

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