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	• Review academic and other related activities of the College • Consider new programs of study for approval of UGC • Consider recommendations of the Principal regarding Promotions • Ratify Selections / appointments /medals and prizes • Pass Annual Budget of the College
PRINCIPAL	• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. • To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university • To conduct internal and external examinations • To initiate all the developmental activities, monitor the progress and report to the GoverningBody • To ensure the preparation of reports on various activities and also the annual report of the institution • To become responsible for the general amenities and arrangements for students and employees of the college
IQAC	• IQAC is responsible for fixing quality parameters for various academic and administrative activities • Monitoring the organization of class work and related academic activities. • Conducting Internal Quality Audits periodically to verify the effectiveness of

	measures taken in reaching the quality parameters. • Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.
COMMITTEES	• Every committee constituted at college level and department level have the faculty member as convenor with more than two faculty members as committee members. • Convenors will look after the committees program and operation. • 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
HEAD OF THE DEPARTMENT	• Department HOD prepares departmental workload as per the MG University syllabus and allocation of workload in prescribed formats. • Coordinate with Library committee, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams. • Preparation of list of weak students in each class and conduct bridge classes, Peer teaching etc . • Analysis result to conduct Remedial classes for failure students. • Ensuring to arrange Club activities and Guest lectures, workshop & seminars. • Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor report books..etc

Service Rules, Policies and Procedures:

Service rules, policies and Procedures are as per the guidelines of UGC, Mahatma 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