DON BOSCO COLLEGE (CO-ED)

Permanently Affiliated to Thiruvalluvar University,
Accredited by NAAC with 'A' Grade in Cycle 1,
Recognized under Section 2(f) of the UGC Act, 1956.

Guezou Nagar, Yelagiri Hills, Tirupathur District - 635 853.

ROLES & RESPONSIBILITIES

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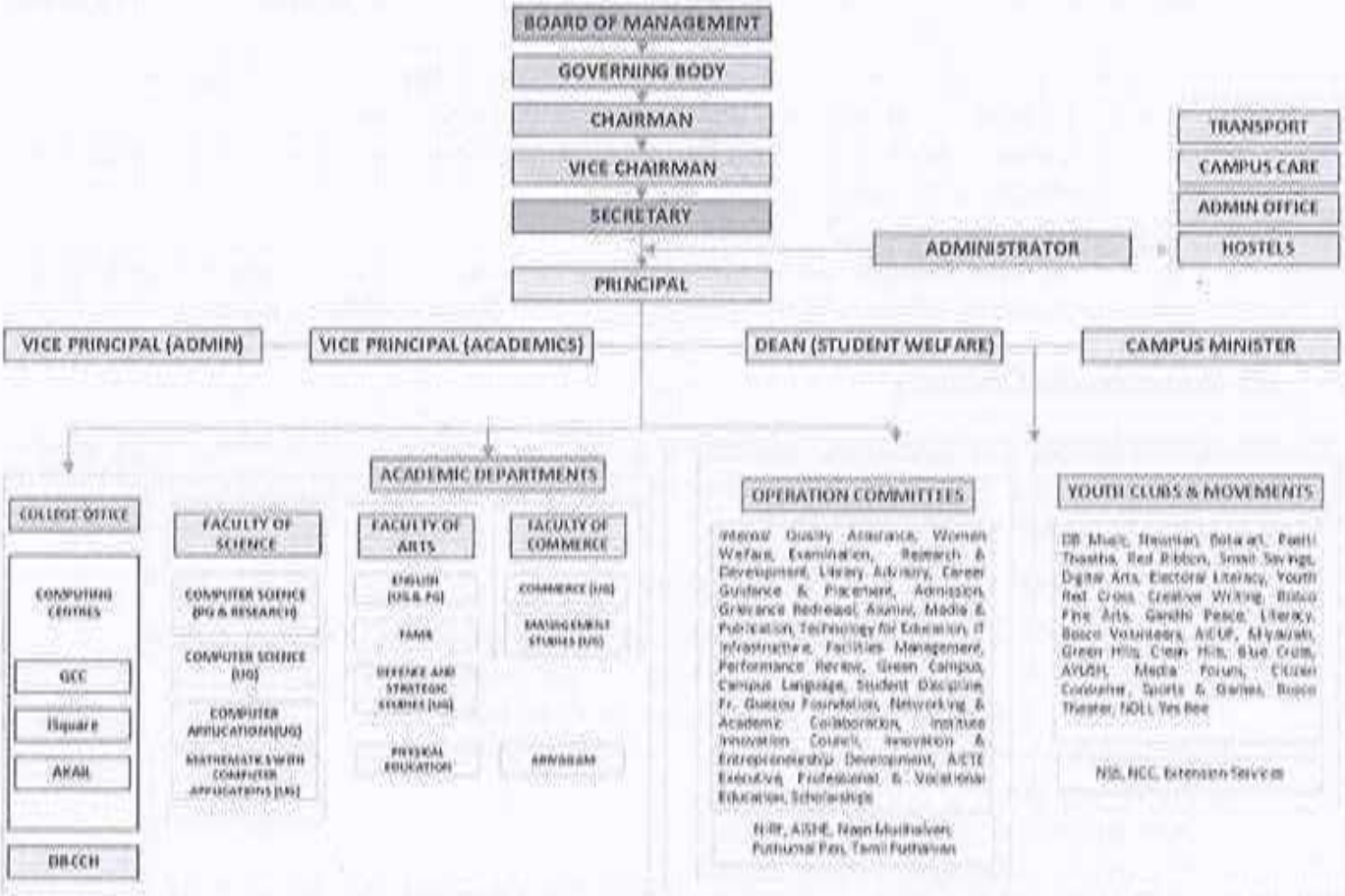
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1. OVERVIEW

Don Bosco College, Yelagiri Hills, is a Catholic institution that follows the pedagogy of Saint John Bosco. The college offers seven undergraduate and two postgraduate programs, along with research opportunities in Computer Science, with a special focus on supporting students from disadvantaged backgrounds. It aims to provide holistic and innovative education to groom integrated persons, inspired by Gospel values. The mission is to empower the target youth with qualitative knowledge, practice and experience for career and life. The college has a well-defined organizational structure and governance system, with clear roles and responsibilities of the key personnel. It also has various councils and committees to plan, implement, and review the policies and programmes.

