

SACRED HEART COLLEGE

Roles and Functions of Office Bearers

I The Secretary

1. The Secretary is appointed by the Chairman of the College for a period of 3 years and may be re-appointed.
2. 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 the general administration of the College. He plays a supportive role in the academic community headed by the Principal and complements his work.
3. The Secretary of the college has 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 their 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. He has to keep in touch with the educational authorities and seek speedy solution for administrative problems. He must be familiar with all GO's issued by the Government from time to time.
4. The secretary is an ex-officio of the Governing Body of the college. He also serves as a member in important policy making committees of the college.
5. The secretary will see to the mobilization of funds for the development of the college.
6. 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.

II The Principal

1. The Principal is appointed by the Chairman of the Board of management of the college.
2. The Principal is the academic head of the college, and is the executive authority of the college. As the leader of the academic community of the institution, he should provide 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.
3. The Principal runs the day today administration of the college and keeps the secretary informed of all matters of general and financial administration. He represents the college in all academic institutions like University Grants Commission, the University, AIACHE, Xavier Board, IUS, etc.
4. The Principal runs the day today administration of the college, plans and executes all academic programmes 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.
5. The Principal responsible for the efficient functioning of the Heads of Departments and the faculty and evaluating their performance. He maintains the movements register of HOD's. He evaluates the performance of teaching and non-teaching staff in each department.
6. The Principal is directly responsible for the composition and functioning of various bodies and committees under autonomy. He implements and follows up the statues of autonomy, in tune with the recommendations of autonomy review committees. He is also directly responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.
7. The Principal is in charge of financial administration of the college. He prepares the annual budget for the college and gets the approval of the Management Council.
8. The Principal administers scholarships and sanctions fee concessions for deserving students.
9. The Principal is officially incharge of self-financed courses and the hostels. He delegates the powers to the Additional Principal and Wardens respectively.
10. He is the recommending authority for loans to the teaching and non-teaching staff.

III Additional Principal

1. The Additional Principal is appointed by the Secretary with the consent of the Chairman of the college.

2. The Additional Principal takes the place of the principal to run the 2nd Shift courses of the college.
3. The Additional Principal works along with the Principal to provide a climate necessary for the intellectual pursuit of the staff and the students. Together they plan the common programmes of the college.
4. The Additional Principal supervises all the academic programmes of the 2nd Shift of the college and keeps the Principal informed of relevant administrative matters. He plans and executes all academic programmes including research, consultancy and certificate courses, allots work to the teaching and non-teaching staff in consultation with the Principal, 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.
5. The Additional Principal is responsible for the efficient functioning of the Heads of Departments and the faculty of the 2nd Shift and evaluates the performance of the teaching and non-teaching staff in each department. He evaluates the performance of teaching and non-teaching staff in each department.
6. The Additional Principal prepares the annual budget for the 2nd Shift in consultation with the Principal and gets the approval of the Management Council.
7. The Additional Principal administers scholarships and sanctions fee concessions for deserving students.

IV. Controller of the Examinations

1. The Controller of Examinations is appointed by the Secretary of the college in consultation with the management council.
2. He prepares the budget for the Controller's office and gets it approved by the Finance Committee.
3. He appoints question paper setters and examiner in the name of College Council in consultation with the Principal and HOD's.
4. He approves the payment of remuneration to the question paper setters and the examiners.
5. He publishes the examination time table.
6. He publishes the semester examination results after the approval of the Governing Body.
7. He forwards the results to the University for the Award of Degree.
8. He prepares and sends the semester mark sheets and the cumulative mark sheets to the HOD's and keeps the record.
9. He supervises the Controller's office staff and sanctions leave for its office staff.
10. He is the convener for the Examination Committee.
11. He is in charge for all the examinations both CA and Semester.

