

3. DUTIES AND RESPONSIBILITIES OF ADMINISTRATION AND STAFF

3.1 ADMINISTRATION

3.1.1 Governing Body

The Governing Body is constituted by the Board of Trustees of the Diocesan Technical Education Trust which owns and runs the college. The Board of Trustees ensures that the people with right skills, experience, qualities and capacity to make the institution a successful one are placed in the Governing Body.

The Governing Body is responsible for

- a) Aligning the strategic direction with the institution's aims and objectives
- b) Ensuring clarity of vision, mission and policy objectives
- c) Approval of all the policies of the institutions
- d) Making decisions on the institution's budget
- e) Making decisions about staffing
- f) Offers support, constructive advice and novel ideas for the implementation of the proposals placed before them
- g) Ensuring the health, safety and safeguarding policy procedures are followed and embedded

3.1.1 Manager

The Manager is appointed by the Executive Committee of the Trust with the concurrence of the Patron (the Bishop of Kothamangalam) and approved by the Board of Trustees.

The Manager:

- a) Recruits, Interviews and appoints new staff
- b) Provides administrative leadership to Principal, teachers, and administrative officials of the institutions in the development and coordination of educational programs
- c) Ensures a safe, secure, and legal work environment

- d) Develops, coordinates, and enforces systems, policies, procedures, and productivity standards
- e) Develops personnel growth opportunities
- f) Represents the Institution on various Committees to identify present and future needs within the educational system
- g) Assesses the current developments in Science & Technology, and introduces new courses accordingly

3.1.1 Director

The Director is appointed by the Board of Trustees with the concurrence of the Patron (the Bishop of Kothamangalam).

The Director is responsible for:

- a) General academic and administrative supervision
- b) Annual evaluation of staff along with the Academic Review Committee
- c) Assessing the workload and making arrangements for the appointment of staff
- d) Intimating and implementing policies and programs of the Management
- e) Monitoring the purchase and stock verification by the departments
- f) Assessing the budget proposals from departments and recommending fund allocation
- g) Initiating developmental activities and innovative programs in the college
- h) Correspondence of Management with different agencies

3.1.1 Principal

The Principal is appointed by the Manager in accordance with the selection procedure of the institution subject to ratification by the AICTE and University. The Principal is directly responsible and accountable to the College Management for the effective leadership and the overall management of the college both academic as well as administrative. The Principal's mission is to enhance standards of education by providing an outstanding creative, participative, learning environment that is consistent with the Core Values, Mission and Vision of the institution.

Following are the responsibilities of the Principal:

- a) Defines and delegates various responsibilities in the college
- b) Prepares the annual budget in consultation with HODs