This policy document elaborates the roles and responsibilities of various personnel and committees.

2. ORGANOGRAM



3. GOVERNANCE AND MANAGEMENT

3.1 Governing Body

The Governing Body of DBCY is the governing body of South Indian Salesian Society. The term of every member depends on the appointment of the provincial and the appointment by him of his team members which is ordinarily for six years.

Functions

a. Approve new programmes of study leading to degrees and/or diplomas.
b. Fix the fees and other charges payable by the students of the college after obtaining advice from the Finance Committee.
c. Delegate administrative and financial powers to the Principal and other functionaries in the college for its smooth functioning.
d. Lay down services conditions, emoluments for the teaching and non-teaching staff
e. Lay down procedure for selection/recruitment of teaching / non-teaching staff and to appoint.
f. Regulate and enforce discipline among members of teaching and non-reaching staff in accordance with the rules / procedure laid down
g. Invest money in stocks, funds, shares or securities or in the purchase of immovable property.
h. Transfer or accept transfer of any movable or immovable property of the college.
i. Entertain, adjudicate upon and if sought for, constitute a committee for advice to redress the grievance of the members of staff of the college.
j. Accept endowments for specific purposes.
k. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and to fulfill the vision, mission and objectives of the college.

3.2 Management Council

The Salesian Provincial is the chairman of the College. He appoints and nominates the Rector/Secretary of the College as the vice chairman, the principal and vice principals as ex-officio members and other Salesians as members of the Board of Management.

The Board of Management decides on the following:

a. Allocation of work to the Salesian personnel appointed by the provincial to the institution.
b. Formulating roles and functions of office bearers in the College.
c. Recruitment of staff, induction and formation of staff and follow up
d. Appointment of Heads of Departments
e. Appointment of other office bearers
f. Formulating Code of Conduct for the staff
g. Disciplinary action against the errant staff
h. Raising of funds for specific purposes.
i. Starting new programs of study, construction of new buildings etc.
j. Financial budgeting. Allocation of resources to different sectors.
k. Drawing up Salesian Educative Pastoral Plan (SEPP)
l. Day-today administration and evaluation.
m. Promoting new initiatives towards welfare of staff and students
n. Working towards high quality of the institution – excellence.

3.3 Secretary

a. The Secretary (ordinarily is the Rector) is appointed by the Chairman of the College for a period of 3 years and may be re-appointed.

b. The Secretary is the administrative head of the College and he represents the Management before the Government. He deals with the University, the Government, and the Director of Collegiate Education on all matters relating to general administration of the College. He plays a supportive role in the academic community headed by the Principal and complements his work.

c. The Secretary of the college offers the following administrative functions in consultation with the Principal: appointment of the staff, approval of the probationary period of the staff and confirmation of their appointment, promotion of the staff, disciplinary action against the staff, maintenance of service registers, salary of the staff, sanction of increment, provident fund, loan, recovery of loan and closure, income tax, all kinds of leave except casual leave and legal matters.

d. He has to keep in touch with the educational authorities and seek speedy solutions for administrative problems. He must be familiar with government orders (GOs) issued by the Government periodically.

e. The secretary is an ex-officio member of the Governing Body of the college (for autonomous institutions). He also serves as a member in important policy making committees of the college.

f. The Secretary administers scholarships and sanctions fee concessions for deserving students.

g. The Secretary leads the mobilization of funds for the development of the college.

h. The Secretary maintains the safe custody of all documents related to the approval and recognition of the institution.

i. The Secretary as Rector is the chief animator and father of the institution. The staff and students can approach him freely for support and guidance. He is directly responsible for the animation of the staff and the students, in particular the hostellers.

3.4 Principal

The Principal is appointed by the Chairman of the parent body.

a. The Principal is the academic head of the college and is the executive authority of the college. As the leader of the academic community, he provides a climate necessary for the intellectual pursuit of the staff and the students. He plays a vital role in motivating and inspiring the academic community towards excellence.

b. The Principal runs the day today administration of the college and keeps the secretary informed of all matters of general and financial administration.

c. He represents the college in all academic institutions like University Grants Commission, the University, AIACHE, Xavier Board, DBHEI and IUS.

d. The Principal runs the day to day administration of the college, plans and executes all academic programs including research, consultancy and certificate courses, allots work to the teaching and non-teaching staff in consultation with the secretary, routes the leave applications (except casual leave) to the Secretary, supervises the teaching and non-teaching staff, monitors attendance of the staff, draws up the calendar and time table , facilitates co-curricular and extra-curricular activities, admits students in accordance with the policy of the Government and the management council and maintains students and staff discipline.