V. Vice Principal

1. The Vice Principal is appointed by the Secretary with the consent of the Chairman of the college.
2. The Vice Principal takes the place of the Principal in his absence for the ordinary running of the college.
3. He is in charge of maintaining general discipline of the college.
4. He is in charge of ID cards for students.
5. He monitors together with the Principal the attendance / class regularity of the faculty.
6. He visits the examination halls during internal tests and semester examinations.
7. He approves class tours, field trips in consultation with HOD's.
8. He coordinates all functions and cultural programmes of the college.
9. He coordinates the activities of associations and the department of games and sports.
10. He identifies the students for scholarships and coordinates the scholarship schemes.
11. He coordinates the organization of bridge courses, spoken English courses and remedial classes.
12. He recommends students for student aid fund and supervises the selection of students for prizes and medals.
13. He scrutinizes and signs public notices and posters on common noticeboards.
14. He arranges orientation programme for the first year students in consultation with the dean.
15. He is responsible for the conduct of good morning and good afternoon talks.

VI Additional Vice Principal

1. The Additional Vice Principal is appointed by the Secretary in consultation with the management council for a maximum period of 3 years.
2. He looks after general discipline of the college along with the Vice Principal.
3. He signs late slips.
4. He prepares the semester (departmental and general) time table in consultation with the HOD's.
5. He is the Chief Superintendent of Semester Examinations.
6. He coordinates academic association activities and promotes inter-departmental academic programmes.
7. He coordinates seminars, workshops and conferences of academic nature in the college.
8. He ensures presentation of academic materials in the proper format for the academic council. He arranges for the students to take non-major electives offered in each semester and publishes the list much in advance.

VII Dean

1. The Dean is appointed by the Secretary in consultation with the management council for a maximum period of 3 years.
2. He takes care of vehicle passes, signs railway and bus concession forms.
3. He looks after the needs of day scholar students.
4. He recommends students for midday meals and student aid fund and supervises the selection of students for prizes and medals.
5. He helps the Vice Principal in arranging orientation programme for the first year students.
6. He takes care of all matters relating to canteen, drinking water, banking facility, cycle parking etc.
7. He is the convener of the student welfare council and ex-officio member of the college council.
8. He looks after the day-to-day problems / needs of students (other than purely academic) and interacts with authorities concerned for redressal of grievances of students.
9. He guides students to officials for fulfilling their needs.
10. He looks into emergency health problems of students.

VIII Head of the Department

1. The Head of the Department is appointed by the Secretary in consultation with the management council.
2. He strives to achieve academic goals and to develop research programmes in the department with the support of the staff.
3. He assists the board of management in staff selection process pertaining to the department.
4. He assists the Principal during admission of students.
5. He 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.
6. He 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.
7. He distributes the work equitably preferably avoiding sharing or splitting course-work unless it is very desirable or necessary in consultation with the faculty. The workload must be distributed to the faculty members and a copy be given to the Additional Vice Principal well in advance. Any change in the department timetable should be communicated immediately to the Additional Vice-Principal.
8. He holds faculty meetings at least once a month and facilitates interaction and sharing among staff. He 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.
9. He calls for Board of Studies Meeting whenever necessary and monitors updating as well as introducing new syllabi/courses.
10. He plans and conducts seminars, workshops, special lectures etc with the involvement of staff and students.
11. He helps the president of association to carry out association and extension activities.
12. He consults the faculty members and prepares the list of books and list of requirements for the department and submits them to the Principal before the end of March every year.

13. He meets the students individually and monitors the attendance of students of the department and calls the parents of defaulters for counselling.
14. He displays on the notice board the consolidated CA marks and hands over a copy to the Controller of Examinations. He will distribute the semester mark sheets to the students and meet the parents of those who have failed.
15. He listens to grievances of students regarding department matters and redresses them in consultation with the Principal.
16. He ensures proper conduct of practical classes by giving in advance the requirements to the Lab Directors.
17. He maintains the stock register of equipments like computers, OHP, etc.
18. He maintains the following files in the department.
 - (i) Current Syllabus of all the papers offered by the department.
 - (ii) Semester-wise course teachers and work load of faculty members, additional responsibilities given to faculty members.
 - (iii) Minutes of the faculty meetings.
 - (iv) Minutes of the Board of Studies Meetings.
 - (v) Staff Movement Register.
 - (vi) Class-wise list of students.
 - (vii) CA marks copy of semester results.
 - (viii) Department Calendar and the department activities.
 - (ix) Records of meetings with the students who have less than 75% attendance.
 - (x) Leave Letters.
 - (xi) Annual Report of the Department along the 7 criteria of the NAAC.

