



MILAD-E-SHERIEF MEMORIAL COLLEGE

Accredited by NAAC with 'B' Grade

KAYAMKULAM-690502

KERALA STATE- SOUTH INDIA

(A Minority Community Educational Institution)

Affiliated to the University of Kerala

Web site: www.msmcollege.in, E-mail: msmcollege@rediffmail.com

Fax: 0479-2445594, Tel. No: 0479-2442111



Criterion 6.1.2 AQAR 2020-2021

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SUPPORTING DOCUMENT FOR 6.1.2

The effective leadership is visible in various institutional practices such as decentralization and participative management.

The document explains how the effective leadership is visible in various academic practices of our institution.

M.S.M. College, Kayamkulam is a government-aided institution affiliated to the University of Kerala. It is a minority institution managed by the M.S.M Trust. The Trust and the Governing Body are the supreme bodies that take important decisions in compliance with the mission, vision and core values of the college. The college has a well-defined and established system to design and execute policies, procedures and programs for the smooth functioning of its day to day activities. Statutory and non-statutory bodies are formed which functions according to the statutes, manuals, policies and procedures as mandated by the government, university and governing body of the college. The institution practices a system of decentralized and participative management, in which there is a multi-layer structure that includes the M.S.M. College Management, the Principal and faculty members, and students. All academic and administrative processes are decentralized by delegation of powers. In this way, ideas, goals and necessary information can be effectively conveyed to all the stakeholders, and the decision-making process is made smooth and efficient. An example of this participative management structure can be seen in the flow of information pertaining to academics from the topmost level to the students. Information that is given by the University is passed on to the college Principal, who passes it on to the CLMC (College Level Monitoring Committee). The information then flows to the Individual Heads of Departments and the Department Level Monitoring Committee (DLMC), and through them to the various class tutors. The class tutors are teachers who form the link between the students and the DLMC, and it is through them that information from the University level is passed on to the students.

Manager - The manager is the chairman of Governing body, Administrative Head of the College and the Appointing authority. The annual performance of the faculty and the staff are analyzed by the Manager and appropriate suggestions and corrections for improvement are given.

Educational Secretary: Educational secretary oversees all academic and administrative activities of the college and acts as a mediator between manager and faculties.

Principal: Principal is the academic head of the institution. He manages, monitors and controls all the academic, administrative and extracurricular activities of the institution. He is assisted by the Vice Principal, Bursar, faculties, non-teaching staff and the PTA.

IQAC : Internal Quality Assurance Cell is a 15 member team focusing on quality enhancement in academic, extra-curricular and administrative aspects of the college. The IQAC plays a key role in decision making process by supporting management and Principal with quality improvement ideas and suggestions.