e. The Principal is responsible for the efficient functioning of the Heads of Departments and the faculty and evaluating their performance. He maintains the movements register of Heads of the Department. He evaluates the performance of teaching and non-teaching staff in each department.

f. The Principal is directly responsible for the composition and functioning of various bodies and committees of the institution. He is also directly responsible for quality sustenance and quality enhancement as per NAAC guidelines.

g. The Principal prepares the annual budget for the college along with the finance administration committee and gets the approval of the Management Council.

h. The Principal is officially in-charge of the hostels. He delegates the powers to the respective Directors of the Hostels.

i. He is the recommending authority for loans to the teaching and non-teaching staff.

j. He appoints the chief superintendent of semester examinations.

3.5 Vice Principal (Academics)

The Vice Principal is appointed by the Chairman of the college in consultation with the Secretary. The Vice Principal (Academics) takes the place of the Principal in his absence for the ordinary running of the college.

a. Maintains general discipline of the college.
b. Coordinates all functions and cultural programs of the college.
c. Coordinates activities of associations and extension activities
d. Coordinates seminars, workshops and conferences in the college.
e. Coordinates bridge courses and remedial classes.
f. Supervises selection of students for prizes and medals.
g. Arranged orientation program for first-year students in collaboration with the Dean of Student Welfare.
h. Responsible for the conduct of the general assembly in the morning.
i. Coordinates the examination related activities along with Controller of Examinations
j. Visits examination halls during internal tests and semester examinations.
k. Approves class tours, field trips in consultation with Heads of the Department/Principal
l. Signs late slips.
m. In-charge of ID cards for students
n. Responsible for and branding of the institute (all media and publication activities) which includes daily display on the video-wall.

3.6 Vice Principal (Admin)

The Vice Principal is appointed by the Chairman of the college in consultation with the Secretary. The Vice Principal takes the place of the Principal in his absence for the ordinary running of the college.

a. Liaisons with the University and government bodies
b. Oversees office administration with regard to finance, fee, certificates and legal requirements
c. Monitors together with the Principal the attendance / class regularity of faculty.
d. Identifies students for scholarships and coordinates scholarship schemes.
e. Implement Staff Welfare schemes
f. Enforcing the Code of conduct
g. Performance Management of the Faculty and Administration Staff

3.7 Administrator

The Administrator is appointed by the Chairman of the college. He is an ex-officio member of the Management in the Finance Committee of the college.

a. Presents the financial status of the Institution to the Management.
b. New constructions and maintenance of all infrastructural facilities
c. Ensures legal compliance related to infrastructure and facilities
d. Annual stock-taking of infrastructural facilities and departments
e. Administration of transport facilities
f. Promotes and develops eco-friendly campus through energy conservation, waste management, rain-water harvesting, green gardens and organic farming.

3.8 Campus Minister

The Campus Minister is appointed by the Chairman of the college. He is an ex-officio member of the Management Board. In the absence of a dedicated Campus Minister, the Vice Principal (Academics) takes up this responsibility.

a. Develops SEPP of the college and updates it once in three years with all stakeholders namely the management council, heads of the departments, faculty members, students, neighborhood and external agencies.
b. A well-prepared SEPP acts as a navigation chart for campus ministry. Implement the Campus ministry model as presented by IUS addressing the various dimensions elaborated by SEPP (Campus Ministry Model, 2018)
c. Makes annual schedule of events based on SEPP along with Student Welfare Committee, College Council and EPCC
d. Convenes EPCC at least once in three months to review implementation of SEPP and ensure its effectiveness. This meeting is conducted with the Management Council to address all needs of the student's community
e. Identify students with the support of the faculty members, who excel in religious, social and cultural activities and promote them at the district, state, national and international levels.

3.9 Dean of Student Welfare

The Dean of Student Welfare is appointed by the Secretary in consultation with the Management Board for a maximum period of 3 years.

a. Vehicle passes, signs, railway and bus concession forms.
b. Needs of day scholar students.
c. Recommends students for midday meals and student aid fund
d. Supervises the selection of students for prizes and medals.
e. Helps the Vice Principal in arranging orientation programs for the first year students.
f. Matters relating to canteen, drinking water, banking facility, cycle parking etc.
g. Convener of the student welfare council and ex-officio member of the college council.
h. Attends the day-to-day problems / needs of students (other than purely academic) and interacts with authorities concerned for redressal of grievances of students.

i. Guides students to officials for fulfilling their needs.

j. Attends to emergency health problems of students.