IX UG Head

1. The UG Head is appointed by the Secretary of the College in consultation with the management council.
2. He assists the board of management in staff selection process pertaining to the department.
3. He assists the Principal during admission of students.
4. He is available to the staff and students during the working hours of the college and if need be also outside the working hours.
5. He informs the HOD whenever he has to be away during the working hours of the college.
6. He ensures the punctuality of the faculty in executing their assigned duties.
7. In consultation with the HOD, he evaluates with the UG faculty the semester results and plans appropriate action to improve the students' performance. When he takes leave, he communicates to the next senior member of the faculty to take charge of the department functioning.
8. He plans and conducts seminars, workshops, special lectures etc with the involvement of staff and students.
9. He helps the president of association to carryout association activities.
10. He meets the students individually and monitors the attendance of students of the department and calls the parents of defaulters for counseling.
11. He displays on the notice board the consolidated CA marks and hands over a copy to the Controller of Examinations. He will distribute the semester mark sheets to the students and meet the parents of those who have failed.
12. He listens to grievances of students regarding department matters and redresses them in consultation with the Principal.
13. He maintains the following files in the department:
 - Current Syllabus of all the papers offered by the department
 - Semester-wise course teachers and workload of faculty members, additional responsibilities given to faculty members.
 - Class-wise list of students.
 - CA marks, semester result copies.
 - Department Calendar and the department activities.
 - Records of meetings with the students who have less than 75% attendance
 - Leave Letters.
 - Annual Report of the Department along the 7 criteria of the NAAC.

X Course Teacher

1. Every teacher is appointed by the Secretary of the College in consultation with the management council. The courses are allotted by the HOD in consultation with the department faculty.
2. He cooperates with the HOD 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.
3. If he/she is given the responsibility of a class teacher, he has to be the academic counselor and mentor for that class.
4. He/she prepares course syllabus as per the instructions from the CDC and participates in Board of Studies meeting in updating the existing courses or introducing new courses.
5. He/she adopts suitable, innovative and appropriate methodology with respect to teaching and evaluation.
6. He/she covers the various units of the syllabus in the stipulated time frame.
7. He/she coordinates with the HOD and Additional 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.
8. He/she takes semester exams/internal tests/invigilation work seriously and checks malpractice.
9. He/she undertakes and helps in the research activities of the department.
10. He/she is actively involved in practical/project/library work.
11. He/she is available in the campus during college working hours and as and when required.
12. He/she is present with the students for all the college functions.
13. He/she arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with the HOD.
14. He/she reports to class on time and should not leave the classes before scheduled time or cancel classes without informing HOD.
15. He/she is responsible for maintaining the attendance records of his/her students.
16. He/she does not admit students who come late to the class without the late-slip from the vice Principal/Additional Vice Principal.
17. He/she informs the HOD about casual leave in advance so that alternate arrangements could be made.
18. He/she makes up for the classes cancelled or missed due to his/her absence.
19. He/she identifies the weak students (after the first test) and provides special guidance and help for their improvement in studies.

XI Administrator

1. The Administrator is appointed by the Chairman of the college.
2. He is an ex-officio member of the Management in the Finance Committee of the college.
3. He is responsible and incharge of the following: power Generator, Water supply and General Maintenance of the campus.
4. He is responsible for all the new constructions and major maintenance in the college.
5. He supervises the maintenance of the properties of the college.

XII Warden of the Hostels

1. The Wardens are appointed by the Chairman of the college.
2. The Principal of the college is the official warden of the hostels. Each warden administers the hostel and animates the students of the hostel in accordance with the directions given by the Management Council.
3. The Wardens look after the mess and the day-to-day maintenance of the hostel under the direction of the Management Council.
4. They present the accounts to the Management Council once in three months.
5. Along with the Students Finance Committee, the warden does the financial administration of the hostel.
6. He admits / readmits the students every year to the Hostel.
7. He takes disciplinary action including dismissal in consultation with the Management Council.
8. The Warden seeks the assistance of the sub-wardens in the normal running of the hostel.

