



## CRITERION 6

SSR CYCLE IV

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

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### 6.1. Institutional Vision and Leadership

**6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.**

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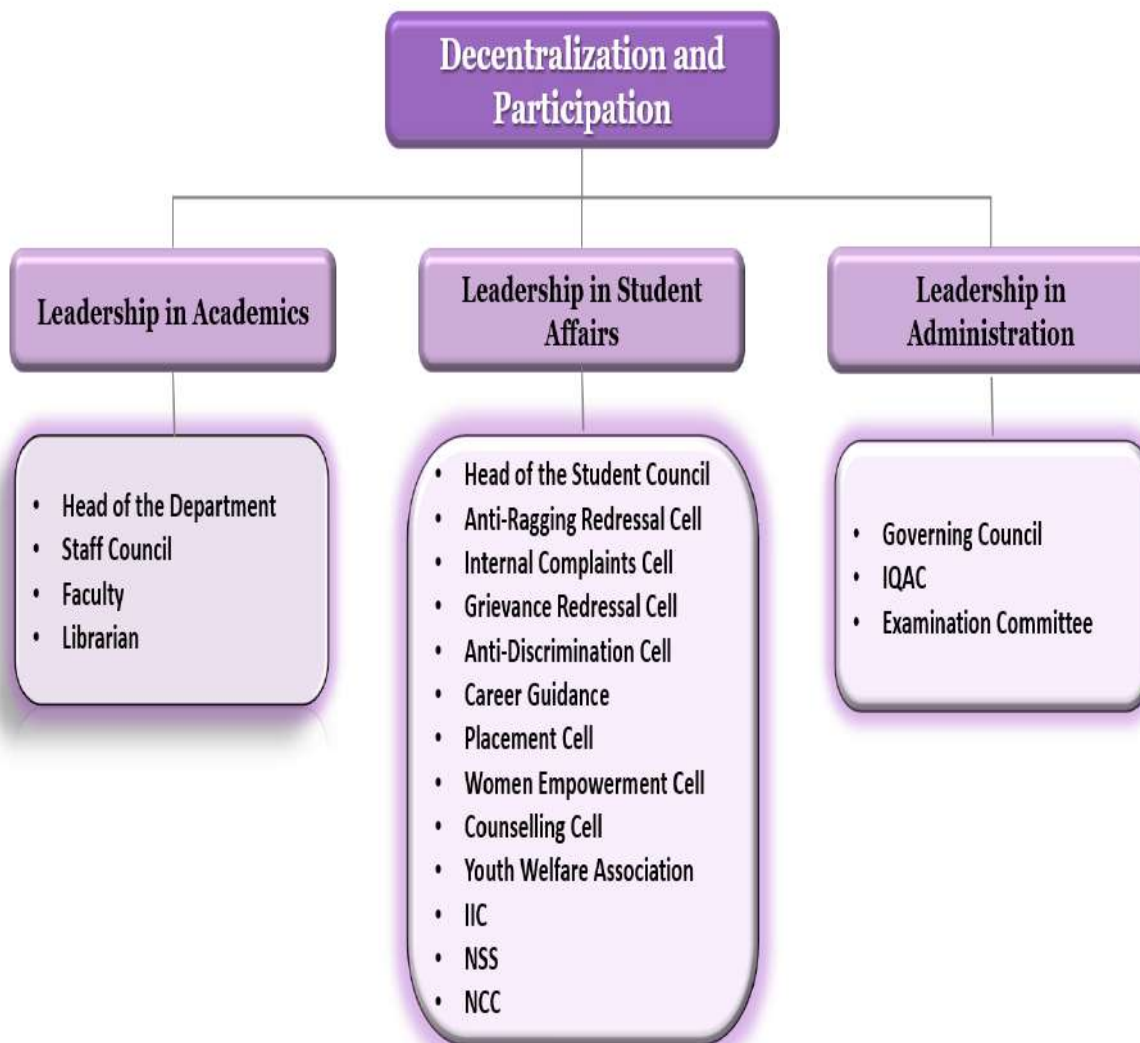
### **Decentralization and Participation**

APCM takes pride in fostering a culture of participative and decentralized governance, where various clubs and forums play a pivotal role in shaping the institution's community. Our governance model revolves around inclusivity, collaboration, and empowerment, ensuring that every stakeholder has a voice in decision-making processes.