3.10 Head of the Department

The Head of the Department is appointed by the Secretary in consultation with the Management Board. He strives to achieve academic goals and to develop research programs in the department with the support of the staff.

a. He/She assists the Management Board in the staff selection process pertaining to the department.

b. He/She assists the Principal during admission of students.

c. He/She is present in the campus and available to the staff and students during the college working hours as and when required. He informs the Principal whenever he has to be away during the working hours of the college.

d. He/She is responsible for the smooth functioning of the department. He ensures the punctuality of the faculty in executing their assigned duties. He shares responsibilities with the members of the department and builds up team spirit.

e. He/She distributes the work equitably preferably avoiding sharing or splitting course-work unless it is very desirable or necessary in consultation with the faculty.

f. He/She holds faculty meetings at least once a month and facilitates interaction and sharing among staff.

g. He/She evaluates with the faculty the semester results and plans appropriate action to improve the student performance. When he takes leave, he communicates to the next senior member of the faculty to take charge of the department.

h. He/She calls for Board of Studies Meeting whenever necessary and monitors updating as well as introducing new syllabi/courses.

i. He/She plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.

j. He/She helps the president of the association to carry out association and extension activities.

k. He/She consults the faculty members and prepares the list of books and list of requirements for the department and submits them to the Library Advisory Committee through the Principal before the end of March every year.

l. He/She meets the students individually and monitors the attendance of students of the department and calls the parents of defaulters for counseling.

m. He/She displays on the notice board the consolidated CA marks and hands over a copy to the Examination Cell. He distributes the semester mark sheets to the students and meets the parents of those who have failed.

n. He/She listens to grievances of students regarding department matters and redresses them in consultation with the Principal.

o. He/She ensures proper conduct of practical classes by giving in advance the requirements to the Lab Administrator.

p. He/She maintains the stock register of the department which includes computers, projectors, furniture and filing systems.

q. He/She maintains the following files in the department.

- Current Syllabus of all the papers offered by the department.
- Semester-wise course teachers and work load of faculty members, additional responsibilities given to faculty members.
- Minutes of the faculty meetings.
- Minutes of the Board of Studies Meetings.
- Staff Movement Register.
- Class-wise list of students.
- CA marks and semester results copies.
- Department Calendar and the department activities.
- Records of meetings with the students who have less than 80% attendance.
- Leave Letters.
- Annual Report of the Department along the 10 criteria of the NAAC.

3.11 Faculty Member (Teacher)

Every teacher is appointed by the Secretary of the College in consultation with the Management Board. The courses are allotted by the Heads of the Department in consultation with the department faculty.

a. He/She cooperates with the Heads of the Department and other faculty members in the efficient running of the department and works with team spirit for the good of the students and of the institution.

b. If he/she is given the responsibility of a class teacher, he has to be the academic counselor and mentor for that class.

c. He/she prepares course syllabus as per the instructions from the CDC and participates in Board of Studies meetings in updating the existing courses or introducing new courses.

d. He/she adopts suitable, innovative and appropriate methodology with respect to teaching and evaluation.

e. He/she covers the various units of the syllabus in the stipulated time frame.

f. He/she coordinates with the Heads of the Department and Vice Principal in administering internal assessment, setting the question papers on time, valuing the answer papers, entering the marks in the mark-sheet and returning the answer papers to the students within 10 days of the date of the test.

g. He/she takes semester exams/internal tests/invigilation work seriously and checks malpractice.

h. He/she undertakes and helps in the research activities of the department.

i. He/she is actively involved in practical/project/library work.

j. He/she is available on campus during college working hours and as and when required.

k. He/she is present with the students for all the college functions.

l. He/she arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with the Heads of the Department.

m. He/she reports to class on time and should not leave the classes before scheduled time or cancel classes without informing Heads of the Department.

n. He/she is responsible for maintaining the attendance records of his/her students.

o. He/she does not admit students who come late to the class without the late-slip from the vice Principal.

p. He/she informs the Heads of the Department about casual leave in advance so that alternate arrangements could be made.

q. He/she makes up for the classes cancelled or missed due to his/her absence.

r. He/she identifies the weak students (after the first test) and provides special guidance and help for their improvement in studies.

3.12 Association President (Academic)/Animator (Clubs)

The Association President/Animator of the Club is appointed by the Principal in consultation with the respective Heads of Department

a. He/She is in-charge of the Association/Club activities.

b. He/She plans the activities of the year in consultation with the Vice Principal / Campus Minister/Heads of the Department.

c. He obtains the required fund from the Principal and gives the accounts regularly.

d. He/She gives opportunities for students to have group experience, leadership, social service, planning and executing and evaluating their performance.

e. He/She organizes personality development programs and extension activities for students.

3.13 Controller of Examinations

a. The Controller of Examinations is appointed by the Principal in consultation with the Management Council

b. In-charge for all examinations both CA and Semester

c. Convener for the Examination Committee.

d. Publishes the examination timetable after the approval of the Principal.