XIII Director of Laboratory

1. The Director of Laboratory is appointed by the Secretary of the college in consultation with the Management Council.
2. He takes responsibility for the smooth functioning of all the practicals.
3. He prepares the annual budget in the month of March for the next year and submits to the College Finance Committee for approval.
4. He manages the procurement and maintenance of lab articles.
5. He ensures that any item procured under UGC grant or special fee accounts are safeguarded as the assets of the college.
6. He ensures annual stock verification with the help of the faculty members of the department.
7. He allots the work to the lab assistants and routs the leave applications to the Principal.
8. He facilities the practical sessions for various programmes of both UG and PG (Shift – I & II) as per the schedule drawn by the department.
9. He facilities the practical sessions for IGNOU, Research Scholars and other Universities with the understanding of the Principal.

XIV Director of Guezou Computer Centre

1. The Director of Guezou Computer Centre is appointed by the Secretary of the college in consultation with the Management Council.
2. The Director of the Computer Centre is a member of the Management Council.
3. He takes responsibility for the smooth functioning and all activities of the Computer Centre on working days and holidays.
4. He prepares the annual budget in the month of March for the next academic year and submits to the Management Council for approval. He prepares this based on the computing and infrastructure requirements of the department of computer science, Guezou Computer Academy and other programmes conducted such as IGNOU Practicals, Research and Development etc.
5. He manages the procurement and maintenance of hardware, software, internet connectivity and other accessories as per the approved budget using the fund provided through Management Accounts.
6. He keeps track of consumables for the centre (mainly computer stationery) needed for practical sessions procured by the Department from Special Fee AC.
7. He ensures that any item (hardware or software) procured under UGC Grant or Special Fee AC are safeguarded as the assets of the college.
8. He ensures annual stock verification with the help of the faculty members of the department of Computer Science.
9. He does allotments of works to the management staff of the Computer Centre, routing of the leave applications to the Principal and maintaining staff discipline.
10. He facilities the practical sessions for various programmes of both UG and PG (Shift – I & II) as per the schedule drawn by the department.
11. He co-ordinates all Information Technology Training programmes conducted by the Computer Centre under the edifice of Guezou Computer Academy (GCA).
12. He supervises the functioning and maintenance of the Campus Network of the college, as per the direction of the Principal.
13. He 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.
14. He promotes web culture in the campus.

XV Director of Library

1. The Director of Library is appointed by the Secretary of the college in consultation with the management council.
2. He purchases the required material and equipments for the library in consultation with the Principal.
3. He is incharge of the maintenance of the Library.
4. He recommends leave for the library staff.
5. He purchases the books according to the budget allotment in consultation with the Principal and HOD.
6. He signs every notice displayed in the library for the students and staff.
7. He is the member of the College Council.

XVI Librarian

1. The librarian is appointed by the management.
2. He is incharge of the books, magazines and all equipments in the library.
3. He classifies the books and periodicals and computerizes them.
4. He is responsible for lending books and magazines from the library.
5. He is member of the College Council and Academic Council.
6. He introduces the library to the new students and facilitates their reading in the library.
7. He facilitates the research work of staff.
8. He keeps track of the utilization of books and audio visual materials.
9. He maintains the accounts and prepares annual report.
10. He assigns the work and supervises the library staff.

XVII Physical Director

1. The Physical Director is appointed by the Secretary of the college in consultation with the Management Council.
2. He is incharge of all sports and games activities in the college.
3. He is the manager of all college teams and prepares the players for university ranking and placement.
4. He prepares the annual requirement for sports and games.
5. He looks after the grounds and equipments meant for sports and games.
6. He proposes plans for the development of sports and games in the college to the college sports committee.
7. He assists in the discipline of students during the good morning talks and during the functions.
8. He arranges for inter-class, inter-department, inter-college and inter-university tournaments in consultation with the Vice Principal.
9. He plans and executes the Sports Day with the help of staff members and students.
10. He looks after the visiting physical directors and visiting students in consultation with the Vice Principal.
11. He arranges for the coaching of players.
12. He accompanies the students when they go for different tournaments.