At the core of our governance structure lies the principle of participation, where students, faculty, and staff actively engage in various clubs and forums dedicated to academic, cultural, and social pursuits. These platforms serve as vehicles for fostering creativity, leadership, and community involvement, allowing individuals to contribute meaningfully to the institution's development.

Moreover, our governance approach is decentralized, with decision-making authority distributed across different levels of the institution's hierarchy. This decentralization enables agility and responsiveness to the diverse needs of our community, allowing for tailored solutions and initiatives at the grassroots level.

Through participative and decentralized governance, the institution strives to cultivate a vibrant and inclusive institutional environment where innovation thrives, and every member feels valued and empowered to make a difference.

**DECENTRALIZATION AND PARTICIPATION**

### Responsibilities of Various Designates

Designation	Responsibilities
<b>Principal</b>	<ul style="list-style-type: none"> <li>• General administration of college</li> <li>• Overall supervision of teaching programmes</li> <li>• Supervision of student welfare, health and security services</li> <li>• Responsibility for organizing workload of staff including teaching assignments</li> <li>• Guidance and counselling of students</li> <li>• Recruitment of staff and admission of students</li> <li>• Responsibility for conduct of examinations</li> <li>• Maintenance of permanent records of students</li> <li>• Review and revision of policies, rules, regulations</li> <li>• Participation in the College's committee work</li> <li>• Participation in teaching programmes</li> <li>• Supervision of library services</li> <li>• Planning for the development of the college</li> </ul>
<b>Head of the Department</b>	<ul style="list-style-type: none"> <li>• Responsible for the Department's entire academic affairs</li> <li>• Looks after day to day activities relating to teaching</li> <li>• Reports to the Principal on all departmental needs, including faculty members, equipment, books and journals, and maintenance.</li> <li>• Represents the department and reports to the Principal on any development requirements and shortfalls</li> <li>• Organizes Guest Lectures, Seminars, Workshops, Conferences, etc.</li> <li>• Responsible for developing new programmes in collaboration with other organizations and universities</li> </ul>

	<ul style="list-style-type: none"> <li>• Arranges for students to participate in value-added courses, industrial visits, and internships</li> <li>• Ensures that faculty members submit research proposals and papers to reputable journals</li> </ul>
<b>Faculty</b>	<ul style="list-style-type: none"> <li>• Organize and prepare study materials for students</li> <li>• Develop professional relationships with students and provide guidance on how to improve their careers</li> <li>• Evaluate, supervise, and mentor students' academic development</li> <li>• Participate in a variety of department and college activities</li> <li>• Publish their research findings in academic books or journals</li> </ul>
<b>Librarian</b>	<ul style="list-style-type: none"> <li>• Responsible for the library's overall management and documentation of books, periodicals, magazines, newspapers, CDs, and other library items</li> <li>• Prepares a list of books and journals that are required for students and faculty members on a regular basis</li> <li>• Responsible for maintaining and updating e-journals as well as all other electronic publications</li> <li>• Organizes library materials and prepares a report to the Principal if there is a discrepancy</li> <li>• Arranges periodic inventory of library materials</li> </ul>

### Roles and Responsibilities of Various Councils / Committees / Cells / Clubs

Committee	Roles & Responsibilities
<p><b>Governing Council</b></p>	<ul style="list-style-type: none"> <li>• The Council is in charge of developing the institution's policies, defining the vision and mission statements, and guiding the institute in the proper way.</li> <li>• The members, with their extensive academic, administrative, and research backgrounds, guide the institution in the proper path on a regular basis.</li> <li>• The Governing Council is responsible for managing the institution's activities, establishing its future direction, and creating an environment conducive to the achievement of the institution's mission.</li> <li>• The Governing Council is responsible for monitoring the development and implementation of the institution's strategic vision and direction. This will include the institution's purpose and mission.</li> <li>• The Governing Council has a duty to help the institution achieve and develop its mission and primary learning, teaching, and research objectives.</li> <li>• This responsibility includes reviewing and approving the institution's strategic plan, which should outline the institution's academic goals and objectives as well as the financial, physical, and staffing methods required to meet those goals.</li> </ul>
<p><b>IQAC</b></p>	<ul style="list-style-type: none"> <li>• Sets standards and benchmarks for quality enhancement and sustenance</li> <li>• Suggests quality related activities and monitors the activities of the departments, committees, clubs and associations</li> <li>• Conducts periodical meetings to check compliance with quality standards</li> </ul>

