

- 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

- c) Conducts periodic meetings of various bodies such as PTA, Library Committee, Anti-ragging Committee, Women's Grievances Redressal Committee, etc.
- d) Prepares and executes an academic calendar
- e) Monitors and evaluates teaching-learning processes periodically and suggests corrective measures
- f) Constitutes Students Council and other Committees
- g) Reviews continuously and evaluates quality improvement in academic programs
- h) Arranges internal audit
- i) Maintains minutes of all meetings and preserves documents (both print and electronic)
- j) Coordinates research and consultancy and initiates new academic proposals
- k) Arranges Faculty and Staff Development Programs
- l) Conducts student-feedback analysis
- m) Conducts weekly meetings with HODs and periodic meetings with faculty and staff to review the academic progress
- n) Provides information to the Governing Board through the Director on all issues pertaining to the College
- o) Endeavours to improve the academic quality and effectiveness of the institution
- p) Makes sure that all the institutional policies are implemented in letter and spirit without fail
- q) Monitors each and every faculty so that the overall performance and the result of the college are improved year after year.
- r) Develops and make sure a high degree of student morale so that the students would be prepared to be useful citizens.
- s) Is responsible for all records, files and necessary documentation
- t) Takes necessary measures to ensure the security of staff and students while on campus
- u) Addresses any other matter as desired/directed by the authorities from time to time