



# **CARMEL COLLEGE, MALA**

## **Policy Documents**



## **2. ADMINISTRATION POLICY**

A dynamic and participatory administration is the stronghold of an institution in guarantying its sustenance and progress. An effective administration translates into the routine practices and distinctiveness of the institution. Carmel College ardently pursues and thrives on its comprehensive and farsighted administrative policy to ensure quality engagement with all stakeholders. Under this policy, the institution shall,

1. Encourage a culture of inclusivity and promote decentralized and participatory governance
2. Ensure cordial and mutually beneficial relationship with the Management and all stakeholders
3. Ensure operational autonomy to various academic and non-academic bodies in the best interest of beneficiaries and institutional policies
4. Maintain academic and administrative discipline with the assistance of the administrative staff, IQAC, Heads of various departments and college committees/cells
5. Ensure smooth and effective office administration under the supervision of the Head Accountant and Bursar
6. Ensure the supervision of library policies and procedures through the Library Advisory Committee
7. Adhere to the service rules and instructions of UGC, Government and affiliating University in matters related to appointments and promotions of all teaching staff and librarian
8. Follow the statutes of the University and the KSR of the government for appointment and promotion of the administrative staff
9. Ensure quality profile of staff and maintain transparency in appointing them based on their academic/professional credentials and competency
10. Abide by the norms and policies of the Government and UGC concerning admission and reservation of seats for students

11. Adopt a student-centric approach in carrying out effective administration
12. Collect feedback from stakeholders on various quality parameters regarding the administration of the institution through the IQAC and make necessary reforms from time to time and as required
13. Institute statutory bodies and support systems including Grievance Redressal Cell and ICC for both staff and students, Career Guidance and Placement Cell, Anti-Ragging Cell, Counselling Cell and Cells representing minority or backward communities.
14. **Constitute associations for both teaching and non-teaching staff and provide financial and social support in time of need**
15. Adopt an automated attendance system to record the attendance of staff with more transparency and accuracy
16. **Employ faculty empowerment strategies and organize orientation programmes/seminars/workshops to enhance the professional competencies of staff**
17. Organize health and fitness programmes for staff and students and encourage them to avail the services of the college fitness centre
18. Grant casual leave and other eligible leaves to staff as per the policies and rules of UGC, Government and the affiliating University
19. Adhere to the rules and statutes of Government, UGC and University regarding the salary and compensation of the regular/permanent employees
20. Abide by the norms of the Management regarding the appointment and salary component of temporary/contract-based staff
21. **Grant salary advances to the staff in need**
22. Digitalize the administrative section in carrying out admission process, fee collection, preparation of salary bills, income tax and PF remittance of the staff, and similar accounts
23. Ensure a transparent and well-planned financial management system whereby the funds/grants received from the Government, UGC, NGOs, Management and benefactors are effectively mobilized for the academic and other developmental activities of the college

24. Conduct internal and external financial audits for both Government/UGC and Management accounts
25. Monitor effective resource utilization under the supervision of the Committees constituted for the same, spearheaded by the Principal
26. Implement the recommendations proposed by the Board of Management, Finance Advisory Committee and the Governing Body following the review on the mobilization of resources, budgets, and audited accounts
27. Conduct annual internal and external Administrative Audit monitored by IQAC and an external expert respectively
28. Facilitate and upgrade ICT infrastructure and other physical amenities to effectively supplement the participatory teaching-learning process
29. Extend financial assistance to departments/clubs/forums and cells for organizing national/international workshops, seminars, and conferences
30. Promote research activities by extending infrastructural and financial support and assisting faculty to secure external funds for carrying out research projects
31. Allocate an amount sanctioned by the Management to support the guest faculty to participate in national/international seminars/conferences, present and publish research papers and obtain membership in professional academic bodies
32. Adopt proactive measures to procure sanctions from UGC/University for introducing new programmes having more scope of employability
33. Collaborate with recognized local bodies/NGOs/industries to catalyze its educational and community-centric projects