



MES MAMPAD COLLEGE
(AUTONOMOUS)

(Accredited by NAAC with A grade)
Affiliated to University of Calicut

Institutional Policy

Administrative Policy

ADMINISTRATIVE POLICY

Objectives

- To define and to monitor academic and administrative functions of the College.
- To redefine and strengthen policies & procedures intact with the changing situation.
- To ensure the functioning of system in accordance with strategic plans.
- To ensure compliance with rules & regulations of Central and State Governments, MHRD, UGC, University, and other Statutory and Regulatory bodies.
- To ensure the working of the College in accordance with the academic and administrative guideline prescribed by the Corporate Manager and Director, MES Aided Colleges.
- To regulate the financial policies and transactions of the institution.
- To fix a benchmark in the implementation of curriculum and teaching-learning activity.
- To define a guideline in implementing Green and energy Protocols in developmental activity and day to day administration.
- To ensure the cohesive functioning of different departments and trust building with and among the faculty members.
- To monitor the implementation of OBE and upkeeping of Academic ethics in the institution.

Domain of Activity

- Policies and Procedures of Governance.
- Infrastructure Augmentation.
- Decentralization, Consultancy and Collaboration.
- Human Resource Management.
- Admission, Examination & Research.
- Finance- utilization & audit.
- Academic support and facilities.
- Staff Welfare measures.
- Controller of Examinations (COE) - BoS, Fee payment, Exam commencement, Question paper setting, Conduct of examinations/supplementary examinations, Malpractice prevention,

Evaluation/re- evaluation, Result declaration, Mark sheets and Degree certificates/provisional certificates.

- Internal Quality Assurance Cell (IQAC)- Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, Teachers, Employer & Alumni.
- Data Management - Student records, Staff records, Resources data, Infrastructure & facilities, Library and Admission. • Career Guidance & Counselling Cell o Placement, Innovation Incubation centre, Entrepreneurship Development Cell.
- Audit & Accreditation - Green audit, Academic & Administrative Audit, ISO, NAAC, AICTE, Swachatha, ARIIA & NIRF.
- Redressal Mechanism.

