



**MES ASMABI COLLEGE**

**P. VEMBALLUR**

## **ADMINISTRATIVE POLICY**

The administration policy is prepared as per the vision and mission of the institution. It focuses on enhancing competencies, effective decision making and

- To supervise academic and administrative function of the institution
- To operationalize policies and implement strategic plans
- To encourage a culture of vicinity
- To promote decentralized and participatory governance
- To ensure smooth ,effective student centric office administration
- To ensure implementation of E Governance
- To collect feedback about administration and make necessary changes
- To ensure compliance with rules & regulations of Government / University
- To implement the Guidelines of Corporate Manager/Director of MES Aided Colleges
- To guide, recognize and regulate financial matters of the institution
- To ensure standards in teaching, learning and evaluation process
- To provide safe, secure and eco -friendly campus
- To audit, evaluate and reassess the institutional activities
- To ensure beneficial bond with the Management and all stakeholders
- To regulate financial policies and transitions of the institution
- To ensure a transparent and well-planned financial management system
- To ensure financial aids to students and Guest Faculties
- To ensure supervision and implementation of library policies and procedures
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- To ensure supervision and implementation of library policies and procedures
- To follow the statutes of the University and the KSR for Staff appointment, promotion of TS and NTS
- To ensure the implementation of Grievance Redressal Cell and ICC for both staff and students
- To Conduct Examinations smoothly and transparently
- To organize programs to improve professional competencies of staff
- To ensure effective resource utilization
- To ensure use of ICT in Teaching Learning and Evaluation process
- To ensure legal and ethical functioning of the college
- To prepare and implement framework for institutional plans

**Expected outcomes**

- Maintain an institutional culture aligned with the mission and vision of the college
- The overall improvement in the productivity of the college
- Ensuring transparency and accountability in functioning bodies of the institution
- Providing speedy response to queries/ problems of all stake holders
- Distribute consistent and dependable data for systematic functioning