XVIII Director of Vazhikatti / Placement Officer

1. The Director of Vazhikatti is appointed by the Secretary of the college in consultation with the Management Council.
2. He is incharge of career guidance in the campus.
3. He motivates the students for different careers and higher studies.
4. He follows them up towards achieving their goal in life.
5. He offers courses in skill training for jobs.
6. He builds contacts with the industries and employers and invites them for campus interviews.
7. He provides information on different competitive examinations and placement possibilities.
8. He maintains the records of correspondence with the employers and those who are employed.

XIX Association President (Academic and Non - Academic)

1. The association president is appointed by the Principal in consultation with the respective HOD.
2. He is incharge of the Association activities.
3. He plans the activities of the year in consultation with the Vice Principal / HOD.
4. He obtains the required fund from the Principal and gives the accounts regularly.
5. He gives opportunities for students to have group experience, leadership, social service, planning and executing and evaluating their performance.
6. He organizes personality development programmes for students.
7. He organizes the industrial visits in consultation with the HOD and the Principal.

XX Office Superintendent

1. The Office Superintendent is appointed by the Secretary of the college in consultation with the management council.
2. He is incharge on non-teaching staff of the college.
3. He plans and distributes the administrative work of the office.
4. He assists the Principal in the financial administration of the college.

5. He keeps track of communications from UGC, University, Government and other officials.
6. He supervises the general maintenance of the college.
7. He keeps all the records of staff and students.
8. He assists the Principal in the preparation of budget for the college.
9. He assists the Principal in the admission of students.
10. He arranges to look after the VIPs who come to visit the college or the Principal.
11. He helps the students to get their scholarships and certificates.

Boards and Committees

1. Board of Management

Sacred Heart College is a minority institution, established and administered by the Salesians of Don Bosco according to the statutes of the South India Salesian Society.

Composition

1. Chairman (Provincial)
 2. Vice Chairman (Rector & Secretary of the college)
 3. Principal
 4. Additional Principal
 5. Vice Principal
 6. Administrator
 7. Members nominated by the Chairman
- * Ordinarily, the Management Council carries out the objectives of the Board under the leadership of the Vice Chairman. The Management Council meets ordinarily every month and whenever called by the Chairman or the Secretary.

Functions

1. The Management Council is the final decision making body regarding the administration of the institution. This body takes major policy decisions.
2. The Management Council takes care of the minority status of the institution and provides the necessary infrastructure to run the institution.
3. It safeguards the purpose for which this college was established, namely, to impart an integral and personalized education to the poor students in general and to the rural youth in particular.
4. The Management Council provides a Catholic atmosphere and strives to produce intellectually competent, morally upright, socially committed and spiritually inspired citizens.
5. To achieve this, the Management Council meets once a month. It reviews the working of the institution and plans for the running of the institution and its development.
6. The Management Council decides about the memberships of various bodies including core group of the Educative Pastoral Council / IQAC.
7. The Management Council is responsible for generating funds from different sources for the development of the college.

2. Governing Body of the College

Composition

1. Five members from the management as per the constitution, with the Chairman (Chairman, Vice Chairman (Secretary) Principal, Additional Principal, Vice Principals)
2. Two members from the teaching staff of the college, to be nominated by the Principal, based on seniority.
3. One member to be nominated by the Management from the category of either educationist or industrialist.
4. One member to be nominated by the University Grants Commission.
5. One member to be nominated by the State Government, either an academician not below the rank of a Professor or a State Government official of the Directorate of Higher Education / State Council of Higher Education.
6. One member to be nominated by the University.
7. Principal of the college as ex-officio member.
8. Special Invitees – Additional Vice Principals and Controller of Examinations.

Term

The term of all nominated members shall be for a period of three years and the term of UGC nominee thereon will be six year.

Meeting - At least thrice a year

Functions

1. Fix the fees and other charges payable by the students of the college on the recommendation of the Finance Committee.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of Academic Council.
3. Approve new programmes of study leading to degrees and / or diplomas.
4. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and to fulfill the objectives for which the college has been declared as autonomous.

