

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">• 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	<ul style="list-style-type: none">• 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<ul style="list-style-type: none">• To initiate all the developmental activities, monitor the progress and report to the Governing Body• 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	<ul style="list-style-type: none">• IQAC is responsible for fixing quality parameters for various academic and administrative activities<ul style="list-style-type: none">• Monitoring the organization of class work and related academic activities.• Conducting Internal Quality Audits periodically to verify the effectiveness of

	<p>measures taken in reaching the quality parameters.</p> <ul style="list-style-type: none"> • Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.
COMMITTEES	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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, 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