developmental activities, monitor the progress and report to the Governing Body</li></ul></li><li>• To ensure the preparation of reports on various activities and also the annual report of the institution</li><li>• To become responsible for the general amenities and arrangements for students and employees of the college</li></ul>
IQAC	<ul style="list-style-type: none"><li>• IQAC is responsible for fixing quality parameters for various academic and administrative activities<ul style="list-style-type: none"><li>• Monitoring the organization of class work and related academic activities.</li><li>• Conducting Internal Quality Audits periodically to verify the effectiveness of</li></ul></li></ul>

	<p>measures taken in reaching the quality parameters.</p> <ul style="list-style-type: none"> <li>• Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.</li> </ul>
COMMITTEES	<ul style="list-style-type: none"> <li>• Every committee constituted at college level and department level have the faculty member as convenor with more than two faculty members as committee members.</li> <li>• Convenors will look after the committees program and operation.</li> <li>• Every committee has well defined roles and responsibilities. Each activity conducted by the committee is as per the standard operating procedures laid down by the management</li> </ul>
HEAD OF THE DEPARTMENT	<ul style="list-style-type: none"> <li>• Department HOD prepares departmental workload as per the MG University syllabus and allocation of workload in prescribed formats.</li> <li>• Coordinate with Library committee, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.</li> <li>• Preparation of list of weak students in each class and conduct bridge classes, Peer teaching etc</li> <li>• Analysis result to conduct Remedial classes for failure students.</li> <li>• Ensuring to arrange Club activities and Guest lectures, workshop &amp; seminars.</li> <li>• Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor report books..etc</li> </ul>

#### **Service Rules, Policies and Procedures:**

Service rules, policies and Procedures are as per the guidelines of UGC, Mahathma Gandhi University Kottayam and Government of Kerala

#### **Recruitment of Faculty/Supporting Staff.**

- Advertisements are published in the state level newspapers.
- The guidelines of the university and UGC are followed during the recruitment
- Qualification, Eligibility, Promotion and Salary Structure as per UGC norms