Standing Committee of the Governing Body

1. Secretary of the college
2. Principal
3. Additional Principal
4. Vice Principals
5. Additional Vice Principals
6. Controller of Examinations
7. The staff representatives

Meeting – At least twice a year

Functions

1. Pass the semester results
2. Nominating experts for Academic Council
3. Preparing the agenda for the Governing Body Meeting

3. Academic Council**Composition**

1. Principal
2. All the HODs and two teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service.
3. Not less than four experts from outside the college, representing areas such as industry, commerce, law, education, medicine, engineering etc. to be nominated by the Governing Body.
4. Three nominees of the university.
5. Faculty nominated by the Principal.

Term

The term of the nominated members will be three years.

Meeting – The Principal shall convene the meeting of the Academic Council at least once a year.

Functions

1. Scrutinizes and approves the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulations, curriculum, syllabi and modification thereof, instructional and evaluation arrangements, methods and procedures relevant thereto etc. if the Academic Council differs on any proposal it will have the right to return the matters for reconsideration to the Board of Studies concerned or reject it.
2. Makes regulations regarding the admission of students to different programmes of study in the college.
3. Frames regulations for conduct of examinations and initiate measure for improving quality of teaching, students' evaluation and student advisory programme in the college.
4. Makes regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels.
5. Recommends to the Governing Body proposal for institutions of new programmes of study.
6. Recommends to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and frame regulations for the award of the same.
7. Advises the Governing Body on suggestions pertaining to academic affairs made by it.
8. Performs such other functions as may be assigned by the Governing Body.

4. Board of Studies

UG Board

Composition

1. All the subject teachers are members
2. The senior most person, next to the HOD will be the chairman.

PG Board

Composition

1. All the subject teachers are members.
2. The PG HOD is the chairman
3. One postgraduate meritorious alumnus to be nominated by the Principal.
4. One representative from industry of corporate sector relating to placement.
5. The Chairman of the Board of Studies may with the approval of the Principal of the college, co-operate experts from outside the college whenever special courses of studies are to be formulated.

Meeting

The Principal of the college shall draw schedule for meeting of the Board of studies for different departments. The meeting may be schedule as and when necessary but necessarily once a year.

Functions

1. 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.
2. Suggest methodologies for innovative teaching and evaluation techniques.
3. Suggest panel of names to the Controller of Exams for appointment of examiners.
4. Coordinates research, teaching, extension and other academic activities in the department / college.

5. Finance Committee

Composition

1. Principal
2. Administrator
3. Staff Representative

Term - Two Years

Meetings - At least twice a year

Functions

1. The finance committee will be an advisory body to the Management Council.
2. 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.
3. Prepare the budget estimates relating to the grant receivable from the UGC and other sources.
4. Evaluation of the general financial management.

6. Admission Committee

1. Principal
2. Additional Principal
3. Vice Principals
4. Additional Vice Principals
5. Senior Most Staff
6. Staff Representative

7. Committees Constituted by the Governing Body of Sacred Heart College

7.1 IQAC

Composition

1. Principal
2. Vice Principal
3. Additional Principal
4. IQAC Coordinator
5. Deans
6. Staff Representatives
7. Office Superintendent

Term - The nominated member shall be for 2 years

Meetings - Frequently

Functions

1. Develops quality bench marks and parameters in various activities.
2. Develops systems and evolve mechanisms and procedures to ensure quality.
3. Collects data on various aspects of institution functioning.
4. Promotes quality circles.
5. Records and monitors quality measures.
6. Prepare Annual Quality Assurance Report (AQAR)

7.2 College Council / Curriculum Development / Planning and Evaluation Committee

Composition

1. Secretary
2. Principal
3. Additional Principal
4. Controller of Examinations
5. Vice Principals
6. Additional Vice Principals
7. All the HODs
8. Staff Secretary
9. Deans
10. Physical Director
11. Librarian
12. Office Superintendent

Term - As long as the respective persons remain in the office

Meeting - At least thrice a year

Functions

1. The college council will take stock of the general campus atmosphere and discipline, public relations and other matters of internet and importance to the college.
2. It will also suggest possible ways for improvement.
3. Helps in fixing important dates for celebrations in the college.
4. Evaluates the existing curriculum and suggest revision.
5. Need assessment of society, students and industry.
6. Curricular designing and its organization.
7. Industrial and global trends.