3.14 Physical Director

The Physical Director is appointed by the Secretary of the college in consultation with the Management Board.

a. He/She is in-charge of all sports and games activities in the college.

b. He/She is the manager of all college teams.

c. Prepares the players for university ranking and placement.

d. He/She prepares the annual requirement for sports and games.

e. He/She looks after the grounds and equipment meant for sports and games.

f. He/She proposes plans for the development of sports and games in the college to the college sports committee.

g. He/She assists in the discipline of students during the good morning talks and during the functions.

h. He/She arranges for inter-class, inter-department, inter-college and inter-university tournaments in consultation with the Vice Principal.

i. He/She plans and executes the Sports Day with the help of staff members and students.

j. He/She looks after the visiting physical directors and visiting students in consultation with the Vice Principal.

k. He/She arranges for the coaching of players.

l. He/She accompanies the students when they go for different tournaments.

3.15 Coordinator: Guezou Computing Centre

The Coordinator is appointed by the Secretary of the college in consultation with the Management Board. He is a member of the Management Board.

a. Responsible for the smooth functioning and all activities of the computer center on working days and holidays.

b. Prepares the annual budget in the month of March for the next academic year and submits to the Management Board for approval. He prepares this based on the computing and infrastructure requirements of the Computer Center for various Information Technology related courses and the requirements of the college for its administration and management.

c. Manages the procurement and maintenance of hardware, software, internet connectivity and other accessories as per the approved budget using funds provided through management accounts.

d. Keeps track of consumables for the Centre (mainly Computer stationery) needed for practical sessions procured by the department from a special fee account.

e. Ensures that any item (hardware or software) procured under special project are safeguarded as the assets of the institution.

f. Ensures annual stock verification with the help of the faculty members of the departments of Computing.

g. Allots works to the staff of the computer center, routes leave applications to the Principal and maintains staff discipline.

h. Facilitates Practical sessions of the various programmes of both UG and PG as per the schedule drawn by the respective department.

i. Supervises the functioning and maintenance of the Campus Network of the college, as per the direction of the Principal.

j. Provides support service (be it hardware, software or database) to the Information systems of the college in the college Administration office, Controller of Examinations and library, as and when requested by the Principal.

k. Promotes web culture in the campus.

3.16 Coordinator: Library

The Coordinator of Library is appointed by the Secretary of the college in consultation with the Management Board

a. He purchases the required materials and equipments for the library in consultation with the Principal

b. He is in charge of the maintenance of the library.

c. He recommends leave for library staff.

d. He purchases the books according to the budget allotment in consultation with the Principal and Heads of the Department.

e. He signs every notice displayed in the library for the students and staff.

f. He is the member of the college Council

3.17 Librarian

The librarian is appointed by the management. He/She is in charge of the books, magazines and all equipment in the library.

a. He/She classifies the books and periodicals and computerizes them.

b. He/She is responsible for lending books and magazines from the library.

c. He/She introduces the library to the new students and facilitates their reading in the library.

d. He/She facilitates the research work of staff.

e. He/She keeps track of the utilization of books and audio visual materials.

f. He/She maintains the accounts and prepares annual reports.

g. He/She assigns the work and supervises the library staff.

3.18 Placement Officer

The Placement Officer is appointed by the Secretary of the college in consultation with the Management Board.

a. He/She is in-charge of career guidance and placement activities in the campus.

b. He/She motivates the students for different careers and higher studies and follows them up towards achieving their goals in life.

c. He/She offers courses in skill training for jobs and conducts career guidance seminars.

d. He/She builds contacts with industries, employers, and various institutions, and invites them for campus interviews.

e. He/She creates **(MOU's)** with reputed organizations for collaboration.

f. He/She provides information on different competitive examinations and placement possibilities.

g. He/She arranges and coordinates campus interviews and placement programmes.

h. He/She gets in touch with call centers, industries, and other employers to explore job opportunities.

i. He/She disseminates information regarding placement opportunities and higher education options.

j. He/She maintains records of correspondence with employers and details of students who are employed.

3.19 Office Superintendent/Administrative Officer

The Office Superintendent/Administrative Officer is appointed by the Secretary of the college in consultation with the Management Board.

a. He/She is in-charge of Administrative and Support Staff of the college.

b. Plans and distributes the administrative work of the office.
c. Assists the Principal in the financial administration of the college.
d. Keeps track of communications from UGC, University, Government and other officials.
e. Keeps all the records of staff and students.
f. Assists the Principal in the admission of students.
g. Arranges to look after the VIPs who come to visit the college or the Principal.
h. Helps the students to get their scholarships and certificates.
i. Recruitment and selection for all categories of employees
j. Induction or Orientation in the Salesian pedagogy and spirituality
k. Appointment process- temporary (probation) and permanent
l. Providing Job description & Employee Service Rules
m. Performance management
n. Documentation
o. Public Relations

3.20 Extension Activities Coordinator

a. Coordinate Bosco Outreach and UBA programmes.
b. Collaborate with local communities and government agencies.

