



# 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](http://www.msmcollege.in), E-mail: [msmcollege@rediffmail.com](mailto:msmcollege@rediffmail.com)**

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



**Criterion 6.2.2 AQAR 2020-2021**

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## SUPPORTING DOCUMENT FOR 6.2.2

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

The document explains the functioning of the institution supported by organogram of the institution.

As an institution that has to manage a substantial human resource corpus of over a hundred teachers, office staff with a strength of about twenty-five, and nearly 3000 students every day, M.S.M. College has put in place an administrative mechanism that involves nodal points and procedures based on principles of participatory governance, delegation of powers and hierarchical accountability.

As the administrative and academic head of the institution the **Principal** of the college is at the apex of the organogram of the college. As the administrative head, the Principal is invested with the authority and responsibility to ensure proper financial administration and adherence to the administrative procedures delineated in various laws and statutes issued from time to time by agencies like the UGC, the Government of Kerala, the University of Kerala etc. Aiding the Principal in these matters is the hierarchically organized Ministerial Staff with the **Office Superintendent** and the **Head Accountant** at the top and **Office Assistants** dealing with various administrative sections. The **Bursar** of the College, invariably a senior level Government officer retired from the Department of Higher Education, who is conversant in aspects of financial and academic audit, performs an advisory role by way of assisting the Principal in conducting various official transactions with external bodies. The **Education Secretary** of the M.S.M. Trust which runs the college, usually a former Principal of the college, acts as an ex-officio liaising personnel between the management and the Staff Council of the college whose chairperson is the Principal.

The Principal also wields the authority to supervise all aspects of the academic life on the campus including teaching, learning and evaluation activities, research and development, infrastructural maintenance and expansion, cocurricular practices and discipline maintenance. In these arenas, the Principal is aided, in terms of deliberations, decision making and execution, by the **Staff Council** of the college, with the Principal, the Staff Secretary all HODs, representatives of the teachers unions, the Librarian as members.

Developmental initiatives mooted by the **Governing Body of the college** which is chaired by the Manager-cum-Secretary, are placed before the Staff Council of the College for discussions, and amendments.

Minutes of the internal deliberations of the **IQAC** with suggestions and recommendations for academic quality enhancement are submitted to the Staff Council for approval and execution.

The Staff Council is convened to address matters requiring emergency attention, including those related to administrative and academic reforms, discipline maintenance and other such issues.

Powers have been delegated to various committees like the **Library Audit Committee**, the **infrastructural Audit Committee**, the **Discipline Committee**, the **Grievance Redressal Committee** etc., to supervise and implement the activities under the purview of the mandate issued

to each.

HODs have the mandate to supervise all curricular and cocurricular activities at the Department level.

**Appointments** against substantive and ad hoc vacancies are made in strict adherence to procedures established by law, involving stages of vacancy notification, interview and publication of Rank Lists, giving due weightage to academic merit and the Reservation policy laid out by the Government of Kerala.