7.3 Examination Committee

See Calendar 2011 - 12

Functions

1. Focus the semester examination time table.
2. Decision in the cases of malpractice during the semester examination.

7.4 Students Grievance Redressal Committee (one of each Shift)

Composition

1. Secretary
2. Principal / Additional Principal
4. Vice Principal
5. Additional Vice Principal
6. Deans
7. Library Director
8. Physical Director
9. Office Superintendent
10. Staff incharge of women students

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

Meetings - The Grievance Redressal Committee will meet at least twice a year and as often as the occasion demands

Functions

1. Elicit information from different quarters concerning common dissatisfaction, cause for the same.
2. Suggests preventive measures.
3. Calls for meeting and has an interaction with the students, staff.
4. Assists the management in settling issues amicably.
5. Act as liaison office between management and staff, staff and students etc.

7.5 Student Welfare Committee (one for each Shift)

Composition

1. All the class leaders
2. All the Academic Association Secretaries
3. All the Non-Academic Association Secretaries
4. Vice Principal
5. Dean - Convener

Term - One Year

Meeting - Once in a month

Functions

1. Evaluation of Students Service
2. Suggestions for improvement
3. Class Quality Circles (CQC)

7.6 Extension Education Committee

Composition

1. Principal
2. Additional Principal
3. Vice Principal
4. The staff incharge of Extension Education

Term - Two Years

Meeting - At least twice a year

Functions

1. Coordinate the Association Activities
2. Assessment and Planning Extracurricular Activities

7.7 Research and Publication Committee

Composition

1. Principal
2. Additional Principal
3. Additional Vice Principal
4. Representative of Doctors from Science
5. Representative of Doctors form Arts
6. Documentation Officer
7. Project Officer

Term - The nominated members shall be two years

Meeting - Meets at least twice a year

Functions

1. Promotion of research among staff and students
2. Promotion of faculty participation in consultancy work
3. Lays down rules and regulations for Abdul Kalam Research Centre
4. Fixes awards for those who do research and publish.
5. Write research projects to UGC and other funding agencies

7.8 Placement Cell

Composition

1. Vice Principals
2. Additional Vice Principals
3. Director of Vazhikaatti
4. Presidents of Academic Associations
5. Alumni Representative
6. Class leaders of final years

Term - The term of representative will be two years

Meetings - The placement cell will meet at least twice year

Functions

1. Arranges for campus interviews
2. Gets in touch with various institutions, employers, call centre's industries
3. Creates Memorandum of understanding with reputed organizations
4. Conducts career guidance seminars
5. Disseminate information regarding placement opportunities

7.9 Documentation and Project Committee

Composition

1. Principal
2. Additional Principal
3. Vice Principals
4. Additional Vice Principals
5. Office Superintendent
6. Documentation Officer
7. Project Officer

Term - Two years

Meetings - At least thrice a year

Functions

1. Document profiles of all staff and students
2. Document all the activities in the campus and outside the campus
3. Prepares working document for any committee
4. Publicity
5. Writes and follows up the projects

7.10 College Magazine Committee

Composition

1. Principal
2. Additional Principal
3. Vice Principals
4. Additional Vice Principals
5. HOD of English Department
6. HOD of Tamil Department
7. Office Superintendent
8. Documentation Officer
9. Project Officer

Term - The nominated members will be for two years

Meeting - The College Magazine Committee will meet at least thrice a year

Functions

1. Invites articles, tidbits, reports for the magazine
2. Selects materials for the magazine
3. Designs cover page
4. Places order for printing

7.11 Alumni Committee

Composition

1. Principal
2. Additional Principal
3. Alumni Executive Members
4. Department Placement Officers
5. Vazhikatti Director

Term - The representative will serve two years

Meeting - The Alumni Association will meet at least thrice a year

Functions

1. Establishes constant contact with Alumni
2. Documents the profile of Alumni
3. Arranges for an interaction with the present students