3.21 Research and Publication Coordinator

a. Promotion of research among staff and students
b. Promotion of faculty participation in consultancy work
c. Lays down rules and regulations for the Research Centre
d. Fixes awards for those who do research and publish.
e. Write research projects to UGC and other funding agencies

3.22 Placement Cell Officer

a. Arranges for campus interviews
b. Gets in touch with various institutions, employers, call centres, and industries
c. Creates Memorandum of understanding with reputed organizations
d. Conducts career guidance seminars
e. Disseminate information about available placement opportunities

3.23 Alumni Coordinator

The Alumni Coordinator convenes Alumni Association meetings at least three times a year.

a. Establishes constant contact with Alumni
b. Documents the profile of Alumni
c. Arranges for an interaction with the present students

3.24 Director: Hostel (PDH, AAH, Ennagam, Joachim Villa)

The Directors of any hostel are appointed by the Chairman of the college in consultation with the Secretary. The Principal of the college is the official Director of the hostels. Each Director administers the hostel and animates the students of the hostel in accordance with the directions given by the Management Board.

a. The Directors look after the day-to-day maintenance of the hostel under the direction of the Management Board.

b. They present the accounts to the Management Board once in three months.

c. Along with the Administrator, the Director does the financial administration of the hostel.

d. He admits / readmits the students every year to the Hostel.

e. He takes disciplinary action including dismissal in consultation with the Management Board.

f. The Director seeks the assistance of the Assistant-Directors in the normal running of the hostel.

4. ACADEMIC BODIES & COMMITTEES

4.1 College Council

Term: As per the Office **Meeting:** Once in a week

Composition

- Principal, Vice Principals
- Heads of the Departments
- Office Superintendent
- IQAC Head

Functions

- To plan and monitor the overall academic activities of the college.
- To discuss and implement academic policies and decisions.
- To review the progress of departments and academic performance.
- To plan examinations, internal assessments, and academic calendars.
- To ensure quality assurance in teaching and learning practices.
- To guide departments in curricular and co-curricular activities.
- To implement decisions related to accreditation and quality initiatives.

4.2 Board of Studies (for certificate courses)

Term: Two years **Meeting:** At least once a year

Composition

- Head of the Department
- The entire faculty of the respective Department
- An expert in the subject from outside the college
- An Alumnus

Functions

- Prepare syllabi for various courses keeping in view the objectives of the college and the national requirement for consideration and approval of the academic council.
- Suggest methodologies for innovative teaching and evaluation techniques
- Propose methods to improve research, teaching and learning, evaluation or extension activities of the department/college.

4.3 Finance Committee

The finance committee is an advisory body to the Governing body/Management Council.

Term: Two years **Meetings:** At least twice a year

Composition

- Secretary
- Principal
- Administrator
- Vice Principal(s)
- Teacher's Representative

Functions

- Preparing the budget proposal for the college, taking into consideration possible income and expected expenditures. The budget should cover allotment of funds for various departments for the year.
- Evaluation of the general financial management.

4.4 Admissions Committee

Term: Two years. **Meetings:** At least twice a year

Composition

- Principal
- Vice Principal(s)
- Teacher representative from senior most
- Teacher representative belonging to SC/ST (for UG & PG separately)

Functions

- Fix programmes for admission
- Assist the Principal in selecting the students
- Check eligibility criteria
- Advise students to choose the most fitting and available discipline based on their eligibility.
- Adhere to Government guidelines regarding admission

4.5 Internal Quality Assurance Cell (IQAC)

Term: Three years **Meetings:** At least three times in a year

Composition

- Principal
- Vice Principal(s)
- IQAC Head
- Staff representatives (different sectors as per the need)

- Representative from College Office
- Representative from Extension Activities
- Student Representatives

Functions

- Development and application of quality benchmarks/parameters in various activities of the institution.
- Dissemination of information on quality aspects.
- Organization of discussions, workshops, seminars and promotion of quality circles.
- Recording and monitoring quality measures of the institution.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report and such other reports as may be decided from time to time.