	<ul style="list-style-type: none"> <li>• Identifies the best practices of the departments</li> <li>• Participates in quality assurance activities</li> <li>• Implements the NAAC Peer Team recommendations</li> </ul>
<b>Grievance Redressal Cell</b>	<ul style="list-style-type: none"> <li>• The cell addresses the grievance of any of the students directly and also through suggestion boxes and tries to seek redressal for the same</li> </ul>
<b>Anti-Ragging Committee</b>	<ul style="list-style-type: none"> <li>• Forbids ragging of any kind</li> <li>• Raises awareness on the various causes that lead to ragging</li> </ul>
<b>Career Guidance Cell</b>	<ul style="list-style-type: none"> <li>• Provides the necessary information regarding employment opportunities to the students</li> <li>• Empowers students through self-employment</li> <li>• Prepares them for Competitive examinations</li> <li>• Organizes pre-placement programmes to enable students to showcase their skills during the interview</li> <li>• Boosts their confidence level to meet challenges</li> <li>• Equips them with life skills to secure jobs</li> </ul>
<b>Placement Cell</b>	<ul style="list-style-type: none"> <li>• Facilitates students to develop technical knowledge and soft skills in terms of career planning and goal setting</li> <li>• Develops the ability of students to meet the industries recruitment process</li> <li>• Motivates students to develop technical knowledge and soft skills in terms of career planning, goal setting</li> <li>• Encourages students aspire for higher studies and guiding them to take competitive exams such as SET, NET and TNPSC, etc.</li> <li>• Aims to place the maximum number of students through campus &amp; off-campus interviews conducted by top companies</li> </ul>
<b>Women Empowerment Cell</b>	<ul style="list-style-type: none"> <li>• Raise awareness on women's legal rights and gender equality</li> <li>• Develop entrepreneurial skills and strengthens students' economic status</li> <li>• Trains them in encountering the realities of life outside the campus as responsible citizens</li> </ul>



	<ul style="list-style-type: none"> <li>• Encourages them in balancing both physical and mental health</li> </ul>
<b>Counselling Cell</b>	<ul style="list-style-type: none"> <li>• Strengthens the students' mental health and helps them come out of mental disturbance</li> <li>• Helps students to handle critical situations</li> </ul>
<b>APCian Research Forum</b>	<ul style="list-style-type: none"> <li>• Creates and promotes a culture of research among the faculty and students</li> <li>• Identifies research areas and specifies research topics of academic, practical and social relevance</li> <li>• Organizes seminars/conferences/workshops on research topics and training programmes in Research Methodology and Intellectual Property Rights</li> <li>• Ensures quality, integrity and ethics in research</li> <li>• Familiarizes faculty with UGC, Scopus, SCI and ESCI journals</li> </ul>
<b>Institutions Innovation Council (IIC)</b>	<ul style="list-style-type: none"> <li>• The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years.</li> <li>• A network of IICs are established to promote innovation and entrepreneurship in the Institution through multitudinous modes leading to an innovation promotion ecosystem in the campus.</li> <li>• Entrepreneurship Development Cell has taken a greater responsibility to generate the entrepreneurship skills among the students and to help them to channelize their goals to become versatile entrepreneurs.</li> </ul>
<b>NSS Units</b>	<ul style="list-style-type: none"> <li>• Understand the community in which they work</li> <li>• Identify the needs and problems of the community and involve in problem-solving</li> <li>• Develop among themselves a sense of social and civic responsibility</li> <li>• Utilize their knowledge in finding practical solutions to individual and community problems</li> <li>• Develop competence required for group-living and sharing of</li> </ul>

	<p>responsibilities</p> <ul style="list-style-type: none"> <li>• Develop capacity to meet emergencies and natural disasters</li> <li>• Practise national integration and social harmony</li> </ul>
<b>Library Committee</b>	<ul style="list-style-type: none"> <li>• Cultivates an environment where the students, scholars, faculty and staff discover, create, communicate and preserve information and knowledge</li> <li>• Systematically and regularly collects relevant books, journals, magazines and such other publications in conventional or in electronic media, for continuous updating and strengthening and its data bank</li> <li>• Provides the right ambience to sit and read</li> </ul>
<b>Fine Arts Club</b>	<ul style="list-style-type: none"> <li>• Motivates the talented students to shed inhibitions and develop inborn talent</li> <li>• Facilitates attainment of perfection of extracurricular skills</li> </ul>