4.6 Examination Committee

Meeting: Twice a semester and as and when required

Composition

- Principal
- Vice Principal (s)
- Controller of Examinations
- Staff Representatives
- Office Representative

Functions

- Preparing examination time-table
- Smooth conduct of examinations
- Examination reforms
- Dealing with malpractices in the examinations

4.7 Library Advisory Committee

Meeting: At least twice a year

Composition

- Principal
- Coordinator: Library
- Librarian
- Faculty Representative from the Departments
- Student representative (UG)
- Student representative (PG)

Functions

- Library working hours
- Library services
- Administrative problems in the library
- Quality Initiatives

4.8 Research & Publication Committee

Composition

- Research Coordinator
- Faculty Representatives from the Departments

Functions

- To promote research in all disciplines
- Look for various research facilities from government and non-government agencies and write projects accordingly.
- Encourage the Staff members to write research articles and publish them in the Sacred Heart Journal or any other International or National journals.
- Look out for Consultancy from government and non-governmental agencies.
- Create in the students a taste for research by organizing seminars, workshops and guest lectures etc.
- Form a Research club that will meet once a month to discuss the recent developments in research.
- Enable the participation of both staff and students at various seminars and workshops both in the country and abroad.
- To establish MOU with National and International bodies particularly in the field of research.

4.9 Media and Publication Committee

Term: Nominated members for two years **Meeting:** At least thrice a year

Composition

- Principal
- Vice Principal (Academics)
- Coordinator: Media and Publication
- Representatives from the Departments

Functions

- Publish Bi-monthly newsletters
- Maintain all Events of the College as per event manual
- Invite articles, titbits, reports for the magazine
- Select materials for the magazine
- Publish the Annual College Magazine

4.10 Students Grievance Redressal Committee

Term: The members will remain as long as they hold the respective office

Meetings: The Students' Grievance Redressal Committee meets as and when required to address grievances, at least twice each semester.

Composition

- Principal
- Vice Principal (s)
- Dean of Student Welfare
- Women Cell Coordinator
- Physical Director
- Office Superintendent

Functions

- Elicit information from different quarters concerning common dissatisfaction, cause for the same
- Adjust preventive measures
- Call for meeting and have an interaction with the students and staff
- Assist the Management in setting issues amicably
- Act as liaison office between management and staff, staff and students, management and students.

4.11 Career Guidance and Placement Services Committee

Term: Two years **Meetings**: At least once in a month

Composition

- Principal
- Vice Principals
- Placement Officer
- Representatives from the Department
- Industry Expert

Functions

- Arrange for campus interviews
- Get in touch with various Institution, employers, call centers, industries
- Create Memorandum of understanding with reputed organizations
- Conduct career guidance seminars and workshops based on an annual plan
- Disseminate information regarding placement opportunities

4.12 Hostel Committee

Term: One Year **Meeting:** At least twice a year

Composition

- Secretary
- Directors of the Hostels
- Asst. Directors
- Mess Manager

Functions

- Propose Hostel Time-table and Holidays
- Organize Family Visits and Parents Meeting
- Review Student Performance
- Suggest measures to reduce cost without sacrificing quality

4.13 Alumni Committee

Term: The office-bearer team serves for three years

Meeting: The Alumni Committee will meet at least three times a year

Composition

- Principal
- Alumni Officer
- Representatives from the Department

- Office-bearers of Alumni Society

Functions

- Establish constant contact with Alumni
- Document the profile of Alumni
- Arrange for an interaction with the present students

4.14 Extension Activities Committee

Term: Two years **Meeting:** At least twice a year

Composition

- Principal
- Vice Principal (s)
- Campus Minister
- Coordinator: Extension Activities
- Physical Director
- Office Superintendent

Functions

- Coordinate the extension activities
- Plan for the new developments
- Assessment of the extension services
- Act as liaison office between management and staff, staff and students and management and students

4.15 Student Welfare Committee

Term: One Year **Meeting:** Once in a semester

Composition

- Principal
- Vice Principals
- Dean: Student Welfare
- Women Cell Coordinator
- Physical Director
- All Class leaders
- All Academic Association Secretaries
- All Club Presidents

Functions

- Evaluation of Students Services
- Suggestions for improvement
- Class Quality Circles (CQC)

4.16 Scholarship Committee

Term: One Year **Meeting:** Periodically

Composition

- Rector
- Principal
- Vice Principals

- Heads of the Department
- Hostel Directors
- Coordinator: Scholarship Cell
- All Class Teachers
- Mentors

Functions

- Identify deserving students
- Review Students performance
- Analysis of students' family financial status
- Arrange for students' interaction with the Management and the Salesian priests
- Document profile of the students

4.17 Women Cell

Terms: One Year **Meeting:** Once a Month

Composition:

- Principal
- Vice Principals
- Dean: Students Welfare
- Women Cell Coordinator
- Faculty Representatives from the Department
- Student Representatives from the Department

Functions:

- Organize health, safety, and empowerment programs for women.
- Conduct annual induction programs for women students.
- Offer skill-building workshops and courses.
- Arrange special events for Women's Day celebrations.
- Address the basic needs and amenities of female students.
- Raise awareness and prevent sexual harassment, gender discrimination, and other forms of violence against women on campus.

4.18 Performance Review

Term: One Year **Meeting:** Weekly

Compositions:

- Principal
- Vice Principal (s)
- PRC Coordinator
- Faculty Representatives from the Department

Functions:

- Review the performance of individual staff members based on their contributions to teaching, mentoring, research, and other activities.
- Meet once a week to discuss areas of improvement and contributions to the organization.
- Review and consolidate the Weekly Activity Reports of each department member.

- Conduct the review process in three phases: verification, validation, and testing, with external validation and testing conducted by an external member of the institution.
- Generate monthly and yearly reports based on the verified Weekly Activity Reports to track and acknowledge staff contributions to the organization's success.

4.19 Campus Language

Term: One Year **Meeting**: Monthly Thrice

Composition

- Principal
- Vice Principals
- All Heads of the Departments
- CEA Coordinator
- CEA Faculty
- Faculty Representative from the Department

Functions

- Periodically assess students's performance on LSRW.
- Impose Campus Language (English) in the Campus
- Follow-up of the defaulters
- Monitor and document every student's progress

4.20 Professional and Vocational Education

Term: One Year **Meeting:** Monthly

Compositions

- Principal
- Vice Principals
- PVC Coordinator
- Faculty Representatives from the Department

Functions

- Direct and approve the courses proposed by various departments in consultation with the College Council.
- Head the PVC Committee and oversee all related academic and administrative activities.
- Convene regular meetings with the Vice Principal (Academics), Heads of Departments, and Department PVC Representatives.
- Ensure preparation of course plans by each department and completion of syllabus as per the approved academic schedule.
- Monitor and guide Department PVC Representatives for the smooth and effective implementation of PVC courses.
- Ensure that PVC sessions are conducted effectively and as per the academic calendar.
- Collect and consolidate reports from Department PVC Representatives after each semester.
- Submit consolidated reports to the Principal within two weeks after every semester.

- Ensure timely preparation and distribution of PVC certificates to eligible students.

4.21 Green Campus

Term: One Year **Meeting:** Once a Month

Compositions

- Principal
- Vice Principal (s)
- DBCCH Coordinator
- Faculty Representative from the Department

Functions

- Head the Swachh team of all departments.
- Prepare Swachh Action Plan for the academic year and implement
- Survey the campus fortnightly and present the report to the Management
- Motivate and involve the students for smooth conduct of the Swachh campus Initiative
- Publish every Swachh Campus Initiative in the Social Media on a weekly basis
- Prepare and participate in the annual Swach Campus Award programme

4.22 Facilities Management

Term: One Year **Meeting:** At least twice a year

Composition:

- Secretary
- Principal
- Vice principal (s)
- Directors of the Hostels
- Heads of the Department

Functions:

- Maintain existing infrastructure and purchase of new equipment/computer/machinery.
- Periodically conduct an audit for quality check and service of computers & machineries if need be.
- Manage equipment procurement by obtaining supplier quotations through the Administrator and submitting them for College Council approval.
- Coordinate and supervise repair and maintenance tasks, ensuring they are promptly carried out within 24 hours upon receipt of the approved requisition from the Principal.

4.23 Anti-Ragging Cell

Term: One Year **Meeting:** Periodically

Composition:

- Principal
- Vice principal (s)
- Dean - Student Welfare

- ARC Coordinator
- Physical Director

Functions:

- Educate students about the consequences of ragging and promoting awareness campaigns.
- Provide counseling and support to victims of ragging incidents.
- Investigate reported cases of ragging and taking appropriate disciplinary actions against perpetrators.
- Conduct regular monitoring and evaluation to ensure the effectiveness of anti-ragging measures.
- Organize orientation programs for new students to emphasize a zero-tolerance policy towards ragging

4.24 Entrepreneurship Development Cell

Term: One Year **Meeting**: Once a Month

Composition

- Principal
- EDC Coordinator
- Faculty Representatives from the Department
- Student Representatives from the Department
- Collaborative Committee: Placement Cell, Alumni and IIC.

Functions

- Organize workshops and events to inspire and equip individuals with entrepreneurial skills.
- Encourage participation in entrepreneurial activities through active engagement with peers.
- Collaborate with other committees to nurture innovation and entrepreneurship in the college community.
- Foster an environment conducive to exploring entrepreneurial opportunities on campus.

VICE PRINCIPAL PRINCIPAL RECTOR & SECRETARY

Document Revised by : Dr. L. CRUZ

Document Reviewed by : Fr. Charley Grace.